



Oxford University Islamic Society

Constitution

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A. STANDARD CONSTITUTION OF A NON-SPORTS CLUB

NAME AND OBJECTS

1. The Club is called the Oxford University Islamic Society (hereafter referred to as “the Club”). The Club’s objects are the support, development, improvement and promotion of an active, faith-driven, interconnected student community whilst adhering to and promoting the principles of Islam as defined by the Qur'an and the traditions of the Prophet Muhammad (Peace and Blessings Be Upon Him) in the University of Oxford insofar as such objects are charitable; and 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 University’s Regulations for the Activities and Conduct of Student Members.
 - (b) The activities of the Club will at all times be conducted in accordance with the University’s procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available via the University Student Handbook on the University’s webpages), and the Club’s Code of Conduct
 - (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 University Administration and Services 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. If there is no such national governing body, or if the national governing body does not make insurance available, the Club must obtain alternative insurance as agreed by the Insurance Section of University Administration and Services.
 - (d) The Club shall maintain and observe the Club’s Safety Policy, ensure compliance with the Policy by the members of the Club, and follow an appropriate procedure for risk assessment. Both the Safety Policy and the procedure for risk assessment must be acceptable to and approved by the University’s Safety Office.
 - (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’s Safety Office or the University Marshal and approved by the Proctors. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of University’s Safety Officer or the University Marshal, e.g. relating to the deposit of contact addresses, fulfilment of health, safety and

insurance requirements, and stipulation of coaches, trainers or Senior Members to accompany the trip.

- (f) The Club shall maintain a dedicated website and shall supply details of its web address to the Clubs Office for listing on the University's clubs and societies webpage. The Club may apply to the University's IT Services to use information technology ('IT') facilities in the name of the Club. Where relevant facilities are allocated by IT Services 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 IT Services rules) to act as its IT Officer, whose duties shall include liaising with IT Services about the use of facilities allocated and passing on to the 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 on web and social media publishing, 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 IT Services;
 - (iv) to ensure that everyone responsible under (i)-(iii) is competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

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 Committee, and who have paid the relevant Club subscription.
4. Subject to paragraph 5, all student members of the University, and all persons whose names are on the University's Register of Visiting Students, shall be eligible to become members of the Club. A member shall continue to be eligible until given permission to supplicate for a degree, diploma or certificate, regardless of any continuing liability to pay fees to the University.
5. If the Club's objects relate directly to a protected characteristic as defined in section 4 of the Equality Act 2010, the Club may be entitled to restrict membership to members sharing that protected characteristic, provided that the Proctors shall first approve any such restriction.
6. The Committee may also, at its discretion, admit to membership:

- (a) students registered to read for diplomas and certificates in the University;
 - (b) student members of Permanent Private Halls who are not student members of the University;
 - (c) members of Ruskin College and Ripon College, Cuddesdon;
 - (d) members of Oxford Brookes University, provided that such members shall not constitute more than one-fifth of the total membership; and
 - (e) other persons not falling within paragraph 4 above or paragraphs 6(a) to (d) above, provided that such members shall not constitute more than one-fifth of the total membership.
7. The Committee, having specific regard to the Senior Member's advice in relation to the relevant matter, may remove a person from membership if removal of such person from membership is deemed to be in the best interests of the Club. If the person concerned is an Oxford University student (i.e. within paragraphs 6(a), (b) or (c) above), that person has a right to ask the Proctors to review the Committee's decision.

MEETINGS OF THE MEMBERS

8. There shall be an Annual General Meeting for all the members of the Club in Hilary Full Term, convened by the Secretary on not less than fourteen days' notice.
9. The Annual General Meeting will:
- (a) receive the annual report of the Committee for the previous year and the annual accounts of the Club for the previous year, the report and accounts having been approved by the Committee;
 - (b) receive a report from the Committee on the Club's compliance with paragraph 2 above;
 - (c) receive a report from the Committee on the number of complaints received, if applicable, the category of such complaints (e.g., harassment, funding disputes or service issues), and any Committee recommendations arising from them;
 - (d) elect Members of the Committee in accordance with paragraph 24 below: the Committee's nominations for the Officers and the Senior Member shall be contained in the notice of the Meeting: any alternative nominations must be seconded and have the consent of the nominee, and must be received in writing by the Secretary not less than seven days before the date of the Meeting: nominations for the other Committee Members may be taken from the floor of the meeting;
 - (e) consider any motions of which due notice has been given, and any other relevant business.

10. An Extraordinary General Meeting may be called in any Full Term; by the President, the Secretary or the Treasurer on not less than seven days' notice; or on a written requisition by seven or more members, stating the reason for which the meeting is to be called, and delivered to the Secretary not less than fourteen days before the date of the Meeting.
11. Prior to all General Meetings notice of the agenda shall be sent out with the notice of the Meeting.
12. The quorum for a General Meeting shall be ten members present in person or by proxy, of whom three must be members of the Committee. When any financial business is to be transacted there must be present the Treasurer, or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the Meeting (provided that where it is a case of a deputy, the only financial business transacted shall be that which was set out in the agenda accompanying the notice of the Meeting).
13. Every matter, except where this Constitution provides otherwise, shall be determined by a majority of members present and voting. In the case of equal votes the President of the Club shall have a casting vote.
14. Minutes of all meetings shall be kept and formally adopted. Copies of the minutes and the Committee's reports shall be made available to members and, upon request, to the Proctors.

