



MERTON  
COLLEGE  
OXFORD

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M C R

# Standing Orders

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## A. Definitions

- a. The Constitution shall refer to The Constitution of the MCR.
- b. These Standing Orders shall inherit all Definitions in Article A of the Constitution.
- c. The MCR shall refer to the Merton College Middle Common Room as set out in the Constitution.
- d. Standing Orders (SOs) shall refer to the Standing Orders of the MCR.
- e. The JCR shall refer to the Merton College Junior Common Room.
- f. DPoP shall refer to the Deputy Principal of Postmasters.
- g. OGM shall refer to the Ordinary General Meeting of the MCR.
- h. Simple Majority Vote shall refer to a vote where the threshold for the decision to be accepted is one half of those voting.
- i. Supermajority Vote shall refer to a vote where the threshold for the decision to be accepted is two thirds of those voting.
- j. Unanimous vote shall refer to a vote where all those voting vote in favour of the decision.
- k. Stranger shall refer to any person who is not a Member of the MCR as defined in Article C of the Constitution.
- l. First-Past-The-Post shall refer to a vote in an election where the winner of the election is the candidate who receives the most votes cast.
- m. Single Transferrable Vote (STV) shall refer to the procedure for single transferable voting in accordance with recommended rules published by the Electoral Reform Society (see Appendix F).
- n. Social Levy shall refer to the levy for social events held by the MCR.
- o. College Battels shall refer to the bill issued by College to its Members.
- p. An Academic Year starts on Sunday 1st Week of Michaelmas Term and ends on Saturday 0th Week of Michaelmas Term the year following.
- q. BAME Officer refers to the Officer representing black, Asian, and minority ethnic MCR Members.

## B. The Constitution, the Standing Orders, and Appendices

- a. The Governing Documents of the MCR shall be structured as follows:
  - i. The Constitution, which is the supreme governing document of the MCR. All other governing documents shall be subordinate to the Constitution. The procedure for the Amendment of the Constitution is set out therein.
  - ii. The Standing Orders, which shall govern the day-to-day running and administration of the MCR, as set out by Article G of the Constitution. These shall be made, altered or revoked by the General Meeting in accordance with the procedures set out in Standing Order C.
  - iii. The Appendices to the Standing Orders, which shall contain such other details on the administration and governance of the MCR as shall be specifically mandated by the Standing Orders. The standing of each Appendix, together with the procedure for amending or revoking said Appendix, shall be set out within the Standing Orders. The Appendices shall include, but shall not be limited to:
    1. Resolutions of the General Meeting that are considered Policy, as described in Standing Order D.
    2. Memoranda Of Understanding governing the MCR in its dealings with external organisations, including the JCR, as described in Standing Order E.
    3. A list of External Affiliations of the MCR, as described in Standing Order W.

4. Additional Regulations concerning the Administration of the Graduate Housing Ballot, as described in Standing Order X.
5. Such other Appendices as the Standing Orders shall specify.

### C. Amending SOs

- a. The Standing Orders shall only be amended by a Motion passed by simple majority vote at two consecutive General Meetings or by unanimous decision of one General Meeting.
- b. If an Amendment to the Motion is passed, the Motion shall immediately be considered to have been opposed, and shall not pass unanimously at that OGM. Further debate and amendments shall be permitted, and the Motion may proceed to a Vote, but it shall be forced to appear in the amended form on the agenda for the next General Meeting.
- c. An amendment of the Standing Orders shall take effect at the adjournment of the General Meeting at which it completed the process set out above.
- d. Standing Order Z, pertaining to the Effect of these Standing Orders, shall be automatically updated to reflect the effect of new SOs.

### D. Policy Guidelines

- a. Resolutions of the General Meeting of the MCR may be made Policy.
- b. Policies of the MCR shall be listed in Appendix A to the Standing Orders.
- c. A Policy may be revoked by Resolution of the General Meeting.
- d. Policies are valid for the remainder of the Academic Year in which they are set, amended, or continued under Standing Order D.e., and for the two subsequent Academic Years (the Period of Validity). The policy may state that it shall lapse in a shorter period of time. The Policy must state when it was introduced or last amended.
- e. Policies shall lapse at the end of their Period of Validity, unless they are continued by Resolution of the General Meeting.
- f. At the start of each Term, the President shall give notice to all Members of the MCR of any Policies which are scheduled to lapse in the course of that Term.

### E. Memoranda of Understanding

- a. By Resolution of the General Meeting, the MCR may enter into Memoranda of Understanding with an external body.
- b. Memoranda of Understanding approved by Resolution of the General Meeting shall be included in the Appendix to the Standing Orders.
- c. Memoranda may be terminated by Resolution of the General Meeting.
- d. Each Memorandum shall be valid for no more than 3 years (the Period of Validity) after the Memorandum was originally passed. The Memorandum may state that it shall lapse in a shorter period of time. The Memorandum must state when it was introduced or last amended.
- e. The Memorandum shall lapse at the end of their Period of Validity, unless they are continued by Resolution of the General Meeting.

### F. Membership of the MCR

- a. Membership of the MCR shall be granted to such persons as set out in Article C of the Constitution.
- b. Opting out of Membership of the MCR:
  - i. Members of the MCR shall have the right to opt out of Membership of the MCR.
  - ii. Opting out of Membership of the MCR shall remove all rights of Membership (including the right to attend, speak at, and vote in General

Meetings, and the right to stand as a candidate and vote in elections to the MCR Committee), excepting that they may still make use of facilities provided by College for the use of Members of the MCR, and shall still be given access to the MCR Email List.

