



OXFORD UNIVERSITY GEOLOGICAL SOCIETY HANDBOOK

(Last Revised – June 2020)

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1 PURPOSE

- (i) The purpose of this Handbook is to supplement but not overrule the Constitution of the Oxford University Geological Society ("OUGS").
- (ii) This handbook is neither binding nor part of the Constitution but shall instead provide a guide for the running of OUGS.
- (iii) In the event of a perceived conflict, the Constitution shall always take precedence.

2 COMMITTEE

- (i) The President, Vice President, Secretary and Treasurer shall form a subcommittee of the Committee known as the "Executive Committee" ("Exec").
- (ii) The responsibilities of the Exec shall be those specified in the Handbook; any powers not explicitly delegated to the Exec by the Handbook or by a formal resolution of the Committee shall be reserved to the Committee.
- (iii) Other than the Exec and the IT Officer, other roles on the Committee, and their responsibilities, shall be determined by this Handbook.
- (iv) In general, the positions of IT Officer and of Webmaster, as defined in the Constitution, should be held by the same individual, who should also be responsible for other forms of online promotion of the Society.
- (v) Financial or legal liability incurred in the rightful exercise of their office shall not be the personal liability of the committee but shall be the responsibility of OUGS as a whole. Any financial penalties incurred by committee members of OUGS whilst undertaking activities related to the committee should, with approval by the President and Treasurer, be paid for by OUGS.

The entire committee should attempt to, where possible:

- (vi) Meet at least twice a term to discuss OUGS funding, the planning and logistics of events taking place that term and any other matters proposed by any member of the committee.
- (vii) Support the Social Secretaries and Sport Secretaries with promoting, setting up, running and packing up any events they run. committee members should attempt to attend as many events as they are able and generally encourage a supportive and positive atmosphere at all events.
- (viii) Make their best attempts to ensure compliance and good behaviour of all other members at all events so as to not upset any staff or hosts.

They must also try to be on hand to support any members who are vulnerable or need assistance where possible.

- (ix) Provide either a written handover document or have a sit down meeting with the newly elected committee member taking over from them to help them understand exactly what their role entails, give any advice, answer any questions. This is to ensure the continuation of ideas, goals and values of OUGS into the new committee such that it can improve and progress over time.
- (x) Attend all committee meetings if they are Exec unless they have given advanced notice of absence or there is an emergency situation.. Non-executive committee members should ideally aim to attend all meetings if they are able.

2.1 SEG (Society of Economic Geologists)

- (i) The Society of Economic Geologists is an independent international society committed to advancing the science and discovery of mineral resources. Members may join SEG regardless of any affiliation with the Earth Sciences Department and OUGS through submitting an application and paying for membership directly with SEG. Members of OUGS are not automatically included as members of SEG and vice versa.
- (ii) SEG may advertise their activities and events using the same channels OUGS events are typically advertised through, i.e. via OUGS mailing lists, the OUGS Facebook group, etc. unless there is a direct conflict of interest. SEG Committee members should liaise with the Social Secretaries, IT Representative or Secretary of OUGS in order to do this.
- (iii) Leaders within SEG in Oxford are elected completely independently of OUGS. They may wish to create some kind of liaison role like GfGD in the future or they may continue liaising with OUGS without any formalised role. If they do wish to create a role that links to OUGS they can discuss this as an option with the currently sitting Committee.

2.2 GfGD (Geology for Global Development) Lead Ambassador

- (i) This role is not a formal OUGS Committee role and is therefore not electable through the OUGS Committee general elections. Geology for Global Development is an independent charity organisation that promotes charity and hosts a number of cross-university events. There is no limit to the number of ambassadors of GfGD at each university - anyone who wishes to become an ambassador at Oxford need only join GfGD directly and then get the relevant training from them. The free day of training normally occurs around the beginning of term in September.
- (ii) The opportunity to become a GfGD ambassador should be offered to all members of the Earth Sciences department (regardless of if they are members of OUGS or not) by the outgoing Lead Ambassador in

conjunction with the OUGS Committee at the end of Trinity Term/early in the Summer Vac. Anyone identifying as wishing to become a GfGD ambassador should be directed to the outgoing Lead Ambassador who can then direct them to the current student ambassador coordinator to arrange for their training.