THE COMMITTEE

15. The affairs of the Club shall be administered by a Committee consisting of not more than eight persons, which shall determine the subscriptions payable by the members of the Club, and have ultimate responsibility for the activities of the Club. Members of the University shall at all times make up the majority of the members of the Committee. The Committee shall consider the diversity of the Club and the benefits of increased representation for minority groups in its operations, including in the structuring of the Committee. The Committee shall have control of the funds and property of the Club, and of its administration.
16. No member of the Committee (or the Club) shall enter into or purport to enter into any arrangement, contract or transaction on behalf of the Club with a value exceeding £1,000 unless the Committee has resolved to approve the relevant arrangement, contract or transaction at a Committee meeting.
17. The quorum for a Committee meeting shall be four members present in person. When any financial business is to be transacted, there must be present either the Treasurer or a member of the Committee deputed by the Treasurer to represent the Treasurer's views to the meeting.
18. The Executive Committee shall be made up of the President, the Secretary, the Treasurer (together, the "Office Holders"; and their offices are referred to as "the Offices"), the

Senior Member and 4 other persons. The President, the Secretary and the Treasurer shall each be either a member of the Club whose eligibility stems from paragraph 4 above or paragraphs 6(a) to (c) above, or (with the approval of the Proctors) a member of Congregation. Where eligibility stems from paragraphs 6(a) to (c) above, the President, the Secretary and the Treasurer must each, on election to office, sign an undertaking to abide by relevant provisions of the University Student Handbook, as directed by the Proctors from time to time, and other relevant University policies, and to accept the authority of the Proctors on Club matters.

19. The President shall have the right to preside at all meetings of the members of the Club and at all meetings of the Committee. Should the President be absent, or decline to take the chair, the Committee shall elect another member of the Committee to chair the meeting.
20. Minutes of all meetings, including Committee meetings, shall be kept and formally adopted. Copies of the minutes shall be made available to members and, upon request, to the Proctors.
21. The Secretary shall:
 - (a) maintain a register of the members of the Club, which shall be available for inspection by the Proctors on request;
 - (b) give notice of meetings of the members and the Committee;
 - (c) draw up the agendas for and minutes of those meetings;
 - (d) notify the Proctors (through the Clubs Office) promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
 - (e) take responsibility for the operation and updating of the Club's website displaying (as a minimum) information about the Committee, the Club's Constitution, Code of Conduct, Complaint Procedure and any safety procedures approved by the University's Safety Office under paragraph 2(e);
 - (f) 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; and
 - (g) inform the Proctors through the Clubs Office 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).
22. The Treasurer shall:
 - (a) keep proper records of the Club's financial transactions in accordance with current accepted accounting rules and practices;

- (b) 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");
- (c) ensure that bills are paid and cash is banked in accordance with the procedures developed under (b);
- (d) prepare an annual budget for the Club and regularly inform the Committee of progress against that budget;
- (e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- (f) seek advice as necessary on tax matters from the University's Finance Division;
- (g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- (h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;
- (i) forward to the Proctors (through the Clubs Office) at the end of week 9 of Trinity Term a copy of annual accounts for the financial year to which they relate (the format of which the Proctors may prescribe) signed by the Senior Member, for retention on the Proctors' files (subject to the condition that during the first year of registration, a club may be required by the Proctors to submit termly accounts); and
- (j) if the Club has a turnover in excess of £25,000 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.

23. The Senior Member shall:

- (a) keep abreast of the actions and activities of the Club;
- (b) provide information relating to the Club to the Proctors on request;
- (c) seek to settle any preliminary disputes between the Committee and the members;

- (d) following paragraph 22(i) above, consider whether the accounts of the Club are in order and, if so, sign them;
 - (e) ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 21 and 22 above; and
 - (f) be available to represent and speak for the Club in the public forum, and before the University authorities.
24. The members of the Committee shall be elected by the members of the Club annually, and shall be eligible for re-election. The members of the Club shall not appoint several individuals jointly to hold any of the Offices, nor allow any individual to hold more than one Office at a time. The members of the Club shall appoint a member of Congregation as the Senior Member when electing other members of the Committee each year provided that a Senior Member who has previously held office as Senior Member for more than five consecutive years shall not be eligible for re-appointment. The Senior Member shall be a member of the Committee *ex officio*.
25. If during the period between the annual elections to offices any vacancies occur amongst the members of Committee, the Committee shall have the power of filling the vacancy or vacancies up to the next Annual General Meeting by co-optation.
26. Each Office Holder must, and shall procure that other Office Holders shall, at the end of any term of Office, promptly hand to the relevant 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 the outgoing Office Holder's 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.
27. 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.
28. 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.
29. No member of the Committee shall be removed from office except by a majority vote of a disciplinary committee of three members of the Club who are not members of the Committee appointed by the Senior Member for that purpose and acting in consultation with the Senior Member (or the Proctors if the member of the Committee to be removed is the Senior Member or if the Senior Member is otherwise conflicted).