- iii. A person who opts out of Membership may choose to pay the Social Levy as provided further in SO G. below.
- iv. Members who wish to opt out of Membership of the MCR shall give written notice to the President. This notice may be given at any time, but shall not entitle the Member to any refund of moneys already paid or owed to the MCR.
- v. Individuals who have previously opted out of Membership and who wish to resume their Membership of the MCR may do so at any time by giving written notice to the MCR President, who has no right to refuse Membership to those falling into any of the eligibility categories detailed in Article C of the Constitution.

## G. The Social Levy

- a. Participation in social activities listed on the MCR termcard and organised by the MCR shall be conditional on the payment of a Social Levy, as provided by Article C.ii. of the Constitution.
- b. This Social Levy shall be £13 per Term.
- c. The Social Levy shall be charged via College Battels.
- d. Opting out of the Social Levy:
  - i. Members of the MCR may choose to opt out of paying the Social Levy.
  - ii. Junior Members of College who are eligible for Membership of the MCR under Article C of the Constitution but have opted out of Membership may choose to pay the Social Levy.
  - iii. Individuals described in SO G.d.i. shall give written notice to the President and Treasurer before the start of -1st Week of the Term for which they wish to opt out.
  - iv. Individuals described in SO G.d.ii. who wish to resume payment of the Social Levy shall give written notice to the President and Treasurer of their intention to pay before the start of -1st Week each Term.
  - v. Individuals who do not pay the Social Levy in any given Term may only pay the Social Levy and participate in social activities from the start of the following Term.
- e. The Social Levy shall be reviewed each year at a meeting of the Executive Committee.

## H. Associates of the MCR

- a. Individuals may be admitted as Associates of the MCR in accordance with the College Bylaws:  
[https://intranet.merton.ox.ac.uk/sites/intranet.merton.ox.ac.uk/files/page\\_attachment/Merton-College-Bylaws.pdf](https://intranet.merton.ox.ac.uk/sites/intranet.merton.ox.ac.uk/files/page_attachment/Merton-College-Bylaws.pdf) and Article D of the Constitution.
- b. Associates of the MCR shall have the right to attend and speak at all General Meetings, but shall not have the right to vote, except subject to SO H.d.
- c. Associates of the MCR shall not have the right to stand for Executive Committee positions or vote in Executive Committee Elections.
- d. Associates of the MCR shall have the right to stand for other Committee Positions given that they satisfy the criteria for eligibility for that Position. Associates of the MCR shall have the right to vote in non-Executive Committee Elections.
- e. Associates of the MCR shall have such other rights as set out in Appendix D of these Standing Orders. This Appendix shall be subject to variation by Resolution of the General Meeting.

- f. Associates of the MCR shall be regarded as having paid the Social Levy.

## I. The MCR Executive Committee

- a. The MCR Executive Committee shall be as defined in Article E of the Constitution.
- b. The Officers of the MCR Executive Committee shall be: the President, the Vice President, the Treasurer, three Social Secretaries, two Welfare Officers, and the Information and Returning Officer.
- c. The term of office for the MCR Executive Committee shall be from the beginning of 10th Week of Hilary Term to the end of 9th Week of the following Hilary Term.

## J. The MCR Committee

- a. The MCR Committee is defined in Article E of the Constitution.
- b. The Officers of the MCR Committee, in addition to the Officers of the MCR Executive Committee, shall be the following: Environmental and Ethics Officer, Arts and Culture Officer, Admiral of the Fleet, OSU Officer, Sports Officer, Charities Officer, Freshers' Officer, Women's Officer, LGBTQ+ Officer, Access Officer, Disabilities Officer, BAME Officer.
- c. All Committee members shall assist with MCR events where required, and this shall be enabled by clear delegation and requests for assistance within the Committee.
- d. All Committee members shall be expected to attend all Ordinary and Extraordinary General Meetings, at which they shall give accounts of their recent activity and may be asked questions by members. Committee members who have reasonable grounds to not attend an Ordinary General Meeting shall be expected to send their apologies along with a short written report to the Secretary of the Ordinary General Meeting to be read out under the relevant agenda item (SO O.e.vi-vii).
- e. All Committee members shall assist the Social Secretaries in maintaining the MCR, Holywell Summerhouse, and the KCR.
- f. The individual duties of the MCR Committee members shall include, but shall not be limited to, those defined in Articles J.h to J.y of the SOs.
- g. Committee members may share or delegate the below duties between them at their discretion and agreement, with the approval of the President.
- h. President
  - i. Shall be responsible for the upholding and interpretation of the Constitution and these Standing Orders.
  - ii. Shall be responsible for the representation of the MCR to the College, and shall ensure that a member of the MCR Committee attends such College committees and sub-committees as require representatives of the MCR, as set out in the College Bylaws.
  - iii. Shall be responsible for the overall supervision of the MCR's affairs.
  - iv. Shall supervise MCR Committee members in the conduct of their duties, and organise how newly arising duties are to be distributed fairly.
  - v. Shall convene and chair meetings of the Executive Committee.
  - vi. Shall convene and chair Ordinary General Meetings, and Extraordinary General Meetings as required.
  - vii. Shall represent the MCR to the Governing Body.
  - viii. Shall be responsible for the representation of the MCR to alumni of the College, to the University, and to external organisations.
  - ix. May negotiate a reasonable allocation of the duty of attending the College Committees to other members of the MCR Committee as appropriate.
  - x. Shall, with the Treasurer, represent the MCR at the Merton College Winter Ball Committee in years when it exists.
  - xi. Shall be a member of the College Welfare team, shall complete peer support training, and shall attend the termly College Welfare Forum; if the President feels unable to commit to this responsibility, the Vice-President, or another

officer of the MCR Executive Committee, may undertake the training and be a member of the Peer Support Team.

