

**University of Oxford - St Hugh's College**  
**Middle Common Room**  
**Constitution**

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## Part 1—Preliminary Materials

### Section 1: Definitions

For the purposes of this constitution, the following definitions shall apply:

1. 'College' means St Hugh's College.
2. 'JCR' means the Junior Common Room of College.
3. 'MCR' means the Middle Common Room of College.
4. 'SCR' means the Senior Common Room of College.
5. 'University' means the University of Oxford.
6. 'Full Term' means each of Michaelmas, Hilary, and Trinity Terms as defined by Oxford University.
7. 'Members' means Full Members and Associate Members, as defined in ss 6 and 7.
8. 'MCR House' means College-owned facilities ordinarily occupied and used by the MCR. At the moment, this is the house and attached outdoor and garden areas located at 87 Banbury Road, Oxford OX2 6LF. Should College provide additional facilities for the benefit and use of the MCR, references in this constitution to MCR property, facilities, or other holdings shall be deemed to include those spaces as well as the current MCR house.
9. 'MCR Committee' means elected members of the MCR as defined in s 11(5).
10. 'Committee Member' means any person holding a position on the MCR Committee as specified in s 11.
11. In addition to the terms defined in this section, additional terms in subsequent sections shall be defined therein. Terms not so defined shall be accorded their plain language meaning.

### Section 2: Interpretation

1. The interpretation of this constitution shall be referred to the MCR President; otherwise, to the MCR Committee.
2. Votes on the interpretation of this constitution are carried out according to the procedure set out in s 25.

### Section 3: Giving Notice and Making Information Available

1. Where a provision of this constitution requires that notice shall be given to Members, such notice shall be circulated via the official MCR email list.
2. Where a provision of this constitution requires that information be made available to the Members, such information shall be made available on the official MCR website maintained by the Committee.

## Part 2—The Middle Common Room

### Section 4: Name and Objectives

1. St Hugh's Middle Common Room is established as an unincorporated association.
2. The aims and objectives of the MCR are as follows:
  - a. To promote the interests and welfare of Full Members;
  - b. To provide facilities and activities for the recreation and social, cultural, and intellectual benefit of Full Members; and

- c. To represent the interests and views of Full Members to College and University in related matters.
- 3. The property and income of the MCR:
  - a. must be used only to promote the aims and objectives of the MCR, and no part of that property or income may be paid or otherwise distributed, directly or indirectly other than in good faith; and
  - b. must not be paid or otherwise distributed, directly or indirectly, to any charitable organisation or for charitable purposes, unless the MCR specifically raised that property or income for such charitable purposes.

### Section 5: Powers

- 1. Subject to this constitution, the MCR has all powers that:
  - a. may be exercised by or on behalf of an unincorporated association by law; and
  - b. are necessary or convenient for carrying out the objectives.
- 2. Without limiting the generality of s 5(1), the MCR has the power to:
  - a. raise moneys for charitable purposes by such means as the Committee may determine;
  - b. limit use by Members of any facility owned by the MCR or participation in any of the MCR's activities.
- 3. In exercising its power, the MCR shall operate in a fair and democratic manner and be accountable for its finances.

## Part 3—Membership

### Section 6: Full Membership

- 1. A person is a Full Member if they:
  - a. are eligible to be a Full Member under s 6(2); and
  - b. have not exercised their right to not be a Member, in accordance with s 8.
- 2. A person is eligible to be a Full Member if they are a member of College, and are:
  - a. reading for a graduate degree;
  - b. a visiting graduate student; or
  - c. a senior status student.
- 3. Full Members of the MCR have the right to:
  - a. attend, speak, and vote at all MCR General Meetings;
  - b. vote at the election of Committee Members and in all Referenda;
  - c. propose motions for consideration at MCR General Meetings; and
  - d. stand for any position on the Committee.
- 4. Full Members of the MCR have the privilege to:
  - a. use all MCR facilities in accordance with their rules of use; and
  - b. attend MCR events.

### Section 7: Associate Membership

- 1. A person is an Associate Member if they:
  - a. are eligible to be an Associate Member under s 7(2);
  - b. have applied to be an Associate Member;

- c. have provided such evidence of eligibility as the Committee deems necessary; and
  - d. have paid any subscription in accordance with s 9.
- 2. A person is eligible to be an Associate Member if they:
  - a. are not eligible to be a Full Member under s 6(2); and
  - b. are not entitled to membership of the MCR or equivalent of any other college of the University; and
  - c. the person is nominated by a Full Member of the MCR; and
  - d. at least one of the following:
    - i. The person is a domestic or other partner of a Full Member; or
    - ii. The person enjoys, in the view of the Committee, a close and substantial connection with the College and with the MCR.
- 3. A person who is an Associate Member in accordance with s 7(1) shall continue to be an Associate Member while they remain eligible under s 7(2) and continues to pay any subscription in accordance with s 9.
- 4. Associate Members of the MCR have the right to attend and to speak, but not to vote, at all MCR General Meetings.
- 5. Associate Members of the MCR have the privilege to enjoy the facilities of the MCR in accordance with their rules of use and to attend MCR events.
- 6. Nothing in this section shall restrict the MCR or the MCR Committee from giving preference or priority to Full Members over Associate Members in the exercise of its powers.

