

# Corpus Christi College MCR Constitution

*Amended by resolution of the MCR at a General Meeting held on 6<sup>th</sup> May 2017*

## 1 NAME AND AIMS

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- 1.1 There shall be an unincorporated association known as the Middle Common Room of Corpus Christi College in the University of Oxford ("**the Middle Common Room**").
- 1.2 The Middle Common Room shall be part of the Junior Common Room of Corpus Christi College.
- 1.3 The purpose of the Middle Common Room shall be to enhance, and to provide a focus for, postgraduate life in Corpus Christi College, and to promote the welfare, and represent the interests, of its members.
- 1.4 The business of the Middle Common Room shall at all times be pursued without discrimination of any kind prohibited by the Equality Act 2010 (or any legislation amending or replacing the same). The Middle Common Room shall seek to abide at all times by both the letter and the spirit of all relevant policies of the College and the University of Oxford pertaining to discrimination, harassment, or otherwise to the treatment of individuals and groups.
- 1.5 The Middle Common Room shall always be independent of any political party, political organisation or religious body.

## 2 DEFINITIONS AND INTERPRETATION

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The following definitions and rules of interpretation apply in this Constitution.

### 2.1 Definitions:

- 2.1.1 "**College**" means the President and Scholars of the College of Corpus Christi in the University of Oxford, commonly known as Corpus Christi College.
- 2.1.2 "**Committee**" means the committee of the MCR as referred to in clause 4.1.
- 2.1.3 "**EGM**" means an emergency general meeting of the MCR, called under clause 7.1.2.
- 2.1.4 "**Full Member**" means a full member of the MCR as set out in clause 3.1, and **Full Membership** shall be construed accordingly.
- 2.1.5 "**General Election**" means the election referred to in clause 6.3.1.
- 2.1.6 "**GM**" means a general meeting of the MCR.
- 2.1.7 "**Honorary Member**" means an honorary member of the MCR as set out in clause 3.3, and **Honorary Membership** shall be construed accordingly.
- 2.1.8 "**JCR**" means the Junior Common Room of the College.
- 2.1.9 "**Mature Student**" means a student who is aged 21 or over on the 1<sup>st</sup> of October in the year in which their course commences.
- 2.1.10 "**MCR**" means the Middle Common Room.
- 2.1.11 "**President**" means the President of the MCR referred to in clause 4.2.1, unless the context indicates otherwise.
- 2.1.12 "**Resident Member of the College**" means a graduate or undergraduate reading for a degree or diploma at the College.
- 2.1.13 "**Returning Officer**" shall have the meaning assigned to it in clause 6.5.5.

- 2.1.14 “**Secretary**” means the Secretary of the MCR referred to in clause 4.2.2.
- 2.1.15 “**Social Member**” means a social member of the MCR as set out in clause 3.2, and **Social Membership** shall be construed accordingly.
- 2.1.16 “**Term**” means a University full term, being Sunday of 1<sup>st</sup> week to Saturday of 8<sup>th</sup> week.
- 2.1.17 “**Treasurer**” means the Treasurer of the MCR referred to in clause 4.2.3.
- 2.1.18 “**Undergraduate Representative**” means the Undergraduate Representative on the Committee referred to in clause 4.2.11.
- 2.1.19 “**University**” means the Chancellor, Masters and Scholars of the University of Oxford.
- 2.2 Unless otherwise indicated, a reference to a Member or Members of the MCR shall be a reference to a Full or Social Member or Members of the MCR.
- 2.3 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 2.4 A reference to **writing** or **written** includes email.
- 2.5 A person has **Senior Status** if (i) they are a university graduate or a Mature Student, and (ii) they are reading for an undergraduate degree or diploma at the College.
- 2.6 The obtaining of a degree or diploma shall be deemed to take place at the date on which permission is granted to supplicate.
- 2.7 The interpretation of the provisions made in this Constitution shall rest with the Committee. Any decision made by the Committee concerning interpretation may be overruled by a simple majority of those present and voting at an MCR meeting duly convened under clause 7.

### 3 MEMBERSHIP

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#### 3.1 Full Membership

- 3.1.1 Full Membership shall automatically be granted to:
- 3.1.1.1 any postgraduate student of the University of Oxford who is a Resident Member of the College;
  - 3.1.1.2 any undergraduate who is currently paying College fees and who has been reading for a degree or diploma at the College for at least three years;
  - 3.1.1.3 any person who has Senior Status; and
  - 3.1.1.4 any graduate who is currently paying College fees and who is currently reading for a degree or diploma at a university other than the University of Oxford.
- 3.1.2 Any person who would by virtue of clause 3.1.1 be a Full Member shall have the option of refusing membership of the MCR or of suspending it.
- 3.1.3 In order to opt out of membership of the MCR, the person seeking to do so shall convey their intention to the Bursary of the College (and, for the avoidance of doubt, any request not to pay the MCR membership fee or for the return of the membership fee shall be treated as a request to opt out of membership of the MCR) or shall give written notice of their decision to the President or Secretary, who shall contact the Bursary to make arrangements. Any person opting out of membership of the MCR shall not pay the membership fee or, where they have already paid the membership fee, it shall be returned to them. Any person who has opted out of membership of the MCR may, if they remain

eligible for Full Membership under clause 3.1.1, opt back in to membership, in which case they shall be required to pay the membership fee.

- 3.1.4 In order to suspend membership of the MCR, the person seeking to do so shall in accordance with this clause give notice in writing that (s)he does not wish to be a Member for a particular Term or academic year, and/or shall cease to pay their membership subscription by informing the Bursary of the College, and in either case such a person shall not be treated as a Member of the MCR during the period notified or during which they are not paying membership subscriptions and shall forfeit during that time the rights pertaining to membership including (without limitation) their voting rights, and rights to stand in elections. The said written notice shall be given to the Secretary before the start of the relevant Term or academic year, although the Secretary may in his absolute discretion accept notice given later.
- 3.1.5 As the MCR is part of the JCR, any Full Member who opts out of membership of the JCR shall automatically have their membership of the MCR suspended for such period as they have opted out of JCR membership.
- 3.1.6 The Committee shall, in the case of MCR events where a limited number of places are available, be entitled to advertise such events only to Full Members.

