

By-Laws

Oxford & Cambridge Club Beijing

Enacted June 1st 2009

Article I. By-Laws

- A. This document is the By-Laws of the Oxford and Cambridge Club Beijing (henceforth called "OCCB"). The document contains regulations for the internal management and administration of the OCCB.
- B. The By-Laws may be changed by the OCCB Executive Committee (henceforth called "EXCO") at any official Committee Meeting that has reached the required quorum and is passed by a two-thirds majority.
- C. Changes to By-Laws may be proposed by any EXCO member by proposing the change in written form to the entire Committee at least two weeks in advance of the next meeting and being seconded by another EXCO member.
- D. The General Membership must be advised of any and all changes to the By-Laws in written form within one week from the enactment of the change in By-Laws.

Article II. Roles and Duties of the Officers

A. All Executive Committee Members must attend at least half of the official meetings each year in order to retain their position. Official meetings should be held not less than six times per year and not more than twelve.

B. Each Executive Committee Member shall propose and execute at least one event for the OCCB per year.

C. All Executive Committee Members shall do their utmost to promote the interests of the OCCB

D. Specific Roles and Duties of the Offices

1. President *shall*

a. be the public face of the OCCB and represent it in all relevant activities

b. write a monthly Newsletter and blog posts to communicate with Members

c. oversee the workings of the committee and aid other Officers in their duties

d. set the direction for the OCCB in a written proposal to the Committee each year

e. write a summary of the OCCB's yearly activities for the Committee and the Members Directory

f. coordinate with the Alumni Officers of both Universities

g. maintain relations with other Oxford and Cambridge Clubs as well as other University Alumni clubs

h. set the Agenda for Committee Meetings, which shall be sent in advance of the meetings

i. be the Guardian of the Constitution

2. *Vice-President shall*

a. undertake the duties of the President if he/she is unable.

b. represent the OCCB at relevant meetings and activities.

c. work closely with the Treasurer and Secretary to ensure the successful functioning of the OCCB.

d. actively aid the Sponsorship and Scholarship Officers in the OCCB's fundraising efforts.

e. oversee and execute one of the OCCB's major annual events, the Summer Garden Party or the Christmas Ball

f. work closely with the President to ensure that the OCCB is on track with its annual agenda

g. oversee the workings of any and all subcommittees.

3. *Treasurer shall*

a. maintain accurate and detailed accounts of the OCCB's finances

b. collect and make payment for club activities, such as events, and any other costs incurred by the OCCB

- c. report the account balance and details to the Executive Committee after every event and whenever else appropriate
- d. advise the Executive Committee on fiscal responsibility and maintaining the solvency of the OCCB
- e. oversee any and all administrative duties regarding incoming and outgoing payments
- f. manage contracts with third-parties on behalf of the OCCB, and ensure the Club's business is conducted within the Chinese legal framework, including seeking legal advise, if necessary

4. *Secretary shall*

- a. facilitate the workings of the Executive Committee by arranging meetings and securing venues
- b. take the minutes at meetings and send a summary to the entire committee within two weeks from the meeting date
- c. publish, in cooperation with the Membership Officer, an annual Members Directory
- d. be the point of contact between the Members and the Executive Committee on all matters not related to acquiring or the status of membership
- e. answer all Members inquiries within one week of receiving them or passing them to the committee for further discussion
- f. oversee the coordination of logistics for all events

5. *Membership Officer shall*

- a. increase and support the membership of the OCCB by actively seeking out potential members and "lost" alumni
- b. oversee membership application procedures
- c. coordinate with both Universities in order to verify the status of applicants
- d. maintain a complete and up-to-date list of members that shall be presented at each meeting
- e. consult with the Executive Committee regarding honorary members and other grey areas should the occasion arise
- f. create and maintain a "Welcome" pack for new members in consultation with the Executive Committee
- g. publish, in cooperation with the Secretary, an annual Members Directory

6. Sponsorship Officer shall

- a. seek corporate, governmental, non-governmental, personal sponsorship for the OCCB
- b. create a fundraising strategy and agenda each year that includes the Members Directory, Christmas Ball and Summer Garden Party
- c. negotiate sponsorship, in consultation with the Executive Committee, with willing parties
- d. draw up the terms of agreement and contracts for sponsorship, which must be approved by the President and Treasurer

7. Scholarship Officer shall

a. maintain and execute the charitable activities of the OCCB

b. work closely with the Sponsorship Officer and President to ensure the charitable aims of the OCCB

c. create networks and partnerships to further the charitable aims of the OCCB

d. plan and execute fundraising activities for the charitable aims of the OCCB

8. *General / Ad Hoc Committee Members shall*

a. work under the direction of EXCO Members

b. work on specific or general tasks depending on the nature of their task or sub-committee

c. attend all relevant meetings to their designated task

e. perform all duties required of their designated task

Article III. Election Procedure

- A. Elections will be held in June every year, beginning in 2010
- B. Elections will be advertised to the membership as a whole in advance
- C. Candidates must have their nomination seconded in order to have their nomination approved
- D. All of the Committee posts will be deemed vacant for the elections
- E. Members will vote for each candidate by a single, transferable secret ballot and the candidate with the most votes for each post wins
- F. Only Full-Members may stand for Officer positions or cast ballots
- G. The voting will be transparent and the elections results will be published
- H. Current Executive Committee members will not publicly endorse any candidate for any position
- I. It is the responsibility of the Executive Committee to ensure that any Officer positions still vacant, or which subsequently become vacant, are filled. Therefore the President shall have the right to appoint people to those positions who, in turn, must then be approved by the rest of the Executive Committee
- J. If the President is unable to oversee the Elections, the Vice-President shall assume the responsibility

Article IV. Membership

A. Application Procedure

1. Applications for membership should be made to the Membership Officer. The Membership Officer will maintain the membership list
2. Members may be asked to produce their degree certificate in support of their application.
3. It is the responsibility of Members to advise the Secretary of any changes in their contact details, especially their e-mail address which will be used for regular communication
4. Membership dues must be paid by all qualified members in order to exercise their voting rights and enjoy OCCB activities

B. Membership Dues

1. Membership dues shall be required of Full Members, Associate Members, Student Members and Overseas Members
2. Membership dues shall be scaled according to Membership Categories
3. Membership Dues shall be reviewed and adjusted accordingly by the Committee concomitantly with the AGM
4. Changes to the Membership Dues must be voted on by the Committee and achieve at least two-thirds majority

C. The OCCB reserves the right to rescind the affiliation of a Member with the Club, forfeiting all

Membership Dues, if he/she exhibits inappropriate or disorderly conduct at Events or via written communication with the EXCO or other Members

D. In all cases where the status of Membership is in dispute, the decision of the President is final

Article V. Events

- A. Events shall be held once a minimum of once a month
- B. The Committee shall decide the nature of Events with input from Members
- C. It is the responsibility of the Secretary to arrange the venue for Events and communicate with the Members
- D. There shall be an annual Christmas Party, Chinese New Year Party and Summer Garden Party
- E. Events should try to take account of both British and Chinese festivals and cultural traditions