

The Constitution of Wolfson College Cellar Bar

1. Definitions
 - 1.1. The Club shall mean Wolfson College Cellar Club, on the premises of Wolfson College, Linton Road, Oxford, OX2 6UD.
 - 1.2. The Governing Body shall mean the Governing Body of Wolfson College, Oxford.
 - 1.3. College shall mean Wolfson College, Oxford.
 - 1.4. The University shall mean the University of Oxford.
 - 1.5. BarCo shall mean the executive committee of the Club, as defined in 5.2 and 5.3 below.
 - 1.6. The SCC shall mean the Social and Cultural Committee of Wolfson College, Oxford.
 - 1.7. The General Meeting shall mean the General Meeting of the Common Room of Wolfson College, Oxford.
 - 1.8. Entz shall mean the Entertainment sub-committee of the SCC
2. Wolfson College Cellar Club
 - 2.1. The club is a non-profit making, democratic body which exists to further the interests of its members by:
 - 2.1.1. Promoting and co-ordinating social and cultural activities among its members,
 - 2.1.2. Providing facilities to enable its members to most fully enjoy and benefit from membership.
3. The Constitution
 - 3.1. Proposals for amendments to the Constitution require approval of the Governing Body.
 - 3.1.1. Proposals emerging from an Extraordinary General Meeting of the Club should therefore be submitted for approval through the normal sequence of committees (SCC, General Meeting and then Governing Body).
 - 3.2. Amendments to the constitution, to be forwarded to SCC for approval (as required through 3.1), may be agreed either;
 - 3.2.1. At an Extraordinary General Meeting of the Club if passed, as a motion by two-thirds of those members present and voting.
 - 3.2.2. Or by two-thirds vote at a BarCo meeting, followed by the advertisement of the change(s) to give opportunity for members to call an Extraordinary General Meeting.
 - 3.3. In the case of a constitutional amendment, according to 3.2.2, the amendment will come in force two weeks after being advertised.
 - 3.4. A draft of the full constitution highlighting the amendments shall be posted seven days before such a meeting on the premises of the bar.
 - 3.5. A copy of the constitution shall be displayed in the bar and held in the college archives, and the secretary of BarCo shall ensure that these copies are up to date.
4. Membership (Eligibility)
 - 4.1. the full members of the Club shall be current members of College or Common Room, who are aged 18 or above, and who meet any of the following criteria:
 - 4.1.1. Graduate students
 - 4.1.2. Visiting scholars
 - 4.1.3. All categories of Fellows
 - 4.1.4. Members of Common Room (including Associate Members)
 - 4.1.5. Permanent College Staff.

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- 4.2. Conduct of members. BarCo has the power to suspend, for a period of one month or less, the membership of any person who, in the opinion of the bar committee does not:
 - 4.2.1. Act appropriately at all times whilst on the club premises or whilst attending an event organised by or on behalf of the Club;
 - 4.2.2. Act appropriately towards any member, guest, official, or staff member of the Club or College;
 - 4.2.3. Behave in accordance with College rules and regulations;
 - 4.2.4. Introduces a guest who fails to act in accordance with 4.2.1., 4.2.2., or 4.2.3.
 - 4.3. Bar staff may shut down the bar at any time it is deemed necessary
 - 4.4. BarCo may refer more serious cases under 4.2 to the Vicegerent and may recommend longer suspension or permanent withdrawal of membership and/or college disciplinary action in accordance with college procedures. Any member whose case is referred to the Vicegerent will remain suspended until the Vicegerent has had an opportunity to consider the matter.
 - 4.5. Non-members must be signed in by Club members as their guest.
 - 4.6. No person whose membership is suspended may be introduced as a guest. Any member attempting to introduce a suspended member as a guest shall also have their membership suspended.
 - 4.7. All Club members may be asked at any time to prove their membership. A valid University card registered to the till system is considered to be sufficient proof.
 - 4.8. For member under criteria 4.1.1., 4.1.2., or 4.1.3, a 48-hour period will pass between their accepting their position in college and receiving their full membership. For members under criteria 4.1.4. or 4.1.5., a 48-hour period will pass between attaining membership of the Common Room/Fellowship/appointment and receiving their full membership.
5. Committees
 - 5.1. The committee cycle, through which proposals from BarCo require approval from College (as stated in 3.1), involves SCC, General Meeting and then Governing Body. BarCo require approval for:
 - 5.1.1. Expenditure in excess of £200 on non-routine items (further explained in section 11),
 - 5.1.2. BarCo annual budget,
 - 5.1.3. BarCo annual accounts,
 - 5.1.4. Alteration of opening hours,
 - 5.1.5. Amendments to the constitution,
 - 5.1.6. The election of a new Chair or Treasurer to BarCo.
 - 5.2. BarCo is the executive body of the Club, and shall endeavour to reflect the diversity of opinions and interests in the Club. Its aims are:
 - 5.2.1. To carry out duties for the general running of the Club, the maintenance of its assets and property, subject to the powers delegated to BarCo by the SCC,
 - 5.2.2. To execute motions passed at BarCo meetings,
 - 5.2.3. To represent the interests of the Club and its members to College, the University, and any external bodies,