## 3.2 Social Membership

- 3.2.1 Social Membership shall be open to any graduate of any university who is not entitled to Full Membership and either:
- 3.2.1.1 has obtained a degree at the College not more than five years prior to the meeting referred to in clause 3.2.3 below;
  - 3.2.1.2 has an academic connection with a senior member of the College or has the support of a senior member of the College in their application for Social Membership;
  - 3.2.1.3 is an associate member of the College;
  - 3.2.1.4 has been a Full Member of the MCR in the past five years without having obtained a degree from the College; or
  - 3.2.1.5 is the spouse, civil partner, or domestic partner of a Full Member.
- 3.2.2 Any person seeking Social Membership shall apply in writing to the Secretary, stating their reasons for applying and the ground (if any) upon which they qualify for Social Membership under clause 3.2.1. The application of any person not qualifying for Social Membership under clause 3.2.1 shall only be permitted to proceed at the absolute discretion of the Committee.
- 3.2.3 Any application for Social Membership must be proposed to a meeting of the MCR by a Full Member of the MCR. To this end:
- 3.2.3.1 The Secretary shall use reasonable endeavours to find a Full Member willing to propose the applicant for Social Membership (the Secretary may propose the applicant himself).
  - 3.2.3.2 If no Full Member is willing to propose the applicant for Social Membership, the application shall lapse.
  - 3.2.3.3 If any Full Member is willing to propose the applicant for Social Membership, the application shall be tabled for the next meeting of the MCR for which sufficient time remains to comply with the requirements of clause 3.2.4.

- 3.2.4 At least one week before the meeting of the MCR referred to in clause 3.2.3.3, written notice of the proposed Social Membership must be given by the Secretary to (i) the Tutor for Graduates and (ii) the Dean, and be posted by the Secretary on the MCR notice-board, in each case together with any relevant reasons given for such proposed Social Membership and the ground on which the applicant qualifies for Social Membership (or, where applicable, stating that the Committee has permitted their application for Social Membership notwithstanding the fact that they do not qualify for such under clause 3.2.1).
- 3.2.5 Social Membership shall be granted provided that:
- 3.2.5.1 up to the time of opening of the said meeting, no objection has been received from the Tutor for Graduates or the Dean to the proposed Social Membership upon the grounds of the character and/or conduct of the proposed Social Member; and
- 3.2.5.2 the person proposing the applicant for Social Membership (or their representative) and the applicant (or their representative) are present at the said meeting; and
- 3.2.5.3 the proposed Social Membership is approved by a majority vote at the said meeting.
- 3.2.6 A Social Member of the MCR shall be required to pay  $\frac{2}{3}$  of the MCR subscription fee applicable to Full Members each year, in termly instalments.
- 3.2.7 A Social Member of the MCR shall only have the right to use facilities and services provided by the MCR. (S)he shall not have voting rights at MCR meetings (and shall not be counted in the quorum at such meetings) nor at MCR elections and (s)he shall not be eligible to stand in MCR elections, to fill any post on the Committee, or to serve as a representative of the MCR on any other body or group, including (but not limited to) the College's Governing Body Committee.
- 3.2.8 Social Membership shall automatically lapse one year from the date on which an application for Social Membership is approved by the MCR.

### 3.3 Honorary Membership

- 3.3.1 Honorary Membership shall be open to any person.
- 3.3.2 Honorary Membership of the MCR may be proposed by way of a motion at a meeting of the MCR, in accordance with the provisions of clause 7, save that the motion shall be submitted to the Secretary not less than eight days before the meeting at which the motion is to be discussed takes place (which may in practice require the motion to be submitted to the Secretary before a meeting is called).
- 3.3.3 Honorary Membership shall be awarded provided that:
- 3.3.3.1 at least one week before the said meeting of the MCR, the Secretary shall post written notice of the proposed Honorary Membership on the MCR notice-board, together with such reasons for the proposed Honorary Membership as are given in the motion submitted to the Secretary; and
- 3.3.3.2 the proposed Honorary Membership is approved by a majority vote at the said meeting.
- 3.3.4 An Honorary Member shall have all the membership rights which pertain to Social Members.
- 3.3.5 An Honorary Member of the MCR shall not be liable to pay MCR subscriptions.

## 4 COMMITTEE AND OFFICERS

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- 4.1 The MCR shall be governed in accordance with this Constitution by a committee of its Members to be elected (save for the persons referred to in clause 4.2.12) as provided in clause 6.
- 4.2 The Committee shall consist of:
- 4.2.1 the President;
  - 4.2.2 the Secretary;
  - 4.2.3 the Treasurer;
  - 4.2.4 the Academic Officer;
  - 4.2.5 the Computing Officer;
  - 4.2.6 the Male Welfare Officer;
  - 4.2.7 the Female Welfare Officer;
  - 4.2.8 the Food Officer;
  - 4.2.9 three Entertainments Officers;
  - 4.2.10 the Environment & Ethics Officer;
  - 4.2.11 the Undergraduate Representative; and
  - 4.2.12 not more than two additional members without portfolio.
- 4.3 The President shall be ordinarily resident within six miles of Carfax during Term.
- 4.4 In determining the order in which postgraduate students may select rooms in College accommodation, preference shall be given to the President, the Secretary, the Treasurer, the Entertainments Officers, the Welfare Officers, the Food Officer, the Computing Officer, and the Academic Officer, in that order. Within the categories of Entertainments Officers and Welfare Officers, ranking shall be determined by any suitable means of random determination. No right to accommodation for a duration longer than that guaranteed by the College may be derived from this provision.
- 4.5 In the event that the President is unable to attend a meeting of the College's Governing Body Committee, he may appoint a proxy. The person acting as the President's proxy shall be a Full Member and a member of the College, and shall (unless impractical) be a member of the Committee.
- 4.6 Any member voting on behalf of the MCR in meetings of the Oxford University Student Union Council shall be a Full Member, and shall (unless impractical) be a member of the Committee.
- 4.7 The Committee members without portfolio referred to in clause 4.2.12 shall not be elected but, if the Committee determines to fill one or both of these posts (without being under any obligation to do so), shall be co-opted by the Committee from among such persons as have at the time of their co-option held the post of President, Secretary, or Treasurer (by election, not by co-option) at some point within the previous 12 months, but are no longer members of the Committee. They shall hold office until the 8<sup>th</sup> Friday of full Hilary Term following their co-option to the Committee or until they resign, whichever is the earlier. No person shall be co-opted to these posts between a General Election and the 8<sup>th</sup> Saturday of full Hilary Term.
- 4.8 Any co-options made by the Committee under clause 4.7 above shall be put to the next GM for ratification. Ratification shall require a simple majority of those present and voting and, if the co-option of any person is not ratified, that person shall cease thereupon to be a member of the Committee.