- xii. Shall consider, with the Dean of Graduates, applications to become an Associate of the MCR, seeking the advice of the Graduate Officer and the Treasurer of the MCR, in accordance with the College Bylaws.
  - xiii. Shall liaise with the President of the JCR on matters affecting jointly all Junior Members of College, and shall encourage integration between the two Common Rooms.
  - xiv. Shall be an authorised signatory of the MCR bank account.
  - xv. Shall organise at least one MCR formal dinner per term.
  - xvi. Shall send a weekly email to the MCR mailing list during full term to advertise MCR-relevant events, opportunities, and other news.
  - xvii. Shall ensure that important news and developments are communicated to the MCR in a timely fashion.
  - xviii. Shall have final authority on bookings for the MCR room in College, the Holywell Summerhouse, and the KCR, but normal operation of the booking system may be delegated to the social secretaries.
  - xix. Shall assist the Social Secretaries in the production of the termcard of MCR events for each term, and the Graduate Freshers' Week timetable.
  - xx. Shall ensure that the MCR Freshers' Guide is reviewed annually and made available to the Freshers.
  - xxi. Shall assist the JCR President in the organisation and coordination of the Time Ceremony.
  - xxii. Shall be responsible for and organise the MCR's annual Exchange with Peterhouse College, Cambridge, which is to occur, if possible, in the Trinity Term following the incumbent MCR Executive Committee's term of office.
- i. Vice President
- i. Shall deputise for the MCR President as necessary and shall assume the responsibilities of the MCR President if the Office of MCR President is vacant.
  - ii. Shall act as Secretary of the General Meeting.
  - iii. Shall be responsible for maintaining a list of all current Members of the MCR.
  - iv. Shall be responsible for running termly academic events for the Common Room, and (together with the President) shall seek to represent graduates regarding academic affairs.
  - v. Shall represent the MCR on the Graduate Committee and Library Committee of the College.
  - vi. Shall be an authorised signatory of the MCR bank account.
  - vii. Shall organise the annual MCR Room Ballot.
  - viii. Should the position of OSU Representative be left unfilled then the Vice President will normally be the second mandated representative to the Oxford University Students' Union (OSU) Council.
  - ix. Shall assemble termcards, manifestos, minutes of General Meetings, Committee Meetings and any other relevant document of the three previous terms and give them to the College Archivist at the end of Hilary term.
  - x. Shall maintain a list of all such affiliations to external organisations, detailing their names and any fees paid, and shall submit a motion to the Second GM of each Trinity Term for the MCR to review this list and continue these affiliations.
  - xi. Shall keep a list of all charitable donations made by the MCR, and shall make it available to Members of the MCR and Graduate Committee at the end of each Trinity Term.
- j. Treasurer

- i. Shall be responsible for the management of all MCR finances, including the administration of the MCR bank account.
  - ii. Shall be responsible for auditing all accounts of the MCR managed by the previous Treasurer, reporting on their findings to the first OGM of the subsequent term, and keeping a copy of the audited accounts in the MCR Treasury as well as archiving them digitally to be handed over to their successor. If the Treasurer in any given year has been re-elected, or the incoming Treasurer has served on a previous Executive Committee with the outgoing Treasurer, a member of the MCR Executive Committee who is judged to be independent by the other members of the MCR Executive Committee, shall be responsible for this audit.
  - iii. Shall present a financial report of the preceding term to the MCR at the first Ordinary General Meeting of each term.
  - iv. Shall be responsible for compiling and passing to the Bursary one week before the beginning of any full term a list of MCR Members who wish to opt out of paying the MCR Social Levy, and a list of individuals described in SO G.d.ii. who have given notification of their intention to pay the Social Levy that term.
  - v. Shall advise the President on applications received to become an Associate of the MCR.
  - vi. Shall, with the President, represent the MCR at the Merton College Winter Ball Committee in years when it exists and check the ball accounts.
  - vii. Shall undertake the duties of Steward of the Common Room, namely purchasing the following items on behalf of the MCR: newspapers, magazines, periodicals, and journals to which the MCR has voted to subscribe; supplies for the use and maintenance of the MCR coffee machine; crockery and glassware for use in the MCR kitchen and at MCR events; and items required for the upkeep and maintenance of the MCR.
  - viii. Shall be responsible for ensuring that the MCR is appropriately insured, including, but not limited to, Public Liability and Contents cover. The Treasurer shall deposit the appropriate paperwork with College.
  - ix. Shall keep a physical record of financial matters dating back no fewer than three years.
  - x. Shall deputise for the MCR Vice-President whenever necessary.
- k. Social Secretaries
- i. Shall organise and promote events for the entertainment of the MCR.
  - ii. Shall compile the termcard of MCR events in advance of each term, and shall compile the Graduate Freshers' Week timetable of events, in collaboration with the rest of the Committee.
  - iii. Shall maintain a system with published selection criteria for individuals paying the Social Levy to ballot for exchange dinners.
  - iv. Shall oversee bookings for the MCR room in College, the Holywell Summerhouse, and the KCR.
  - v. Shall be responsible for maintaining clear communication with the relevant college officials (DPoP, Events Officer and Porters) about the nature, timings and other details of events to be held on the College Site.
- l. Welfare Officers
- i. Shall complete peer support training (in consultation with the College Welfare Team).
  - ii. Shall provide a listening service to all Junior Members eligible for MCR Membership.
  - iii. Shall liaise with the other members of the College Welfare Team, including attending termly Welfare lunches.
  - iv. Shall promote and uphold equal opportunity in the MCR.
  - v. Shall organise weekly Welfare events (e.g. tea or brunch) during full term.