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- 5.2.4. To make strategic recommendations to SCC regarding the long-term future of the Club.
- 5.3. BarCo shall consist of the following elected Executive Officers: The Chair, the Secretary, the Treasurer, and the Beer Manager, plus any other elected officers deemed necessary by the BarCo Executive.
- 5.4. The conduct of BarCo.
 - 5.4.1. There shall be regular meetings of BarCo, as called by the chair, or by any three other committee members. There shall be a minimum of one meeting during each full term.
 - 5.4.2. Four BarCo members shall form a quorum, one of whom must be the Chair or the Treasurer.
 - 5.4.3. A BarCo decision shall be a decision to which a majority of those executive committee members present and voting agrees, subject to 5.4.4.
 - 5.4.4. Each committee member has a single vote. If there is a tie, the Chair shall have a casting vote.
 - 5.4.5. Minutes of BarCo meetings shall be recorded in permanent form by the Secretary for retention by BarCo.
 - 5.4.6. In the absence of the Chair, the Treasurer shall undertake all the functions and responsibilities of the Chair.
 - 5.4.7. On retirement, the outgoing member shall make either himself/herself available for consultation with the incoming member or shall submit a written report of their functions and responsibilities.
 - 5.4.8. BarCo meetings shall be open to attendance by members of the club with consent of the BarCo Chair.
 - 5.4.9. The BarCo budget shall only be approved at a BarCo meeting at which a quorum attends. This is then subject to SCC ratification.
 - 5.4.10. BarCo is permitted to close the Bar at any point until further notice
 - 5.4.11. BarCo Officers may go behind the bar at any point
- 5.5. The duties of the BarCo Executive shall be as follows:
 - 5.5.1. **The Chair**: Chairs BarCo meetings. Represents the Club on any College committee on which he/she has a position and on other external bodies as required. Ensures that all Officers and representatives of the Club fulfil their constitutional and mandated duties; authorizes payments; takes ultimate responsibility for the administration of the bar. The Chair shall keep the Treasurer informed about running the Committee so that the Treasurer is fully able to run the Committee in the absence of the Chair. In the spirit of the College's egalitarian ethos, and in line with existing precedent set by the General Meeting, the Chair of BarCo should be a student member of the Common Room.
 - 5.5.2. **The Treasurer**: Responsible for all financial transactions of the Club; maintains full up-to-date and accurate accounts of all Club income and expenditure; authorizes payments; ensures that a provisional annual bar budget is approved by the BarCo and that the final budget is approved following SCC ratification. May sit on any College committee discussing bar funds, in place of or in addition to the Chair.

