



Oxford University Investment and Finance Society

The OUIFS Constitution

Document Purpose:

This document was commissioned by the committee of HILARY TERM 2007 (President: Arjun Dev Malhotra, Trinity College) with the aim of giving the society a clear constitution to help guide future relationships between members, sponsors, and the committee. The 2007 Hilary committee revived the society after a relatively dormant period and felt that such a document was necessary to prevent future lapses in the society's presence within Oxford and to encourage the growth of the society. It was the intention of said committee that OUIFS would grow over time, further bridging the gap between Oxford students and the City.

This document has been compiled by Arjun Dev Malhotra and Charles Edward Newark-French, with approval of the Hilary 2007 committee.

Concerned Parties:

Society Members

The student body affiliated with the society, who have an interest in the investment and finance sphere.

Committee Members

The group of officers charged with achieving the aims of OUIFS.

Sponsors

The firms or individuals who have a direct relationship with OUIFS and have taken out a 'sponsorship agreement'.

Constitution Amendments:

Any amendment of or addition to the Constitution of OUIFS shall first be approved by an unanimous vote of the committee, and subsequently by the members of the society at an emergency meeting, and shall be carried only by a vote of two thirds or more of the members present.

Name:

The Society is called the 'OXFORD UNIVERSITY INVESTMENT AND FINANCE SOCIETY' and can be referred to by its abbreviated state OUIFS.

Aims:

The society is charged with developing awareness of careers in the financial services sector. Further, it is expected to improve its members' skill sets and provide guidance to its members when applying for careers in the fields of investment and finance. Lastly, the society is required to increase its members' social circles by way of networking events.

Memberships:

Full membership of the society shall be open to any student member of Oxford University and associated institutions – it is, by default, for life. Applications for membership shall be made to the Secretary.

Honorary membership may be granted by simple majority vote of the Committee, and will expire after one calendar year.

The Society's Governing Body:

The society's representatives should aim to fulfil at least the duties set out below, however, committee members agree to carry out further tasks that the committee assigns and view as fair. Society representatives are expected to devote a 'reasonable' amount of time and attention to the society. 'Reasonable' should be decided on a flexible basis by the committee in office, but at a minimum, committee members should not hold a position in any other society or club that will directly hinder or limit the attention given to OUIFS. For the executive committee, no other position of power should be held during their term of office. Should these minimum expectations not be performed, it is the duty of the rest of the committee to take the appropriate actions – please refer to the resignation and dismissal section.

Committee members should remember that they are always representing the society and must act in OUIFS's best interests at all times. Committee members must not disclose sensitive information about OUIFS - including details of finances - to anyone other than other members of the committee.

This Constitution shall be binding on all members of the committee, who shall act in accordance of the aims of the society, always seeking to promote and enhance it further.

All members must own an OUIFS tie - female members may opt out and own a comparable item of clothing, if agreed by the committee – to be worn at all formal OUIFS events.

The Officers of the society shall be the:

Senior Member

Appointed by the Proctors and Clubs Committee; charged with overseeing the society and confirming that it is being administered in accordance with the regulations for University clubs as published in the current edition of the Proctors' and Assessors' Memorandum.

President

The President of any term has the responsibility of coordinating the committee's pursuit of the society's aim; at a minimum, this should include:

- Organising nine full committee meetings, including: a start of term meeting – where the terms objectives should be discussed and finalised; and eight weekly progress and task setting meetings.

- Producing a Term Card by Wednesday of 1st week, to be circulated via the mailing list at least.
- Ensuring the terms Malhotra Tri-Annual event runs smoothly – refer to the Malhotra Tri-Annual Event.
- Organising the events required by sponsorship agreements – refer to the sponsorship terms and conditions section.
- Organising skill set improvement sessions for society members; to include at least one 'FT Reading' and one other event during term in office.
- Organise at least one weekly event, with at least: one social activity (Bankers VS Students football, for example); and one speaker event during the term.
- Organising the Election of a new committee – refer to the committee selection process.
- Ensuring that the Society maintains good relationships with all current sponsors, and searching for new sponsorship agreements when necessary.
- Maintaining an inventory of OUIFS property.

The President should work on the basis of incremental improvement and try to move the society at a reasonable pace at any and every point.

The President is explicitly responsible for monitoring the effort and output of committee members and committee members are explicitly responsible for monitoring the effort and output of the President.

