



## THE CONSTITUTION OF THE OXFORD GEOLOGY GROUP

### 1. TITLE

The Society shall be known as the Oxford Geology Group, hereafter referred to as 'the Society'.

The Society was founded at a meeting held on 24<sup>th</sup> January 1957 in the University of Oxford Department of Geology and Mineralogy.

### 2. AIM

The aim of the Society is to foster an interest in all aspects of geology, and is stated publicly thus: *The Oxford Geology Group exists for all geologists and earth scientists, whether professional or amateur. It is a way for enthusiasts of all ages to meet with people of similar interests through a programme of lectures and field meetings in Oxford and further afield.*

### 3. MEMBERSHIP

Membership of the Society is open to all persons who have an interest in geology and who pay the appropriate subscription. The Board shall have the right to suspend or terminate the membership of any person if they so decide.

Members of the Society, including temporary members, must accept and abide by the **Oxford Geology Group Field Meeting Code**. Field meetings are for members only, but temporary membership is available.

### 4. OFFICERS

The Officers of the Society shall be the Chairman of the Society, the Secretary and the Treasurer. They shall be appointed annually by the Annual General Meeting. The Chairman shall hold Office for three years and shall not be eligible for re-election until one year has elapsed. The Secretary and the Treasurer shall hold office for a period not exceeding seven years and shall not be eligible for re-election until one year has elapsed.

If at the end of a period of eligibility an office falls vacant due to no nomination being received, the outgoing officer may continue to serve until a successor is appointed, or until the next Annual General Meeting, whichever is the sooner.

## 5. BOARD

The Board shall establish policy, pass bylaws and establish standing orders for the Society and shall be responsible for the fulfilment of the stated purposes of the Society.

The members of the Board and their roles are set out below.

### Chairman

- Chairs meetings\*
- Organises work and delegates responsibilities
- Represents the Society at external functions
- Maintains open and continuous communication with fellow officers, members and other organisations
- Other duties as agreed to

*\*The president will preside during elections to the Board*

### Secretary

- Is the proper officer for calling meetings of the society
- Deputises in the absence of the chairman
- Organises the General Meetings of the society
- Minutes meetings and distributes to membership
- Maintains the archives of the Society
- Represents the Society at external functions
- Maintains open and continuous communication with fellow officers, members and other organisations
- Other duties as agreed to

### Treasurer

- Maintains an accurate account of the Society's budget, expenses, and receipts
- Is responsible for submitting paperwork relevant to obtaining funds from charitable trusts and corporate organisations
- Represents the Society at external functions
- Maintains open and continuous communication with fellow officers, members and other organisations
- Other duties as agreed to

### Membership Secretary

- Maintains an accurate record of society membership
- Collects fees from visitors and temporary members
- Represents the Society at external functions
- Maintains open and continuous communication with fellow officers, members and other organisations
- Other duties as agreed to

### Programme Secretary

- Delivers a fully-costed annual programme of lecture meetings and field meetings
- Produces a bi-annual notice of field meetings and lecture meetings
- Provides the Treasurer with a financial report detailing the income and expenditure for each field and lecture meeting
- Ensures that a Code of Practice is produced for field meetings and is updated in line with UK Law and perceived current good practice
- Represents the Society at external functions
- Maintains open and continuous communication with fellow officers, members and other organisations

**Editor**

- Is responsible for maintaining the group website, and any journal or transactions of the society\*
  - Represents the Society at external functions
  - Maintains open and continuous communication with fellow officers, members and other organisations
  - Other duties as agreed to
- \*Sub-editors may be co-opted by the Board to manage the website, the journal, or the transactions on behalf of (and reporting to) the editor.*

**Students' Secretary**

- Ensures that a strong link is maintained between the junior members of the Earth Sciences Department and the Society
- Recruits new members from the student body
- Promotes the relevant interests of students to the Board
- Represents the Society at external functions
- Maintains open and continuous communication with fellow officers, members and other organisations

The Board shall be convened by the Secretary to conduct such business as is required. A quorum shall consist of three members of the Board. Decisions shall be taken by majority vote, the Chairman having a casting vote.

**6. PRESIDENT**

The Society may appoint an honorary President of the Society to preside at an annual President's Lecture/Debate and Dinner. The society may institute a President's Award or Bursary, the detail of which shall be appended to this constitution and approved by a quorate General Meeting of the Society. There is no maximum term an individual may hold the post of honorary President.

**7. CASUAL VACANCIES ON THE BOARD**

The Board may fill any vacancies or additional roles by *co-option*. Co-opted officers may serve until the next General Meeting. Co-opted officers may not vote.

**8. GENERAL MEETINGS**

The Annual General Meeting shall be held each year in December or as near thereto as possible. The agenda shall include the consideration of Officers' reports, elections to the Board, and such other business as the meeting may decide. Voting shall be by a show of hands. Nominations for election shall be made in writing to the Secretary at least fourteen days before the meeting.

The Students' Secretary shall be elected by the seventh week of Michaelmas by a majority vote cast by junior members of the Earth Sciences Department and ratified at the following Annual General Meeting of the Society. To qualify as a candidate a potential Students' Secretary should have taken part in two indoor meetings and two outdoor meetings of the Society in the preceding year.

A Special General Meeting shall be called upon the written request to the Secretary of one tenth of the total membership; twenty eight days notice of such a meeting shall be given to all members. A quorum of a General Meeting shall consist of one fifth of the total number of the members.

## 9. SUBSCRIPTIONS

The Board will recommend an annual subscription to the Annual General Meeting of the Society. The annual subscription for a member under 18 shall be one-half of the normal subscription. The subscription shall be due on the date of the Annual General Meeting and shall be payable in advance. An Annual General Meeting may, in recognition of services to the Society, elect to Life Membership; Life Members will not pay a subscription.

## 10. AUDITING

The Annual General Meeting shall appoint a responsible member of the Society who shall independently examine the accounts and report to the Annual General Meeting that they agree with the records.

## 11. ALTERATION OF CONSTITUTION

Alterations in the Constitution shall be made only by the majority decision of a General Meeting.

## 12. DISSOLUTION OF SOCIETY

Should the Society dissolve, any surplus funds are to be donated to the Geologists' Association, Oxfordshire Geology Trust or a similar charitable body after any outstanding debts are settled.

## 13. BYLAWS

The Society's budget must be approved by the Board. Any changes to the budget, or expenditures in excess of budgeted amounts or for unbudgeted items, must be approved in accordance with the provisions in the bylaws.

The Society may collect subscriptions from its members and fees for publications and services it provides.

*This Constitution was approved and adopted at the Annual General Meeting of the Group.*

*Signed by*

*Michael Winterbottom  
Chairman*

*Ruth Weinberg  
Secretary*

**Thursday December 16<sup>th</sup> 2010**

*Michael Winterbottom  
Chairman*

*Ruth Weinberg  
Secretary*

**Amended December 15<sup>th</sup> 2011**