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- 5.5.3. **The Secretary:** Prepares and distributes minutes of BarCo meetings to all members of BarCo. Provides each newly elected member of BarCo with a copy of the current constitution. Ensures access of new and current members to a copy of the current constitution. Ensures that the constitution is up-to-date and any new amendments clearly displayed. Maintains membership records.
 - 5.5.4. **The Beer Manager:** The Beer Manager is responsible for ordering drinks and bar snacks, ensuring stock levels are maintained.
 - 5.6. The Social Committee:
 - 5.6.1. Aims of the Social Committee: to co-ordinate, under the direction of a Social Secretary, the organization of social events. The committee shall meet at least twice during each full term.
 - 5.6.2. Role of the **Social Secretary:** Responsibility is vested in the Social Secretary for the overall organization of social and cultural events related to the Club. The Social Secretary shall present, at the beginning of each term, a provisional Term Card and budget for BarCo approval. Any substantial deviation (over £200) from this programme and budget require further approval from a BarCo quorum, including the Treasurer. The Social Secretary shall keep the Treasurer informed of their expenditures on an ongoing basis. After each event, the Treasurer shall receive all receipts associated with that event.
 - 5.6.3. The Social Committee is composed of: any member of the Club who wishes to join. This is subject to a maximum of five people, and to each individual's confirmation in this post by BarCo.
 - 5.6.4. Members of the Social Committee are not considered members of BarCo, unless they also hold a BarCo executive position (See BarCo Organisational Structure in Appendix 2).
 - 5.7. Duties and responsibilities of other BarCo positions are outlined in the Constitution's Appendix 3, and subject to change at the discretion of the Executive (see above, 5.3).
6. Elections
 - 6.1. The election of BarCo Executive Officers (conduct of elections):
 - 6.1.1. A vacant position is to be advertised in the college newsheet and in the Club with applications to be made to the Secretary (either in person or by letter).
 - 6.1.1.1. Positions should be advertised and applicant/s trained at least one term in advance for positions of Chair, Treasurer and Beer Manager
 - 6.1.2. Person to be confirmed by quorum of BarCo.
 - 6.1.3. In the event of more than one nomination for the position, the final decision will rest upon the vote at an Extraordinary General Meeting of the club, or on a ballot of Club members.
 - 6.1.4. An incumbent Executive Officer may be challenged if an Extraordinary General Meeting votes for a special election.
 - 6.1.5. Name of nominee for Chair or Treasurer (as confirmed by 6.1.1-4 must be forwarded to SCC for approval.
 - 6.2. Candidates must be members of the Club
 - 6.3. Unexpected vacancies: where a committee member resigns or becomes unable to carry out his/her duties BarCo shall nominate one of its own members to act in the vacant

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capacity pending the position being advertised. If there is already a member-elect to the post, he/she shall take up the position immediately.

6.4. Minimum Expectations of BarCo Committee Members

6.4.1. BarCo misconduct, including but not limited to:

6.4.1.1. If a member misses three or more set termly BarCo meetings in a row.

Present members can bring the matter to a vote

6.4.2. If brought up and ratified in a quorum that a Committee Member is not suitable for position etc.

6.4.3. Executive Officers agree by taking up their position that they will be on hand and available for normal running queries, major events and set ups as much as possible

6.4.4. During normal opening hours in term time, an executive member of BarCo should always be available to rota members. Notification of unavailability should be provided in reasonable time.

6.4.5. An incumbent officer can be challenged members of BarCo, and their removal must be ratified by SCC.

6.5. BarCo should inform the council of changes to license holders (four Exec Members) when Executive Body changes- once a year.

6.6. BarCo Maximum Length of Term

6.6.1. In the spirit of a democratic and representative body, individuals shall not hold a position in BarCo for more than 9 consecutive terms (3 years) which is the longest length of regular degree programmes.

6.6.1.1. This does not apply to non-officer positions such as the Social Committee, which is not a part of BarCo, and the Senior and Associate Members, which are advisory and overseeing roles, not a part of day to day running of the bar.

7. Extraordinary General Meetings

7.1. An Extraordinary General Meeting (EGM) of the Club shall be summoned by the Chair on a request by at least 20 full members of the Club, or by the Chair at the request of a majority vote at a BarCo meeting.

7.2. An EGM shall take place as soon as possible, but no less than 5 days after the date on which it was summoned.

7.3. The only business to be conducted at an EGM shall be that proposed by those who requested it, at the time at which they made the request.

7.4. All members of the Club are welcome to attend an EGM, at which they are eligible to vote.

8. BarCo finances

8.1. No money or property of the Club, or any gain arising from the carrying on of the Club, or purchase of alcohol on behalf of the Club, shall be applied otherwise than for the benefit of the club as a whole.

8.2. The Club may receive an annual grant from the SCC to support its activities. In the event of the Club having a surplus at the previous financial year end, money may be transferred to the SCC general fund, not exceeding the amount received as a grant.

8.3. Money may be donated by the Club to support not-for-profit events or societies, subject to BarCo and then SCC approval.

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8.4. Money may be donated by the Club to support charitable bodies, subject to BarCo and then SCC approval.

9. Accounts

9.1. The Club accounts will be maintained by the college accounts department, in full consultation with the Club Treasurer.

9.2. Annual year-end accounts will be prepared in August-October each year, and at any event by week 1 of Michaelmas term.

9.3. The accounts will be presented to the SCC, and summarised for the College General Meeting. They will be available for inspection by any member of the Club in the Lower Common Room.