Secretary

Duties include: keeping and filing minutes of all meetings; maintaining and updating the list of members; ordering, producing and distributing membership cards to new members as soon as possible; reregistering the society with the Clubs Committee before the end of 2nd week each term; and ensuring that 'Oxford University' status is obtained and maintained from the Vice-Chancellor. Furthermore, the Secretary in Trinity Term shall ensure that a stall is secured and confirmed for the coming Freshers Fair.

Treasurer

Duties include: the responsible upkeep of the society's finances; seeking sponsorship (financial and in kind) for the society and for individual events; keeping accurate accounts and submitting these to the Secretary in good time for re-registration each term; planning expenditure. The Treasurer has responsibility for ensuring there is a significant budget for the 'Malhotra Tri-Annual Event' that takes place in their term. The Treasurer keeps an accurate record of incomings and outgoings, and is responsible for settling expenses claims and bank statements. Accounts are to be available to the Committee on request, but to no other person or body other than the Clubs Committee and Proctors.

Entertainment Representatives (up to two to be appointed)

Duties include organising the 'Malhotra Tri-Annual Event' that occurs in their term; liaising with the President and Treasurer about the social calendar and finances.

Publicity (up to two to be appointed)

Duties include designing, producing and distributing all OUIFS publicity material in all colleges and around Oxford. They are further expected to manage other ways of increasing awareness of OUIFS events in their term.

Marketing (up to two to be appointed)

Duties include distributing all promotional corporate material OUIFS receives and agrees to distribute in Oxford.

Relations Manager –

Duties include the verification of OUIFS' sponsors aims, the coordination of events that are not conducted by OUIFS sponsors.

Steward –

Duties include keeping all written records and providing them for inspection when asked by the committee or senior member. These records are not available to anyone else.

Junior Members

This position is reserved for first years only, it is designed to help first years join the committee early and get a good understanding of its functioning. Junior members should be given weekly tasks, when necessary.

Webmaster

Appointed to maintain and update the <http://www.ouifs.org> website. The Webmaster must ensure that an up-to-date copy of the Constitution is available online and that the site is updated with reasonable frequency. This position holds no voting power. Interviews for the position of Webmaster (appointed) are to be held annually, each Trinity term.

In addition:

- The **President-Elect** is to be elected ex officio for the subsequent term of office. The ex officio member shall have duties similar to the President and should plan for their term of office.
- The President of a committee should take up the role of **Vice President** ex officio for the subsequent term of office, helping the President fulfil his role.
- The ex officio members sit on the committee, and is encouraged to attend meetings. They shall be informed of the current committee's work and of meetings.
- Additional members of the Committee (known as Executive Officers) are to be given defined portfolios when elected, which can subsequently be altered by simple majority of the Committee.

Events:

An underlying focus on all events is to either help members improve their social circles by meeting industry professionals, or to improve their skill sets.

The 'Malhotra Tri-Annual Events'

Three core society events – the Malhotra Tri-Annual Events – must take place during the academic year, with one organised for every term. The first event shall take place in Michaelmas Term and will be the 'OUIFS Careers Dinner' in order to help members ascertain relevant information about specific careers in investment and finance by meeting industry professionals. The second event shall take place in Hilary Term and be the 'OUIFS Networking Event' in order to help members increase their social circles by meeting industry professionals. The final event shall take place in Trinity Term and will be the 'OUIFS Garden Party' in Trinity College. These are the only core events of the society. When inviting industry professionals to its core events, the committee shall invite only its sponsors. Gold sponsors are expected to participate at all of the 'Malhotra Tri-Annual Events'. Silver sponsors are expected to participate at two of the 'Malhotra Tri-Annual Events' events. Bronze sponsors are expected to participate at one of the 'Malhotra Tri-Annual Events' events. A significant budget must be allocated each term towards the terms core event.

Members of the society are not allowed to pursue sponsorship of other societies at OUIFS events – harassment of OUIFS' guests shall lead to expulsion of the member from the society

The FT –Reading

An event should take at least once every academic year but ideally each term that gives society members the opportunity to learn key facts about reading the FT. Suitable speakers should be organised for this event.

Committee meetings:

- Quorum is four, subject to the presence of the President and three of the officers.
- Decisions shall be made by consensus, apart from in exceptional circumstances, when voting may be called by the President.
- The Secretary is responsible for informing all other members of the Committee of meetings.
- In their absence, the Secretary must appoint someone to minute the meeting; failing that, the President will appoint someone.
- Officers must send apologies to the Secretary 48 hours before the time of the meeting if they cannot attend.

- Sponsors should be sent the minutes from every meeting by the President no later than 48 hours after a meeting.