INDEMNITY

30. So far as may be permitted by law, every member of the Committee and every officer of the Club (each a “relevant officer”) shall be entitled to be indemnified out of the Club’s assets against all costs, charges, losses, expenses and liabilities incurred by the relevant officer in the execution or discharge of duties as a relevant officer or the exercise of powers as a relevant officer, or otherwise properly in relation to or in connection with the relevant officer’s duties. This indemnity extends to any liability incurred by a relevant officer in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by the relevant officer in that capacity and in which judgement is given in the relevant officer’s favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on the relevant officer’s part), or in which the relevant officer 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 the relevant officer by the Court.
31. So far as may be permitted by law, the Club may purchase and maintain for the benefit of any relevant officer insurance cover against any liability which by virtue of any rule of law may attach to the relevant officer in respect of any negligence, default, breach of duty or breach of trust of which the relevant officer may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by the relevant officer and for which the relevant officer is entitled to be indemnified by the Club by virtue of paragraph 30.

DISSOLUTION

32. The Club may be dissolved at any time by the approving votes of two-thirds of those present in person or by proxy at a General Meeting. The Club may also be dissolved (without the need for any resolution of the members) by means of not less than thirty days’ notice from the Proctors to the Secretary of the Club if at any time the Club ceases to be registered with the Proctors.
33. In the event of the Club being dissolved, its assets shall not be distributed amongst the members, but shall be paid to or at the direction of the University.

CHANGES TO THE CONSTITUTION

34. In accordance with University regulations, if the Club wishes to remain a registered University Club, the Club must seek approval in writing from the Proctors for any changes to this Constitution that deviate from the University’s Standard Non-Sports Club Constitution, as amended from time to time. Such approval will only be granted in exceptional circumstances.
35. Changes to this Constitution must be ratified at a General Meeting with the approval of two-thirds of present, eligible and voting members. As such the University recommends that the Proctors’ approval is sought prior to seeking to change the Constitution at a General Meeting

INTERPRETATION

36. Any question about the interpretation of this Constitution shall be settled by the Proctors.
37. This Constitution shall be binding on all members of the Club. No regulation, by-law or policy of the Club shall be inconsistent with, or shall affect or repeal anything contained in, this Constitution.

B. APPENDICES

VISION

36. The vision of the Society is to serve Allah, Glorified and Exalted be He, by being representatives of Islam and Muslim students in the University of Oxford (henceforth, 'the University') and helping young Muslims as they negotiate religion, culture and identity. The Society will facilitate growth in these individuals and help create future viable leaders for our *Ummah* by providing community-fostering and religious events and volunteering and leadership opportunities. The Society also aims to promote the understanding of Islam to students of all beliefs and backgrounds in the University.

STRUCTURE OF THE COMMITTEE

37. All Committee members are required to behave according to Islamic principles and carry out their work in a professional and competent manner.
38. In addition to the roles mentioned in the main body, the Executive Committee is composed of the Brothers' Vice-President, Sisters' Vice-President, Graduate Chair and Operations Officer.
39. The Operational Committee is composed of the Student Affairs Officer, Access Director, Islamic Awareness Officer, Politics Officer, Community Officer, Alumni Officer, Technology & Communications Officer, Media & Design Officer, Brothers' Welfare & Social Officer, Sisters' Welfare & Social Officer, Religious Education Officer, Graduate Welfare & Social Officer, Graduate Academic Officer, and Returning Officer.
40. The Society shall be governed by a committee consisting of the Executive and Operational Committees, which shall work in accordance with the Society's vision and constitution. The Executive Committee shall be largely responsible for the management and functioning of the society and for supporting the Operational Committee. The Operational Committee shall be largely responsible for frontline events and activities. Both committees shall be considered of equal standing, and all committee members are encouraged to get involved and have input beyond their position. The two committees shall be collectively referred to as 'the Committee' or 'the Full Committee'.
41. All decision-making powers will remain with the outgoing Committee until 11pm on Friday of the 8th week of Hilary Term. Following elections, members of the outgoing Committee are required to train the incoming Committee until this date. The incoming Committee will also begin to take on various responsibilities as part of their training.

