**Terms of Reference of the Oxford Research Staff Society (OxRSS)**

Ratified at the OxRSS Annual General Meeting Follow-up Meeting on 12 October 2021

1. The Society Name

The name of the society shall be “Oxford Research Staff Society”, hereafter referred to as “OxRSS”.

2. Purpose

The aim of OxRSS is set out in the following Mission Statement: The Oxford Research Staff Society (OxRSS) welcomes and supports Oxford research staff, actively championing equality, diversity and inclusion. Its purpose is to: facilitate social and intellectual networking, and communication among research staff throughout the University; liaise with Research Staff Representatives on issues and concerns of research staff across all Divisions; liaise with the Research Staff Hub and POD (People & Organisational Development) for professional development training courses for research staff; and participate in university governance where appropriate.

3. Membership

1. Membership includes all research staff, regardless of how long they have been associated with the University of Oxford or its associated colleges. Research staff may be defined as anyone who is research active. These include, but are not limited to:

* postdoctoral researchers;
* early / mid / late career researchers;
* lecturers;
* technicians;
* research assistants;
* lab managers;
* those employed on teaching contracts with colleges who are research active;
* research active members of the Gardens, Libraries and Museums (GLAM);
* research active members of the Department of Continuing Education.

1. Membership shall be free and automatic to all research staff.
2. Membership shall not be refused on the grounds of age, race, sex, sexual orientation, religion or political views.
3. The Committee may, however, expel any Member for behaviour likely to bring OxRSS or the University of Oxford into disrepute.
4. Any person who shares the interests of OxRSS, whether they are a Member as defined by 3a or not, may participate in the activities of OxRSS, at the discretion of the Committee.

4. OxRSS Committee

1. The day-to-day management of OxRSS affairs shall be in the hands of the Committee, who shall normally be elected at the Annual General Meeting (AGM).
2. The Committee shall consist of the two Co-Chairs, the Treasurer, the Secretary, the Events Manager, Grassroots Manager, and a number of additional Officers. An individual may hold a maximum of two roles on Committee, if the second role is Treasurer or Secretary. The Committee may incorporate additional individuals within the course of the academic year. The roles and titles of the additional Officers shall be defined and approved by the subsequent AGM.
3. All Officers shall hold office until the subsequent AGM. The named officers may be nominated for re-election and re-elected to the same position. The Co-Chairs reserve the right to recruit to posts where Committee members have not attended Committee meetings and have given no reason.
4. Committee members shall usually be Members as defined in 3a. An exception may be made for the positions of Secretary and Treasurer, which can be fulfilled by an employee of the University of Oxford.
5. The Committee may form subcommittees as needed.
6. If more than one person stands for election to a Committee post, election will proceed as outlined in 5d.

5. Society Meetings

1. The Committee shall hold an AGM of all Members to be held in Oxford no less than once every 15 months.
2. The Committee shall give notice of at least two full weeks of the time and venue of the AGM.
3. Business for the AGM must be received by the Secretary at least one week before the AGM.
4. The AGM shall approve Minutes from the last General Meeting and Society’s accounts for the preceding year. The AGM shall also elect the Committee for the forthcoming year and conduct other business as necessary.
5. Any candidates for election to the Committee must be proposed by another Member of OxRSS. Votes will be cast on the basis of one person, one vote by simple majority of those attending the AGM, or voting may take place by electronic/virtual means.
6. Only OxRSS members as defined in 3a may vote at the AGM.
7. Quorum is defined as three members of the Committee.
8. Special meetings may be called to consider item or items of business by a Co-Chair, three members of the Committee and subcommittees, or ten Ordinary Members of OxRSS.

6. Financial matters

1. Finances will be held in a ring-fenced account held at POD with a designated OxRSS account code.
2. Provision is made for any remaining balance at the end of the academic year to be rolled over into the following year.
3. The OxRSS account at POD will be managed by an administrator designated as appropriate by POD, and overseen by the Treasurer who will oversee the budget and provide updates to the Committee at each Committee meeting.

7. Ratification

1. This Constitution shall be ratified by a majority of Members who attend the AGM.
2. The Constitution shall only be amended at the AGM or a special meeting called for that purpose.