- (iii) The role of GfGD Lead Ambassador would be to organise and lead all the other GfGD ambassadors at the University of Oxford, in particular being in charge of organising and promoting GfGD events. Their role would also include liaising directly with OUGS to run joint events and for promotion of GfGD to OUGS members.
- (iv) Students applying for the role of the GfGD Lead Ambassador would ideally already be GfGD ambassadors, but this role should still be offered to all members of the Earth Sciences department (regardless of if they are members of OUGS or not) by the OUGS Committee at the end of Trinity Term/early in the Summer Vac. Students should be encouraged to apply for this position directly to the OUGS Committee through an open, transparent application process as organised by the Secretary, as well as joining GfGD (as per (ii)).
- (v) Applications for the role of GfGD Lead Ambassador are to be considered by the currently sitting OUGS Committee, with the succeeding candidate to be voted for by a simple committee majority and thereafter will be formally appointed to the role. Those who already have GfGD ambassador experience should be prioritised for the Lead Ambassador role where possible. The OUGS Committee must notify the department of the succeeding candidate via the Secretary.
- (vi) The GfGD Lead Ambassador is not required to come to any meetings unless they would like to. If the GfGD Lead Ambassador would like to call a Committee meeting and/or propose item(s) for discussion by the Committee they can do so through asking the Secretary to arrange a Committee meeting. The GfGD Lead Ambassador is not entitled to vote at Committee meetings.
- (vii) The Committee should, where possible, endeavour to help the GfGD Lead Ambassador with organising and advertising any and all activities and events that the GfGD Lead Ambassador organises and/or promotes on behalf of GfGD, unless there is a direct conflict of interest.
- (viii) The GfGD Lead Ambassador may advertise their activities and events using the same channels OUGS events are typically advertised through, i.e. via OUGS mailing lists, the OUGS Facebook group, etc. The GfGD Lead Ambassador should liaise with the Social Secretaries and IT Representative in order to do this.
- (ix) The OUGS Committee and the GfGD Lead Ambassador should continue to assess and adapt the role and election process for the GfGD Lead Ambassador as necessary in the future.

3 COMMITTEE ROLES

3.1 President

The President shall:

- (i) Be responsible for the general running of OUGS and shall represent it to the Earth Sciences Department and all outside bodies.
- (ii) Be responsible for chairing committee meetings.
- (iii) Work to obtain sponsorship for the provision of new materials and to assist in the running costs of OUGS.
- (iv) Maintain a contact list of previous members of OUGS in order to be able to arrange alumni dinners, reach out for sponsorship or to invite alumni back for Career Fairs. Liaise with the IT Rep to make sure this list is kept confidential, secure and in accordance with the Data Protection Act 2018. No personal data contained in this database is to be shared with third parties under any circumstances.
- (v) Ensure that every new member signing up to OUGS is aware that their personal data will be kept on file by OUGS and that any photographs and videos taken of them at OUGS events may be utilised on the OUGS website and/or social media. They must ensure that new members are aware they have the right to opt out at any time, and are able to review the data held on them or have it removed from any OUGS databases at any time by emailing the IT Rep.
- (vi) Assist the Treasurer (along with the Secretary and IT Rep) in maintaining a list of all active members of OUGS. Make sure this list is kept confidential, secure and in accordance with the Data Protection Act 2018. No personal data contained in this database is to be shared with third parties under any circumstances. The IT Rep should be notified of which active members are graduating at the end of each academic year such that their information can be transferred to the alumni OUGS member database. For more information on correctly handling personal data please refer to the guide provided by the Student Union at <https://www.oxfordsu.org/resourcehub/handlingdata/>.
- (vii) Organise the annual Careers Fair in liaison with the Earth Sciences department, trying to maximise the number of companies and diversity of careers represented.
- (viii) Promote careers and internship opportunities to members of OUGS through relevant lectures or emails.
- (ix) Assist the Social and Sport Secretaries with the organisation and logistics of their events and guide them/decide when said events should take place each term.

