

OSLER HOUSE CLUB

RULES AND CONSTITUTION

NAME AND OBJECTS

1. The Club is called the Osler House Club. The Club's objects are the support, development, improvement and promotion of clinical-year Medical Students in the University of Oxford; providing an organised social life and opportunities for sport for its members and representing the interest of its members in curricular affairs. The income and property of the Club shall be applied solely to those objects.

COMPLIANCE

2.
 - (a) The Club shall be administered in accordance with the regulations for University clubs which are published from time to time in the Proctors' and Assessor's Memorandum ("the Proctors' Memorandum").
 - (b) The activities of the Club [or Society] will at all times be conducted in accordance with the following University policies and codes of practice in force from time to time: Integrated Equality Policy, Code of Practice on Harassment and Bullying, and Code of Practice on Freedom of Speech.
 - (c) If there is a national governing body for the Club's activities with which the Club is eligible to register, the Club shall effect and maintain such registration: purchase any insurance cover which the national body makes available unless the Insurance Section of the University's Central Administration ("the Insurance Section") agrees to or prescribes other arrangements; and make every effort to comply with all safety procedures which the national body prescribes, or recommends as good practice.
 - (d) The Club shall observe the Code of Conduct on Safety Matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Code of Conduct and the procedure for risk assessment must be acceptable to the University's Safety Officer.
 - (e) No member of the Club shall participate in any activity overseas organised by the Club, whether during term-time or vacation, unless the plans for such activity have been notified at least one calendar month in advance of the date of departure from the United

Kingdom to the University Marshal. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the University Marshal, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of Senior Members to accompany the trip.

- (f) The Club may apply to Oxford University Computing Services ('OUCS') to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by OUCS it is the responsibility of the Club:
- (i) to designate a member of the Club entitled to a University e-mail account (as defined by OUCS rules) to act as its IT Officer, whose duties shall include liaising with OUCS about the use of facilities allocated and passing on to his or her successor in office all records relating to the use of the facilities allocated;
 - (ii) to designate one of its members (who may be, but need not necessarily be, the same as its IT Officer) or, exceptionally, a member of Congregation to act as its principal Webmaster, whose duties shall include maintaining an awareness of the University Guidelines for Web Information Providers and co-ordinating and regulating access to the web facilities used by the Club;
 - (iii) to comply with regulations and guidelines relating to the use of IT facilities published from time to time by OUCS;
 - (iv) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of OUCS.

MEMBERSHIP

3. The members of the Club shall be those who are eligible and apply for membership of the Club, who are admitted to and maintained in membership by the Osler House Committee (hereafter referred to as the Committee), and who have paid the relevant Club subscription. All medical students, on admission to the Oxford Clinical Medical School shall automatically become Full Members of Osler House Club for the duration of their clinical course, their membership fees being paid by their respective colleges.
4. The Committee may also, at its discretion, admit to ASSOCIATE membership FOR A SPECIFIED PERIOD:
- i) All members of the Junior Hospital Medical Staff of the Oxford Hospitals.
 - ii) Medical students attached to the Oxford Clinical Medical School on an "elective" basis.

iii) Associate Membership will be granted to such persons two days following the receipt of a fee to be decided from time to time by the committee.

5. Honorary Life Membership may be granted by the committee to individuals who have provided notable service and assistance to Osler House Club.
6. No member shall be entitled to introduce more than three *bona fide* guests into the Club at any one time.
7. The names and addresses of all guests and the name of the member signing them in shall be entered into a book maintained for that purpose and kept on the premises.
8. A list of the names and addresses of all members of the Club will be kept on the premises.
9. Full and Honorary Members shall be voting members; Associate Members shall not.
10. The total number of non-voting members may not exceed 15% of the total membership.

MEETINGS OF THE MEMBERS

11. An Annual General Meeting shall be held in April, May or June to discuss the affairs of the Club. The Committee shall offer reports and be available to answer questions.
12. At least ten days notice shall be given of any General Meeting.
13. All motions must be received at least four days in advance of a General Meeting. They shall be clearly posted where all members may see them, for at least three days in advance. Amendments must be received and posted at least 24 hours in advance.
14. The rules of the Club may be altered at a General Meeting, provided that at least ten days notice of the proposed alterations has been published on the Club notice board by the Club Secretary.
15. In exceptional circumstances, emergency motions and amendments may be accepted by the President, at any time prior to the commencement of the meeting.