- 4.9 All positions on the Committee shall be unremunerated. Committee members shall be reimbursed for all reasonable and properly-incurred expenses upon production of an itemised receipt.
- 4.10 A Committee member may resign his post at any time by giving notice in writing to the Secretary or, in the case that the Secretary wishes to resign, to the President.
- 4.11 If any Committee member should cease to be a Full Member, they shall be deemed to have resigned their post on the Committee with effect from the time at which they ceased to be a Full Member.
- 4.12 No person may hold more than one post on the Committee at any one time.
- 4.13 Without prejudice to clause 4.14, all decisions of the Committee (including, without limitation, decisions as to co-option) shall be reached by simple majority of those Committee members present and voting at a meeting of the Committee on a show of hands. In the event of a tie, the President shall have a casting vote.
- 4.14 A decision of the Committee may also be reached by written resolution of a majority of all Committee members. In the event of a tie, the President shall have a casting vote.
- 4.15 Notwithstanding any provision of this Constitution to the contrary, the Undergraduate Representative shall not be required to be a Member of the MCR between the date on which they take office and the 1<sup>st</sup> Sunday of full Michaelmas Term next thereafter, from and including which latter date clause 4.11 shall apply to the Undergraduate Representative as to any other member of the Committee.
- 4.16 Unless they are already a Full Member, the Undergraduate Representative shall from the time of the official announcement of their election until the time at which they become a Full Member be deemed to be an Honorary Member.
- 4.17 Forthwith following the announcement of the election of the Undergraduate Representative, the Secretary shall invite the Undergraduate Representative-elect to join the MCR e-mailing list.
- 4.18 The MCR may remove any member of the Committee by passing a motion of no confidence in them at a GM. The following provisions of this clause 4.18 shall apply to any motion of no confidence:
- 4.18.1 Any person proposing a motion of no confidence shall submit it to the Secretary, giving their reason(s) for proposing it, without waiting for the Secretary to give notice of a forthcoming meeting (owing to the time required for the procedures in this clause 4.18 to be followed).
- 4.18.2 Before publicising the motion, the Secretary shall submit the motion and the reason(s) given for it to the Dean, asking him to confirm whether the motion should be barred from proceeding on the ground that it appears to constitute harassment of the Committee member involved or to infringe the law or any policy of the College or the University.
- 4.18.3 Once the Dean has confirmed that he is not barring the motion, and not less than seven days before the GM at which it is to be discussed, the Secretary shall circulate the motion and the reason(s) given for it via the MCR e-mailing list and shall post a copy on the MCR notice-board. The Secretary shall at the same time notify the Tutor for Graduates of the motion and the reason(s) given for it, and shall invite him to attend the said GM as an observer.
- 4.18.4 The motion shall otherwise be brought and debated in accordance with the provisions of clause 7 (save insofar as varied by this clause 4.18), provided that it shall require a two-thirds majority to pass.
- 4.18.5 If the motion of no confidence passes, the person who is its subject shall thereupon cease to be a member of the Committee.

## 5 RECORDS OF THE MCR AND HANDOVER PROVISIONS

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- 5.1 The Secretary shall maintain a list of those persons who are Full, Social, or Honorary Members of the MCR in any academic year, specifying the category of membership and, in the case of Social or Honorary Members, the date on which their membership was approved by a meeting of the MCR.
- 5.2 The Secretary shall take minutes of meetings of the MCR and of the Committee and maintain an orderly file (in physical or electronic form) of all such minutes and of any written resolutions passed by the Committee.
- 5.3 The Treasurer shall maintain an orderly file (in physical or electronic form) of budgets approved by the MCR in accordance with clause 9.3.2, and of the audit report and audited accounts issued by the Bursary of the College following the annual audit of the MCR's accounts. The Treasurer shall also retain all receipts and other accounting information and data for a period of at least six years from the end of the accounting period to which they relate.
- 5.4 In respect of each position on the Committee identified in clauses 4.2.1 to 4.2.11 inclusive, there shall be a handover document. The handover document shall identify the responsibilities of that position, and contain any information which is necessary to enable the proper execution of the duties of that position.
- 5.5 Before vacating office, each elected Committee member (or subgroup of members) shall update the handover document pertaining to their position (or, where one does not exist, create one) and shall (except in the case of the President) submit it to the President and (if known) the relevant Committee member's successor(s)-in-post. If the President is not satisfied, after consulting with the relevant successor(s)-in-post (if known), that the document constitutes an adequate guide to executing the duties associated with the position, he shall return it to the outgoing committee member for amendment, stipulating the deficiencies requiring correction. This process shall be repeated until the President is satisfied that the handover document is in an adequate condition. The President shall then forward a copy of the handover document to the Secretary.
- 5.6 The Secretary shall maintain an archive of all current and previous handover documents, and make them available to any Member of the MCR upon request.
- 5.7 The Secretary shall forthwith upon vacating office pass on to his successor all MCR records for which he is responsible, both physical and electronic, including (without limitation) minutes of meetings of the MCR and of the Committee, lists of Members of the MCR, the archive of handover documents, the up-to-date form of this Constitution, and standing orders and records of their expiry dates.
- 5.8 The Treasurer shall forthwith upon vacating office pass on to his successor all MCR records for which he is responsible, both physical and electronic, including (without limitation) current and historic receipts, bank statements, budgets, audit reports and audited accounts, as well as any chequebook, paying-in book or cards pertaining to the MCR's bank account. The Treasurer shall also complete any forms necessary to update the signatories on the bank account.
- 5.9 Each Committee member or subgroup of members shall also use reasonable endeavours to liaise with their successor(s)-in-post in person, in order to ensure that they are fully briefed in the discharge of the duties associated with the position.
- 5.10 Each Committee member shall return all keys, documents, and other property belonging to the MCR forthwith upon vacating office.