#### Section 8: Right Not to be a Full Member under the Education Act 1994

- 1. A person eligible to be a Full Member in accordance with s 6 has the right to opt out of holding Full Member status.
- 2. Notice of this right shall be given to Full Members no later than the second Sunday of Michaelmas Term each year.
- 3. A person may exercise this right by indicating in writing, addressed to the MCR Vice President and signed by the person, that they do not wish to be a Full Member.
- 4. Such exercise must be performed no later than the start of the third week of the term in force.
- 5. A person who has so opted out may revoke the exercise of that right and regain Full Member status at any time by indicating in writing, addressed to the MCR Vice President and signed by the person, that they now wish to be a Full Member.
- 6. A person who has opted out and who was a Full Member when that right was exercised shall not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of them having done so.

#### Section 9: Subscription

- 1. Full Members shall not be charged subscriptions for MCR membership.
- 2. Associate Members shall pay a subscription fee for Associate Membership to be conferred, the cost of which will be decided by the MCR Committee for either:
  - a. the duration of an academic term; or
  - b. the duration of an academic year.

3. Such subscription fee may be payable on a yearly or termly basis as determined by the MCR Committee in each instance.

#### Section 10: Suspension of Privileges

1. If the Committee considers that a Member has abused a privilege granted under ss 6(4) or 7(5), it may, by resolution, suspend that privilege.
2. In considering a resolution under s 10(1), the MCR Committee shall afford the Member a reasonable opportunity to be heard.
3. Any resolution made under s 10(1) shall be communicated to the Member.
4. Nothing in this section shall be construed as supplanting or interfering with the disciplinary powers of the Dean on behalf of the College or of the University.

### Part 4—Committee

#### Section 11: MCR Committee to Manage the Affairs of the MCR

1. The MCR shall have a Committee, known as the MCR Committee, consisting of elected officers to act as its executive body and manage its affairs.
2. Elected Committee Members shall remain Full Members for their entire term of office.
3. Should an elected Committee Member cease to be eligible for Full Membership under s 6(2), they shall cease to be a Committee Member, and that position shall become vacant.
4. Subject to this constitution, and in accordance with any resolutions of an MCR General Meeting as well as those of a College General Meeting, the MCR Committee shall manage the affairs of the MCR, and has all the functions and powers necessary for that purpose.
5. The Committee shall comprise the following positions:
  - a. Elected Major Officers, including:
    - i. the President;
    - ii. the Vice President;
    - iii. the Secretary;
    - iv. two Social Secretaries;
    - v. two Welfare Officers, one of whom shall identify as male or gender non-conforming, and one of whom shall identify as female or gender non-conforming;
    - vi. two Wining and Dining Officers;
  - b. Elected Minor Officers, including:
    - i. the Academic Officer;
    - ii. the Access Officer;
    - iii. the Environment and Charities Officer;
    - iv. the Equality Officer;
    - v. two Freshers Representatives;
    - vi. the Information Technology (IT) Officer, also known as the Director of Digital Operations (DODO);
    - vii. the International Students Officer;
    - viii. the Part-Time Students Officer; and
    - ix. the Sports Officer.

6. The Executive Committee shall consist of the Major Officers.
7. The Committee is properly constituted notwithstanding that one or more positions on the Committee is vacant, as specified in s 24.
8. Subject to the MCR agreement with College regarding housing priority, major officers are prioritised for on-campus accommodation in the academic year following their election; minor officers are given special consideration relative to the MCR as a whole for the same period.

#### Section 12: MCR Committee Meetings

1. A committee meeting may be convened by the President, the Vice President, or by any four or more other Committee Members.
2. Committee meetings shall occur no less than every three weeks during Full Term.
3. A committee meeting shall occur in noughth week of every term to approve the termly budget and term card identifying all scheduled events run or facilitated by the MCR Committee.
4. Notice of meetings shall be communicated to all Committee Members.