16. If a proposer and seconder are not present for the discussion of their motion, the motion need not be discussed.
17. An Extraordinary General Meeting may be called by the majority of the Committee or by 15 Full Members.
18. Meetings shall be chaired by the President or another Committee Member.
19. The quorum at a General Meeting shall be 30. A two thirds majority shall be required to pass constitutional and financial changes at a General Meeting.

REFERENDA

20. These may be called by the Committee or a General Meeting.
21. At least one week's notice must be given. Both sides must be given seven days warning and an opportunity to put their case in the week before the referendum.
22. Voting shall be by AV or STV, according to Electoral Reform Society regulations. There shall be no postal or proxy voting. Advance votes may be left with the returning officer by those members who will not be in Oxford at all during the period of voting.
23. For a motion to be passed there must be more than 60 votes cast for it, or a majority, whichever is greater.

THE COMMITTEE

24. The management of the Club shall be in the hands of the Osler House Committee. This shall comprise of a President, a Junior Treasurer, a VP/Secretary, three Social Secretaries, two Bar Managers, two Welfare Reps (one male, one female), two Sports and Societies Reps, an IT rep, an Academic rep, a Graduate rep, an Alumni rep and the Senior Member (the operational duties of the Senior Member's responsibilities being discharged by the Senior Committee with which the Osler House committee will consult as required [*see paragraph 33 below*]).

25. Members of the University shall at all times make up the majority of the members of the Committee. The President, the Secretary and the Treasurer shall each be a member of the Club whose eligibility stems from paragraph 4 above. The Committee shall have control of the funds and property of the Club, and of its administration.
26. The committee will be elected annually in May and individuals will serve a term of office of one year. There will be a 'changeover period' from election until the beginning of July (the start of the second year of study) when the incoming committee takes over fully. The list of new committee members must be submitted at the beginning of every term to the Medical Sciences Office.
27. The committee shall appoint, in consultation with the Medical Sciences Board:
 - i) A member of Congregation as Senior Member
 - ii) A Senior Treasurer
28. Roles of Committee Members

The President shall:

- (a) act as chief representative of Osler House members;
- (b) oversee the running of the Osler House committee;
- (c) act as the main point of contact between Osler House members and matters relating to the club;
- (d) act as the main point of contact between the Medical School and matters concerning Osler House;
- (e) chair the monthly committee meetings; and
- (f) organise an annual Health and Safety Inspection of Osler House Club premises, present the findings to the Senior Committee and be responsible for acting on any issues arising from the Inspection.

The Treasurer shall:

- (a) oversee the financial interest of Osler House Club;
- (b) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;
- (c) develop and implement control procedures to minimise the risk of financial exposure,

such procedures to be reviewed regularly with the University's Internal Audit Section ("Internal Audit");

- (d) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (e) prepare an annual draft budget and an audited annual budget for the Club, and regularly inform the Senior Committee of progress against that budget;
- (f) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (g) seek advice as necessary on tax matters from the University's Finance Division;
- (h) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- (i) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;
- (j) forward to the William Osler House Committee and the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files;
- (k) organise annual funding meetings with the Osler Sports and Societies reps; and
- (l) if the Club has a turnover in excess of £15,000 in the preceding year, or if owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, submit its accounts (the format of which the Proctors may prescribe) for independent professional inspection and report by a reporting accountant approved in advance by the Proctors. Accounts are to be ready for inspection within four months of the end of the Club's financial year and the costs of the inspection and report shall be borne by the Club. If requested by the reporting accountant, the Club shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Club.