- (x) Organise, with assistance from the Secretary, the annual OUGS Elections to take place during Trinity Term, ideally around 4th Week, or at another time otherwise agreed by the rest of the sitting committee.
- (xi) Promote the OUGS Election to encourage nominations and set a nomination deadline.
- (xii) Accept and check manifestos are appropriate. Post a physical copy of each manifesto up on a noticeboard within department and on all relevant social media/emails as deemed suitable.
- (xiii) Utilise the online voting system as set up by the Secretary to conduct fair voting by members of OUGS.
- (xiv) Announce the results of the OUGS Election prior to the annual Summer Dinner to enable maximum time for the newly elected Social Secretaries to organise the Summer Barbecue.
- (xv) Assist the Secretary with running any required General Meetings and any corresponding votes on proposed changes to the Constitution.
- (xvi) Assist the Equalities Rep with the promotion and planning of events that promote and encourage diversity within the Earth Sciences department and OUGS.
- (xvii) Offer the role of GFGD Liaison to all members of the Earth Science department (regardless of if they are members of OUGS) by the OUGS Committee at the very beginning of Michaelmas term. Encourage all students to apply for this position by sending their applications to the Secretary. Assist the Secretary with the process of considering each applicant fairly and voting in the most suitable candidate at the OUGS Committee meeting. Formally announce the succeeding candidate and seek to be as transparent as possible in announcing how they were selected, answering any questions/queries as required.

3.2 Vice President

The Vice President shall:

- (i) At all times assist the President with the running of OUGS.
- (ii) Chair committee meetings where the President where the President is unable to attend.
- (iii) Organise at least two stash orders per year (typically one in Michaelmas Term and one in Hilary term).
- (iv) Be responsible for the welfare of the members of the society. If any member is unhappy with a decision, they may approach the VP in confidence who will aim to mediate the problem.

- (v) Liaise with the IT Rep on maintaining the OUGS social media pages and groups.
- (vi) Assist the President with securing sponsorship for OUGS.

3.3 Treasurer

The Treasurer shall:

- (i) Maintain the accounts of OUGS in full.
- (ii) Levy the initial subscription against prospective members.
- (iii) Maintain a list of all active members of OUGS. Liaise with the IT Rep, Secretary and President to make sure this list is kept confidential, secure and in accordance with the Data Protection Act 2018. No personal data contained in this database is to be shared with third parties under any circumstances. The IT Rep should be notified of which active members are graduating at the end of each academic year such that their information can be transferred to the alumni OUGS member database (maintained by the President). For more information on correctly handling personal data please refer to the guide provided by the Student Union at <https://www.oxfordsu.org/resourcehub/handlingdata/>.
- (iv) Meet the President at least once per year to discuss accounts to ensure accountability.
- (v) Work with the Social Secretaries and other committee members in order to find additional ways of raising funds for OUGS.
- (vi) Assist the President with securing sponsorship for OUGS.

3.4 Secretary

The Secretary shall:

- (i) Arrange a time and venue for each committee meeting, for which they should give adequate notice.
- (ii) Organise at least two committee meetings per term.
- (iii) Be responsible for recording and distributing agendas and minutes of committee meetings.
- (iv) Set up an online voting system for the election of new committee members prior to the nomination deadline (early in Trinity Term).
- (v) Post or distribute any necessary information as required by the President, Vice President or Treasurer to either the general or committee members.