#### Section 13: Quorum and Procedure for Committee Meetings

1. At a Committee Meeting:
  - a. a simple majority of the currently held positions entitled to vote under ss 13(1)(d) and 13(1)(e) constitute a quorum.
    - i. Should quorate not be met, the meeting may still occur, but votes on resolutions shall not be held.
  - b. any Full Member may attend and address the meeting.
  - c. the President, or, in their absence, the Vice President or other elected Committee Member nominated by the President, shall chair the meeting.
  - d. only Committee Members who are present may vote.
  - e. if a position is held jointly by more than one individual, each of these individuals are Committee Members in their own right and are entitled to separate and independent votes.
  - f. a resolution is decided by votes cast by Committee Members entitled to vote under ss 13(1)(d) and 13(1)(e) following the same procedure as set out in s 25.
  - g. in all other respects, the meeting shall be conducted in the manner directed by the person chairing the meeting.
2. Full and accurate minutes of the proceedings of committee meetings shall be recorded by the MCR Secretary, and shall be approved as correct by resolution of the Committee as soon as is reasonably practicable, typically at the next committee meeting.
3. Draft minutes of committee meetings should be distributed to Committee Members within one week of the meeting they describe, and at least forty-eight hours prior to their approval being sought.
4. Upon approval by the MCR Committee, minutes of committee meetings shall be made available pursuant to s 3.
5. Minutes approved in accordance with ss 13(2) and (3) are, unless the contrary is proved, evidence that:



- a. the committee meeting to which they relate was duly convened and held; and
  - b. all proceedings recorded as having taken place at the committee meeting did in fact take place.
6. Minutes approved in accordance with ss 13(2) and (3) shall be retained in permanent form.

#### Section 14: Delegation to Subcommittees and Representatives

1. The Committee may, by resolution, delegate to a Subcommittee or an individual Committee Member the exercise of any function or power.
2. A Subcommittee referred to in s 14(1):
  - a. shall comprise a majority of Full Members; and
  - b. shall include at least one Committee Member nominated by the President.
3. The Committee may, by resolution, delegate to a Representative the exercise of any function or power. Such Representative shall be a Full Member, but need not be a Committee Member.
4. The term of any appointment or delegation made under ss 14(1) or (3) shall cease either:
  - a. when it is revoked by the Committee, by resolution; or
  - b. with the commencement of the subsequent Michaelmas term, at which time it may be renewed by the Committee.
5. The Committee may continue to exercise any function or power delegated under ss 14(1) or (3).

#### Section 15: Duties Common to All Committee Members

1. Committee Members are subject to those duties imposed on them by this constitution, by resolution of any MCR General Meeting, and/or by resolution of the MCR Committee.
2. The duties of each Committee Member include, but are not limited to:
  - a. participating actively in committee meetings, MCR General Meetings, and decision making;
  - b. representing the MCR and its aims and objectives under s 4(2) on any representative or decision-making body of College, the University, or any other organisation to which the MCR is affiliated and for which the President has nominated them;
  - c. providing a transition report to their successor, to the outgoing MCR Secretary, and to the outgoing and incoming Presidents; and
  - d. working together to create a termly events card detailing all MCR-sponsored events, to be agreed by the MCR Committee in eighth week of each term and subsequently disseminated to the Members and to relevant College staff by the Secretary.

#### Section 16: Duties of the MCR President

1. The MCR President shall manage the day-to-day affairs of the MCR.
2. Without limiting the generality of s 16(1), the MCR President shall:

- a. ensure that the MCR operates in accordance with this constitution;
- b. take overall responsibility for the management of the MCR;
- c. direct, coordinate, and supervise the operation of the duties of the other Committee Members;
- d. represent, in person or by nominee, the MCR on any representative or decision-making body of the College, the University, or any other organisation to which the MCR is affiliated;
- e. chair MCR General Meetings and MCR committee meetings;
- f. distribute a termly report of MCR Committee activities at the end of each Full Term to the MCR; and
- g. submit to the Annual General Meeting (AGM) a report of the MCR's activities.

#### Section 17: Duties of the MCR Vice President

1. The MCR Vice President shall assist in the MCR President in their duties, including by deputising for them as necessary.
2. The MCR Vice President shall administer and supervise all financial transactions of the MCR.
3. Without limiting the generality of s 17(2), the MCR Vice President shall:
  - a. manage the budget process in accordance with s 37;
  - b. maintain current and accurate accounts of all MCR income and expenditures;
  - c. arrange and be responsible for the:
    - i. Timely reimbursement of authorised expenses incurred by Members of behalf of the MCR; and
    - ii. Handling of petty cash;
  - d. submit a report at the first committee meeting in each Full Term in accordance with s 37(4); and
  - e. prepare a budget report for presentation to the AGM in accordance with s 37(5).
4. The MCR Vice President shall manage Associate Membership, including by:
  - a. maintaining a list of current Associate Members; and
  - b. arranging timely subscription payments.

