

Constitution

Oxford Islamic Society

STANDARD CONSTITUTION OF A NON-SPORTS CLUB

NAME AND OBJECTS

1. The Club is called the Oxford Islamic Society. 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 procedures, codes of practice and policies in force from time to time on equality, harassment, freedom of speech and safeguarding (which are available to download via the University Student Handbook on the University's webpages).
 - (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 ("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 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 Marshal. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the University Marshal.
 - (f) The Club shall maintain a dedicated website and shall supply details of its web address to the Proctors 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 the Club uses the University's 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 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 on web information, 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 he or she is given permission to supplicate for his or her degree, diploma or certificate, regardless of whether or not he or she continues to be liable 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 consulted with the Senior Member 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. The person concerned may appeal against such removal to the Proctors.

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) 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;
 - (d) 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 his or her 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 the casting vote.
14. Minutes of all meetings shall be kept and formally adopted. Copies of the Minutes shall be made available to members and, upon request, to the Proctors.

THE COMMITTEE

15. The affairs of the Club shall be administered by an Executive 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 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 in to 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 his or her views to the meeting.
18. The 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 (d) above, or (with the approval of the Proctors) a member of Congregation. If his or her eligibility stems from paragraphs 6(a) to (d) above, on election to office he or she must sign an undertaking to abide by the University Student Handbook, 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 agenda for and the minutes of those meetings;
 - (d) notify the Proctors promptly following the appointment and resignation or removal of Office Holders and other members of the Committee;
 - (e) notify the Proctors not later than the end of the second week of every Full Term of the programme of meetings, speakers and events which has been arranged for that term (e.g. by providing them a copy of the term card);

- (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 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 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; 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 members;
 - (d) following paragraph 22(i) above, consider the accounts of the Club and approve them if he or she considers them to be in order;
 - (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. When electing other members of the Committee each year, the members of the Club shall also appoint a member of Congregation as the Senior Member, and he or she will then 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, 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.
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 the approving votes of two thirds of those present in person or by proxy at a General Meeting.

INDEMNITY

30. So far as may be permitted by law, every member of the 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.

31. So far as may be permitted by law, the Club may purchase and maintain for any member of the Committee or officer of the Club insurance cover against any liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of which he or she may be guilty in relation to the Club and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she 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.

INTERPRETATION

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

APPENDICES

VISION

36. The vision of the Society is to serve Allah, Glorified and Exalted be He, by being representatives of Islam 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 Vice President, Graduate Chair, Student Affairs Chair, Communications Chair and the Events Chair.
39. The Operational committee is composed of the Religious Education Officer, Islamic Awareness Officer, Politics Officer, Community Officer, Alumni Officer, Design & Website Officer, Brothers’ Welfare & Social Officer, Sisters’ Welfare & Social Officer, Access Officer, Graduate Welfare Officer, Graduate Events 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 mission statement and vision. The two committees shall be collectively referred ‘the Committee’ or ‘the Full Committee’.
41. In any Society event, at least four members of the Full Committee must be in attendance.
42. Following elections, members of the incumbent committee are required to train the incoming committee following elections during the AGM until the end of that term. The new committee will also begin to take on various responsibilities as part of their training.
43. All decision-making powers will remain with the outgoing committee until the end of 8th week of Hilary Term.
44. The President shall have the right to preside at all meetings of the members of the Society 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.

45. Each member of the Executive Committee is required to produce an annual account, of no less than 500 words, summarizing their activities during the year. These accounts will be collated by the Secretary and presented to the membership as an annual record.

MEMBERS OF THE EXECUTIVE COMMITTEE

46. 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 mission, vision, and Constitution. They shall be the Society's spokesperson in the University;
 - (b) Arrange 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 President, 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, and deal with emergency situations.
 - (e) Have the final-decision making authority in all Society matters.
47. The Vice-President shall
- (a) Support and assist the President in all endeavours and in maintaining the order and mission 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.
48. The Secretary shall
- (a) Deal with all secretarial 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 weekly notice information;
 - (e) Furthermore, abide by the duties laid out in article 21 above.