- vi. Shall organise other welfare-oriented events at their discretion.
- vii. Shall make condoms, pregnancy tests, attack alarms, and other welfare-related items and literature available to all Junior Members eligible for MCR Membership.
- viii. Shall be responsible for organising the MCR Parenting Scheme for graduate freshers.
- ix. Shall ensure that the MCR holds at least one family-friendly event per term.
- m. Information and Returning Officer (IRO)
  - i. Shall act as Returning Officer in elections to the MCR Committee and in Referenda.
  - ii. Shall be responsible for the regular upkeep of the MCR website.
  - iii. Shall liaise between the Merton College IT department and students (including regular updates on projected maintenance work and network outages).
  - iv. Shall represent the MCR on the IT Sub-Committee.
  - v. Shall collate University-wide notices and distribute them to the MCR on a weekly basis.
  - vi. Shall be responsible for posting notices on the MCR noticeboard.
  - vii. Shall be responsible for assisting Freshers with connecting to College and University networked services during Freshers' Week.
  - viii. Shall be responsible for the management of all internal and external media on behalf of the MCR.
- n. Environmental and Ethics Officer
  - i. Shall encourage, promote, and implement environmentally-friendly practices within the MCR.
  - ii. Shall liaise with College and the University concerning environmental issues.
  - iii. Shall attend the College Gardens Committee.
  - iv. Shall seek to represent the Common Room's opinions on College food, actively liaising with the JCR Food and Bar Representative. Most specifically, the Officer shall monitor vegetarian options and food sourcing (together with related issues), and shall organise Christmas formal hall in conjunction with the JCR.
  - v. Shall run the annual Merton Bank in cooperation with the Charities Officer and the relevant JCR representative(s).
  - vi. Shall chair a climate change working group which shall meet at least twice, and ideally three times per term at a time convenient to the members, and shall report to the MCR on the activities of the group.
  - vii. Shall be responsible for providing information and instructions to all students in college accommodation on how to use food waste bins.
  - viii. Shall draft a rota each term to ensure each food-waste bin in a Holywell kitchen is monitored by a responsible volunteer student.
  - ix. Shall be the point of contact between college and the MCR on any issues regarding food-waste bins, liaising with college and students regarding any problems which may arise throughout the operation of the initiative. Their responsibilities may include sending reminders to students to ensure food-waste bins are put out for collection on the appropriate day.
- o. Arts and Culture Officer
  - i. Shall be responsible for organising three or more artistic and / or cultural events each term for the benefit of the MCR.
  - ii. Shall liaise with the JCR with regards to the Arts Fest.
- p. Admiral of the Fleet (Punts & Kayaks Officer)
  - i. Shall be jointly responsible, with the JCR Admiral of the Fleet, for the upkeep of the punts and kayaks, and the maintenance of an online system by which Junior Members may book them.

- ii. Shall be solely responsible for the removal of the punts from the river at the end of the punting season, in September.
  - iii. Shall work with the JCR Admiral of the Fleet to review and to maintain the upholding of the regulations regarding to punts and kayaks.
- q. OSU Officer
  - i. Shall attend OSU council and vote on behalf of the MCR and represent its views.
  - ii. Shall publicise relevant OSU and OSU council activity to the MCR.
  - iii. When vacant, the Representative's voting rights will normally pass to the Vice President.
- r. Freshers' Officer
  - i. Shall be elected at the first OGM of Michaelmas Term and take up office immediately.
  - ii. Must, at the time of their election, be a graduate fresher, which shall be taken to mean one who is not an immediately returning Merton graduate student (readmissions are graduate freshers).
  - iii. Shall represent the interests of First-Year students to the MCR Committee.
  - iv. Shall organise regular social events in cooperation with the Social Secretaries, and shall assist with the running of MCR Events and other Committee duties.
- s. Sports Officer
  - i. Shall represent the MCR on the Sports Sub-Committee.
  - ii. Shall liaise with the captains of all college sporting associations and represent their interests to the MCR Committee.
  - iii. Shall act as spokesperson for the MCR on all sports-related issues.
- t. Charities Officer
  - i. Shall organise at least one termly charities event in accordance with SO U.f.
  - ii. Shall be a member of the Junior Members Charities Committee, and fulfil their obligations set out in the governing Memorandum of Understanding (Appendix G).
  - iii. Shall administrate an opt-out from the Charities Levy by the end of 7<sup>th</sup> Week each term.
  - iv. Shall run the annual Merton Bank in cooperation with the Environment and Ethics Officer and the relevant JCR representative(s).
  - v. Shall liaise with the University RAG society and attend relevant meetings of affiliated organisations.
- u. Women's Officer
  - i. Shall organise regular events and provide information to raise awareness in furtherance of the interests of the women in Merton's MCR.
  - ii. Shall represent the interests of the women in Merton's MCR to the MCR Committee.
  - iii. Shall represent the interests of the women in Merton's MCR at College level by attending the termly Equality Forum.
  - iv. Shall liaise with the JCR Committee members responsible for representing and furthering the interests of the women in the Merton JCR (such as, but not limited to, the JCR Gender Equality Representative and the JCR Access and Equal Opportunities Representative) in order to promote coherent, College-wide support and representation of the women in Merton College in general.
  - v. Shall liaise with OSU's Vice President (Women) to promote University-wide events in furtherance of the interests of Merton's graduate women.
- v. LGBTQ+ Officer
  - i. Shall organise regular MCR-only and intercollege LGBTQ+ events.
  - ii. Shall send out a weekly email advertising LGBTQ+ events across the University and raising awareness in furtherance of the interests of LGBTQ+ MCR Members.