#### Section 18: Duties of the MCR Secretary

1. The MCR Secretary, in consultation with the Committee and the MCR President, shall plan, organise, and publicise committee meetings and General Meetings.
2. Without limiting the generality of s 18(1), the MCR Secretary shall:
  - a. maintain a current copy of this constitution and all MCR regulations, and make these documents available pursuant to s 3;
  - b. take or delegate the taking and retention of accurate minutes of all General Meetings of the MCR and make such minutes available pursuant to s 3 and in accordance with s 27(9);
  - c. take or delegate the taking and retention of accurate minutes of all committee meetings of the MCR and make such minutes available pursuant to s 3 and in accordance with ss 13(2)-(6);

- d. maintain the records of the MCR, other than the financial records, including copies of all motions raised in committee meetings and General Meetings, whether by the MCR Committee, individual Committee Members, or MCR Members;
- e. circulate a weekly bulletin during Full Term containing MCR notices; and
- f. coordinate the production of a termly events card containing MCR events at the start of each term.

#### Section 19: Duties of the Social Secretaries

- 1. The Social Secretaries shall plan, organise, and promote the MCR's social activities.
- 2. Without limiting the generality of s 19, the Social Secretaries shall:
  - a. Produce and distribute notices of MCR social events; and
  - b. Maintain the MCR welfare phone in collaboration with the Welfare Officers.

#### Section 20: Duties of the Welfare Officers

- 1. The Welfare Officers shall act as a first port of call welfare resource for MCR Members experiencing welfare issues, and must be able to refer these students to the appropriate College or University staff according to the issue and its severity.
- 2. These duties should include, but are not limited to, providing sexual health and menstruation supplies for the use of MCR Members.
- 3. The Welfare Officers shall plan, organise, and promote the MCR's welfare activities.
- 4. Without limiting the generality of s 20(2), the Welfare Officers shall produce and distribute notices of MCR welfare events.

#### Section 21: Duties of the Wining and Dining Officers

- 1. The Wining and Dining Officers shall plan, organise, and promote MCR exchange dinners and drinks.
- 2. The Wining and Dining Officers shall liaise with College to organise the MCR's participation at formal halls.
- 3. The Wining and Dining Officers shall plan, organise, and promote ticket sales for formal halls.
  - a. The Wining and Dining Officers are responsible for designating and advertising the rules thereof.
- 4. The Wining and Dining Officers shall plan, organise, and promote exchanges with Clare College, Cambridge.

#### Section 22: Duties of the Minor Officers

- 1. The Academic Officer shall plan, organise, and promote academic events, and shall represent the academic interests of the Members within college.
- 2. The Access Officer shall liaise with prospective students, promote college outreach projects, and advocate for MCR scholarships.

3. The Environment and Charities Officer shall promote and implement efforts to become more environmentally friendly and sustainable, and shall organise and promote charitable events and activities to Members.
4. The Equalities Officer shall represent the interests of minority groups. This may include but is not limited to women, transgender people, non-binary or gender non-conforming people, students of any minority ethnic groups, LGBTQ+ students, disabled students, and students with long term mental or physical health conditions. The Equalities Officer shall organise and promote outreach and equality events to Members.
5. The Freshers Representatives shall organise and promote events in and around noughth week of Michaelmas Term for College's incoming graduate students, shall serve as a first port of call for incoming student queries and concerns, and shall promote resources and information for new students.
6. The Information Technology (IT) Officer shall maintain and facilitate the computing and electrical equipment owned by the MCR for the use of its Members, shall be responsible for the maintenance and upkeep of the MCR website, and shall be responsible for the maintenance and active upkeep of the MCR social media accounts.
7. The International Students Officer shall represent and promote the interests of international students within the MCR, and shall organise and promote events celebrating the international diversity of our student body.
8. The Part-Time Officer shall represent and promote the interests of part-time Members, and shall organise and promote events for part-time Members.
9. The Sports Representative shall promote sports and physical activities to Members, and shall designate Blues Funding to Members.

### Section 23: Removal of a Committee Member

1. If a Committee Member has consistently or egregiously failed to:
  - a. adequately discharge their duties;
  - b. act in accordance with College's Code of Practice, Disciplinary Code, or other College or MCR rules, such as those contained within the Handbook; or
  - c. act in good faith, the MCR President or any Full Member may submit to the MCR Committee a Resolution of No Confidence to remove the Committee Member from the MCR Committee.
2. If such a resolution is submitted to the MCR Committee, the MCR Secretary shall communicate to the Committee Member, in writing, the particulars of the proposed resolution.
  - a. If the MCR Secretary is the subject of the Resolution of No Confidence, then such duties shall fall to the MCR President.
3. Once such resolution is received, it shall be heard at the next committee meeting. At the meeting, the chair (the MCR Secretary, or, where the MCR Secretary is the subject of the resolution, the MCR President) shall:
  - a. afford the Committee Member who is the subject of the resolution a reasonable opportunity to be heard;
  - b. consider any representations made in writing to the committee meeting; and

- c. remove the Committee Member who is the subject of the resolution from the MCR Committee where a vote yields a two-thirds majority in favour of a Resolution of No Confidence.
4. If the MCR Committee resolves to remove the Committee Member in accordance with s 23(3), this Resolution of No Confidence shall be communicated to the person who is the subject of the resolution as soon as is reasonably practicable, in writing.
5. If the threshold of a two-thirds majority is not reached, a probationary period of two weeks will commence immediately, following which:
  - a. The MCR President or any Full Member may submit a second Resolution of No Confidence to the MCR Committee and repeat the procedure in accordance with ss 23(1)–(4); or
  - b. The MCR President or any Full Member may submit a Resolution of No Confidence in accordance with ss 23(1) and (2) to the next OGM, where a simple majority vote is required to pass the resolution.
6. If a Committee Member is removed from office, they also lose their entitlement to accommodation priority on grounds of committee membership for the next academic year.