MEMBERS OF THE EXECUTIVE COMMITTEE

42. The President shall:
- (a) Oversee and direct the operations of the Society and work to ensure that it maintains the highest efficiency and professionalism while upholding the Society's vision, and Constitution. They shall be the Society's spokesperson in the University;
 - (b) Ensure the arrangement of regular Committee and termly open meetings and the development of comprehensive agendas for those meetings;
 - (c) Work with the rest of the Committee, and in particular the Vice-Presidents, to further the long-term goals of the Society, including, but not limited to, building brotherhood and sisterhood within the Society, strengthening links with internal and external organisations and with the local community, developing a vibrant student and alumni community as well as ensuring the Society organises a diverse range of events and activities for the benefits of its membership;
 - (d) Reflect the Islamic character expected of a leader, serve as arbitrator in disputes concerning the Committee, and deal with emergency situations;
 - (e) Have the final decision-making authority in all Society matters;
 - (f) Take ultimate responsibility for the management of the Society's facilities, such as the Prayer Room, and for the etiquette of those using the facilities.
43. There shall be a Brothers' Vice-President and a Sisters' Vice-President. They shall:
- (a) Support and assist the President in all endeavours and in maintaining the order and vision of the Society;
 - (b) Manage the day-to-day running of the Society and ascertain that all committee members fulfil their goals and stated commitments to a high standard. They shall remain in contact with various sub-committee chairs and offer direction and support where required;
 - (c) Stand as understudy for the President if the latter is unavailable.
44. The Graduate Chair shall:
- (a) Represent Muslim graduate students and address their needs within the scope of the Society's framework;
 - (b) Work with undergraduate members of the Committee and the Welfare and Social Officers to facilitate a unified community by linking the undergraduate and graduate Muslim communities for mutual benefit;

- (c) Coordinate efforts to cater for graduate needs by liaising with the Graduate Welfare & Social Officer and the Graduate Academic Officer during term time and to organize events to promote a spirit of community for those who remain in Oxford during vacations.
45. The Secretary shall:
- (a) Deal with all administrative affairs of the Society in accordance with the direction of the President;
 - (b) Manage the Society's electronic and paper correspondence;
 - (c) Maintain any of the Society's property;
 - (d) Compile regular notice information for the Society's members;
 - (e) Have sole access to the Society mailing list, sharing access with other Committee members only with the permission of the President or in the case of urgent need, and only for a specific purpose approved by the President;
 - (f) Abide by the duties laid out in paragraph 21 above.
46. The Treasurer shall:
- (a) Manage the financial affairs of the Society by forecasting expenses, approving purchases and maintaining proper books of accounts;
 - (b) Work to secure financial backing for the Society, which shall be deposited with the Society's bankers;
 - (c) Handle the day-to-day withdrawals and deposits of the Society and keep all receipts in order to issue necessary reimbursements;
 - (d) Abide by the duties laid out in paragraph 22 above.
47. The Operations Officer shall:
- (a) Liaise with Committee members to assist in the running of various events, services, administrative tasks and other activities in accordance with the direction of the President and Vice-Presidents;
 - (b) Be responsible for the maintenance, cleaning and upkeep of the Society's Prayer Room;
 - (c) Be aware of all property owned by the society, liaising with the Secretary where necessary to ensure this knowledge is up to date;

- (d) Serve more generally as a flexible ‘officer without portfolio’ to work on a diverse range of tasks.

MEMBERS OF THE OPERATIONAL COMMITTEE

48. The Student Affairs Officer shall:

- (a) Work to represent Muslim interests within the University, such as by campaigning for Halal food in colleges;
- (b) Support students in their capacity as students, such as by facilitating avenues through which students can seek help to find housing, books, tutors etc;
- (c) Arrange academic support schemes for Society members;
- (d) Work to foster Muslim communities within colleges, such as by maintaining a network of college representatives among Society members.

49. The Access Director shall:

- (a) Be responsible for executing access initiatives including the annual ‘Oxford Muslim Access Conference’ (OMAC) or equivalent flagship event, school visits and other access activities to engage and support prospective students;
- (b) Maintain regular contact with and seek advice from the Access Advisory Board, which must consist of at least 3 students or alumni who have previously been closely involved with the Society’s outreach work and have been nominated by a previous Access Director;
- (c) Maintain contact with a representative from the Undergraduate Admissions and Outreach Office (UAO) of the University, in particular with regard to the delivery of OMAC (or an equivalent project);
- (d) Liaise with the Technology & Communications Officer to sustain and develop a strong presence on social media and further utilise these platforms for access initiatives.

50. The Technology & Communications Officer shall:

- (a) Work to meet the technological demands of the Society, such as by setting up new websites and online services, undertaking training where necessary;
- (b) Manage the Society’s social media accounts and website, all of which they shall keep updated to reflect details of the Society’s activities under the direction of the Full Committee and in particular the Secretary and President;

- (c) Be responsible for: photographing and filming the Society's events where appropriate, especially when requested by a member of the Full Committee; working with the Media and Design Officer to have the photos and videos edited if necessary; and ultimately uploading the pictures and videos to the Society's social media and/or website;
- (d) Liaise with IT Services about the use of facilities allocated and pass on to their successor in office all records relating to the use of the facilities allocated;
- (e) Ensure compliance with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;
- (f) Ensure they are competent to deal with the requirements, undertaking training where necessary under the guidance of IT Services.

51. The Media & Design Officer shall:

- (a) Design any posters and graphics needed by the Society, undertaking training if necessary, with appropriate design software;
- (b) Be responsible for editing any photos and videos intended for upload to the Society's social media and/or website.

