



Constitution of the  
Oxford and Cambridge Society of Denmark

Adopted on the 21<sup>st</sup> of May 2017

### **Article 1**

#### **Name**

The group will be called the Oxford and Cambridge Society of Denmark, an autonomous alumni group recognised by the University of Oxford and University of Cambridge.

### **Article 2**

#### **Objectives**

The objectives of the Society will be to support the principles of the University of Oxford and the University of Cambridge (the Universities, from now on) alumni relation programmes and, related to that, to:

- a) Encourage Oxford and Cambridge graduates to maintain active relationships with one another and the respective Universities.
- b) Arrange activities and social events on behalf of its members and for alumni within Denmark.
- c) Inform its members about the activities of the two Universities and provide a channel of communication between the former and our members.
- d) Build and maintain the reputation of the two Universities within the local area and encourage a spirit of community and inclusiveness among those who have studied, taught at, or are otherwise associated with the Universities.
- e) The Society may also engage in activities, which benefit current and/ or prospective students of the Universities, such as schools' outreach, student bursaries, or career mentoring.
- f) The Society is a non-profit organisation, organised for educational/charitable purposes.

### **Article 3**

#### **Membership**

- a) Anyone who has studied and/or matriculated at one or both Universities is automatically eligible to become a member of the Society. Those with a strong connection to the two Universities, for example those who have been a tutor, lecturer, or visiting fellow, are also eligible to become a member.
- b) To become a member of the group, and to be notified of events and activities, all individuals will have to contact the Society. To facilitate this, the Society will endeavour to contact as many alumni as possible to raise awareness of the group and the opportunity for alumni to join. Most contact will be via email, with occasional postal mailings.
- c) It is expected that all Committee members will have studied and/or matriculated at one of the Universities. Committee members do not need to be nationals of the country in which the Society is located, but it is anticipated that Denmark will be their primary residence.
- d) The Society Secretary will maintain a database of all members of the group.
- e) All Society Members must pay a membership fee, the amount of which is determined by the Committee. The fee is charged on a yearly basis or, alternatively, as a one-time lifetime payment.
- f) The Committee may terminate any individual's membership for conduct unbecoming to the Society, or behaviour likely to bring the Society or the Universities into disrepute.

**Article 4**  
The Committee

- a) The management of the affairs of the Society will be run by the Committee, each member of which must be an existing member of the Society.
- b) A member of the Society may nominate himself or herself to membership of the committee. Alternatively, they may be nominated by another member.
- c) Decisions on committee members will be made by simple majority vote at the Annual General Meeting (AGM). In the event of equal votes, the decision of the President is final.
- d) The committee will be made up of at least three officers: President, Secretary, and Treasurer.  
  
In addition to these roles, further officers may be appointed as required, such as an events officer, membership secretary, and website officer. The duties of these additional officers will be put in writing and agreed upon at the AGM.
- e) At any point, the Committee will designate one Oxford- and one Cambridge-matriculated member to serve as the contact person for each of the two Universities.
- f) All committee members shall serve a term of one year, after which they will be eligible to stand for re-election for another term. The election of committee members will be effective immediately, and reported to the University of Oxford and University of Cambridge Alumni Offices.
- g) If, due to illness or other reasons, a committee member resigns, the remaining committee members may replace that individual with another Society member, until the next AGM.
- h) The Society may decide to ask a local Oxford/Cambridge alumnus/alumna of standing to be a group's Honorary Member or Patron. This person will act as a representative of the Society, and may help in approaching speakers or venues, at the discretion of the group.
- i) Prior to a committee being formally elected, the alumni who organise the inaugural event for a group, or revive or establish interest in a local group, will be considered the interim committee.

**Article 5**  
Committee Responsibilities

- a) Oversee the activities of the Society and maintain contact with the Oxford/Cambridge Alumni Office.
- b) Organise a minimum of two events each year for the Society members.
- c) Complete the University of Oxford/Cambridge's Annual Update Survey for alumni groups, documenting Society activities and producing a brief report of income and expenditure.
- d) Encourage active participation by the Society members in University activities.
- e) Meet a minimum of twice per year, including the AGM.
- f) Issue notice of the AGM at least two weeks before the date fixed, to the known address of every member.
- g) Ensure that the minimum attendance at the AGM is ten members, including two committee members, in order that decisions can be made. Decisions are made by simple majority. The decision of the President will be final on all matters pertaining to the conduct of meetings, including matters that may be discussed at the meeting.

h) Should members be unable to attend the AGM in person, the Committee may arrange remote voting by letter, email or some other appropriate means. The deadline for remote voting will be 24 hours prior to the AGM.

i) The Committee may, from time to time, convene special meetings of the members of the Society, at its discretion. The Secretary must give notice of any special meeting as soon as is reasonably possible in the circumstances.

j) In addition to any other matter that may be brought before the meeting, at each AGM the committee must ensure that elections are held, that the Secretary presents an annual report, and that the Treasurer presents the annual financial report.

#### **Article 6** Financial Matters

a) The Committee may open one or more Society accounts with a bank, as is deemed necessary or convenient, and may also maintain a surplus amount in these accounts.

b) Other than for amounts payable in the ordinary course of its activities, the group may not become indebted to any person or company.

c) The financial year of the Society will end on 1. September each year.

#### **Article 7** Amendments and Dissolution

a) Amendments to this constitution may only be made at an AGM and on the recommendation of the Committee, and if duly notified to the Committee by a Society member at least 30 days before the date of the AGM.

b) All proposed amendments to the constitution must be advised to members of the Society in the notice for the AGM.

c) Amendment to the constitution must be passed by 75% of Society members attending the AGM.

d) In the event of dissolution, the Society may be wound down by AGM or an Extraordinary General Meeting (EGM). All Society members should be immediately informed.

e) Reasons for such dissolution include lack of interest among local alumni, ill health of key Committee members, or difficulties within the Society.

f) The University of Oxford/Cambridge Alumni Office can also exercise its discretion in dissolving a branch if it is felt that the group's activities are not enhancing the reputation of the University of Oxford/Cambridge, branch funds have been improperly used or there have been no branch activities for a period of two or more years.