## 6 ELECTIONS

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6.1 All Full Members of the MCR shall have the right to vote in all MCR elections. In the election of the Undergraduate Representative, undergraduates at the College in the third year of a degree or diploma that is expected to last for more than three years shall also have the right to vote. Without prejudice to the foregoing, Social and Honorary Members shall not have the right to vote in MCR elections.

### 6.2 Rights to Stand

6.2.1 Full Members of the MCR may stand for any position.

6.2.2 Social and Honorary Members may not stand for any position.

6.2.3 Dual nominations (two or more persons standing to share a single position) shall not be accepted.

6.2.4 No-one may stand for two or more Committee posts at the same election, or stand for a Committee post or posts to be held concurrently with a Committee post already held.

6.2.5 Notwithstanding clauses 6.2.1 and 6.2.2, undergraduates at the College in the third year of a degree or diploma that is expected to last for more than three years (and only such persons) may stand for the position of Undergraduate Representative.

### 6.3 Timing of Elections

6.3.1 Elections for all Committee positions (save that of Undergraduate Representative) shall take place during 6<sup>th</sup> Week of full Hilary Term.

6.3.2 Those elected to MCR posts at a General Election shall take office on the 8<sup>th</sup> Saturday of full Hilary Term, and shall hold office until the 8<sup>th</sup> Friday of full Hilary Term in the following academic year.

6.3.3 The election of the Undergraduate Representative shall take place during full Trinity Term on a date to be determined by the Committee in its absolute discretion. The Undergraduate Representative shall take office on the 9<sup>th</sup> Sunday of Trinity Term, and shall hold office until the 8<sup>th</sup> Saturday of Trinity Term in the following academic year.

6.3.4 Those elected to MCR posts at a by-election (which, for the purposes of this clause 6 shall mean any election other than a General Election or the election of the Undergraduate Representative) shall take office immediately following the announcement of the result of the by-election (save that a Committee member elected as the result of a by-election held under clause 6.4.2 shall take office by arrangement with his predecessor, but in any event no later than the last day of full Trinity Term), and shall hold office until the 8<sup>th</sup> Friday of full Hilary Term following the by-election.

### 6.4 Vacancies Arising

6.4.1 Any candidate in an MCR election who at the time of standing for election is aware that he or she will be unable to complete her/his term in office for any reason shall state this in an addendum to her/his manifesto (and, notwithstanding the optional nature of clause 6.6.1, such candidates shall be required to produce a manifesto containing at the least this information).

6.4.2 A replacement for any elected Committee member who is to leave College at the end of Trinity Term as a normal consequence of his academic course shall be elected at a by-election held during full Trinity Term.

6.4.3 In the event of any elected Committee post becoming vacant more than eight weeks before the end of the holder's term of office, there being no officer-elect, a by-election shall be



held as soon as reasonably practicable (taking into account the time required for the giving of notice of the election) in Term, save that, if the post of Undergraduate Representative should fall vacant, no by-election will be held, but the Committee (which, in respect of the period from the General Election until the 8<sup>th</sup> Friday of full Hilary Term, shall be deemed for the purposes of this clause 6.4.3 to mean the Committee-elect) may (but shall not be obliged to) co-opt any Full Member reading for an undergraduate degree or diploma at the College to fill that position until the 8<sup>th</sup> Saturday of full Trinity Term next following (and may do so on more than one occasion should the co-opted Undergraduate Representative for any reason cease to sit on the Committee).

- 6.4.4 If, at a General Election, an election of the Undergraduate Representative, or a by-election, no one stands for a vacant Committee position, the Committee (which, in respect of the period from the General Election until the 8<sup>th</sup> Friday of full Hilary Term, shall be deemed for the purposes of this clause 6.4.4 to mean the Committee-elect) may co-opt a Full Member to fill that position for such period (not to terminate later than the end of the term which would have been served had someone been elected to the relevant position) as the Committee shall in its absolute discretion determine (and may do so on more than one occasion should the co-opted Committee member for any reason cease to sit on the Committee), and/or may at any time decide to hold a by-election for the vacant position, but shall not be obliged to do either of these things.
- 6.4.5 In the event that Re-Open Nominations (R.O.N.) receives the most votes in respect of any Committee position at a General Election, election of the Undergraduate Representative, or by-election, the Secretary shall advertise for further nominations for that position forthwith and shall make arrangements for another by-election to be held.
- 6.4.6 In the event of any elected Committee post falling vacant less than eight weeks before the end of the holder's term of office, the Committee shall assign to one or more of its remaining members the duties associated with that post.