- iii. Shall represent the interests of LGBTQ+ MCR Members to the MCR Committee, and to College by attending the termly Equality Fora.
- iv. Shall undertake Peer Support Training where possible, and be a point of reference for LGBTQ+ MCR Members to access relevant support.
- v. Shall liaise with the JCR LGBTQ Representative to promote coherent, college-wide support and representation of LGBTQ+ Members of college.
- w. Access Officer
  - i. Shall advocate for College to promote Access initiatives and shall represent the MCR on the College-wide Access Committee.
  - ii. Shall aid the JCR Access and Equal Opportunities Officer by recruiting MCR Members to assist with Access activities.
  - iii. Shall liaise with other Colleges and with Departments to help MCR Members become involved in Access across the University.
- x. Disabilities Officer
  - i. Shall represent and advance the interests of MCR Members with mental, physical, or other disabilities or health issues within the MCR, the College, and the University.
  - ii. Shall signpost resources which are available to students with disabilities or other health issues.
  - iii. Shall undertake Peer Support Training where possible, and be a point of reference for MCR Members with disabilities or other health issues to help them access relevant support and information.
  - iv. Shall work to improve accessibility within the MCR and across the College.
- y. BAME Officer
  - i. Shall organize freshers events targeted specifically for new BAME students entering the college and in doing so help them feel included and represented in the college community.
  - ii. Shall organize regular MCR-only and intercollege BAME events.
  - iii. Shall send out a weekly email advertising BAME topic related events across the University and raising awareness in furtherance of the interests of BAME MCR Members.
  - iv. Shall represent the interests of BAME MCR Members to the MCR Committee, and to College by attending the termly Equality Fora.
  - v. Shall undertake Peer Support Training where possible, and be a point of reference for BAME MCR Members to access relevant support.
  - vi. Shall liaise with other Officers who have an Equality-related brief to promote a coherent, college-wide support and representation of BAME Members of College.
- z. Executive Committee decisions shall be made by a simple majority. The quorum for a Committee decision shall be five. The MCR President shall have the deciding vote. No Committee member has the power to bind the MCR to any commitment without the prior authority of the Committee. The Committee shall notify MCR Members of significant Committee decisions at the next Ordinary General Meeting.

## K. Elections

- a. The Information and Returning Officer of the MCR shall act as Returning Officer (RO) and shall organise hustings and elections. Their deputy, or replacement as necessary, shall be the Vice-President, Treasurer, a Social Secretary, a Welfare Officer, or a non-Executive member of the Committee, in that order. No candidate shall take any part in the administration of the election procedure.
- b. Reopen Nominations (RON) shall always be an option in any MCR Committee election. RON shall not be considered a candidate in the below.
- c. Presidential and Executive Committee Elections

- i. Subject to SO K.c.xi elections for the Office of President shall take place in 6th Week of Hilary Term and elections for the remaining Offices of the Executive Committee shall take place in 7th week of Hilary Term.
- ii. All and only Members of the MCR who reasonably expect to remain Members of the MCR for the duration of their Office shall be eligible to stand for the Executive Committee.
- iii. All Executive Committee elections shall be conducted using the Single Transferable Vote (STV) system. The procedure for this is set out in Appendix F.
- iv. Any Member of the MCR may nominate themselves to stand in an election for any Executive Committee office by emailing the Returning Officer, unless that nomination might result in the Member holding more than one Executive Committee office. No candidate is permitted to stand for more than one Executive Committee post in the same election. The Presidential Election and Executive Committee Elections shall be deemed to be separate elections.
- v. Manifestos shall be required from the candidates standing for Executive Committee positions and must be sent by email to the Returning Officer before the close of nominations. It shall be a reasonably sized file (as specified by the RO) and in PDF format. Each manifesto shall consist of one page of A4, containing as a minimum the candidate's name and a photograph of the candidate alone. Manifestos must not contain any libelous or defamatory material. Candidates must not present themselves in their manifesto or elsewhere as the representative of a political organisation.
- vi. Hustings shall be arranged by the Returning Officer at an appropriate time between the close of nominations and the beginning of polling, and advertised no fewer than 72 hours before they are to take place. Hustings shall be a forum for the questioning and examination of candidates on issues pertaining to the position for which they are standing, for the purpose of judging fairly the merits of all candidates. All candidates must undergo hustings, which must take place according to the form below (K.c.vii) in real time. It is expected that all candidates attend hustings in person, except under exceptional circumstances at the discretion of the Returning Officer, when electronic communication channels may be used.
- vii. The Returning Officer shall act as Chair of Hustings and maintain an atmosphere of order and fairness. The Chair shall invite each candidate in turn to present a short opening speech outlining their policies and pledges. There will then be an opportunity for Members to ask the candidates questions from the floor. All questions must be addressed to all candidates, including RON. The Chair shall rotate the order in which candidates respond to questions. At the Chair's discretion, any question may be disallowed on the grounds of irrelevance, malice, or partiality. Following these questions, the Chair will invite each candidate to give a short speech of summation.
- viii. The results and the votes cast for each candidate in an Executive Committee Election shall be announced immediately.
- ix. The timetable for the Presidential Election in Hilary Term shall be as follows:
  1. The Returning Officer shall announce the opening of nominations for the Presidential Election on Sunday of 5th Week.
  2. The Returning Officer must have received all nominations by the end of Saturday of 5th Week.
  3. Hustings shall be held on either Wednesday or Thursday of 6th Week. The Returning Officer shall announce the exact time and place no later than 72 hours before the hustings are due to be held.
  4. Voting shall open on Saturday of 6th Week and shall remain open for no less than 24 hours.