#### Section 24: Vacancies

1. MCR Committee Members are free to resign their post at any time.
2. If a Committee Member resigns from office, they also lose their entitlement to accommodation priority on grounds of committee membership for the next academic year.
3. If a Committee Member resigns voluntarily, is removed in accordance with s 23, or becomes otherwise unable to carry out their duties, that position shall become vacant.
4. A vacancy shall also arise if an MCR Committee position remains unfilled after an election for this position has been held.
5. If a vacancy arises, notice shall be given to Full Members setting out:
  - a. The position that has become vacant; and
  - b. The procedure by which the vacant position shall be filled, in accordance with the constitution and the Rules of Elections as set forth in s 41(3)(a).
6. Spending authority for a vacant position is vested in the MCR President. Any expenditure made must align with the duties of the vacant position, as set forth in s 11.
7. If a vacancy arises, an election for the position shall be held as part of the next regular or by-elections, regardless of whether that position would normally have been elected at that time.
8. If the election referred to in s 24(6) is the one in which the vacant position would normally be elected, then the election and term of the individual elected to fill this vacancy shall proceed as usual; if not, this election shall be a by-election.
9. An individual elected by by-election shall hold office only until the time at which the position they hold would normally be elected.
10. In addition to the regular elections, the MCR Committee may at any time during Full Term call, by resolution, an extraordinary by-election for the purposes of filling a vacancy.

11. Extraordinary by-elections shall be conducted in accordance with the Rules of Elections, except as to their timing and schedule, which may be modified as reasonably necessary by the Returning Officer.

## Part 5—Voting Procedure for Meetings

### Section 25: Voting Procedure

1. Resolutions shall be carried by one of two methods:
  - a. by a simple majority of those voting; or
  - b. by a two-third majority of people present who are entitled to vote, and that in voting on matters that require two thirds majority an abstention shall be disregarded altogether and not counted in any respect.
2. If not otherwise specified in this constitution, votes are carried out according to s 25(1)(a).
3. Where a simple majority vote under s 25 (1)(a) results in a tie, such tie is to be decided by the vote cast by the meeting chair.
4. Voting shall occur by a show of hands and shall be secret, unless the vote is occurring at a committee meeting.
5. The method by which a secret vote is carried out is left to the discretion of the meeting chair.
6. Any member who is entitled to vote may abstain from any vote.

## Part 6—General Meetings

### Section 26: Authority of the General Meeting

1. Subject to this constitution, the MCR Code of Practice, requirements set forth by the College, and the laws of England and Wales, resolutions passed at General Meetings shall have plenary and final authority on all matters relating to the MCR.
2. The Resolutions of the General Meeting shall be binding on the MCR Committee and all persons acting in the name of the MCR.

### Section 27: Conduct of General Meetings

1. There are three forms of General Meeting: Ordinary General Meetings (OGMs) and Annual General Meetings (AGMs), which are held regularly at set times during Full Term, and Extraordinary General Meetings (EGMs), which are created on an ad hoc basis and may be called by the MCR President or by simple majority of the MCR Committee.
2. General Meetings shall be presided over by a chair. The chair shall be the MCR President or their assigned deputy if the MCR President is unable to chair the meeting for reasons of absence or conflict of interest.
3. General Meetings shall act by resolution.
4. Notice that a General Meeting is to be held shall be given as set forth in s 3 and at least seventy-two hours prior to the beginning of the meeting and shall include:
  - a. the time, date, and location at which the meeting is to take place;

- b. an agenda for the meeting, including motions to be discussed; and,
  - c. to the extent practicable, any additional documents or information relevant to the agenda for the meeting.
  - d. Motions proposing amendments to this constitution shall be made available pursuant to s 3 and in accordance with ss 35(3)-(5).
- 5. Resolutions shall be carried by vote, conducted according to s 25.
- 6. Only Full Members who are present at the meeting when the vote is called are entitled to vote.
- 7. A question relating to the conduct of a General Meeting shall be settled by a ruling of the chair.
- 8. After two hours of any General Meeting, a Special Procedural Motion shall automatically be moved by the chair to determine whether the meeting should continue.
  - a. The motion shall be resolved by a simple majority.
  - b. Should the meeting continue, the motion shall subsequently be put at half-hour intervals.
- 9. Full and accurate minutes of the proceedings of General Meetings shall be recorded and shall be approved by the General Meeting as soon as is reasonably practicable, typically at the next General Meeting.
- 10. Draft minutes of General Meetings shall be made available pursuant to s 3 and as soon as is reasonably practicable and at least seventy-two hours prior to their approval being sought.
- 11. Once approved, minutes of General Meetings shall be made available pursuant to s 3.