## 6.5 Conduct of Elections

- 6.5.1 A notice stating the date on which an election will be held and which offices are to be contested (in this clause 6, the "**Election Notice**") shall be circulated via the MCR e-mailing list and displayed prominently on the MCR notice-board, in each case not later than the 14<sup>th</sup> day before the date of the election in the case of a General Election, or the 7<sup>th</sup> day in the case of a by-election. In the case of the election of the Undergraduate Representative, the Election Notice shall be circulated via the MCR e-mailing list and displayed prominently on the MCR notice-board, in each case not later than the 14<sup>th</sup> day before the day of the election, and the Secretary shall use reasonable endeavours to procure that the contents of the Election Notice shall by the same deadline also have been circulated via the JCR e-mailing list.
- 6.5.2 If it becomes impossible or undesirable to hold an election on the date stipulated in the Election Notice or in accordance with clause 6.3, or if the requisite notice has not been, and cannot be, given so as to comply in all respects with this Constitution, the Committee shall determine on what day the election is to be held, and how much notice of the election shall be given, provided that at least 96 hours' notice shall always be given.
- 6.5.3 A Full Member may nominate himself (or, with that person's consent, another Full Member) for election to any position for which they are eligible to stand by writing their name next to that position on the Election Notice, or by writing to the Secretary (who shall write, or procure the writing of, the candidate's name on the Election Notice), in each case no later than 6pm on the 3<sup>rd</sup> day before polls open in a General Election or the election of

the Undergraduate Representative, or 24 hours before hustings in the case of a by-election. In the case of the election of the Undergraduate Representative, references in this clause 6.5.3 to a **Full Member** shall include, without limitation, any person (not being a Full Member) who is nonetheless eligible to stand or to vote in that election.

6.5.4 As soon as possible after the close of nominations the names of candidates shall be advertised on the MCR e-mailing list. In the case of the election of the Undergraduate Representative, the Secretary shall use reasonable endeavours to procure that the names of candidates are also advertised via the JCR e-mailing list.

6.5.5 After the close of nominations the Secretary shall serve as Returning Officer. If the Secretary is a candidate in a contested election the Committee shall appoint in her/his place another Full Member (such Full Member not being a candidate in a contested election), if possible a Committee member, to serve as Returning Officer. An election in which the only other candidate is Re-Open Nominations shall not be treated as a contested election for the purposes of this clause 6.

6.5.6 The Returning Officer shall be responsible for publicising the election, administering the online ballot and (if necessary) preparing voting papers, and shall carry out any other duties associated with the election determined from time to time by the Committee.

## 6.6 Manifestos and Campaigning

6.6.1 Candidates are entitled to produce to the Returning Officer a manifesto of up to 500 words.

6.6.2 After the close of nominations, one copy of each manifesto received will be displayed by the Returning Officer on the MCR notice-board, and a copy shall be circulated by the Returning Officer on the MCR e-mailing list. In the case of the election of the Undergraduate Representative, the Returning Officer shall also use reasonable endeavours to procure the circulation of a copy of each manifesto received via the JCR e-mailing list.

6.6.3 No campaigning or publicity material may be displayed or distributed by or on behalf of candidates, either before or after the close of nominations, apart from the distribution of their manifestos in accordance with clause 6.6.2. There shall be no pigeon-hole or door-to-door canvassing, nor any other systematic canvassing or treating.

6.6.4 There shall be no intimidation, offering of inducements, or similar coercion or improper influence whether financial or otherwise.

6.6.5 No candidate shall, in his manifesto, or in any other manner, participate in a slate, whereby he/she registers support for another candidate.

## 6.7 Hustings

6.7.1 Hustings for the candidates shall be held on one of the two days before the date of the election specified in the Election Notice, or, beginning no later than noon, on the date of the election itself, the time and date, subject to these stipulations, to be determined by the Returning Officer, acting reasonably.

6.7.2 The Returning Officer shall arrange hustings in the MCR, and shall give not less than 48 hours' notice of the hustings via the MCR e-mailing list (and, in the case of the election of the Undergraduate Representative, shall use reasonable endeavours to procure that such notice is also given via the JCR e-mailing list). No other MCR election meetings may be held on MCR premises.

6.7.3 Hustings shall be chaired by the Returning Officer, or in their absence by a member of the Committee (who shall not be a candidate in a contested election) specified by the Returning Officer.

- 6.7.4 The order of hustings shall be determined by the chair of the husts.
- 6.7.5 Only persons eligible to vote in the relevant election may question the candidates for any particular post.
- 6.7.6 All candidates for each position shall be invited to answer all questions asked.

## 6.8 The Ballot

- 6.8.1 Voting shall take place using a secure online voting system (in this clause 6.8, the “**System**”). The System shall be the secure online voting system approved from time to time by Oxford University Student Union under Regulation 32.2 of its ‘Election Regulations 2012 for Direct Elections’, as amended and in force at the end of Trinity Term 2015 (or any provision amending or replacing the same), save that, if the Returning Officer is not satisfied that the standards set out in clause 6.8.2 are met by this system, or if for any other reason it is unavailable, the Returning Officer shall select, in his absolute discretion, an alternative secure online voting system, which meets the standards set out in clause 6.8.2, to be the System.
- 6.8.2 The System shall be such that:
  - 6.8.2.1 the ballot is secret;
  - 6.8.2.2 any voter is able vote only once in any ballot;
  - 6.8.2.3 any voter may abstain from any ballot; and
  - 6.8.2.4 general access to the System is restricted to the Returning Officer and such other persons as the operator of the System requires to have access as a condition of using the System.
- 6.8.3 Any person eligible to vote (in this clause 6.8, an “**Elector**”) shall not disclose to another person any password or code that enables them to access the System, nor shall any Elector permit another person to cast their vote on their behalf. The Returning Officer shall not permit anyone to vote by proxy and shall discount any vote which he, acting reasonably, believes to have been cast by proxy.
- 6.8.4 The Entertainments Officers referred to in clause 4.2.9, irrespective of whether in any particular election there are one, two, or three vacant posts to be filled, shall be elected through a single ballot, rather than by a separate ballot for each vacant post.
- 6.8.5 The names of the candidates other than Re-Open Nominations shall appear on the online polling form in a random order, varying from voter to voter. Re-Open Nominations shall be a candidate for every office (and in the case of the Entertainments Officers referred to in clause 4.2.9, Re-Open Nominations shall appear as one candidate in the ballot, notwithstanding the fact that the candidates may, depending on the circumstances of the election, be competing for up to three vacant posts) and shall appear as the last candidate on the online polling form.
- 6.8.6 The polls shall be open for a period of at least eight hours between 7.00 a.m. and 9.00 p.m. on the day specified as the election day in the Election Notice.
- 6.8.7 The Returning Officer shall, not less than 24 hours before polls open, give notice via the MCR e-mailing list of the times between which the polls will be open (and, in the case of the election of the Undergraduate Representative, shall use reasonable endeavours to procure that such notice is also given via the JCR e-mailing list).
- 6.8.8 The Returning Officer shall, in advance of the polls opening, provide to every Elector, by email to their University of Oxford email address, such details (including but not limited to