The VP/Secretary shall:

- (a) oversee secretarial needs of Osler House Club;
- (b) assist the President in his/her duties and replace him/her in the event of their absence;
- (c) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
- (d) give notice of meetings of the members and the Committee;
- (e) draw up the agendas for and the minutes of those meetings;

- (f) termly registration with the Proctors;
- (g) notify the Proctors promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
- (h) advise the Proctors promptly of any changes in this Constitution;
- (i) notify the Proctors not later than the end of the second week of every Full Term of the programme of meetings which has been arranged for that term (e.g. by providing them a copy of the term card);
- (j) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body pursuant to paragraph 2(c) above;
- (k) keep original copies of important documents pertaining to Osler House including Bar license, music license, TV license and insurance paperwork; and
- (l) inform the Proctors if the Club ceases to operate, or is to be dissolved, and in doing so present a final statement of accounts (the format of which the Proctors may prescribe).

The Bar Managers shall:

- (a) manage the Osler House Bar, including upkeep of the Bar area and any necessary equipment purchases;
- (b) be responsible for opening of the Bar at all social events held at Osler or to ensure the appointment of appropriate replacements in the event of absence;
- (c) manage Bar takings and re-stocking of the Bar; and
- (d) be responsible for the tidying, cleaning and upkeep of the Osler store room and fridge, including adequate disposal and use of recycling where applicable.

The Sports and Societies Reps shall:

- (a) address the sports and societies needs of Osler House Club members;
- (b) oversee matters relating to Osler House sports clubs and societies;
- (c) maintain a current list of sports and societies captains with contact details for use by the committee;
- (d) organise the annual Varsity sports day with Cambridge medical students; and
- (e) keep an active list of members of those clubs deemed to be of 'high-risk' including, but not limited to, the Boat Club, Rugby Club and Outdoor Pursuits society. Ensure these societies have adequate and current insurance cover and are registered with the appropriate national sporting body. Ensure each club has risk assessment guidelines;
- (f) maintain a central file of the risk assessments for all of the Osler House societies and conduct an annual review of these assessments.

The Welfare Reps shall:

- (a) provide welfare information and support to Osler House Club members;
- (b) promote welfare provision available in the Medical School and the student body e.g. the Peer Supporters; and
- (c) be responsible for the running of the Oxford Medical Students Elective Trust (OMSET; *see paragraph 49 below*) .

The Social Secretaries shall:

- (a) be responsible for the planning, organisation and running of all social events hosted by or organised by Osler House Club;
- (b) advertise events to Osler House Club members;
- (c) liaise with Bar Managers regarding running of social events;
- (d) be responsible for monitoring the behaviour of Osler Club members during organised events.

The Graduate Rep:

- (a) must be a graduate student full member of Osler House Club;
- (b) shall advise the Osler House Club committee on ways to welcome and assist the incoming graduate students;
- (c) shall publicise all events to graduate students and encourage attendance;
- (d) shall ensuring all grad-entry students have Osler pigeon holes and are included on all Osler House Club mailing lists; and
- (e) shall assist the Social Secretaries at Osler events.

The Alumni Rep shall:

- (a) work closely with the Medical Sciences Alumni administrator (Jayne Todd);
- (b) set up links with the alumni for fundraising and mentoring; and
- (c) raise student awareness about alumni and their involvement.

The IT Rep shall:

- (a) be responsible for the upkeep and maintenance of the Club's computers, computer room and other IT facilities;
- (b) be responsible for the replacement of ink cartridges and printer paper in the computer room; and

- (c) maintain and develop the Osler House Club website.

The Academic Rep shall:

- (a) represent Osler House Club members in all academic matters;
 - (b) attend the biannual Joint Consultative Committee meetings; and
 - (c) organise speaker events of interest to the pastoral, social and academic needs of Osler House Club members.
29. Each Office Holder must, on relinquishing his or her appointment, promptly hand to his or her successor in Office (or to another member of the Club nominated by the Committee) all official documents and records belonging to the Club, together with (on request from the Committee) any other property of the Club which may be in his or her possession; and must complete any requirements to transfer authority relating to control of the Club's bank accounts, building society accounts, or other financial affairs.
30. Without derogating from its primary responsibility, the Committee may delegate its functions to finance and general purposes and other subcommittees which are made up exclusively of members of the Committee.
31. The Committee shall have power to make regulations and by-laws in order to implement the paragraphs of this Constitution, and to settle any disputed points not otherwise provided for in this Constitution. Any alteration to this Constitution shall require the approving vote of two-thirds of those present in person or by proxy at a General Meeting.
32. The Senior Committee for (which includes in its composition the President, Vice-President/Secretary and Treasurer of the Club) shall hold termly meetings to advise the Club and oversee the operational aspects of the Senior Member responsibilities. The advice will cover aspects relating to the day-to-day running of the Club and its longer term development.
33. A Committee member may resign at any time. A Committee member may be forced to resign by a simple majority at a quorum general meeting. If a Committee post falls vacant at any time for any reason, an election must be advertised and held as soon as is practicable.