## Section 28: Order of Business

- 1. The order of business of an OGM shall proceed as follows:
  - a. Approval of the minutes of the most recent OGM and any intervening EGMs or AGM;
  - b. Reports by officers, including:
    - i. at the AGM, the MCR President's report concerning their term in office; and
    - ii. at the AGM, the MCR Vice President's budget report;
  - c. Announcements;
  - d. Consideration of motions to amend the constitution;
  - e. Hustings, if the OGM is one at which elections are being held;
  - f. Motions related to college matters;
    - i. any other business; and
    - ii. any additional motions which do not fall into preceding categories;
  - g. Adjournment.
- 2. The order of business of an EGM shall proceed as follows:
  - a. Introduction of the meeting and its purpose;
  - b. Consideration of motions relating to the purpose of the EGM;
  - c. Adjournment.

### Section 29: Proposal of Motions at a General Meeting

1. All motions shall be submitted in writing to the MCR Secretary in such time that these motions and any information pertinent to them may be made available as set forth in s 27(3).
2. Only Full Members may submit motions.
3. The chair may accept motions proposed after the deadline if they deem that allowing consideration of these motions at the next General Meeting in time would be in the best interests of the MCR.
4. No motion shall be voted on unless there is present one Full Member to propose it.
5. For the OGM only, motions relating to the procedure of that OGM only ('procedural motions') may be proposed verbally and without advance notice.
  - a. The following Procedural Motions specifically shall require a two-third majority vote, as detailed in s 25, and shall take precedence over all other business.

### Section 30: Conduct of Motion Debate

1. At the beginning of each agenda item in which motions are to be considered, the chair shall read out all the motion headings to be considered under this item.
2. Individuals proposing motions may give a proposing speech at the beginning of debate on the motion they are proposing.
3. The proposal of a motion shall be followed by debate.
4. The debate shall be followed by a vote as described in s 25.

### Section 31: Vote Counting

1. The chair shall count votes and determine the winning majority for any resolution as described in s 25.

### Section 32: Ordinary General Meetings

1. OGMs shall take place at least twice a term.

### Section 33: Annual General Meetings

1. An OGM shall be held in seventh week of Trinity Term and shall be the AGM.
2. The MCR President shall present a report on their term in office in accordance with s 16(2)(f).
3. The MCR Vice President shall present a budget report in accordance with ss 17(3)(e) and 37(5).
4. This final budget report shall be made available as set forth in s 3 at least seventy-two hours prior to the AGM.

### Section 34: Extraordinary General Meetings

1. The MCR President shall call an EGM:
  - a. after consultation with the MCR Committee; or
  - b. after petition by 10 or more Members.
2. If an EGM is called, it shall take place as soon as is practicable during Full Term and no less than five days after the date on which it was called.



3. An EGM shall concern itself exclusively with the business for which it was called.

#### Section 35: Amending the Constitution

1. The General Meeting may, by a four-fifths majority vote as defined in s 25(1)(b) and carried out according to s 25, amend this constitution.
  - a. Should the amendment motion fail at the General Meeting, it may be referred to a Referendum for reconsideration.
  - b. If quorum is not met at the General Meeting, the motion to amend the constitution must be referred to Referendum.
  - c. A constitutional amendment may also be carried out by means of a Referendum in the first instance.
2. Quorum for a vote to amend the constitution to occur shall be calculated as the number of currently sitting Committee Officers, doubled, plus one.
3. Amendment motions must follow the below procedure:
  - a. Each amendment to the constitution, whether major or minor, shall be made in a separate written motion and shall be voted upon individually, so as to provide voting Members the opportunity to cast their vote on each proposed change instead of needing to accept or reject an entire slate of changes.
  - b. In exceptional circumstances only, separate motions may be bundled together and voted upon *en bloc*. This may only occur where the changes are minor and do not constitute a change to the substance of the constitution. Such circumstances include, but are not limited to:
    - i. the constitution being reformatted or renumbered;
    - ii. recurring language being changed throughout;
    - iii. an amendment is proposed relating to some point of the constitution appearing in multiple sections (such as, for example, the requirement that the MCR Vice President present a budget report at the AGM, which is detailed in multiple sections of the constitution; each section need not form the basis of a separate motion).
  - c. No major changes to the substance of the constitution shall be bundled together with other changes, whether major or minor, for voting purposes.
    - i. Where minor changes relate to the implementation of the major change, they may be bundled together with the major change.
4. A major change is defined as one that alters the substance of the constitution, whether procedurally or otherwise.
5. The text of any motion to amend this constitution shall be made available to Members as set forth in s 3 at least seven days in advance of the General Meeting at which this proposal is to be considered.
6. A copy of the current constitution shall always be available as set forth in s 3.
7. When the amended constitution is presented to the College for ratification, it must be presented in three ways:
  - a. a clean copy of the amended constitution;
  - b. a redlined copy of the amended constitution; and
  - c. a document detailing each major change to the constitution.'

