



The Oxford Hub, Oxford University Careers Service,  
56 Banbury Road, Oxford, OX2 6PA  
website: [www.oxfordhub.org](http://www.oxfordhub.org) e-mail: [info@oxhub.org](mailto:info@oxhub.org) tel: 07950 269 271

## CRITERIA AND BENEFITS OF OXFORD HUB MEMBERSHIP

### About The Oxford Hub

The Oxford Hub is a focal point in Oxford University's decentralised environment that aims to connect, support, inform and inspire students to make a positive difference both at home and abroad. Through a website, an office and events it works to develop a new generation of socially conscious students who make a positive difference, both at university and afterwards. Oxford Hub promotes volunteering and works to help charities and social enterprises become more than the sum of their parts through the exchange of experience, ideas and information. It encourages all member organisations to forge strong, strategic links with each other, the wider community, academic institutions, and other UK organisations.

### Introduction to membership

Over the last twelve months the number of organisations involved with the Oxford Hub has expanded to well over thirty. With the incorporation of the Oxford Hub as a company, there has become a legal need to define the rights and responsibilities of organisations participating in the Oxford Hub as members, as well as a practical need to prioritise resources and services given the increase in participating organisations. This paper sets out the proposed benefits and obligations of membership, as well as a process for managing organisational membership.

### Oxford Hub Membership criteria and rules:

1. Membership of the Oxford Hub may be extended to organisations or groups that:
  - i. Are based within Oxford University or are based within the local area of Oxford
  - ii. Are registered with or accountable to another body including, but not limited to, the Charities Commission, a parent organisation, Companies House, Oxford Brookes or Oxford University
  - iii. Are constituted to:
    - a. relieve and/or raise awareness of human poverty, hardship or suffering; and/or
    - b. promote human rights; and/or
    - c. protect and improve the physical and natural environment for the benefit of the public.
  - iv. Are organizations which are not for profit and where the charitable motivation comes first. The Oxford Hub recognises that many of the organisations wishing to use its resources and have access to its students will not be charities. In these situations, they must demonstrate that the charitable motive behind their work comes first and any profit arising from it is incidental.
2. Members may not be individuals and therefore representative of the interests of a single person. Individuals may make use of and contribute to the Oxford Hub either through the Members or as independent persons.
3. Members shall be required to operate in accordance with the Red Cross Code of Conduct and the Oxford Hub's list of values and working practices – as appended.
4. New Members may only be granted membership by a decision of trustees. Members may cancel their membership at any time.



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5. The General Body may expel any Member for activity, or lack of, which is likely to bring the Society into disrepute.
6. The Oxford Hub may charge the Members an annual fee as set by a decision of trustees.

### **Benefits of membership**

Amongst other things, members of the Oxford Hub will be entitled to:

- Apply to trustees for regular use of the office (subject to availability)
- Use meeting rooms of the Ethical Property Company, hotdesks and office resources when available at members' rates
- Attend networking meetings, events, communities of practice, trainings at member rates
- Suggest or organize speaker events co-hosted by Oxford Hub as part of the Oxford Hub Series
- Publicise events through the Oxford Hub's weekly emails
- Have a link from the Oxford Hub website with brief blurb and logo, and have organisational logo displayed on Oxford Hub materials
- Have access to member resources on the Oxford Hub website such as the 'common interest groups', JCR and MCR contacts, information on colleges charitable giving, as well as be able to use and share advice on printing and publishing, transport, speaker ideas and funding planning and advice
- Make use of any benefits coming to Oxford Hub members as a whole
- Receive regular updates on Oxford Hub activities and services via Steering Committee newsletters
- Send society information which will be promoted on the Oxford Hub website, weekly newsletter and other publicity that Oxford Hub procures
- Nominate a representative to the Steering Committee Group
- Make suggestions to trustees and Oxford Hub manager for further services and activities whereby the Oxford Hub can support the achievement of organisational goals

Non-members of the Oxford Hub will be entitled to:

- Receive regular updates on HC activities and services
- Attend networking meetings, Oxford Hub events, communities of practice and training at non-member rates and with secondary priority

### **Steering Committee**

The steering committee of the Oxford Hub is of limitless size and consists of all presidents of official member organisations as well as students and those in the community with a direct interest and involvement in the Oxford Hub. It will meet twice each term (at the start and at the end) to discuss projects and initiatives and to help direct the activities of the Student Executive. Membership of the Steering Committee will be by default (representatives of member organisations) as well as being open to all who are interested in helping decide the activities of the Oxford Hub.