- (vi) Have thoroughly read and understood the Constitution and Handbook and be able to answer any questions asked by any OUGS member about it. They must immediately send a copy of the most updated copy of the Constitution to any OUGS member upon their written request.
- (vii) Enable and assist any committee member wishing to make changes to the Constitution by answering any questions and guiding them on how they can propose a constitutional change. Changes should be submitted by OUGS members to the Secretary in writing, with the Secretary calling a General Meeting and following the procedures as set out in Section 4.2 of this Handbook, including announcing the changes that have been proposed and encouraging attendance at the General Meeting.
- (viii) Lead and count votes at General Meetings to determine if a proposed constitutional change is to be accepted or not. If the constitutional change is accepted, the Secretary must update the Constitution accordingly and submit the new Constitution to the Proctors for approval. Once it has approval they must distribute the updated version to all OUGS members and liaise with the IT Representative to ensure any copies posted online are also updated to include the changes.
- (ix) Assist the Treasurer (along with the President and IT Rep) in maintaining a list of all active members of OUGS. Make sure this list is kept confidential, secure and in accordance with the Data Protection Act 2018. No personal data contained in this database is to be shared with third parties under any circumstances. The IT Rep should be notified of which active members are graduating at the end of each academic year such that their information can be transferred to the alumni OUGS member database (maintained by the President). For more information on correctly handling personal data please refer to the guide provided by the Student Union at <https://www.oxfordsu.org/resourcehub/handlingdata/>.
- (x) At the end of Michaelmas Term send a '.txt' file containing a list of the email addresses of all currently active members in the society to the Student Union (at studentengagement@oxfordsu.ox.ac.uk) so that the SU can update their list of the OUGS members registered to vote in any upcoming OUGS elections. The email addresses in the file should be taken directly from the most recent fully updated version of the active member list i.e. should include all the new members who have joined, and with any students who have graduated from 3rd or 4th year to have been already removed.
- (xi) Assist the President and IT Rep with advertising the role of the GFGD Liaison to all members of the Earth Science department (regardless of if they are members of OUGS) at the very beginning of term. Take in all applications and present such that each application is equally and fairly considered. Either arrange a separate Committee meeting or add the

voting in of the GFGD Liaison as an item to the agenda for the first Committee meeting of term. Candidates should be voted for by Committee members, with the succeeding candidate receiving a simple majority of votes. Ensure you notify the department of the name of the succeeding candidate.

3.5 Social Secretaries

The Social Secretaries shall:

- (i) Organise and run at least two Rocktails per year, the Summer Barbecue (generally 8th week Trinity Term), a Christmas Dinner, a Summer Dinner and as many additional events as they are able including crew dates, movie nights, pub quizzes, bar crawls.
- (ii) Liaise with the Equalities Rep to ensure they are arranging a wide variety of events and make arrangements as necessary to ensure that every event is accessible, welcoming and inclusive to all members regardless of their race, religious views, gender, sexuality, socio-economic background as well as to any member with disabilities. For further information about how to make sure events are inclusive, please see the guidance provided by the Oxford SU at:
<https://www.oxfordsu.org/resourcehub/eventsinclusivepractice/>.
- (iii) Be responsible for the funding of all such events through ticket sales or free events, in conjunction with the Treasurer.
- (iv) Ensure that funds raised to fund each event are spent effectively on food and/or drinks and that provisions are always made for non-drinkers and those people with dietary requirements or allergies.
- (v) Be responsible for the purchase and sourcing of any food, drinks and equipment required for their events. To spend money OUGS appropriately and be thrifty as possible, borrowing equipment if possible. Ensure that they are reimbursed through the Treasurer.
- (vi) Minimise ticket costs and negotiate the prices of formal dinners as much as possible so as to encourage attendance at events without compromising the quality of said event.
- (vii) Ensure that all such events are well publicised throughout the society and on the OUGS Facebook and/or email.
- (viii) Make their best attempts to maintain a good relationship with the venues and staff working at the venues in which they host any events to encourage sustainable venue usage for future committees.
- (ix) Run the date of any plan events as well as any ideas for potential new events through the President and/or the rest of the committee.
- (x) Look after the OUGS Bookers Card and ensure it is used appropriately.

- (xi) Assist the Equalities Rep with the promotion, planning and running of events that promote and encourage diversity within the Earth Sciences department and OUGS.
- (xii) Assist the GFGD Liaison and SEG Liaison with the advertisement and promotion of their various activities and events to all OUGS members.
- (xiii) Liaise with the GFGD Liaison / SEG Liaison in the organisation of any joint OUGS - GFGD events or joint OUGS - SEG events.