### Section 36: Referenda

1. The General Meeting may refer any question to Referendum.
2. In absence of any provision to the contrary in the enabling Resolution, the Referendum shall be binding if more than twenty-five Full Members vote.

## Part 7—Finances

### Section 37: Budget

1. Prior to the start of each term, the MCR Vice President shall prepare a budget for the upcoming Full Term in collaboration with the relevant Committee Members.
2. This budget shall be approved by the MCR Committee prior to the start of each term.
3. Each budgeted expenditure shall be associated with an MCR Committee position, which shall have spending authority for that item.
4. The MCR Vice President shall submit a report of the financial position of the MCR to the MCR Committee in eighth week of each term.
5. The budget for the upcoming term shall be approved in eighth week of that term by the MCR Committee.
6. The MCR Vice President shall prepare a budget report for presentation to the AGM.
  - a. Such report shall be made available as set forth in s 3 and prior to the AGM in accordance with s 33(3); and
  - b. shall also be made available to the Governing Body of the College, should it be requested.

### Section 38: Expenditure

1. A Committee Member shall have authority to incur expenses against an item in the approved budget for which they are responsible under s 37(2), taking into account the duties of their position and the purpose of the item.
2. Expenditures above £500 must be approved by an MCR Committee resolution.
3. Expenditures above £1000 must be approved in a General Meeting resolution.

### Section 39: Bank Accounts

1. The MCR may hold bank accounts for the MCR's day-to-day operation.
2. No Committee Member shall provide authorization for payment of funds to themselves.

## Part 8—External Affiliation

### Section 40: Determination to affiliate, remain affiliated, or end affiliation

1. If, by General Meeting resolution, the MCR decides to affiliate to an external organisation:
  - a. Notice shall be given, pursuant to s 3, setting out:
    - i. the resolution;

- ii. the name of the external organisation; and
  - iii. details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation; and
- b. The information set out in the notice given to Members shall be provided to College and made available.
- 2. The budget report presented by the MCR Vice President to the AGM shall contain:
  - a. a list of the external organisations to which the MCR is currently affiliated; and
  - b. details of subscriptions or other similar fees paid, or donations made, to any external organisation since the last report.
- 3. The information referred to in s 40(2) shall be provided to College and made available as set forth in s 3.
- 4. At the final OGM in Michaelmas Term, a to the effect that the MCR continue to be affiliated to each external organisation referred to in s 40(2)(a) shall be proposed and voted upon.
- 5. If a request, signed by at least five percent of Full Members or such other proportion of Full Members as College may determine, is made to the MCR President to the effect that the question of continued affiliation to a particular external organisation should be put to a vote, that question shall be put to an EGM.

## Part 9—Elections

### Section 41: Elections for Committee Member Positions

- 1. Committee Members shall be selected by elections which shall consist of a vote in which all Full Members have the right to participate.
- 2. Voting shall be by the Single Transferable Vote (STV) system.
- 3. Elections shall be conducted in accordance with any rule pertaining to elections in this constitution or by resolution of the General Meeting, as well as any superseding rules set forth by the College.
  - a. This set of sources shall be known collectively as the 'Rules of Elections'.
- 4. Any decisions concerning the interpretation and application of the Rules of Elections, or otherwise relating to the conduct of elections, shall be made by the Returning Officer (RO), in accordance with s 42.
- 5. Regular elections for MCR Committee positions shall be held in fifth week of Michaelmas Term.
- 6. Except as specified in s 41(8), Committee Members:
  - a. shall be elected in regular elections; and
  - b. shall hold office from 1<sup>st</sup> January until 31<sup>st</sup> December.
- 7. By-elections for MCR Committee positions shall be held in fifth week of Trinity Term.
  - a. Any upcoming vacancies will be filled in this election.
  - b. Freshers Representatives will be elected in this election.

- c. Any Committee Member elected in this regular Trinity Term by-election is eligible to stand for re-election in Michaelmas Term for the following calendar year, in exception to s 43(2) and as set forth in s 43(2)(b).
- 8. Any MCR Committee Members elected in the Trinity Term by-elections shall hold office from the beginning of the Long Vacation until 31<sup>st</sup> December.
- 9. Any MCR Committee Members elected in by-elections to fill a vacancy outside of this schedule shall hold office from the time of their election until the next regular election winner takes over the office.