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## Cost of membership

The cost of membership is nominal, and based on organizational turnover as follows:

Organisational turnover	Cost of annual membership
<10k	£10
£10-50k	£40
£50-250k	£80
>£250k	£150

Organisations in their first year of membership are exempt from membership fees. The first year of membership is taken to start with the first significant contact with the Oxford Hub; for example, attendance of a networking meeting or training event, use of space etc.

The membership year runs from August to July in line with the Oxford Hub financial year.

## Application process and confirmation for membership

Any organisation that wishes to be an official member of the Oxford Hub must be approved by the Student Executive and then Trustees.

- Organisations wishing to become members of the Oxford Hub are expected to:
  - Complete the membership information form either in paper form or electronically.
  - Provide a short letter stating the wish to join the Oxford Hub membership, and confirming that the organisation:
    - Meets the criteria for membership as outlined above
    - Operates in accordance with the Red Cross Code of Conduct
- In response to this, Oxford Hub trustees will either:
  - Write to confirm membership and send a welcome pack, or;
  - Write to reject the application for membership, with brief reasons.

Should an application for membership be refused, trustees will consider a written response to the refusal: should the application again be refused, application for membership will not be considered again for 12 months.



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## APPENDIX 1: OXFORD HUB VALUES AND WORKING PRACTICES

The activities of the Oxford Hub and its official member organisations strive to uphold the following values, adapted from BOND - British Overseas NGOs for Development. Recognising that different experiences lead to different understandings, the Oxford Hub commits itself to further its understanding of these principles according to the guidance of its members.

### Values

#### **1) Social justice, equity and respect for human rights.**

Oxford Hub members believe that all people should enjoy the rights they hold under international law and conventions to economic, social, cultural, religious and political freedoms and safeguards, including the basic survival rights (food, shelter, health, education, life) and rights not to be discriminated against, persecuted, tortured, subjected to abuse and cruel and degrading treatment. The international community should support and protect the efforts of all people to make their rights a reality. Oxford Hub members believe that these efforts should be based on social justice, the eradication of poverty, and more equitable distribution of wealth and the earth's resources. Oxford Hub members believe that all people should have the power to determine their own values and priorities and to organise themselves to act on these.

#### **2) The active participation of the people with whom they are working.**

Oxford Hub members believe in maintaining an open dialogue about development needs with the people, organisations and communities they work with. They believe that, to the extent possible, participating communities should be responsible for the design and running of projects and programmes and be involved in shaping UK policy decisions.

### Working Practices

#### **1) Taking a professional approach to their work.**

Oxford Hub members believe that being as efficient and effective as possible is a responsibility to all of their stakeholders. They aim to be continually learning and seek to implement suitable practices to ensure institutional knowledge.

#### **2) Supporting the empowerment of particularly disadvantaged groups.**

Oxford Hub members believe that addressing the exclusion from power of particularly disadvantaged groups is an essential element of social projects. They pay specific attention to disadvantaged groups within the communities they work with.

#### **3) Working to reduce gender inequalities.**

Oxford Hub members believe, and aim to ensure, that women and men, girls and boys should benefit from and participate in development equally, recognising that gender inequalities are an impediment to development. Oxford Hub members support measures to reduce discrimination against women and girls.



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#### **4) Using responsible fundraising methods.**

In their fundraising activities, Oxford Hub members aim to portray the realities and complexities of the situations with which they are involved, as inappropriate methods, simplistic images and messages can undo the positive impact of their work. Oxford Hub members aim to avoid stereotypical images and aims where possible to challenge them.

#### **5) Ensuring that the results of their actions are sustainable.**

Oxford Hub members aim to provide support that foster sustainable solutions as it builds on, reinforces and supports structures and practices that have long term sustainability. They aim to ensure that the improvement of social, political, economic and environmental conditions are in balance and will not jeopardise opportunities for the more disadvantaged or for future generations. In short-term relief situations Oxford Hub members aim to ensure that existing institutions are sustained and able to rehabilitate and develop after the crisis.

#### **6) Engaging in education, awareness raising and advocacy**

Oxford Hub members believe that public opinion and policy influence can be an important contributor to development. Oxford Hub members, when appropriate, aim to make use of the experience to raise awareness about development issues, educate students about responsible practices and shape public policy discourses.



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## APPENDIX 2: RED CROSS CODE OF CONDUCT

### **1) The Humanitarian imperative comes first.**

The right to receive humanitarian assistance, and to offer it, is a fundamental humanitarian principle which should be enjoyed by all citizens of all countries. As members of the international community, we recognise our obligation to provide humanitarian assistance wherever it is needed. Hence the need for unimpeded access to affected populations, is of fundamental importance in exercising that responsibility. The prime motivation of our response to disaster is to alleviate human suffering amongst those least able to withstand the stress caused by disaster. When we give humanitarian aid it is not a partisan or political act and should not be viewed as such.