3.6 Sport Secretaries

The Sport Secretaries shall:

- (i) Organise and run at Geovarsity, Inter-Year-7-A-Side and Rounders competitions, including sorting out the logistics for training, transport and equipment.
- (ii) Promote and encourage participation of all year groups, genders and abilities in all competitions and events run.
- (iii) Liaise with the Treasurer if new equipment is required.
- (iv) Order Geovarsity stash for players.
- (v) Organise additional sporting events at their discretion.

3.7 IT Representative

The IT Representative shall:

- (i) Be responsible for maintaining all social media pages for OUGS, including Facebook and any other social media pages they wish to run.
- (ii) Be responsible for updating the OUGS website and ensuring all content on there is relevant and factual, removing any material that is not.
- (iii) Work to promote access and outreach, trying to highlight an honest insight into Oxford life and what a prospective applicant might expect from a degree in Earth Sciences.
- (iv) Allow access or liaise with the President, Vice President and Secretary when they request any updates to social media pages or the website.
- (v) Liaise with and support the Social Secretaries, Sport Secretaries, Field Trip Rep and any other committee members in the promotion of their events on social media pages and the website.
- (vi) Ensure that at no time OUGS is in breach of the 2018 Data Protection Act or any other applicable data protection laws.

- (vii) Ensure that all personal details of active and past OUGS members are kept confidential and are not shared to any third parties, with an adequate level of security placed on any databases to ensure this information is not vulnerable to cyber-attacks.
- (viii) Be responsible for the transfer the personal information of all graduating OUGS members at the end of each academic year from the active OUGS member database (maintained by the Treasurer) to the alumni OUGS member database (maintained by the President). These details must only be transferred where permission has been granted by each graduating OUGS member, otherwise their personal information should be deleted in accordance with the 2018 Data Protection Act.
- (ix) Maintain the online reputation of OUGS and remove any material on any platform run by or affiliated with OUGS that could reasonably be deemed as harmful, inappropriate, offensive or illegal, or does not align with OUGS' core aims and values. They must not post any material that is defamation or could be reasonably seen as maligning or offensive to either OUGS or to any individual OUGS member (except with their written consent).
- (x) Remind the President to ensure that every new member signing up to OUGS is aware that their personal data will be kept on file by OUGS and that any photographs and videos taken of them at OUGS events may be utilised on the OUGS website and/or social media. New members must be made aware they have the right to opt out at any time, and are able to review the data held on them or have it removed from any OUGS databases at any time by emailing the IT Rep.
- (xi) Assist the Treasurer (along with the President and Secretary) in maintaining a list of all active members of OUGS. Encourage all Committee members to use this as a mailing list for sharing content instead of undergrads@earth.ox.ac.uk where possible. Make sure this list is kept confidential, secure and in accordance with the Data Protection Act 2018. No personal data contained in this database is to be shared with third parties under any circumstances. The IT Rep should be notified of which active members are graduating at the end of each academic year such that their information can be transferred to the alumni OUGS member database. For more information on correctly handling personal data please refer to the guide provided by the Student Union at <https://www.oxfordsu.org/resourcehub/handlingdata/>.
- (xii) If a member sends a written request to remove any photographs, videos or their personal details from any of the databases, websites or social media pages run by OUGS, the IT Rep is responsible for making sure these changes are made as quickly and thoroughly as possible and that the member is informed once their request has been completed.

- (xiii) Assist the President and IT Rep with advertising the role of the GFGD Liaison to all members of the Earth Science department (regardless of if they are members of OUGS).
- (xiv) Assist the GFGD Liaison and SEG Liaison with the advertisement and promotion of their various activities and events to all OUGS members.

3.8 Field Trip Representative

The Field Trip Representative shall:

- (i) Organise at least one field trip within the UK per year with a focus on improving skills and knowledge in a way that is suitable to every year group.
- (ii) Liaise with the Treasurer to ensure a suitable destination and appropriate budget.
- (iii) Organise accommodation, transport, activities and a field guide for the field trip.
- (iv) Attend the field trip themselves (or nominate someone to act as the field trip leader during the duration of the trip) taking responsibility for all logistics, safety and emergency procedures.
- (v) Actively promote and encourage attendance to field trips to all OUGS members through social media posts and emails.