passwords) as may be necessary to enable them to cast their vote(s) using the System, save for those (including, without limitation, the voter's University of Oxford Single Sign-On details) which are or ought to be already known to the Elector concerned.

- 6.8.9 Any candidate may withdraw from the election at any time up until the beginning of polling. If that candidate's name has already been entered on the online polling form and the Returning Officer is unable to remove it before polling begins, the count shall take place as though that candidate were not participating in the election, with candidates ranked by any voter below the withdrawn candidate being promoted in their ranking.
- 6.8.10 Each Elector shall have one vote (which may be expressed as a ranked series of preferences) in each ballot. No Elector shall be obliged to use any or all of the votes at their disposal.
- 6.8.11 The ballot shall be secret.
- 6.8.12 Polling and counting shall take place using the Single Transferable Vote procedure, in accordance with the principles set out in sections 4 to 6 of Robert A. Newland and Frank S. Britton, *How to Conduct an Election by the Single Transferable Vote* (3<sup>rd</sup> edn, 1997), commonly known as ERS97, provided that, in the case of a conflict between this Constitution and the provisions of sections 4 to 6 of ERS97, the provisions of this Constitution shall prevail.
- 6.8.13 In the count for any vacant posts for the Entertainments Officers referred to in clause 4.2.9, only those candidates attaining the quota required for election before Re-Open Nominations does so shall be elected. Notwithstanding the provisions of clause 6.4.5, where any post for an Entertainments Officer remains unfilled as a result of Re-Open Nominations' attaining the quota for election ahead of one or more other candidates, a by-election for such unfilled post or posts shall be held in accordance with clause 6.4.5. If any post for an Entertainments Officer remains unfilled for any other reason, the Committee shall deal with the vacancy or vacancies in accordance with the provisions of clause 6.4.4.
- 6.8.14 Should the result of any election, or any individual round of counting, be a tie, some means of random selection shall be used to break the tie, and the Returning Officer shall have absolute discretion as to the means used and shall execute or supervise its implementation.
- 6.8.15 The Returning Officer shall give not less than 12 hours' notice, via the MCR e-mailing list, of the time and place at which the count will take place (and, in the case of the election of the Undergraduate Representative, shall use reasonable endeavours to procure that such notice is also given via the JCR e-mailing list). Should circumstances necessitate it, the Returning Officer, acting reasonably, may reschedule the count, giving the same notice of the rescheduled count as was required for the original count. Electors are entitled to be present at the count. Those wishing to attend the count shall be there at the start and shall not leave before the end, unless given permission to do so by the Returning Officer.
- 6.8.16 The Returning Officer (or, should the Returning Officer be unavoidably absent, a deputy appointed by him for the purpose, that deputy being a Full Member and not a candidate in the election) shall be in charge of all aspects of the count, and his decision in any matter in which he has a discretion shall be final. He shall count the votes, or access the results of the count where this is done electronically by the System, in the presence of not less than two scrutineers appointed by him, all of whom shall be Full Members and none of whom shall be candidates in the election.
- 6.8.17 The Returning Officer shall declare the result of the election via the MCR e-mailing list forthwith after the count has been completed (and, in the case of the election of the

Undergraduate Representative, shall use reasonable endeavours to procure that the result is also circulated via the JCR e-mailing list), and shall thereafter without undue delay post notice of the result on the MCR notice-board.

- 6.8.18 In the event that the System cannot be used, the Returning Officer shall organise an alternative secure, secret, and fair paper ballot, conducted, insofar as possible, in accordance with the provisions of this clause 6.8. In order to arrange, and to give appropriate notice of, such a ballot, the Returning Officer shall be entitled to delay polling day by up to two days.

## 6.9 Complaints

- 6.9.1 Any Member of the MCR (and, in the case of the election of the Undergraduate Representative, any other person eligible to stand or to vote in that election) wishing to claim an infringement of these rules in connection with the election for any office shall lodge a complaint with either the President or the Returning Officer within 48 hours of the official announcement of the election result.
- 6.9.2 The officer with whom the complaint was lodged shall investigate the complaint forthwith or, where the complaint pertains in whole or in part to his own conduct or his own election, or where he, acting reasonably, considers for any other reason that his judgment in the matter may not be entirely impartial, shall appoint an independent party to investigate on his behalf.
- 6.9.3 Where the investigating party finds that an election has involved material infringement of this Constitution, or was otherwise significantly compromised by unfairness of any kind, he shall declare the result of the election, or the election to such offices to which the infringement or unfairness pertains, null and void.