### **2) Aid is given regardless of the race, creed or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.**

Wherever possible, we will base the provision of relief aid upon a thorough assessment of the needs of the disaster victims and the local capacities already in place to meet those needs. Within the entirety of our programmes, we will reflect considerations of proportionality. Human suffering must be alleviated whenever it is found; life is as precious in one part of a country as another. Thus, our provision of aid will reflect the degree of suffering it seeks to alleviate. In implementing this approach, we recognise the crucial role played by women in disaster prone communities and will ensure that this role is supported, not diminished, by our aid programmes. The implementation of such a universal, impartial and independent policy, can only be effective if we and our partners have access to the necessary resources to provide for such equitable relief, and have equal access to all disaster victims.

### **3) Aid will not be used to further a particular political or religious standpoint.**

Humanitarian aid will be given according to the need of individuals, families and communities. Notwithstanding the right of NGHAs to espouse particular political or religious opinions, we affirm that assistance will not be dependent on the adherence of the recipients to those opinions. We will not tie the promise, delivery or distribution of assistance to the embracing or acceptance of a particular political or religious creed.

### **4) We shall endeavour not to act as instruments of government foreign policy.**

NGHAs are agencies which act independently from governments. We therefore formulate our own policies and implementation strategies and do not seek to implement the policy of any government, except in so far as it coincides with our own independent policy. We will never knowingly - or through negligence - allow ourselves, or our employees, to be used to gather information of a political, military or economically sensitive nature for governments or other bodies that may serve purposes other than those which are strictly humanitarian, nor will we act as instruments of foreign policy of donor governments. We will use the assistance we receive to respond to needs and this assistance should not be driven by the need to dispose of donor commodity surpluses, nor by the political interest of any particular donor. We value and promote the voluntary giving of labour and finances by concerned individuals to support our work and recognise the independence of action promoted by such voluntary motivation. In order to protect our independence we will seek to avoid dependence upon a single funding source.



Connecting students with causes

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**5) We shall respect culture and custom.**

We will endeavour to respect the culture, structures and customs of the communities and countries we are working in.

**6) We shall attempt to build disaster response on local capacities.**

All people and communities - even in disaster - possess capacities as well as vulnerabilities. Where possible, we will strengthen these capacities by employing local staff, purchasing local materials and trading with local companies. Where possible, we will work through local NGHAs as partners in planning and implementation, and co-operate with local government structures where appropriate. We will place a high priority on the proper co-ordination of our emergency responses. This is best done within the countries concerned by those most directly involved in the relief operations, and should include representatives of the relevant UN bodies.

**7) Ways shall be found to involve programme beneficiaries in the management of relief aid.**

Disaster response assistance should never be imposed upon the beneficiaries. Effective relief and lasting rehabilitation can best be achieved where the intended beneficiaries are involved in the design, management and implementation of the assistance programme. We will strive to achieve full community participation in our relief and rehabilitation programmes.

**8) Relief aid must strive to reduce future vulnerabilities to disaster as well as meeting basic needs.**

All relief actions affect the prospects for long term development, either in a positive or a negative fashion. Recognising this, we will strive to implement relief programmes which actively reduce the beneficiaries' vulnerability to future disasters and help create sustainable lifestyles. We will pay particular attention to environmental concerns in the design and management of relief programmes. We will also endeavour to minimise the negative impact of humanitarian assistance, seeking to avoid long term beneficiary dependence upon external aid.

**9) We hold ourselves accountable to both those we seek to assist and those from whom we accept resources.**

We often act as an institutional link in the partnership between those who wish to assist and those who need assistance during disasters. We therefore hold ourselves accountable to both constituencies. All our dealings with donors and beneficiaries shall reflect an attitude of openness and transparency. We recognise the need to report on our activities, both from a financial perspective and the perspective of effectiveness. We recognise the obligation to ensure appropriate monitoring of aid distributions and to carry out regular assessments of the impact of disaster assistance. We will also seek to report, in an open fashion, upon the impact of our work, and the factors limiting or enhancing that impact. Our programmes will be based upon high standards of professionalism and expertise in order to minimise the wasting of valuable resources.



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**10) In our information, publicity and advertising activities, we shall recognise disaster victims as dignified humans, not hopeless objects**

Respect for the disaster victim as an equal partner in action should never be lost. In our public information we shall portray an objective image of the disaster situation where the capacities and aspirations of disaster victims are highlighted, and not just their vulnerabilities and fears. While we will co-operate with the media in order to enhance public response, we will not allow external or internal demands for publicity to take precedence over the principle of maximising overall relief assistance. We will avoid competing with other disaster response agencies for media coverage in situations where such coverage may be to the detriment of the service provided to the beneficiaries or to the security of our staff or the beneficiaries.