Resignations and Dismissals:

- If a member of the Committee resigns during their term of office, they may be replaced by any member of the society who is nominated by the President and approved by a 2/3 majority by the rest of the Committee.
- If a member of the Committee fails to attend two Committee meetings in a row without advance notice, they may be expelled from the Committee. A motion to do this must be proposed by one, and seconded by two, of the Officers of the Society, and passed by an absolute majority of the Committee. The procedure for replacing them is as in part i., or iii. in the case of Treasurer or President.
- No confidence - Committee members may be removed by a 2/3 resolution of all Committee members. Replacements may be nominated by any Committee member, and must pass by an absolute vote of 2/3. Any committee member can request for a vote to be taken at any time, given appropriate justification.

Term of Office:

Each of the officers (except the webmaster) holds office for a period of one full term starting from the end of 8th week of the term in which they are selected. The Webmaster shall hold office for one full academic year.

Committee Selection Process:

- The committee selection process shall be one of interviews.
- All society members will be invited to apply for any position with a cover letter and CV.
- Applications commence in 5th Week and must be submitted to the President and Secretary by Friday of 6th week. Applications received after this may be accepted at the discretion of the president.
- Gold sponsors will be invited to sit on the interview panel but have no voting rights in the selection process.
- Interviewees for executive positions must be interviewed by at least two current members of the executive committee.
- Candidates for office shall declare their major time commitments and possible conflicts of interests to the interviewers.
- No member applying for the executive committee may hold another executive position in their prospective term.
- Candidates shall not commend or advocate any other candidates standing in the same term.

Finance:

- All expenses and cheques must be signed by the President and the Treasurer.
- Subscription rates are set by the first Committee of each academic year, by Sunday 0th week Michaelmas Term, for a period of one academic year.

Sponsorship:

A maximum of nine sponsors may be obtained for the academic (Three Gold, Three Silver, Three Bronze) year under the following terms:

Gold

For the period from October 20xx to September 20xx (the "academic year").

You [firm] will:

- participate at all 'The Malhotra Tri-Annual Events';

OUIFS will:

- acknowledge [firm] as a Gold Sponsor;
- display [firm] logo and a link to their website on the front page of its website (www.ouifs.org <<http://www.ouifs.org/>>);
- display [firm] logo and a link to their website on the sponsors page (or equivalent page) of its website, along with an acknowledgement of [firm] as Gold Sponsor;
- include [firm] name on every e-mail sent out to the OUIFS mailing list;
- assist [firm] with the promotion of its events, application deadlines and any other relevant items;
- put up posters and distribute flyers on [firm] behalf;
- give prominent mentions to those self same items at OUIFS meetings and events;
- organise joint events, as and when desired, up to a limit of five per year; and
- grant use of the mailing list up to a limit of five per term.

Silver

For the period from October 20xx to September 20xx (the "academic year").

You [firm] will:

- Participate at two of 'The Malhotra Tri-Annual Events';

OUIFS will:

- acknowledge [firm] as a Silver Sponsor;
- display [firm] logo and a link to their website on the front page of its website (www.ouifs.org <<http://www.ouifs.org/>>);
- display [firm] logo and a link to their website on the sponsors page (or equivalent page) of its website, along with an acknowledgement of [firm] as Silver Sponsor;
- include [firm] name on every e-mail sent out to the OUIFS mailing list;
- assist [firm] with the promotion of its events, application deadlines and any other relevant items;
- put up posters and distribute flyers on [firm] behalf;
- give prominent mentions to those self same items at OUIFS meetings and events;
- organise joint events, as and when desired, up to a limit of three per year; and
- grant use of the mailing list up to a limit of three per term.

Bronze

For the period from October 20xx to September 20xx (the "academic year").

You [firm] will:

- Participate at one of 'The Malhotra Tri-Annual Events';

OUIFS will:

- acknowledge [firm] as a Bronze Sponsor;
- display [firm] logo and a link to their website on the front page of its website (www.ouifs.org <<http://www.ouifs.org/>>);
- display [firm] logo and a link to their website on the sponsors page (or equivalent page) of its website, along with an acknowledgement of [firm] as Bronze Sponsor;
- include [firm] name on every e-mail sent out to the OUIFS mailing list;
- assist [firm] with the promotion of its events, application deadlines and any other relevant items;
- put up posters and distribute flyers on [firm] behalf;
- give prominent mentions to those self same items at OUIFS meetings and events;
- organise joint events, as and when desired, up to a limit of one per year; and
- grant use of the mailing list up to a limit of one per term.