3.9 Equalities Representative

The Equalities Representative shall:

- (i) Facilitate regular, informal discussion and feedback meetings during term to create a safe space in which any OUGS members can openly discuss any discrimination issues that they may be facing themselves or are aware of. Promote these meetings to encourage attendance and make sure the voices of every member who identifies as a minority, including, including but not limited to identifying as LGBTQ+, BAME or having a disability, are heard and that their opinions are fully represented.
- (ii) Liaise more directly with the department's current Equalities working group to improve communications and stimulate joint action.
- (iii) Be a friendly face that anyone experiencing discrimination can directly talk to in confidence, especially if any member feels too uncomfortable to talk to their tutor, the department or the other OUGS committee members directly.
- (iv) Give advice if they are able, or to refer members to the appropriate body if they are unable, such that any issues can be appropriately and quickly addressed.

- (v) Actively promote relevant resources and encourage all members to educate themselves on systemic racism, sexism and other discrimination that occurs both within and in relation to geosciences.
- (vi) Work closely with the department to improve access schemes and seek to encourage undergraduate involvement with these schemes.
- (vii) Advocate for more programs and events run by both OUGS and the department to promote diversity, including increasing the number of talks in the department that are presented by geoscientists from a more diverse range of backgrounds.
- (viii) Help the committee in assessing the suitability and accountability of any current or future OUGS external sponsors.
- (ix) Liaise with the Social Secretaries to ensure that all events are accessible, welcoming and inclusive to all members regardless of their race, religious views, gender identity, sexuality and/or disability. For further information about how to make sure events are inclusive, please see the guidance provided by the Oxford SU at:
<https://www.oxfordsu.org/resourcehub/eventsinclusivepractice/>.
- (x) Collaborate with the rest of the Committee to find more, ways such as holding particular events or activities that could help to make members of OUGS that identify as being a part of particular minority group(s) feel more comfortable in department and in OUGS, as well as ways to encourage discussion of discrimination in the geosciences.
- (xi) Provide feedback on how to alter/improve this role, the feedback structures put in place as well as any responsive action that the OUGS committees are taking so improvements can be made going forwards.

4 MEETINGS

4.1 Committee Meetings

- (i) A committee meeting may be called by the President, Vice President or Secretary at any time.
- (ii) The meeting shall be chaired by the President or Vice President if the President is absent.
- (iii) Meetings of the Committee shall be open to all members of the Society. Non- members of the Committee in attendance at Committee meetings may contribute to the discussion and propose or second motions and other items for the agenda but may not vote.

- (iv) Meetings may be called if deemed necessary, by a simple majority of the committee or by a petition compiled of the signatures of twenty five percent or more OUGS members.
- (v) Notice of a Committee meeting shall be given to the Society at-large as soon as is practical prior to the meeting. This may be given via any of the channels usually used to advertise events
- (vi) Notwithstanding (v) above, any business which, at the discretion of the Exec, is deemed to be confidential may be marked as reserved. Reserved business shall be discussed in private: members of the Society who are not members of the Committee shall not be permitted to be present while reserved business is being discussed (except, as determined by the Exec, any individual to whom the business being discussed is directly related).
- (vii) If all substantive items on the agenda for a Committee meeting are of reserved business, the entire meeting may be held in private.
- (viii) Any committee member may submit a motion for a meeting via the Secretary.
- (ix) Minutes of Committee meetings shall be made available to the Society at-large in a version posted online (hereafter referred to as "the public version").
- (x) When reserved business is discussed, any confidential information shall be redacted from the public version of the minutes, but the minutes should provide as much detail as possible on the discussion without breaching the confidentiality that required the business to be reserved.
- (xi) Where information is redacted from the public version of the minutes, the public version shall state that information has been redacted.
- (xii) Decisions shall generally be made by the President or where a vote is deemed by the committee to be more appropriate, by a simple 2/3 majority vote.
- (xiii) In the event of a tie the Chair shall have the casting vote.
- (xiv) The Treasurer should provide a summary of the current balance of the OUGS bank account at each meeting.