## 7 GENERAL MEETINGS

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### 7.1 Before the Meeting

- 7.1.1 General meetings of the MCR shall be convened by the Committee at regular intervals, there being no fewer than two meetings called in each Term.
- 7.1.2 A meeting may be called by any five or more Full Members submitting a petition in writing to the Secretary containing the text of any motion intended to be discussed at the meeting. Upon receipt of such a petition, the Secretary shall convene an EGM as soon as possible.
- 7.1.3 The Secretary shall give at least seven days' notice of a GM, except in the case of an EGM when the notice shall be at least three days. The notice shall be circulated via the MCR e-mailing list, and shall stipulate the date and start time of the meeting and, if the meeting is to take place anywhere other than in the MCR, the venue.
- 7.1.4 Where a meeting has been called on notice shorter than that stipulated in clause 7.1.3 it may still be held, provided that:
- 7.1.4.1 at least 24 hours' notice has been given; and
  - 7.1.4.2 the holding of the meeting on short notice is ratified by a two-thirds majority of Full Members present and voting at the meeting.
- 7.1.5 An agenda shall be circulated at least 24 hours before the time at which the GM is scheduled to start, and shall not be deviated from except by procedural motion as specified in clause 7.4.2 or in accordance with clause 7.1.7.

- 7.1.6 All motions, save where this Constitution provides for a longer period, shall be given in writing to the Secretary not later than 5.00 p.m. on the second day before the GM, save that the Secretary shall have an absolute discretion to accept motions submitted after the deadline but before the agenda is circulated. Every motion must be proposed by a Full Member, and the name of the proposer shall be stated beneath the text of the motion.
- 7.1.7 Motions not on the agenda (including, without limitation, those proposed at the meeting itself) may be accepted by the chair at her/his discretion.

## 7.2 Chair and Minutes

- 7.2.1 The President, or in his absence a deputy (being another member of the Committee) appointed for the purpose by the President, shall chair the meeting.
- 7.2.2 The Secretary, or in his absence a deputy (being a Full Member) appointed for the purpose by him, shall take minutes of the meeting in a suitable form and containing such information as is considered to be good practice, and shall circulate them to Members of the MCR within a reasonable time after the meeting via the MCR e-mailing list.

## 7.3 Quorum and Voting

- 7.3.1 The quorum for any meeting convened shall consist of ten Full Members of the MCR.
- 7.3.2 Any meeting of the MCR shall be opened as soon after the start time specified in the notice of the meeting as a quorum is present. If, 30 minutes after the specified start time, a quorum has not arrived, the meeting shall not be held.
- 7.3.3 Only Full Members shall be entitled to vote at any meeting of the MCR.

## 7.4 Motions and Amendments

- 7.4.1 No motion (other than a procedural motion as specified in clause 7.4.2) may be discussed at an EGM unless its text was included in the motion or petition calling for that meeting.
- 7.4.2 Motions relating to the procedure of meetings may be moved without notice, but shall be binding only within the meeting and shall not become MCR policy.
- 7.4.3 No motion shall be voted on unless it is proposed by a Full Member who is present at the meeting. The person proposing a motion at the meeting need not be the same person who proposed it when it was submitted to the Secretary in advance of the meeting. The person proposing a motion at the meeting shall be treated as the proposer for the purposes of the remainder of this clause 7, save in those circumstances for which provision is made in clause 7.4.5.
- 7.4.4 After a motion has been tabled at the meeting, it may not be amended without the consent of the meeting by a simple majority of those present and voting.
- 7.4.5 If an amendment is passed to which the proposer of a motion is opposed, the proposer of the motion may request that the proposer of the amendment be counted the proposer of the motion.
- 7.4.6 Amendments shall be voted on separately from the motion itself and (if multiple amendments are proposed) from each other and require a simple majority of those present and voting to pass.
- 7.4.7 Motions (unless a higher majority is specified elsewhere in this Constitution or in standing orders) shall require a simple majority of those present and voting to pass. In the event that a vote requiring a simple majority results in a tie, the chair of the meeting shall have a casting vote.

7.4.8 All votes at meetings of the MCR shall be by a show of hands.

## 7.5 Order of Business

7.5.1 The order for business of a GM shall be drawn up as follows:

- Approval of the Minutes of the last GM and any subsequent EGMs
- Officers' Reports
- Written and Oral Questions to Officers
- Amendments to Constitution and Standing Orders
- Applications for Social Membership
- Motions
- Matters Arising
- Any Other Business

7.5.2 At the beginning of the motions section of GM business, the chair may read out all the motion headings and call for opposition to each. If this is done, and there is no opposition from any member of the GM to any particular motion, that motion shall be deemed passed *nem. con.* and shall not be put. If the motion is opposed, it shall be discussed as normal once it is reached in the ordinary course of the agenda.

## 7.6 Procedure

7.6.1 At the start of debate, a speech in proposition of the motion will be sought from the proposer.

7.6.2 This speech is to be followed by short factual questions, which may be put to the proposer or members of the Committee.

7.6.3 Speeches will then be sought either in support or opposition.

7.6.4 Every speaker shall address herself/himself solely to the chair. No speech shall be permitted which is not strictly to a distinct motion or amendment or to a point of order or information.

7.6.5 Speeches during a debate can be used to put a question to the proposer of the motion or a member of the Committee. The chair should allow the recipient of the question to respond immediately.

7.6.6 Points of information, in the form of short factual questions or points, may be offered during any speech except a summing up speech, but a speaker has the right to refuse to accept any offer of a point of information.

7.6.7 Points of order shall take precedence over all other business, except that they may not be raised during a speech or a vote unless they relate to the procedure of that speech or vote. A point of order shall be addressed to the chair, shall relate to the conduct of the debate at that time, shall not refer to the subject matter under debate, and shall contain no argument.

7.6.8 When a vote is called, the chair may call for summing-up speeches, containing no new information, one in opposition and one in proposition.

7.6.9 Additional or alternative rules of procedure may be adopted at the discretion of the chair on an *ad hoc* basis for the more orderly conduct of meetings, provided that, if any Full Member present at the meeting objects to such alternative or additional procedure, it shall be followed only if approved by a majority of Full Members present and voting.