ELECTIONS

34. The Committee posts will be open to all those who are entering their second year of clinical study. Exceptions to this rule may be considered by the Committee.
35. Notice of an election will be given at least two weeks in advance of the date of the election. There will be an opportunity over the following ten days for members to put themselves forward for election.
36. Each candidate must be proposed and seconded by a Full Member of the Club.
37. Lists of candidates shall be published three days before the first day of the election.
38. Voting shall be by alternative voting (AV) or single transferable voting (STV), in accordance with electoral reform society guidelines. All Full Members shall be entitled and encouraged to vote. All reasonable provisions must be made to allow this to occur. Postal and proxy voting shall not be allowed.

USE OF THE BAR

39. The Bar shall be licensed from 11am to 11pm from Monday to Saturday inclusive and from 11am to 10.30pm on Sundays, except during Medical School holidays and at other times subject to the discretion of the committee and official licensing laws.
40. No intoxicating liquor shall be supplied otherwise than to:
 - i) a member whose application for membership was made at least two days before his admission to the privileges of membership;
 - ii) members and officials of teams visiting the Club premises for the purpose of playing a match or fulfilling a social engagement;
 - iii) *bona fide* guests of members in pursuance of the rules.
41. There shall be no supply of intoxicating liquor for consumption off the premises.
42. No intoxicating liquor shall be supplied to a person under the age of eighteen.
43. The number of such functions shall not exceed twelve in any one year.

FINANCE

44. The Committee shall be responsible to the Club for the finance of the Club. All expenditure shall be subject to the approval of the Committee. All cheques paid by the Club must bear the signature of the Junior Treasurer and be counter-signed by the Senior Treasurer and these shall be jointly responsible to the committee for the running of the Club finances.
45. The accounts of the Club shall be audited annually.

INDEMNITY

46. So far as may be permitted by law, every member of the Osler House Committee, the Senior Committee and every officer of the Club shall be entitled to be indemnified by the Club against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. This indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the Committee or officer of the Club and in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for relief from liability in respect of any such act or omission in which relief is granted to him or her by the Court.

SPORTS & SOCIETIES FUNDING

47. An annual meeting is organised at the start of every Michaelmas term by the Osler House Club Treasurer and attended by the President and Sports and Societies Reps. Finalised allocations must be approved by the Osler House Senior Committee.

OMSET: OXFORD MEDICAL STUDENTS ELECTIVE TRUST

48. The trust exists to regulate and deal with donations and bequests from charities and other

bodies to establish an education fund in support of medical students in Oxford. OMSET exists so that charities and trusts can make grants to students. These organisations require that their money is paid to a registered charity rather than directly to individuals. OMSET acts as an intermediate charity- individuals write to trust A, which writes OMSET a cheque. OMSET banks the cheque and writes the individual a cheque for the same amount.

49. The day-to-day running of OMSET is the responsibility of the Welfare Reps of the Osler House Committee. Moreover the Welfare Reps must:
- i) Submit annual accounts to be audited by an external accountant
 - ii) Prepare an annual report
 - iii) Call and hold an annual meeting of the trustees.

CODA

This constitution was passed on 8th November 1986 and amended on 21st September 1987, to incorporate the rules concerning the Club Registration and Licensing laws.

It was further amended on 31st May 1991 to acknowledge the creation of a Senior Members Committee and the renewed relationship with Green College.

It was further amended on 1st January 1999 to include rule 14 to comply with Licensing laws.

The current constitution was further amended after the separation of Osler House Club from Green-Templeton College and to include item 9 to comply with University regulations.