4.2 General Meetings

- (i) Any changes to this constitution should be voted for at a General Meeting.
- (ii) Constitutional changes may be proposed by any active member of OUGS, and a written copy of the proposal of these changes should be to

the Secretary.

- (iii) The Secretary will announce proposed changes and set up a time and venue for a General Meeting to take place, encouraging as many members as possible to attend.
- (iv) All changes must be carried by a simple majority of voting members present, for example, a unanimous vote with over half of the members present, or just over half of votes in favour with all members present.
- (v) Any constitutional changes voted in at a General Meeting must be applied immediately. The updated copy of the Constitution must be submitted to the Proctors for approval and once approval has been given the updated Constitution should be distributed as soon as possible by the Secretary to all OUGS members and updated on all webpages by the IT Representative.

5 MEMBERSHIP

- (i) Full membership may be granted to any undergraduate or postgraduate studying at the University of Oxford, regardless of if they are studying Earth Sciences or not, upon a one off payment of £30 to the society.
- (ii) Society membership shall be actively promoted to all Earth Science undergraduate and postgraduates, particularly at the beginning of the first year of their degree.
- (iii) Membership can be granted at any time during the duration of the student's degree.
- (iv) Upon joining, all members are given a 'lifetime' membership which continues on after the completion of each student's degree. As such, all Alumni are welcome to voice their opinions and suggestions for OUGS as well as take part in society events. Alumni members, however, will not vote in OUGS meetings or elections unless they contact the Committee with express wishes to do so.
- (v) OUGS will ensure that the talents and resources of all members are utilised to the full and that no member receives less favourable treatment on the grounds of gender, disability, marital status, creed, social class, ethnicity, age or sexual orientation or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.
- (vi) Any members who choose to bring guests to OUGS events must declare them as guests, ensure that their 'Guest' tickets are paid for where required, and be responsible for them and their behaviour at all times. All legal and financial liability is the sole responsibility of the member who brings the guest and not that of OUGS.
- (vii) OUGS committee members reserve the right to remove any member or

guest from any event if they display inappropriate or antisocial behaviour.

- (viii) All OUGS members must make all attempts to maintain the reputation of OUGS and must act appropriately at all events tied to OUGS or when wearing OUGS stash in public domain. Committee members should actively remind members of this and always encourage appropriate behaviour where possible.
- (ix) In accordance with the University policy and procedure on harassment, any complaints regarding the behaviour or code of conduct of any member or staff may be raised with the Director of Student Welfare and Support Services. Complaints about other breaches of the Code of Discipline should be reported directly to the Proctors. If an OUGS member comes directly to a Committee member with a complaint, this member should be aided as far as possible by that Committee member to report their complaint to the appropriate body/bodies, following the procedures set out in the University Student Handbook.
- (x) Upon signing up for membership of OUGS, all members should be made aware that they agree to have the personal information they supply (i.e. their name, university email address, personal email address and any other personal information given on their registration sheet) kept in databases to be maintained by the President, Secretary, Treasurer and IT Rep. This information is to be kept indefinitely (or as long as is legal subject to changes in data protection legislation) such that alumni OUGS members may be contacted in the future for possible careers advice or sponsorship. All personal data that is provided to OUGS must be kept confidential in accordance with the 2018 Data Protection Act and will not be forwarded on to third parties at any time. The IT Rep and President are the only committee members who will have access to the alumni database, whilst the IT Rep, Treasurer, Secretary and President are the only committee members who will have access to the active member database. It is the responsibility of these committee members to monitor their corresponding databases, to ensure all information is kept confidential and to relinquish all access to it upon the termination of their committee position. Members must be given the option of opting out of having their personal information kept within the alumni database if they so wish and should be informed that they may opt out of having this information stored at any time in the future. For more information on correctly handling personal data please refer to the guide provided by the Student Union at <https://www.oxfordsu.org/resourcehub/handlingdata/>.
- (xi) All members of OUGS agree to have any photographs or videos taken at any OUGS event published on the OUGS website and social media pages unless otherwise expressed to the IT Rep. Members must be given the option of opting out of having photos or videos published of them at any time if they so wish, and they should also be informed that they may

opt out at any time in the future.