52. There shall be one Brothers' and one Sisters' Welfare & Social Officer. They shall:

- (a) Work with each other and the Graduate Welfare & Social Officer in carrying out their duties;
- (b) Address the welfare needs of Society members, ensuring that new and current members feel welcome and supported in the Society;
- (c) Organise social activities that increase the bonds of friendship, brotherhood and sisterhood among the members of the Society (e.g. post-*Jumu'ah* lunches, sporting activities, weekly social events etc.);
- (d) Establish or maintain a relationship with someone qualified to serve as the Oxford Muslim Chaplain, working with them to ensure that there is an active and open channel for Muslim Students in Oxford to seek support.

53. The Religious Education Officer shall:

- (a) Organise activities and events that encourage the acquisition of Islamic knowledge and spirituality of the Society's members (e.g. Arabic classes, weekly *halaqaat*, Qur'anic *tajweed* and *tafseer* classes, seminars and lectures etc.);
- (b) Organise weekly *Jumu'ah Khutbas*;

- (c) Direct questions regarding the Religious and Spiritual Aspects of Islam to the Oxford Muslim Chaplain or other learned individuals;
 - (d) Contact qualified speakers to ensure that the Society's membership may benefit from learned individuals.
54. The Community Officer shall:
- (a) Coordinate activities that allow Society members to participate in charity, voluntary and/or environmentally-focused 'green' projects, both in the local community and in other spheres;
 - (b) Encourage work with other community service organisations, inside the University and elsewhere;
 - (c) Organise and promote "Charity Week", or equivalent flagship campaign(s), which should aim to encourage participation in charitable causes.
55. The Islamic Awareness Officer shall
- (a) Work on developing avenues through which Muslims can share and spread awareness of Islam in the wider university and elsewhere;
 - (b) Organise and promote "Discover Islam", or equivalent flagship campaign(s), which should aim to showcase, promote and explain Islam within the University;
 - (c) Approach other religious societies to organise interfaith events.
56. The Politics Officer shall:
- (a) Be responsible for all matters pertaining to student politics (e.g. OUSU elections, NUS politics, FOSIS, student common room elections etc.);
 - (b) Organise events related to political engagement and participation in local and national politics for the benefit of the Society's membership;
 - (c) Be responsible for highlighting national and international issues pertaining to social justice. They shall coordinate with other social justice organisations as well as other political organisations to raise awareness of pertinent issues;
 - (d) Carry out their role within the constraints of the Public Speech Policy outlined in paragraph 74.
57. The Alumni Officer shall:
- (a) Work closely with the Society's alumni to build up a vibrant alumni network, and lead projects for their benefit and for the benefit of current members;

- (b) In coordination with the Treasurer, develop and maintain means by which alumni can contribute financially to the Society;
- (c) Run events for current students to benefit from the life experiences of alumni such as, but not limited to, career-oriented events;
- (d) Arrange alumni reunion events;
- (e) Maintain a database of Society alumni.

58. The Graduate Welfare & Social Officer shall:

- (a) work with each other and the Brothers' and Sisters' Welfare & Social Officers in carrying out their duties;
- (b) Promote community and support networks amongst the Graduate Muslim population;
- (c) Address the welfare needs of Society members, particularly graduates, ensuring that new and current members feel welcome and supported in the Society;
- (d) Organise social activities that increase the bonds of friendship, brotherhood and sisterhood among the members of the Society, particularly among graduates such as, but not limited to, post-*Jumu'ah* lunches, sporting activities, and weekly social events;
- (e) Establish or maintain a relationship with someone qualified to serve as the Oxford Muslim Chaplain, working with them to ensure that there is an active and open channel for Muslim students, particularly graduate students, in Oxford to seek support.

59. The Graduate Academic Officer shall:

- (a) Work with the Graduate Chair to carry out their duties;
- (b) Arrange academic support schemes for Society members, particularly graduate students;
- (c) Be a point of contact for Society members, particularly graduate students, with academic concerns, guiding such students to appropriate support systems.

60. The Returning Officer shall:

- (a) Advise the Committee, and in particular the President and Vice-Presidents, on issues relating to internal and external affairs, committee management, and other Society matters;

- (b) Offer guidance and respond to questions relating to the previous Committee's activities;
- (c) Assist with the transition process between Committees, and – where possible – serve as a point of contact with the outgoing Committee;
- (d) Be available to serve as Election Chairperson subject to appointment by the Committee, as per paragraph 65.

61. The Senior Member shall:

- (a) Be an *ex-officio* non-voting member of the Committee;
- (b) Serve as an advisor to the Committee and offer insight if their advice is sought;
- (c) Upon request, advise the Committee on interpretation of the Constitution;
- (d) Hear appeals for removal from membership under paragraph 6 above;
- (e) Ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 21 and 22;
- (f) Be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities;
- (g) Be encouraged by the Committee to maintain an interest in the affairs of the Society;
- (h) Abide by the duties laid out in paragraph 23 above.

APPOINTMENTS AND SUBCOMMITTEES

62. The President shall have the authority to:

- (a) Redistribute the responsibilities laid out in paragraphs 43-60 within the Full Committee, in a manner that does not contravene any other part of this Constitution, subject to the consent of the individual(s) receiving new responsibilities;
- (b) Appoint a member of the Society, including but not restricted to members of the Full Committee, to take on a limited range of responsibilities for an arbitrary and mutually agreed term, subject to premature termination at the President's discretion. Should the appointed member not be a member of the Full Committee, the President can be grant them a level of access to Committee meetings, resources and communications as deemed appropriate by the President, but may not

participate in any formal votes within the Full Committee that are required by this Constitution.