49. The Treasurer shall
- (a) Manage the financial affairs of the Society by forecasting expenses, approving purchases and maintaining proper books of accounts;
 - (b) Work with other committee members and the Vice President 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) Furthermore, abide by the duties laid out in article 22 above.
50. The Graduate Chair shall
- (a) Represent Muslim graduate students and address their needs within the scope of the Society's framework;
 - (b) Coordinate efforts to cater for Graduate needs by liaising with the Graduate Welfare Officer and the Graduate Events Officer during term time and to organize events to promote a spirit of community for those who remain in Oxford during vacations.
51. The Events Chair shall
- (a) Liaise with the Islamic Awareness Officer and the Community Officer to organise events for the Society;
 - (b) Ensure that all events organized by the Society run smoothly and in accordance with Society guidelines and principles;
 - (c) Liaise with the Communications Chair to ensure that all events are sufficiently promoted and advertised.
52. The Communications Chair shall
- (a) Handle the Society's social media accounts, including the Facebook, Instagram and YouTube accounts, which they shall keep updated to reflect details of the Society's activities. They shall manage all subscription requests and liaise with the Secretary to make Society notices available to the membership;
 - (b) Arrange and manage audio and/or video recording of Society events;
 - (c) Liaise with the Design & Website Officer to ensure proper maintenance of the Society Website as well as general publicity;
 - (d) Be encouraged to create a Society newsletter and/or yearbook;
 - (e) Be responsible for informing members of the Society's activities and events through the production, presentation and distribution of publicity literature in the University;

- (f) Liaise with IT Services about the use of facilities allocated and pass on to his or her successor in office all records relating to the use of the facilities allocated;
- (g) Ensure compliance with regulations and guidelines relating to the use of IT facilities published from time to time by IT Services;
- (h) Ensure they are competent to deal with the requirements, where necessary undertaking training under the guidance of IT Services.

53. The Student Affairs Chair shall

- (a) Assist the Welfare & Social Officers, the Access Officer as well as the Vice-President in dealing with all aspects of Student Welfare and support students seeking help to find housing, books, tutors etc.;
- (b) Liaise with the Oxford Muslim Chaplain in ensuring that there is an active and open channel for Muslim Students in Oxford to seek support;
- (c) Support the Access Officer with organizing school visits etc. to improve access.

MEMBERS OF THE OPERATIONAL COMMITTEE

54. The Design & Website Officer shall

- (a) Be in charge of the Society's website, which they shall maintain and keep updated to reflect details of the Societies' activities;
- (b) Design posters or other media to advertise Society events. Applicant to be confident with design programmes such as Photoshop;

55. The Welfare & Social Officers:

- (a) There shall be one female and one male Welfare & Social Officer.
- (b) They shall:
 - (i) Address the welfare needs of Society members, ensuring that new and current members feel welcome in the Society;
 - (ii) 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.).

56. The Access and Outreach Officer shall

- (a) Work to engage prospective students who are interested in applying to the University. The Chairs will work with secondary schools and FE colleges to ensure this;
- (b) Work with organization within Oxford (e.g. UNIQ) to facilitate better awareness of the Society;

- (c) Provide support where possible and establish contact to Muslim offer holders before arrival.
57. The Community Service Officer shall
- (a) Liaise with the Events Chair to coordinate activities that allow Society members to participate in charity and voluntary projects, both in the local community and in other spheres;
 - (b) Encourage work with other community service organisations, inside the University and otherwise;
 - (c) Encourage charity-focused initiatives such as “Charity Week” and “Believe and Do Good”.
58. The Islamic Awareness Officer shall
- (a) Work on developing avenues through which Muslims can share and spread awareness of Islam to the wider university and local community. They shall coordinate with other sub-committees and the Events Chair to hold Islamic awareness events;
 - (b) Coordinate with the Events Chair, Communications Chair as well as various subcommittees to organise and promote “Experience Islam” – a series of events that take place in Hilary Term each year to showcase and promote Islam within the campus;
 - (c) Approach other religious Societies to organise inter-faith events.
59. The Religious Education Officer shall
- (a) Liaise with the Events Chair to 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;
 - (e) Work closely with the Events and Communications Chairs to ensure that events are well-publicised and attended;
 - (f) Coordinate Prayer Room maintenance.
60. The Politics Officer shall

