

CONSTITUTION OF THE OXFORD MAC USER GROUP

In this Constitution words denoting the masculine gender only shall include the female gender.

1 NAME

1.1 The association shall be called *Oxford Mac User Group* (OxMUG), hereinafter referred to as the Group.

2 OBJECTIVES

2.1 The objectives of the Group shall be to foster and promote interest in, and understanding of, all aspects of Apple Macintosh computers and closely interrelated subjects among Members of the Group through the convening of meetings, discussion forums and groups electronic or otherwise, workshops and such other events and activities as the Committee shall from time to time determine.

3 MEMBERSHIP

3.1 Ordinary membership

An Ordinary Member shall be any person who adheres to this Constitution and who has paid the annual subscription at the appropriate rate or rates as shall from time to time be determined by the Committee.

3.2 Honorary membership

The Committee may, at its discretion, designate any member of the Group who has been a member for at least five years and who has made exceptional contributions to the Group to be an Honorary Member. Honorary Members shall not be required to pay the annual subscription.

The number of Honorary Members shall not exceed five and the Committee shall not designate more than two Honorary Members in any one calendar year. The Committee may, at its discretion, withdraw the privilege of Honorary Membership.

3.3 Cessation and withdrawal of membership

Ordinary membership shall cease if any subscription shall not be renewed within two months of it becoming due provided that any person may rejoin by paying the appropriate subscription.

Any Member who brings the Group into disrepute may have their membership withdrawn by the Committee.

3.4 Participation of non-members

Non-members may participate in the activities of the Group upon payment of a fee, which shall from time to time be determined by the Committee.

4 MANAGEMENT

4.1 Committee

The management of the Group and control of its assets shall be vested in a Committee consisting of a Chairman, Secretary, Treasurer and seven other members.

At any Committee Meeting, five Committee Members shall form a quorum.

Committee Meetings shall usually be held every three months and not more than six months shall elapse between one Committee Meeting and the next.

In the absence of the Chairman at any Committee Meeting, the Committee may appoint, for the duration of that meeting, a Deputy Chairman from among its number.

4.2 Appointment of Committee

28 days before an Annual General Meeting (AGM) is called under Section 5.1, the Chairman shall, by any convenient means, invite nominations for the Committee and shall allow not less than 14 days for nominations to be made.

To be accepted, each nomination shall be seconded by one other Member. A list of all nominees nominators and seconds for each Committee position shall be included in the notice of the AGM.

The Committee shall be elected, from amongst Group Members, at an AGM.

Members who are unable to attend the AGM may appoint the Chairman to be their proxy and vote on their behalf.

The Committee shall remain in office until the next AGM, provided that the Chairman shall not serve for more than five consecutive years.

Pending the next AGM, the Committee may co-opt other Members of the Group to fill any Committee vacancies.

4.3 Powers and duties of Committee

The Committee shall have full powers to do all such acts and things necessary for the better management of the Group including:

- (i) keeping adequate records of the activities, membership and finances of the Group;
- (ii) fixing subscriptions and fees, the fees will be fixed in consultation with the membership as a whole and not imposed without due discussion;
- (iii) appointing sub-Committees from among the Members of the Group who shall have such powers and duties as shall be delegated to them by the Committee;
- (iv) informing Members, by email, by the website or in writing, of the programme of events and activities of the Group, and
- (v) drawing up and updating Regulations covering responsibilities of Committee Members; rates of subscriptions and fees; inventory and accounting procedures and any other matters consistent with the provisions of this Constitution.

4.4 Absence from Committee Meetings

If any Committee Member is absent, without explanation, from more than three consecutive Committee Meetings, he shall be deemed to have resigned from the Committee.

5 GENERAL MEETINGS

5.1 Annual General Meeting

The Committee shall call an AGM within three months of the end of the calendar year and at least 28 days' notice thereof shall be sent by email by the Secretary to Members of the Group together with a list of nominations for the committee under Section 4.2 and an agenda of business which shall include, but may not be confined to, the following.

- (i) Adoption of the Report by the Chairman (or his representative) of the activities of the Group during the previous year.
- (ii) Adoption of the Treasurer's Report and accounts for the previous financial year.
- (iii) Election of Committee Members Not more than fifteen months shall elapse between the date of one AGM and the next.

5.2 Extraordinary General Meetings

An Extraordinary General Meeting (EGM) may be called at any time:

- (i) by the Committee whenever it thinks fit or
- (ii) upon written demand of at least six Members. At least 28 days' notice of an EGM shall be sent in writing by the Secretary to Members of the Group together with an agenda of business and any proposed Resolution.

5.3 Proceedings at General Meetings

At any General Meeting, ten Members shall form a quorum. If, at the time appointed, a quorum is not present the meeting may proceed with the business subject to confirmation when a quorum is formed.

Voting at General Meetings shall be by a show of hands and each Member shall have one vote. The Chairman may be appointed as proxy and shall have a casting vote.

6 VARIATION OF THIS CONSITUTION

6.1 This Constitution may be varied by a two-thirds majority of the members present at any General Meeting.

7 DISSOLUTION

7.1 If the Committee, at any time, decides by a two-thirds majority, that it is expedient or desirable that the Group shall be dissolved, the Secretary shall call an EGM of which not less than 28 days' notice, in writing, shall be given to each member, specifying the terms of any Resolution to be proposed thereat.

If at such EGM it is decided, by a two thirds majority of the members present, that the Group shall be dissolved, the unexpended funds and assets, after the satisfaction of all proper debts or liabilities, shall not be paid to or distributed amongst the Members, but shall be given to such charitable body or bodies as the EGM may decide.