5. The result of the election shall be announced by the end of Sunday of 7th Week.
- x. In the event that fewer than two candidates for President have submitted their manifesto to the Returning Officer by the close of nominations on Saturday of 5th Week, the Returning Officer shall re-open nominations for a further 72 hours. Nominations shall close on Tuesday of 6th Week.
- xi. In the event that no candidate for President has submitted their manifesto to the Returning Officer by the close of nominations on Tuesday of 6th Week nominations shall re-open until Saturday of 6th Week. The timetable above and below shall then be shifted exactly one week forward.
- xii. The timetable for the Executive Committee Elections in Hilary Term shall be as follows:
  1. The Returning Officer shall announce the opening of nominations for the Executive Committee Elections on Sunday of 6th Week.
  2. The Returning Officer must have received all nominations by the end of Saturday of 6th Week.
  3. Hustings shall be held on either Wednesday or Thursday of 7th Week. The Returning Officer shall announce the exact time and place no later than 72 hours before the hustings are due to be held.
  4. Voting shall open on Saturday of 7th Week and shall remain open for no less than 24 hours.
  5. The result of the elections shall be announced by the end of Sunday of 8th Week.
- xiii. The newly elected Executive Committee shall assume office on Sunday of 10th Week of the Hilary Term in which they were elected. Their positions shall expire on Saturday of 9th Week of the following Hilary Term subject to the terms of SO L.
- xiv. In the event that by the end of the counting of the votes no candidate is elected By-Elections are held following K.d-e.
- d. Should an Executive Committee position become vacant during Full Term, the Returning Officer shall supervise the holding of a By-Election within a week.
  - i. Nominations shall be opened and announced within 24 hours of the President formally informing the Returning Officer that the position is vacant.
  - ii. Nominations will close at the end of the third day after that on which nominations were opened.
  - iii. The Returning Officer shall announce the time and place of hustings no less than 72 hours before they are due to be held.
  - iv. Voting shall be open for no less than 24 hours and close by the end of the 7th day after which the Returning Officer opened the nominations, which shall be no more than 48 hours after hustings finish.
- e. Should an Executive Committee position become vacant outside of Full Term, the Returning Officer shall supervise the holding of a By-Election within two weeks, and subject to the following constraints:
  - i. Nominations shall be opened and announced within 24 hours of the President formally informing the Returning Officer that the position is vacant.
  - ii. Nominations shall be open for no fewer than five days.
  - iii. Hustings shall be held no later than 72 hours after nominations close.
  - iv. Voting shall be open for no less than 24 hours and close by the end of the 14th day after which the Returning Officer opened the nominations, which shall be no more than 48 hours after hustings finish.
- f. Non-Executive Committee Elections
  - i. Non-Executive Committee positions shall be elected at an Ordinary General Meeting by First-Past-The-Post vote.
  - ii. The Returning Officer shall ask candidates to nominate themselves at the OGM.

- iii. A short hustings shall be held in accordance following K.c.vii.
- iv. The candidates shall be asked to leave the room before the vote.
- v. The vote shall be by simple show of hands, subject to any procedural motions under Section N.h. Members of the MCR present at the General Meeting shall be able to abstain or vote for the Reopening of Nominations (RON) following Section K.b.
- vi. The Returning Officer and the Chair of the General Meeting, who may both vote, shall count votes.
- vii. Results shall be announced as soon as the candidates have returned to the room.
- viii. In the event of a tie between two or more candidates, the Returning Officer shall in the first instance conduct a vote by secret ballot. If the second vote also yields a tie, the Returning Officer shall break the tie by the drawing of straws. In the event of a tie involving RON, nominations shall be reopened.
- ix. If no candidates nominate themselves, or the General Meeting votes to reopen nominations, the procedure will repeat at the next Ordinary General Meeting.
- x. Schedule for Committee Elections
  - 1. 1st Week Michaelmas OGM
    - a. OSU Officer
    - b. Freshers Officer
  - 2. 7th Week Michaelmas OGM
    - a. A&C Officer
    - b. Charities Officer
  - 3. 1st Week Hilary OGM
    - a. Sports Officer
    - b. LGBTQ+ Officer
    - c. Access Officer
  - 4. 4<sup>th</sup> Week Hilary OGM
    - a. Disabilities Officer
    - b. BAME Officer
  - 5. 7th Week Hilary OGM
    - a. A&C Officer
    - b. Admiral of the Fleet
  - 6. 1st Week Trinity OGM
    - a. Environment & Ethics Officer
    - b. Women's Officer
  - 7. 7th Week Trinity OGM
    - a. A&C Officer
- g. All Members of the MCR, and all Junior Members of College who have exercised their right to opt out of Membership of the MCR, and who fall into any of the eligibility categories detailed in Article C of the Constitution, shall have the right to complain about the conduct of MCR elections.
  - i. Initial stage: In the first instance, complaints about the conduct of any election shall be submitted, no later than 48 hours after the declaration of the result, to the Information and Returning Officer (IRO); or if the complaint concerns or is made by the IRO, to any other Executive Committee Member ("the Election Complaints Officer").
    - 1. The complaint shall be submitted by email to the Election Complaints Officer using the email address listed on the MCR Website and including the words "Formal Complaint" in the subject line, citing the clauses of the Constitution and Standing Orders on which the complaint is based.