10. Expenditures

10.1. Money may be spent at the discretion of the BarCo for purposes agreed in the budget or otherwise as specifically recorded in the minutes, the applied restrictions are;

10.1.1. Routine expenditures are those required for the day-to-day running of the Club (alcohol and glassware orders), and require the authorization of the Treasurer or the Chair.

10.1.1.1. Any single routine order in excess of £1500 must be discussed and agreed by BarCo.

10.1.2. Non-routine expenditures exceeding £200 require the consent of a quorum at a BarCo meeting and of the SCC.

10.1.3. If an item is found to be more than 10% above the cost originally listed in the budget it must be sent to SCC for revised approval.

10.1.4. Expenditure not budgeted for, in excess of £200, must be discussed and recorded in the minutes within BarCo and then have approval sought from SCC.

11. Purchase and Supply of Alcohol

11.1. The purchase of alcohol shall be carried out on behalf of BarCo by the Beer Manager. The Beer Manager shall in no way be restricted in freedom of purchase, except at the request of BarCo, and by the Club budget.

11.2. Alcohol is to be supplied on the premises only on behalf of the Club.

12. Staffing

12.1. No staff member shall undertake a bar shift without previous training from an experienced BarCo member.

12.2. The Club may utilise volunteer Club members as bar and door staff, or may take on paid staff, at the discretion of BarCo or at the request of the College Governing Body. All paid staff shall be registered on, and paid via, the College payroll.

12.3. Any person working for the Club, whether in a paid or voluntary capacity, is responsible for enforcing the rules of the Club and the licensing regulations.

12.4. If rota members miss three shifts, they must be re-trained. If they miss a further shift after retraining they will be permanently removed from the Bar Rota.

13. Premises

13.1. Whilst on the Club premises, which form part of the College, all persons are bound by and are required to comply with all the College statutes, regulations and procedures, including those relating to health and safety.

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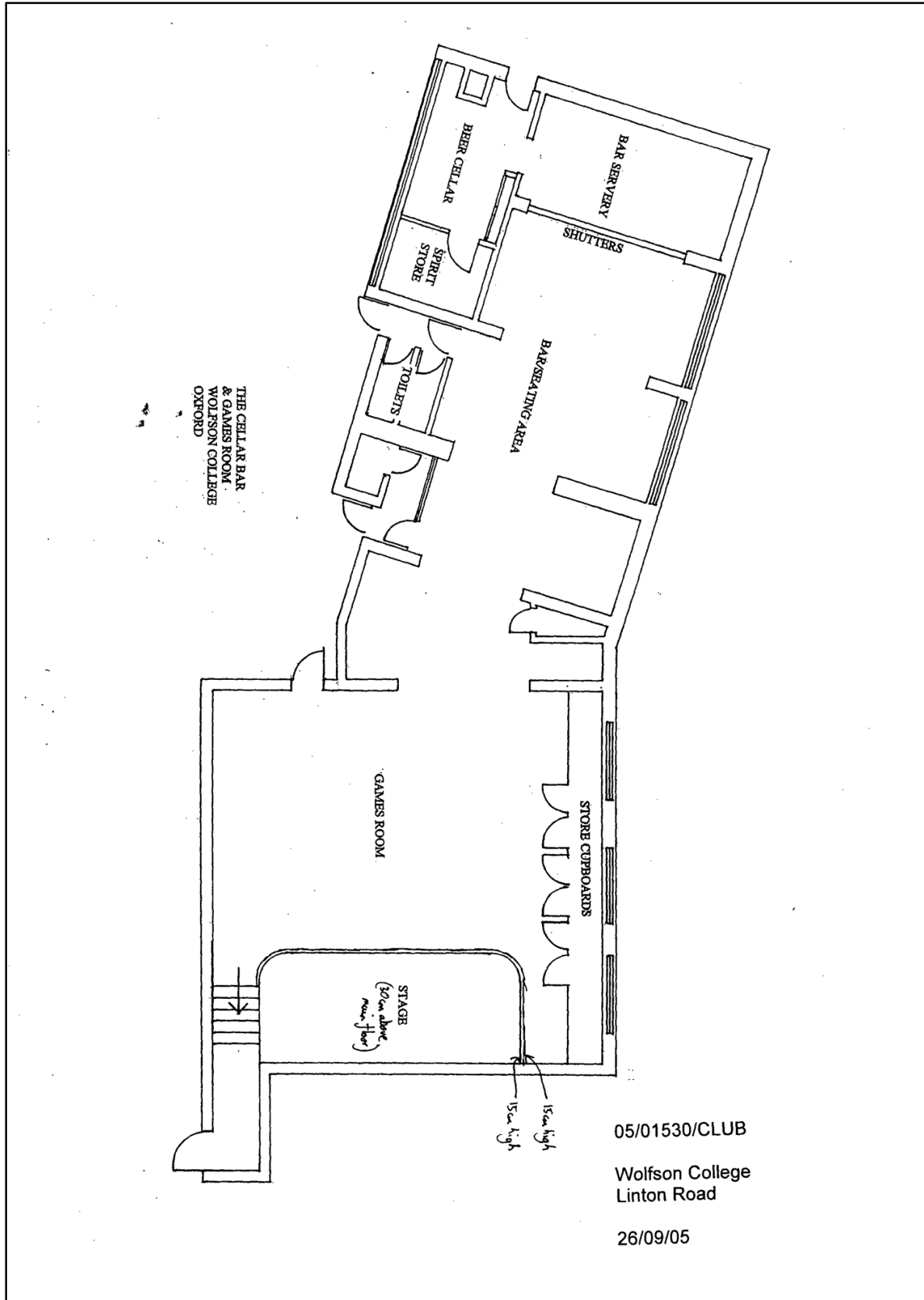
- 13.2. The Club is not permitted to undertake, or arrange to be undertaken, any works on the fabric of the premises, which are the property of the College.

