

SOU Constitution

SOU Constitution as revised at the AGM on 20 September 2014.

Title

1. The name of the Society shall be “The Society of Oxford University Engineers”.

Interpretations

2. “the Society” shall mean The Society of Oxford University Engineers.
“the University” shall mean the University of Oxford.
“the Committee” shall mean the Committee of the Society as provided for under Clause 20.
“graduate member of the University” shall mean a person having a first degree or higher degree of the University.
“the Department” shall mean the University’s Department of Engineering Science.

Object

3. The object of the Society shall be to advance the welfare and interests of the University and its alumni:
 - a) through the encouragement of closer relations between graduate members of the University who are or have been associated with the profession of engineering and between members of the Department, all one with the other, and through fostering the interests which they have in common; and
 - b) through keeping members of the Society informed of the professional activities of one another and of the activities of the Department and of issues which concern its welfare.

Membership

4. The members of the Society shall be those persons eligible for membership under Clause 5 who were present at the inaugural meeting of the Society in Oxford on 15 April 1988 and whose names are set out in the Schedule to the Memorandum of Agreement of that date, and such other persons who become members in accordance with Clauses 5, 6, 7, 9 and 10.
5. Membership of the Society shall, subject to Clause 9, be open to any member of the University who has satisfied the examiners for the University’s second public examination in an Honour School which included engineering, or the examiners for a higher degree of the University awarded on an examination or thesis which included engineering.
6. Membership of the Society shall also be open to any graduate member of the University who, in the opinion of the Committee, is or has been closely associated with the profession of engineering, and to former or current visiting researchers at the Department who, in the opinion of the Committee, have a strong link with engineering at Oxford.
7. Membership of the Society shall, subject to Clause 9, be open to any current or past employee of the University working in the Department, whose duties include or included

either teaching or research.

8. Application for membership of the Society shall be made to the Membership Secretary by the person wishing to be a member, who shall furnish such personal information as the Society may require. However, those eligible for membership under Clause 5 who have graduated from the Department, and those eligible under Clause 7 who serve as members of academic staff, TDSG or as post-doctoral researchers shall, as from [date to be inserted], automatically become members of the Society without application, where sufficient of their details are available.
9. The Committee shall have the right, as they see fit, to refuse any application for membership and to suspend or terminate the membership of any person.
10. The Committee may grant honorary life membership of the Society to any person who they consider has made an outstanding contribution to the advancement of engineering or to the Department, or who has been pre-eminent in either. An Honorary Member may attend and speak at meetings but may not otherwise take part in the proceedings.

Associate Membership

11. Any person pursuing an engineering course at the University shall become an associate member of the Society upon application to the Membership Secretary, except that those eligible under this Clause and studying at the Department shall automatically become associate members without application.
12. An associate member shall be entitled to take part in all activities of the Society, including attending all meetings, but shall not be entitled to vote or to be an officer or member of the Committee.
13. Any associate member who satisfies the examiners in accordance with Clause 5 shall thereupon, subject to Clause 9, become a member of the Society for life.
14. An associate member who ceases to pursue an engineering course at the University shall no longer be an associate member.

Subscriptions

15. Subscriptions for membership of the Society were suspended by the Committee at the meeting held on 8 February 2013.

Officers

16. The officers of the Society shall be a President, a Vice-President, a Secretary, a Membership Secretary and a Treasurer. Of these, only two of the last three may be one and the same person.
17. The President shall be elected at an Annual General Meeting of the Society to hold office for a period of six years. The retiring President shall not be eligible for re-election except that, if there are no other candidates, and if there is unanimous agreement of the committee, an

AGM may agree to extend the term of the President once, by a period of up to two years.

18. The Vice-President shall be the Head of the Department for the time being or such other member of the Department as he or she may from time to time nominate to act in his or her stead, provided that, when a new Head of Department is appointed and assumes office, any nomination made by his or her predecessor shall thereupon lapse.
19. The Secretary, Membership Secretary and Treasurer shall be elected at an Annual General Meeting of the Society each to hold office for three years and shall be eligible for re-election.