2. The Election Complaints Officer shall take all steps possible to see that the complaint is fairly dealt with as soon as possible, and within 48 hours.
  3. The Election Complaints Officer shall inform the complainant, and person or persons against whom the complaint is made (a Party to the Complaint), by email whether the complaint is upheld (in whole or in part), or dismissed, giving reasons and actions that they recommend by way of effective redress.
  4. If the complaint is upheld, the Election Complaints Officer shall inform the Executive Committee, who shall implement the redress in SO K.g.i.3, exercising an appropriate level of confidentiality.
- ii. Appeal to the Dean of Graduates: If, having completed the initial stage, any Party to the Complaint is dissatisfied with the outcome, they may appeal in writing to the Dean of Graduates, no later than 48 hours after the Election Complaints Officer has informed them as per SO K.g.i.3. The Dean of Graduates shall investigate, rule on, and report on all election complaints. The Dean of Graduates shall have the power to require the MCR to provide effective redress. If the Dean of Graduates is conflicted, a person appointed by Graduate Committee shall deal with the Complaint.
  - iii. Appeal to Graduate Committee. If any Party to the Complaint is dissatisfied with the ruling of the Dean of Graduates, they may appeal in writing to Graduate Committee, which shall appoint Fellows from among its members to hear and determine the appeal.
  - iv. In addition to other remedies, the following remedies shall be available to provide effective redress for the purpose of SO K.g.i.3.:
    1. Require a Member to withdraw or remove a statement or other publicity.
    2. Declare the result invalid and order the Returning Officer to rerun the election following the rules for a By-Election as set out in Section K.d-e. for Executive Committee positions, or K.f. for non-executive Committee Positions.
    3. Call an Extraordinary General Meeting. The Extraordinary General Meeting shall have the power to declare a result invalid and order the Returning Officer to rerun the election following the rules for a By-Election as set out in Section K.d-e. for Executive Committee positions, or K.f. for non-executive Committee Positions.
  - v. Any remedy implemented must be proportionate and have regard to the principle that elections are free, fair, and properly conducted.
- h. Reports on the conduct of elections:
    - i. After an election to the Executive Committee (including a By-election), the Returning Officer shall produce a report on the conduct of the election and submit it to the Dean of Graduates and the General Meeting within twenty Term-Time days of the election.
    - ii. At the end of each Full Term, the Returning Officer shall produce a report on the conduct of the OGM elections in that Term and submit it to the Dean of Graduates and the General Meeting.
  - i. SO K. shall be amended only with the consent of the Governing Body.

## L. Handover

- a. All those elected to any position on the MCR Committee, including the termly officers and non-executive members, shall be handed over to by the outgoing committee. This shall be a timely and complete handover, as defined below in i-ix.

- i. Organising a handover meeting shall be the responsibility of the individual outgoing committee Officers, with the caveat that the incoming committee are required to take all steps necessary to enable a timely and complete handover.
- ii. The outgoing committee shall ensure that they hand over all physical and digital documents that are necessary or useful to the position to their successor.
- iii. The outgoing committee shall also share all other information they have which is useful or necessary to carrying out their role with the incoming committee.
- iv. All other accesses and passwords, email account passwords, keys, mailing lists and other similar information shall also form part of this handover.
- v. The outgoing President has the responsibility for handing over the mailing list for the whole MCR to the incoming President.
- vi. The outgoing Information and Returning Officer has the responsibility for handing over the mailing list for the MCR Committee to the incoming Information and Returning Officer.
- vii. The outgoing Treasurer has responsibility for handing over the banking details and account to the incoming Treasurer, and shall remain responsible for the good running of the accounts until the bank has confirmed the handover.
- viii. A handover which fulfills the points ii-vii shall be considered complete.
- ix. A “timely” handover is one which occurs and is completed before the incoming Officer takes office.
- b. In the case of a handover failing to satisfy the conditions of being complete and timely, the following shall occur.
  - i. For processes which are anticipated to take longer than the time period between election and the incoming committee taking office: the incoming President shall be made aware of the situation as soon as it arises, and all parties involved shall ensure that all reasonable steps are taken as swiftly as possible to ensure that handover is completed promptly.
  - ii. For handovers which are considered satisfactory by one party and unsatisfactory by another, the incoming President shall settle any disputes fairly and without bias.
  - iii. Should there be dissatisfaction about the position taken by the President, the relevant party may appeal to first the Incoming Executive Committee; and then the OGM, which has the final authority.