- (a) Represent the Society in the media where appropriate. This Chair shall first seek agreement with the President before conducting any media activities;
 - (b) Be responsible for all matters pertaining to student politics (e.g. OUSU elections, NUS politics, FOSIS, student common room elections etc.);
 - (c) Organise events, in coordination with the Events Chair, related to political engagement and participation in local and national politics for the benefit of the Society's membership;
 - (d) 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.
61. The Alumni Officer shall
- (a) Work closely with the Society's alumni to build up a vibrant alumni network, and lead projects for the benefit of the Society;
 - (b) Develop the Alumni sponsorship network in coordination with the Treasurer.
62. The Graduate Welfare Officer shall
- (a) Promote community and support networks amongst the Graduate Muslim population;
 - (b) Liaise with the Welfare & Social Officers as well as the Muslim Chaplain to ensure that the welfare needs of the Muslim graduate students are being catered for.
63. The Graduate Events Officer shall
- (a) Work closely with the Graduate Chair and the Graduate Welfare Officer to organise social activities;
 - (b) Work with the Events Chair to promote and advertise general Society events to the Graduate population.
64. The Returning Officer shall
- (a) Advise the Committee, and in particular the President and Vice-President, 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 70.

65. The Senior Member shall
- (a) Be an *ex-officio* non-voting faculty member of the Committee. Such office shall be eligible for review by the Society every year or at other times where this may be necessary.
 - (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) Following paragraph **Error! Reference source not found.**, consider the accounts of the Club and sign them if he or she considers them to be in order;
 - (f) Ensure that adequate advice and assistance is available to the Secretary and the Treasurer in the performance of their responsibilities under paragraphs 19 and 21(a); and
 - (g) Be available to represent and speak for the Club in the public forum, and before the Courts of the University and the University authorities.

DECISION-MAKING PROCEDURES

66. Each Executive and Operational Committee Chair shall be responsible for the day-to-day decisions for their committee, reporting ultimately to the President.
67. The Full Committee shall be responsible for all general management and coordination of the Society.
68. The Executive Committee shall have final decision-making powers in disputed issues.
69. The Executive Committee may, from time to time, utilise the option of closed meetings which are not open to the public or Operational Committee members to discuss disputes.
- (a) The President has the discretion to call these closed meetings.
 - (b) After discussing the issue at hand, the Executive Committee shall come to a unified decision. In the event that this is not possible, all final decision-making authority rests with the President.
 - (c) Closed meetings that exclude the Operational Committee shall only be held in extreme circumstances and once all alternative avenues of recourse have been attempted.

ELECTIONS

70. Election Chairperson

- (a) The Election Chair 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 process.
- (b) Any individual who is not on the outgoing committee shall be eligible for the role of Election Chair. An exception shall be made for the Returning Officer, who will be eligible for the position.

71. Criteria

- (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 term on the Society Committee at any point in time. In case of a qualified individual being nominated without any prior experience on the Committee, the nomination may be accepted by a unanimous vote of the Executive Committee.
- (e) Only graduate students will be considered for the role of Graduate Chair, Graduate Events Officer and Graduate Welfare Officer.
- (f) Only individuals who have previously served on the Society's Executive Committee will be considered for the role of Returning Officer.

72. Calendar of the electoral process

- (a) The Election Chair shall invite nominations from full members for the twenty roles on the Society Committee in 1st Week of Hilary Term via email. For a candidate to be considered for a role on the Executive Committee they must receive at least two nominations. For all other positions, one nomination will suffice. Nominations may be accompanied with a reference of no more than 250 words, which all voters will have access to.
- (b) The nominations must be received by 4th Week. Candidates will be notified of their nomination and asked to accept or decline interest in the role. Those who accept are invited to participate in the AGM, attendance at which is compulsory to merit consideration for a role. All candidates accepting nominations must submit a minimum 150 word and maximum 450-word manifesto detailing the candidates' aims and objectives for their role. The manifestos will be published prior to the AGM.