- (xii) All OUGS members have the right to request to review and/or have removed any or all of their personal details, photographs and videos from any database, social media site or website run by OUGS. Written requests should be made to the IT Rep, and upon receipt of a request it is the IT Rep's job to ensure that the request is complied with effective immediately.

6 ACCOUNTS

- (i) Each member of the society shall pay a one-off fee of £30 to join the society.
- (ii) No further payment to remain a part of the society is required after the initial fee.
- (iii) The Treasurer may prevent non-members from taking part in any of OUGS's activities until their fee has been paid in full, or they must pay 'Guest' prices for any ticketed events.
- (iv) The Treasurer shall keep the accounts of OUGS.
- (v) Any member of the committee shall obtain the approval of the President or Treasurer before purchasing any item(s) that require payment from the OUGS account.
- (vi) The President, Treasurer and one Social Secretary shall be signatories on any OUGS cheques or bank accounts.
- (vii) Payments will be reimbursed by the Treasurer through the OUGS accounts upon their verification of sufficient evidence of purchase. For a payment to be reimbursed, a Committee member must provide a valid receipt(s) (which may be electronically sent to the Treasurer). In the case of a receipt being lost, additional evidence of the purchased items including but not limited to photographs of each items *and* an itemised list with the name and amount paid for each item, as well as where each item was purchased. Upon sufficient evidence being submitted it should then be checked and signed off by the Treasurer, who must enter the information into the Accounts ledger and provide reimbursement as quickly as possible thereafter.
- (viii) All non-perishable items purchased by OUGS must be listed in the 'OUGS' inventory Google Sheet, along with the item's location and the Committee member who is currently responsible for looking after that item. This is to ensure that items purchased by the society and for the society are not lost or taken by OUGS members, and where necessary can be replaced.

7 ELECTION AND EXPULSION OF COMMITTEE MEMBERS

- (i) Candidates who wish to be elected to the committee may nominate themselves for a maximum of **two** available positions during the annual election in Trinity Term, although they are encouraged to only run for one. They must submit a manifesto for each position they are applying for to the President prior to the nomination deadline.
- (ii) Members may run for any position they would like to aside from President. To run for President a member must have been a member of OUGS for at least 5 terms and have held at least one other committee position before.
- (iii) Members may only hold one committee position at a time. If they are voted in for multiple positions they must choose one position to hold and then other position will go to the next highest voted candidate by default.
- (iv) Should any position be lacking in candidates after applications and withdrawals have closed, the current committee will nominate a suitable member of OUGS to fulfil the office, subject to their acceptance of the role.
- (v) Annual elections for the posts of committee members should take place via electronic voting in the 4th week of Trinity Term (or at a time otherwise decided by the committee).
- (vi) Newly elected committee members will take over the role immediately after they are elected, with outgoing committee members to assist their incoming counterparts with advice and support until the end of Trinity Term.
- (vii) Each prospective candidate must see or speak to the person currently holding the post, prior to the election, so that they know exactly what it involves.
- (viii) For the posts of Social Secretaries and Sport Secretaries candidates may run in pairs.
- (ix) Applications for and withdrawals from positions may be accepted by the Secretary and/or President up to their announced deadline. After this point no further changes can be made.
- (x) The election of the OUGS committee members shall be by a secret ballot via an online voting platform, with effort made by the Secretary to ensure no voting member is allowed to vote more than once.
- (xi) Only active members of OUGS (as defined in Section 4 above) are allowed to vote.
- (xii) If a committee Member is deemed to be unable to fulfil their duties, for whatever reason, he or she may be removed from that office either

by a majority vote at a committee meeting. Once removed, the reason for removal will be explicitly stated at the next meeting, and the President (or Vice President) will officially ask the committee Member to step down.

- (xiii) In the case when a committee member must resign from their position due to personal circumstance or rustication, or in the case where they are asked to step down, a bi-election should be held in the same manner as a regular election to fill that position as quickly as possible. This bi-election should be run by the President and Secretary.