63. Any appointments should not be made without appropriate consultation of the Full Committee, and in particular the Vice-Presidents.
64. Members of the Full Committee shall have, subject to approval by the President, the authority to appoint members of the Society, be they members of the Full Committee or not, to a subcommittee assisting the Committee member in question with the fulfilment of their duties.

ELECTIONS

65. The Election Chairperson:
 - (a) Shall be appointed by the Committee and shall organise all nominations and voting procedures as well as chairing the Annual General Meeting (AGM). The Chair will not be eligible to partake in the nomination or voting processes, nor will the Chair be eligible to stand for Committee positions;
 - (b) Any individual who is on the outgoing Committee shall not be eligible for the role of Election Chair. An exception shall be made for the Returning Officer, who will be eligible for the position. The Election Chair must be a member of the Society;
 - (c) The Election Chair shall maintain neutrality throughout the electoral process, wherever possible.
66. Criteria for eligibility:
 - (a) Any Society full member shall be eligible to stand for nomination for committee positions;
 - (b) Only a full member may nominate an individual for a role on the Committee or participate in electoral proceedings;
 - (c) An individual may nominate the same candidate for more than one role;
 - (d) For the position of President, a person may only be nominated if they have served at least one full term of office on the Society Committee at any point in time. In case of a qualified individual being nominated without any such prior experience on the Committee, the nomination may be accepted by a unanimous vote of the President and Vice-Presidents;
 - (e) Only individuals who are either enrolled on a postgraduate course or as mature students can be considered for the role of Graduate Chair;

- (f) Only individuals who have previously served on the Society's Executive Committee can be considered for the role of Returning Officer. In the event that a qualified individual is nominated without any prior experience on the Executive Committee, the nomination may be accepted by the President.
67. Calendar of the electoral process:
- (a) The Election Chair shall invite nominations from all Society members for all roles on the Society Committee in Hilary term, at least 21 days before the Annual General Meeting (AGM). To be eligible to stand, candidates must receive at least two nominations. Nominations may be accompanied with a reference, the word limit for which is to be decided by the Election Chair, which voters will have access to;
 - (b) All nominations must be received at least 7 days before the AGM in accordance with paragraph 9 of this Constitution, with the exact date left to the discretion of the Election Chair and President. Candidates who accept nominations must submit a manifesto, the word limit for which is to be decided by the Election Chair, for each role they have accepted a nomination for. The manifestos will be published prior to the AGM;
 - (c) The AGM must take place with enough time left to ensure a proper and complete handover process between the outgoing and incoming Committees before 11pm on Friday of 8th week of Hilary term;
 - (d) The Election Chair shall invite all Society members to the AGM. The Committee and all those who have accepted nominations will be required to attend. The Election Chair will verify that attendees are Society members and are eligible to vote.
68. The Society Full Committee will be appointed in two stages, as set out in paragraphs 69 - 70 below, and will be referred to collectively as the 'Election Procedure'.
69. The first stage of elections consist of the election of the Presidents and Vice-Presidents, as follows:
- (a) The role of President shall be considered first;
 - (b) Hustings will occur with the following regulations:
 - (i) Each candidate will open with a speech of no longer than 5 minutes, in which they set out their objectives and their suitability for the role. In the case of more than one candidate, the other candidates will leave the room while each candidate speaks;
 - (ii) With the permission of the Election Chair, a candidate may appoint a proxy to deliver a speech on their behalf. Permission shall be reserved only for

reasons deemed valid by the Election Chair (e.g., a disability rendering one unable to speak, inability to attend the AGM due to ill health);

- (iii) All candidates will return to the room and the audience will be invited to put questions to them. Questions asked must be relevant to the role and directed to all of those standing. Proxies may not participate in questioning.
 - (iv) The Chair shall ensure that discussions are held in accordance with Islamic etiquette;
- (c) A vote will occur with the following regulations:
- (iv) The room will cast their votes privately, one vote per person, with anonymity maintained throughout the process;
 - (v) Voters will have the option of reopening the nominations (RON) for each position;
 - (vi) The winning candidate must secure a majority of the vote. Where this does not happen, the candidate with the least votes will be eliminated and the votes recast. This will be repeated until one candidate secures a majority of the votes. To facilitate ease of process, the Election Chair may choose to use electronic and/or instant-runoff voting;
 - (vii) In the event of a tie in the final round of voting, those present of the outgoing Committee shall immediately conduct a vote in private to determine which of the two candidates shall be elected. Any candidates who are part of the outgoing Committee shall not be allowed to partake in the vote. Should this vote also result in a tie, the outgoing President will cast the final vote. Should the outgoing President be one of the candidates or not be present, the outgoing Vice-Presidents shall jointly cast the deciding vote instead. Should this responsibility fall upon the outgoing Vice-Presidents but one of them is a candidate or is not present, the other can cast the deciding vote unilaterally. If an agreement between the two outgoing Vice-Presidents cannot be reached, both are candidates, or neither are present, then the Election Chair shall cast the deciding vote. The winning candidate will be appointed to the incoming Committee;
 - (viii) Individuals may withdraw their application during the AGM on notification of the Election Chair, before or after the vote. Should this take place after the vote, the position shall be offered to the candidate who came second, then third, then fourth etc. Should the position be left unoccupied, the election process shall continue in accordance paragraph 71(c);
 - (ix) If there is a majority vote to reopen nominations for the role of President, or there were no candidates nominated for the role, the position will not be filled, and the Vice-President-elects will temporarily take charge of the new committee. In the event that the Vice-President positions are also left vacant,