- (c) The AGM will take place during 5th Week of Hilary Term.
- (d) The Society shall invite all full members to the AGM. The Committee will be required to attend. Attendees will display their Bodleian (Bod) card to the Election Chair to verify that they are full members (a list of which will be known to the Chair). At the AGM, the room shall be divided into two: the Committee and the audience (consisting of non-committee full members).

73. The Society Full Committee will be appointed in two stages:

Stage 1

- (a) The role of President shall be considered first. Those standing for President who are also on the Committee must remove themselves from the Committee until the role has been filled.

A ‘hustings’ format will take place:

- (i) Each candidate may open with a speech of no more than 2 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 be asked to leave the room while each candidate speaks.
- (ii) All candidates will return to the room and the audience will be invited to question the candidates on their suitability for the role and any plans that they have for their time on the committee.
- (iii) The Chair will read out any references from nominators that have been sent in during the nominations stage.
- (iv) The current committee may offer their input, based on their experiences in working with the candidates where relevant.
- (v) Everything relevant to the candidacy may be discussed; the Chair shall ensure that discussions are held in accordance to Islamic etiquette.

Then, a vote will be conducted:

- (vi) The Chair will ask the room to cast their votes privately, one vote per person, with anonymity maintained throughout the process.
- (vii) For each position for which only one candidate is running, voters will have the option of electing to reopen the nominations (RON) for that position.
- (viii) The winning candidate must secure at least 51% of the overall vote. In the case of a tie, losing candidates will be removed from the process and the votes recast. In the event of a further tie, additional discussions will be held, in the absence of the tied candidates, and the votes will be recast until there is an outright winner. The winning candidate will be appointed to the incoming committee.

- (ix) In case there is only one candidate for President, and that candidate does not secure 51% of the overall vote (*i.e.* at least 50% vote for RON), the position will not be filled and the Vice President will temporarily become in charge of the new committee. A new date for the election of the President will be announced during election night, or as soon as possible thereafter. Nominations and announcements will be conducted in accordance with paragraph 72, with an adjusted timeline subject to the Election Chair's discretion.
- (x) Losing candidates for President will be given the option of standing for the role of Vice President.
- (b) Steps (i) to (viii) will be repeated for the role of Vice President.
 - (i) Losing candidates for President and Vice President will be given the option of running for Secretary.
- (c) Steps (i) to (viii) will be repeated for the role of Secretary.
 - (i) Losing candidates for President, Vice President and Secretary will be given the option of running for Treasurer.
- (d) Steps (i) to (viii) will be repeated for the role of Treasurer.
 - (i) Losing candidates for President, Vice-President, Secretary and Treasurer will be given the option of running for one of Graduate Chair (if applicable), Communications Chair, Student Affairs Chair or Events Chair.
- (e) Steps (i) to (viii) will be repeated for the roles of Graduate Chair, Student Affairs Chair, Events Chair and Communications Chair; in this order.
- (f) Losing candidates for all the Executive Committee roles will be given the option of running for up to two positions on the Operational Committee (Stage 2).
- (g) At this stage, the Executive Committee-Elect will have been appointed. The new Executive Committee shall only have electoral privileges as outlined in Stage 2. The incumbent Executive Committee will remain in effect until the date given in paragraph 43.

Stage 2

- (h) Candidates may accept nominations for up to two positions on the Operational Committee.
- (i) Those standing for a particular position will participate in a 'hustings' process:
 - (i) Each candidate may open with a speech of no more than 2 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 be asked to leave the room while each candidate speaks.