Committee

20. The Committee of the Society shall comprise a Chairman, who shall be the Vice-President of the Society, the President, the Secretary, Membership Secretary and Treasurer, and eight other members of the Society, four of whom shall normally be resident in or near Oxford, and four of whom shall normally be resident elsewhere. In addition the Chairman of the Faculty of Engineering Science shall be an ex-officio member of the Committee.
21. The Committee shall, subject to the control of Annual and Special General Meetings of the Society, but not so as to render invalid any proper act done by the Committee prior to a resolution relating thereto by such a meeting, administer the funds of the Society, all of which shall be devoted to the furtherance of its object, and conduct and manage all its affairs.
22. The eight other members, referred to in Clause 20, shall be elected at Annual General Meetings to serve for three years, but after two consecutive terms shall then be ineligible for one year for re-election to the Committee.
23. The Committee shall have the power to co-opt additional members of the Society to the Committee, the total number of whom shall not exceed three at any time and who shall not vote on any matter in the Committee, and to fill any vacancies that may arise among their members, including officers. When such vacancy arises it shall be the subject for election at the next following Annual General Meeting of the Society.

Meetings

24. An Annual General Meeting of the Society shall be held in Oxford, after 31st August each year and before the end of the next Michaelmas Full Term of the University, at a time and place determined by the Committee, for the purposes of electing officers and members of the Committee, discussing any matter duly submitted to the meeting and receiving the Annual Report and Statement of Accounts.
25. A Special General Meeting of the Society shall be held in Oxford at any time if required by the Committee or upon written application to the Secretary by any twenty members of the Society.
26. Notice of any Annual or Special General Meeting of the Society shall be sent to all members not less than four weeks before the date of the meeting and shall state the agenda thereof. Notice need only be sent to such e-mail addresses as members may provide.

27. Candidates for election as officers of the Society and as other members of the Committee may be nominated each by two members of the Society. Such nominations shall be in writing and shall reach the Secretary at least one week before the advertised date at which the election is to take place. The procedure for elections shall be determined by the Secretary.
28. The Chairman of any Annual or Special General Meeting of the Society shall be the President of the Society for the time being, or failing that, the Vice-President. All questions and issues at such meetings and at meetings of the Committee shall be decided by simple majority of those present and voting save that, for the election of officers and members of the Committee, members not present may vote by proxy for specific nominated candidates by notifying the Secretary in writing of their vote at least one day prior to the date of the meeting. In the event of an equality of votes, the chairman of the meeting shall have a second or casting vote. For an Annual or Special General Meeting, a quorum shall be 20 members, including officers and Committee members. For a meeting of the Committee, a quorum shall be 6 members.
29. When, at any meeting, there is not a quorum within 30 minutes following the time when the meeting was due to start, the meeting shall be adjourned to a future day, the time and place being decided by the members present and being such as will allow sufficient time for notice thereof to be given which shall, in the case of an Annual or Special General Meeting, be given in accordance with Clause 26. Where such a meeting is an Annual General Meeting, the adjourned meeting may take place after the end of the period defined in Clause 24.

Annual Lecture

30. The Committee shall each year invite a suitable person to deliver a lecture to the Society in Oxford on a subject of general engineering interest or notable engineering achievement, which shall be named "The Jenkin Lecture". The particular subject for each lecture and the person to deliver it shall be decided by the Committee, as shall the time, place and other arrangements therefor, though the day shall normally be that of the Annual General Meeting.

Reports

31. At each Annual General Meeting of the Society the Secretary shall report on the activities of the Society during the preceding year and the Treasurer shall present a written statement of accounts for that year of which copies shall be available to members.

Amendment to Constitution

32. The Constitution may be amended only by a resolution of an Annual or Special General Meeting of the Society carried by a vote of not less than two-thirds of the members present and voting, provided that notice of the proposed amendment shall be given at the same time as the notice of the meeting.

NOTES: Administrative Arrangements

1. The Department will assist as appropriate with maintenance of the SOUE Membership Register and website.
2. The SOUE Group Network currently hosted on LinkedIn will be maintained by a member of the Committee.
3. The SOUE News and the Department of Engineering Science Newsletter will be combined into a single publication issued by the Department.
4. The balance of SOUE funds will continue to be held by the Society, and the authority for any spend will rest with the Committee.
5. The Department will provide facilities and other assistance as appropriate to facilitate the Annual General Meeting of the Society and the Jenkin Lecture.