due to either a lack of candidates, application withdrawals and/or votes to reopen nominations, the Election Chair shall decide who of the incoming Committee, once elected, shall temporarily take charge of the new committee. A new date for the election of the President will be announced during the AGM, or as soon as possible thereafter. Nominations and announcements will be conducted in accordance with paragraph 73(b)(iii);

- (d) The steps set out in paragraphs 69(b-c) will be repeated for the Vice-President positions. For these roles, the President-elect will cast the final vote in place of the outgoing President, unless the position of President is left vacant on the incoming Committee.
70. The second stage of elections consist of the election of all remaining members of Committee, as follows:
- (a) The 'hustings' and voting process for all other candidates will be the same as set out in paragraph 69, with the following modifications:
 - (i) Each candidate will open with a speech of no more than 2 minutes;
 - (ii) For the Welfare & Social Officers, voting rights will only be granted to members of the respective genders. For the Graduate Welfare and Graduate Academic Officers, undergraduate students shall be barred from voting;
 - (iii) In the event of a tie in the final round of voting, the Committee-Elect shall immediately conduct a vote in private to determine which of these two candidates shall be elected. Should such a vote result in a tie, the Presidentelect shall have the deciding vote. Should the position of President be left vacant or should they not be present, the Vice-President-Elects shall jointly cast the deciding vote. Should this responsibility fall upon the VicePresident-Elects but one of them is not present or only one of the roles has been filled, the other can cast the deciding vote unilaterally. If an agreement between the Vice-President-Elects cannot be reached, neither individual is present or neither role is filled, then the same process will be repeated by the outgoing committee, as set out in paragraph 69(c)(vii). The winning candidate will be appointed to the incoming Committee;
 - (iv) If a candidate has stood for two roles and won both, they shall choose the role they prefer. For the declined roles, the position shall be offered to the candidate placed second. If this individual has already secured another role, the position shall be offered to the candidate placed third and so forth. Should the position be left unoccupied, the election process shall continue in accordance with paragraph 70(c);
 - (v) In the event of a vote to re-open nominations, the procedure set out in paragraph 73 shall be adhered to.

- (b) At this stage the Committee-Elect will have been appointed. The Election Chair shall draw the AGM to a close and announce the new Committee via email thereafter. The incoming President, Vice-Presidents and Graduate Chair shall also be officially announced following *Jumu'ah* prayers on or before Friday of 8th Week, if possible;
- (c) In the event of unfilled positions, the Committee-Elect may appoint candidates from within the full membership in accordance with paragraph 73 or choose to leave the roles unfilled.

IMPEACHMENT AND REPLACEMENT OF A COMMITTEE MEMBER

71. Grounds for Impeachment:

- (a) If any Committee member has been found to violate any one of the following principles, a hearing must be held by the Full Committee to determine if the severity of the violation are grounds for impeachment:
 - (i) Failure to fulfil the duties and responsibilities as outlined in the Constitution;
 - (ii) Failure to take consultation in any number of critical decisions or, in the case of the President, failure to conduct Committee meetings in the manner prescribed in this Constitution;
 - (iii) Abuse of funding privileges and/or committee decision procedures;
 - (iv) Absence from an excessive number of meetings such that the Committee deems them unable to carry out the responsibilities of their position;
 - (v) Violation of any Islamic principle or law that deems one unworthy to serve as a leader of the local Muslim community and/or representing the Society in a fashion that is uncharacteristic of the General Body and Islamic principles. The Senior Member and/or Oxford Muslim Chaplain can advise the Committee in deciding if this principle is breached.

72. Procedure for Impeachment:

- (a) Impeachment proceedings shall only be held in extreme circumstances and once all alternative avenues of recourse have been attempted;
- (b) Details of the entire process shall remain confidential within the Full Committee, and information regarding the case shall not be discussed in public; all meetings regarding the case shall also be held in private, although impeachment proceedings must not take place without the awareness of all members of the Full Committee;
- (c) The committee member shall be consulted about the grievance(s) against them in a private meeting of the Full Committee, for which the Senior Member may be

present. If the committee member refuses to comply (such as by refusing to attend such a meeting or refusing to communicate with the Committee) then the Committee may directly carry out a vote in accordance to paragraph 70(e);

- (d) They shall be allowed to defend themselves against any grievance(s) made against them. The individual may resign at any point in these proceedings in which case the impeachment process will come to an end;
- (e) If they choose not to resign, the Full Committee (excluding the committee member on whom the vote is being held) will vote privately on whether or not to impeach the individual, who will not be present during the vote;
- (f) A simple majority vote in favour of impeachment must occur in order for a committee member to be impeached;
- (g) If an individual is voted by the Committee to be impeached, their term as a Committee member ends immediately.