## 8 SUBSCRIPTIONS

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- 8.1 Each Member of the MCR shall pay in respect of each Term of their Membership a subscription to the MCR.
- 8.2 The amount of the subscription may be varied from time to time by way of ordinary motion at a meeting of the MCR.
- 8.3 Social Membership of the MCR shall lapse, at the discretion of the Treasurer, if any subscription is not paid within 14 days of becoming due.

## 9 FINANCE

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### 9.1 Capital Expenditure

- 9.1.1 A proportion of the college grant, determined by the College, is to be dedicated to capital expenditure.
- 9.1.2 Capital expenditure shall be restricted to items of lasting use to present and future Members of the MCR in the premises of the MCR itself or at MCR events. Examples of appropriate items include, but are not limited to, coffee machines, furniture, lighting, stereo or projection equipment, kitchenware, appliances, and decorations of a non-ephemeral nature, and may include minor renovations to the fabric of the MCR if such renovations are approved by the relevant College authorities.
- 9.1.3 The fund for capital expenditure shall not under any circumstances be spent on ephemera, such as alcohol or party favours.
- 9.1.4 The MCR shall spend that year's capital expenditure fund as it sees fit, subject to the provisions of clauses 9.1.1 to 9.1.3. Surplus funds may be carried over into the following academic year, but some substantial purchase(s) shall be made in every academic year.
- 9.1.5 This capital expenditure fund is to be considered separate from any large-scale renovations of the MCR that the College may undertake. In the case of such large-scale renovations, it will be the responsibility of the President and Treasurer to liaise with the relevant College authorities as to the nature of the said renovations in advance of any works being carried out. Before liaising with the College authorities, the Committee shall seek and take account of the opinions of Members of the MCR regarding any such proposed expenditure and/or renovations, and if time permits this shall be done in the context of a GM.

### 9.2 Authorising Expenditure

- 9.2.1 Routine expenditure incurred in the ordinary course of MCR business does not require the permission of either the Committee or a GM.
- 9.2.2 Routine expenditure may include, but is not limited to: MCR bar stock; tea and biscuits; welfare supplies; ongoing newspaper or periodical subscriptions; paper and ink for the MCR printer; office expenses.
- 9.2.3 Extraordinary expenditure shall be understood to include all capital expenditure as described in clause 9.1 above, and any other non-routine expenditure.
- 9.2.4 All extraordinary expenditure in excess of £150 must be approved by a GM.
- 9.2.5 Extraordinary expenditure of less than or equal to £150 may be approved by the Committee.



- 9.2.6 Any new subscription to a newspaper or periodical, or any termination of an existing subscription, must be approved in advance by a simple majority of those Full Members present and voting at a GM.

### 9.3 General

- 9.3.1 All expenditure must be appropriate for the purpose of representing and furthering the interests of the MCR and its members.
- 9.3.2 The Treasurer, in consultation with the Committee, shall prepare, and produce to the MCR for approval at the first GM in full Michaelmas Term, a budget for the forthcoming academic year.
- 9.3.3 The Treasurer shall keep suitable accounts for the MCR and shall submit them to the Bursary of the College for audit forthwith following the end of each accounting period, together with any other information or documentation reasonably requested by the Bursary. The audited accounts shall be produced to the next GM following the conclusion of the audit.
- 9.3.4 The President and the Treasurer shall be the signatories on the MCR bank account. All cheques drawn on the account of the MCR shall require the signature of either the Treasurer or the President. Any other payment from the MCR bank account (including, without limitation, payments made online) may also be authorised by a single signatory to the account.

## 10 THE CONSTITUTION AND STANDING ORDERS

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### 10.1 The Constitution may be amended only in accordance with this clause 10.1:

- 10.1.1 Any proposed amendments to the Constitution must be advertised, by posting on the MCR notice-board and circulation via the MCR e-mailing list, at least 7 days before the meeting in which they are to be discussed.
- 10.1.2 A constitutional amendment shall be discussed and voted on in accordance with the provisions of clause 7 (save insofar as varied by this clause 10), provided that it shall require a two-thirds majority of those Full Members present and voting to pass.
- 10.1.3 A petition of 20 signatures of Full Members received by the Secretary within three days of the passing of a constitutional amendment shall trigger a binding referendum on that amendment, and the Secretary shall forthwith take such steps as may be necessary for the holding of such a referendum without delay. The Secretary shall have absolute discretion as to the arrangements for, and form of, such a referendum, provided always that: all Full Members shall be entitled to vote; voting shall take place by secret ballot; and the referendum shall be conducted in a free and fair manner and in accordance with current best practice.

10.2 The Secretary shall update this Constitution forthwith after the passing of any constitutional amendment by the MCR.

10.3 Standing orders shall be passed by way of ordinary motion at a meeting of the MCR.

10.4 A file of standing orders shall be maintained by the Secretary and a list of standing orders in force shall be displayed on the MCR notice-board at all times and kept up to date. The Secretary shall make a copy of any standing order available to any Full Member on request.

10.5 Standing orders shall be binding on all members of the MCR, save where another intention is apparent from the text of the standing order.

- 10.6 Standing orders shall lapse after three years. At the second GM of the Term three years after the Term in which a standing order was last passed it shall be considered for renewal. If that GM occurs more than three years after the date on which the standing order was last passed, the standing order will nonetheless remain in effect until the end of that GM.
- 10.7 The Secretary shall keep a register of the dates on which standing orders will lapse, and shall schedule them for consideration at the GM specified in clause 10.6.
- 10.8 In the event of a conflict between standing orders, the more recent standing order shall have precedence over the earlier to the extent to which they conflict.
- 10.9 Any resolution passed by the MCR (including, without limitation, any standing order) which conflicts with the provisions of this Constitution shall be null and void to the extent of the conflict, unless that resolution be a constitutional amendment passed in accordance with clause 10.1.

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