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Appendix.

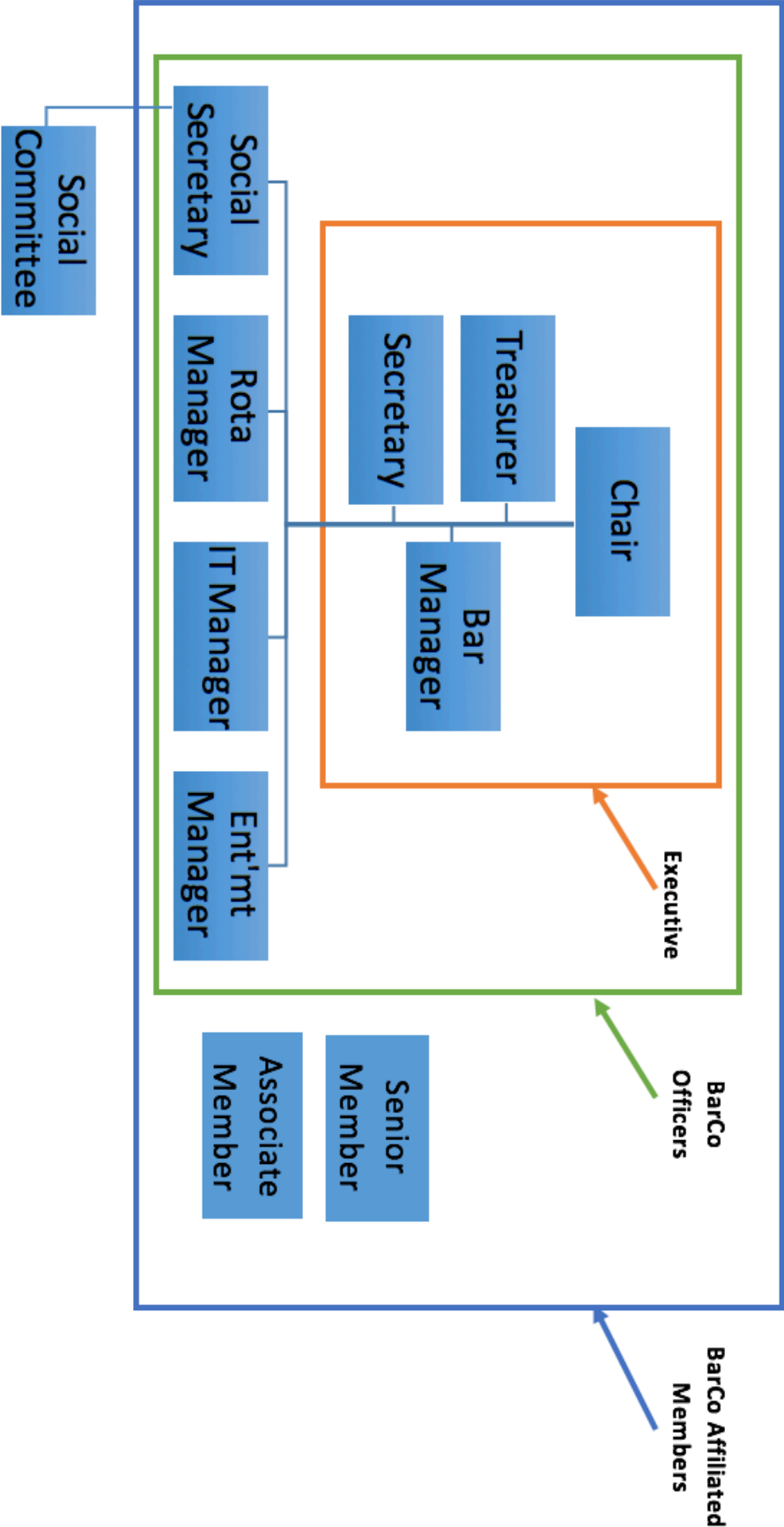
1. Club License Premises:

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2. BarCo Committee Organisational Structure:



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3. Other BarCo Officers and Affiliated Members:

a. Rota Manager

The Rota Manager is responsible for the regular maintenance of the voluntary rota system. They also allocate paid shifts when it is deemed necessary for external events and planned busier evenings in the Bar, such as particular formals or college events. The Rota Manager maintains attendance records of Rota members. They should notify the Executive when a Rota member has missed three shifts, and needs to be retrained, or if they need to be removed from the rota.

b. IT Manager

The IT Manager is responsible for ensuring that the IT equipment, such as tills, computer systems, and the BarCo website, are kept up to date. This includes publishing the committee minutes and most recent committee policy to the website on a regular basis.

c. Entertainment Manager

The Entertainment Manager is responsible for the smooth running and regular maintenance of the Games Room's Equipment and the SONOS sound system installed in the Bar. They coordinate with authorised outside entertainment to ensure that any external equipment is suitable, set up properly, and approved for use by the college.

d. Senior Member

The Senior Member is an affiliate position held by a College staff member or Fellow. The Senior Member supervises committee meetings in an advisory role for the Committee members, offering recommendations and information. They also represent the College's Senior members (Fellows and Staff) in BarCo decisions.

e. Associate Member

The Associate Member is also an affiliate role, to ensure that the views of Associate club members are represented in the running of the Bar. In a role similar to that of the Senior Member, who represents the Fellows on BarCo, the Associate Member is not directly associated with the hierarchy of the Committee, and are not accountable to the organisational structure of the main committee body. The Associate Member holds an allied position whereby they are responsible for expressing opinions and suggestions on behalf of the College's Associate Members.

4. BarCo Rota Members Code of Conduct

- The two rota members on shift are responsible for opening, running and shutting the bar for the duration of the evening.
- Transference of rota duties is not permissible. Rota members assigned on any given shift are the only people authorised to open the bar. This is to encourage people to uphold their commitments and attend their shift.
- **Rota members are within their rights to stop serving and close the bar at any time.**
- Please notify BarCo of any reason for which the Bar is closed early.
- Upon closing the bar, you MUST return the keys to the lodge, and NOT pass them on to other Rota members. The Bar is YOUR responsibility on the evening of your shift.
- Stick to closing times. The closing times represent TIME at the bar, no drinks can be served beyond that point. Ring the bell for last orders around 15 minutes before closing
- Please respect the porters- if the porter asks you to turn the music down, or off, or to close the bar, their word is final.
 - Refusing to cooperate with porters is not permitted by BarCo
 - Anyone who disobeys the porters and is subsequently formally reported by the porter may be removed from the rota.
- **Please try to leave the bar as you would like to find it:**
 - Try to restock as the bar quietens, particularly chilled beers which will otherwise not be refrigerated in time for the following shift
 - Wipe down surfaces
 - Wash all drip-trays, bar mats and utensils (measures, spoons, etc.)
- Only working rota staff (2-3 members) may be behind the bar at any time
- **Members of the rota should not be behind the bar unless they are on shift.**
- Working rota members may, and are expected to, refuse access to other rota staff trying to get behind the bar when they are not on shift
- **Non-rota members are strictly prohibited from going behind the bar at any time**
- This is notwithstanding BarCo Officers, who may go behind the bar AT ANY TIME they deem it necessary.
- In line with the Bar's Member's licence, it is expected that Rota members will make a reasonable effort to ensure that guests (non-members) are signed in to the bar's guest book upon arrival.
 - Nonetheless, it is not the sole responsibility of voluntary rota members to ensure adherence to these rules. The onus remains on Club Members to ensure their guests are properly signed in.