73. Replacement of a Committee Member:

- (a) In the event that a committee member needs to be replaced due to impeachment or resignation, or in order to fill a vacant position on the incoming Committee post AGM, any Society member may submit a manifesto for the position, unless it is for the Presidency, to the Election Chair (should this be to fill a vacant position post AGM) or to a member of the Full Committee appointed by the President (should the position be vacant due to impeachment or resignation);
- (b) A vote amongst Committee (in the event of impeachment or resignation) or Committee-elect (in the case of a post-AGM vacancy) members shall be held to determine the successful candidate, with any nominees amongst the Committee or Committee-elect removed from the voting procedure. The voting procedure shall follow the procedure outlined in paragraph 69(c);
 - (i) In the event of a tie, the President or President-Elect shall have the final decision-making authority;
 - (ii) In the event that the President is impeached or resigns, the Vice-Presidents may mutually agree which of them shall fill the vacant position. Should this prove impossible or undesirable, the Vice-Presidents shall temporarily take charge of the Committee until the procedures laid out in paragraph 73(b)(iii) for electing a new President are complete. Any individuals appointed to the Committee shall serve until 11pm on the final day of the Society's year i.e. Friday of 8th Week of Hilary Term;
 - (iii) An extraordinary general meeting (EGM) shall be held to elect the new President. An Election Chair shall be appointed in accordance with paragraph 65 to arrange the EGM, unless this is to fulfil a post-AGM vacancy, in which case the current Election Chair shall maintain their position. Nominations

shall be invited from all members of the Society before the EGM, with the timeline left to the discretion of the Election Chair. Aside from the timeline, the procedure for nominations and manifesto submission must follow the procedure detailed in paragraph 67. All candidates must fit the eligibility criteria detailed in paragraph 66. The election shall be carried out during the EGM in accordance with paragraph 68.

PUBLIC SPEECH POLICY

74. The Society shall exercise a public speech policy with regards to speaker events, *Jumu'ah Khutbahs* and anything posted on the Society's social media and or/ website(s):

- (a) The Society should aim to promote unity amongst the diverse Muslim community in Oxford;
- (b) Speeches, *Jumu'ah Khutbas* and anything produced by the Society should be inclusive and not be focused on criticism of any specific individuals, groups or denominations within Islam;
- (c) The Committee should strive to make the Society accessible and welcoming to members of different denominations within Islam;
- (d) The Society should aim to be apolitical wherever possible, meaning that the Committee should not generally adopt a stance on behalf of the Society on any matter pertaining to national or international politics, even if such a stance would be shared by a large majority of the members of the Society. Any events run by the Society of a political nature should encourage discussion regarding, raise awareness of and facilitate engagement with political issues, rather than implicitly or explicitly outlining a Committee-held stance on said issues. Any such stance taken by the Committee must be justified on the grounds of the long-term wellbeing of the Society and its membership or the unambiguous and unanimously agreed upon status of a political issue within the Islamic world view (e.g., opposing racism). Furthermore, the Committee should not endorse or condemn a political body, party, institution, or movement unless it is deemed necessary to do so for the wellbeing of the Society. *Jumu'ah Khutbas* must also remain apolitical wherever possible.

GENERAL MEETINGS

75. During each full academic term (including Hilary Term) an 'open meeting' of Society members shall be convened to facilitate the receipt of community feedback by the Committee. These should be Extraordinary General Meetings.

76. 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, with details of the proposed amendments included in the initial notice of the meeting.

77. Extraordinary General Meetings may take place online outside of full terms. In the event of such an online meeting, all paragraphs in this Constitution pertaining to General Meetings apply, with “present in-person” interpreted to mean “present online with a live and continuous connection”.

COMPLAINTS

78. All complaints pertaining to the operations of the Committee must be presented to the President by the Committee member receiving the complaint.

EXTRAORDINARY CIRCUMSTANCES

79. In the event of an extraordinary circumstance rendering one or more requirements of this constitution impossible to fulfil in their mandated form (e.g., an epidemic that requires the cancellation of all in-person activities such as the Annual General Meeting), the President may authorise the temporary abandonment of these requirements until the circumstances come to pass. Such an authorisation cannot come without first being preceded by a unanimous approving vote by the Full Committee, with a minimum voter turnout of at least two thirds of the Committee, and must be re-confirmed before Tuesday of Week 1 in every Full Term whilst the power set out in this paragraph remains invoked. Such an authorisation can be rescinded by a majority vote at a General Meeting at any time.
80. The Full Committee shall act in good faith and according to the spirit of this constitution should such an eventuality come to pass, and the President should relinquish this authority as soon as it is appropriate to do so, such as when the extraordinary circumstances cease to exist.