- (ii) All candidates will return to the room and the audience will be invited to question the candidates on their suitability for the role and any plans that they have for their time on the committee.
 - (iii) The Chair will read out any references from nominators that have been sent in during the nominations stage.
 - (iv) The outgoing committee may offer their input, based on their experiences in working with the candidates where relevant.
 - (v) Everything relevant to the candidacy of that particular position may be discussed; the Chair shall ensure that discussions are held in accordance to Islamic etiquette.
- (j) Then, a vote will take place:
- (i) For the Welfare & Social Officers, voting rights will only be granted to members of the respective genders – all male members for Brothers' Welfare & Social Officer, and likewise for female members. For the Graduate Welfare and Graduate Events Officers, voting rights will only be granted to graduate students.
 - (ii) Voters will have the option of electing to reopen the nominations (RON) for each position.
 - (iii) The Chair will ask the room to cast their votes privately, with one vote per person, with anonymity maintained throughout the process.
 - (iv) Then, votes will be counted. The candidate who secures a simple majority shall assume their role on the Operational Committee. In the event of a tie, the Executive Committee-Elect shall cast the deciding vote.
 - (v) 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. In case there are no further candidates, refer to (viii).
 - (vi) The option to abstain from a vote will be open to all full members except for the Full Committee (in Stage 1), and except for the newly appointed Executive Committee (in Stage 2).
 - (vii) At this stage the Operational Committee will have been appointed and the Full Committee shall be formed. The Election Chair shall draw the AGM to a close and announce the new committee via email thereafter. The new committee will also be officially announced following *Jumu'ah* prayers on or before Friday of 8th Week.
 - (viii) In the event of unfilled positions, the Committee-Elect may appoint candidates from within the full membership in accordance with paragraph 76, or choose to leave the roles unfilled.

IMPEACHMENT AND REPLACEMENT OF A COMMITTEE MEMBER

74. 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 allows 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 charter.
 - (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 shall advise on whether this principle is breached.

75. 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.
- (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.
- (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, ending their term as a committee member immediately if the former should occur. The individual will not be present during the vote.
- (f) A majority vote in favour of impeachment must occur in order for a committee member to be impeached.

76. Replacement of a Committee Member

- (a) In the event that a committee member needs to be replaced due to impeachment or resignation, each member of the Full Committee may nominate an individual, who may be from the Committee, to the vacated position, unless it is for the Presidency.
- (b) A vote amongst Committee members shall be held to determine the successful candidate, with any nominees amongst the Committee removed from the voting procedure.
 - (i) In the event of a tie, the President shall have the final-decision making authority.
 - (ii) In the event that the President is impeached or resigns, the procedures laid out in paragraph 73(a) for electing a new President shall be conducted. Any individuals appointed to the Committee shall serve till the end of the Society's year *i.e.* Friday of 8th Week of Hilary Term.

77. Committee Member Substitution

- (a) Any committee member unable to satisfy their duties for a period greater than two weeks for valid reasons must appoint a substitute.
 - (i) The substitute must be confirmed by a majority vote of the Committee and may be a committee member already, in which case, they may temporarily assume two roles.
 - (ii) The President shall have the final-decision making authority in the event of a tie.

MULTIMEDIA

78. Email Lists

- (a) The email list shall be utilised solely for the mass publicity of events and activities relevant and beneficial to Society members, as well as announcements regarding Society meetings and/or messages endorsed by the Society. Content that is offensive and/or has the potential to cause disruption to the Society shall not be approved or broadcast. Events that are not being held or sponsored by the Society shall be included under a heading of "Other Events".

79. Website, Facebook and YouTube accounts

- (a) The Society website and Facebook account shall serve as a central area to promote the efforts of the Society and the community it represents. The former will include a feedback section. The website shall also have a login capability for current Committee Members. The Society YouTube account may be utilised to upload video and/or audio recordings of Society events.

80. Any other Multimedia

- (a) The Society may utilise any other social media tools that will further its purpose in the event that doing so is not contrary to anything contained in this charter.

PUBLIC SPEECH POLICY

81. The Society shall exercise a public speech policy with regards to speaker events and *Jumu'ah Khutbahs*.
- (a) Speeches should aim to promote unity amongst the diverse Muslim community in Oxford.
 - (b) In particular, they should be inclusive and not be focused on criticism of any specific individuals, groups or denominations within Islam.
82. The Committee shall be responsible for notifying speakers of this policy in advance of any talks organised by the Society.

CONSTITUTIONAL AMENDMENTS

83. 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.

COMPLAINTS

84. All complaints must be presented to the President of the Society in writing.
85. The President shall call a meeting of the Executive Committee to discuss the issue and respond to the complaint.
86. Individuals raising complaints must be called upon by the President to voice their concerns at such a meeting.

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