#### Section 42: The Returning Officer

- 1. The Returning Officer shall:
  - a. be responsible for the administering of all elections; and
  - b. publicise all stages of the election.
- 2. The Returning Officer will shall be appointed by the President by the end of fourth week of the relevant Term for both elections and shall not be a Member of the MCR.
- 3. In exercising the duties specified in s 42(1), the Returning Officer shall act in accordance with the Rules of Elections.
- 4. The Returning Officer shall not cast a vote in the elections they are administering.

#### Section 43: Candidates for Elections

- 1. To be eligible to stand for election, an individual must be a Full Member.
- 2. To be eligible to stand for election in a Major Office, an individual must not have previously held that position, in accordance with the College's MCR Code of Practice.
  - a. In circumstances where no other candidate has been nominated to a major office at the close of the nomination period (midnight on the Friday before Hustings), the current or former holder(s) of that office may stand for election.
  - b. Where a Committee Member has taken office at a standard by-election in Trinity Term to fill a vacancy, that Committee Member may stand for election for the same role for the following calendar year.
  - c. Such exceptional circumstances must be noticed to the MCR prior to the start of Hustings, via a statement from the Returning Officer. Such notice may be given orally during the meeting at which Hustings occur.

#### Section 44: Schedule for Nominations, the Campaign, and Elections

- 1. The Returning Officer will give notice of the forthcoming elections to Full Members and will open nominations by the end of the third week of the relevant term.
- 2. Candidates shall nominate themselves by:
  - a. stating their intent in writing to the Returning Officer; and
  - b. submitting a manifesto to the Returning Officer, who will distribute this to Members.

3. Nominations shall close at midnight on the Friday prior to the election (the Friday of the fourth week of term).
4. Hustings shall take place as part of the OGM occurring on the Sunday of the fifth week of term.
5. Candidates may speak at Hustings.
6. Subject to any delays on the part of the SU, the ballot will open as soon as possible after Hustings has taken place.
7. All candidates and other Members shall conduct themselves in good faith while campaigning, and shall adhere to the Rules of Elections.
8. Without limiting the generality of s 44(7), candidates and other Members:
  - a. shall not post, circulate, or otherwise distribute campaign information to Members;
  - b. shall not engage in door-to-door canvassing;
  - c. shall not engage in coercion, inducement, or intimidation of other candidates or Members in the course of campaigning; and
  - d. Shall not offer or cause to be offered promises, rewards, or bribes inducing Members to vote (this includes voting generally as well as voting specifically for the candidate).
9. Subject to any delays on the part of the SU, voting will close at the end of the seventh week of the relevant term, and the results will be announced immediately.

#### Section 45: Complaints Concerning Elections

1. Any contravention of the Rules of Elections shall be reported to the Returning Officer in the form of a complaint.
2. Subject to the Rules of Elections, the Returning Officer has the power:
  - a. to investigate any contravention of the Rules of Elections both on their own initiative and in response to complaints made by Members;
  - b. to issue findings concerning the validity of any complaints; and
  - c. to take remedial action based on their findings, including disqualification of candidates from elections.
3. Any findings made by the Returning Officer shall be in writing, shall be made available, and shall be communicated in writing to those individuals responsible for requesting the investigation and those individuals alleged to have contravened the Rules of Elections.
4. A 24-hour period during which the findings may be appealed immediately follows the communication of the findings.
5. A decision on an appeal made according to this section is final, and may not be further appealed or be the subject of a motion to a General Meeting or Referendum.
6. If the Returning Officer is the subject of the election complaint, such complaint shall be directed to the Dean.

## Part 10—Complaints Procedure

#### Section 46: Complaints Procedure

1. Any MCR member shall have the right to formally complain about:

- a. Any aspect of the running of the MCR;
  - b. Any MCR officer's actions insofar as they relate to their duties and responsibilities to the MCR; or
  - c. Any disadvantage by the exercise of the right not to be a Member, in accordance with section 8.
- 2. The complainee can be made known to the Committee but can remain anonymous, unless the complaint is against a Committee member in which case only the President or Vice President may know their identity.
- 3. Any complaint under subsection 46.1 shall be dealt with following the Complaints Procedure:
  - a. The complaint shall be addressed in writing to the President or Vice President, who shall take steps to see that the complaint is dealt with as soon as possible, referring to section 23.3.
  - b. The complaint shall be addressed in writing to the Dean in their capacity as an independent person appointed by the Governing Body, who by communication with the Committee shall try to resolve it.
  - c. The complaint shall be addressed in writing to the to the Senior Bursar's secretary no later than 11.00am on the Wednesday preceding the soonest meeting of the College's Governing Body. It shall be discussed at this meeting. Notification of the complaint reaching stage three must be given in writing to every member of the MCR Committee, and to the Dean.
- 4. These three stages must be followed in order, and only if the complaint is not dealt with to the complainant's reasonable satisfaction shall they proceed to the next stage.