## M. Resignation and Dismissal

- a. Any Officer of the MCR Committee may resign by written notice to the President of the MCR at any time, should they become unable to fulfill their role. The President of the MCR shall announce the resignation of an Officer of the MCR Committee immediately.
- b. Any Officer of the MCR Committee may be dismissed for dereliction of duty or for having acted in a manner that discredits the MCR. An Officer of the MCR Committee may be dismissed by a motion of No Confidence that is passed by a Supermajority Vote at a General Meeting.
- c. Resignation or dismissal of an Officer of the MCR Committee shall trigger a By-election, as set down in Standing Order K.d.-f.. Until the position is filled, the President of the MCR, or an appropriate Officer of the MCR Committee, as appointed by the President, shall fill the responsibilities of the vacant position. The provisions of Standing Order L for the Handover of Committee position shall still apply.



## N. General Meetings

- a. The General Meeting shall be the supreme governing body of the MCR. Its decisions are made by passage of Resolutions.
- b. There shall be two types of General Meeting: the Ordinary General Meeting and the Extraordinary General Meeting.
- c. Membership of the General Meeting
  - i. Only Members of the MCR have the right to attend, speak and vote at General Meetings.
  - ii. Associates of the MCR shall have the right to attend and speak at General Meetings, but shall not be allowed to vote, except for non-Executive Committee positions (see SO H.c-d).
  - iii. Strangers who are not Associates may be permitted at the discretion of the Chair to observe. Strangers shall never be allowed to vote.
- d. Quorum and Voter Turnout
  - i. The Quorum limit for the General Meeting shall be set at 20 Members present.
  - ii. The Standing Orders may specify a higher voter turnout for votes on the passage of specific types of Motion. This voter turnout shall be the sum of the number of Members present in the room at the time of the vote, and the number of valid Proxy Votes on the Motion.
- e. Motions
  - i. All motions shall require a named Proposer and named Seconder who are Members of the MCR, and are present at the meeting. In their absence, the Chair may appoint a Proposer and/or Seconder from the floor.
  - ii. Motions shall contain one or more Resolutions, which may be preceded by items to be noted or believed by the MCR in support of the Resolution.
  - iii. The Proposer and/or Seconder of the Motion shall have the right to withdraw their support from the motion at any point in the General Meeting. The Chair may appeal to the floor for another Proposer and/or Seconder who then assumes control of the motion. If no Proposer or Seconder is found, then the motion shall be considered withdrawn.
  - iv. There shall be certain special types of Motion. These motions shall automatically move to the Second Reading of the Motions as set out in SO O.i.:
    1. Motions of No-Confidence: These allow the General Meeting to dismiss an Officer of the MCR Committee, as set out in SO M.b... These require a Supermajority Vote to pass.
    2. Motions of Censure: These allow the General Meeting to express displeasure or disappointment in the conduct of an Officer of the MCR, but without formal sanction. These require a simple-majority vote to pass.
    3. Motions to Amend the Constitution or Standing Orders: As set out in SO C and SO Q.
    4. Motions requiring financial expenditure.
- f. Minutes
  - i. The Minutes shall be a fair and accurate record of the decisions of the General Meeting.
  - ii. They must contain:
    1. a record of the approval of previous Minutes;
    2. summaries of the reports from the MCR Officers;
    3. apologies from any absent MCR Officers;
    4. the names of those MCR Members who attended the General Meeting;

5. a record of any questions put to MCR Officers and responses received;
  6. the results of any elections held in the General Meeting;
  7. the Resolutions of Motions passed or rejected by the General Meeting;
  8. a record of any Amendments to Motions and of any Procedural Motions passed during the General Meeting.
- iii. The Vice-President (as distinct from the Secretary) shall be responsible for keeping records of and circulating the Minutes of the General Meeting.
  - iv. The Minutes shall be circulated not more than two weeks following the General Meeting.
- g. The Chair and Secretary of the General Meeting
- i. The positions of Chair and Secretary of the General Meeting shall never be held by the same individual.
  - ii. The Chair of the General Meeting:
    1. The MCR President shall be Chair of the Meeting. In their absence, or in the case of a conflict of interest, the Chair shall be taken by the Vice President, Treasurer, Information and Returning Officer, a Social Secretary, a Welfare Officer, a non-Executive Committee member, or a competent member of the floor, in that order.
    2. The Chair shall be responsible for the smooth running of the General Meeting, maintaining order, preserving an atmosphere of consideration, and ensuring that the Constitution and Standing Orders are respected. Anyone wishing to speak must indicate their desire by raising their hand. The Chair shall decide the order of priority in speaking.
    3. The Chair may disallow questions or speeches on the grounds of irrelevancy or unfairness.
    4. The Chair may interrupt debate to seek or offer clarification on a debate point.
    5. The Chair shall have the right to caution any person at the General Meeting for disruptive conduct.
    6. The Chair shall not exercise their right to vote except in the case of a tie.
    7. The Chair shall be the first interpreter of the Standing Orders, subject to the Procedural Motions.
    8. Should the Chair be placed in a position of conflict of interest in debate, they must relinquish the Chair.
  - iii. The Secretary of the General Meeting
    1. The Vice-President shall act as Secretary to Ordinary and Extraordinary General Meeting. In their absence, or in the case of a conflict of interest, the Treasurer, Information and Returning Officer, a Social Secretary or a Welfare Officer, a member of the non-Executive Committee, or a competent member of the floor, in that order, shall take over secretarial duties.
    2. The Secretary shall be responsible for taking Minutes of the General Meeting, and shall record the names of those present.
    3. The Secretary shall email to the MCR a template of accepted motions no later than one week before the 1<sup>st</sup> OGM of each term.
    4. Should the Secretary be placed in a position of conflict of interest in debate, or should they become the Chair of the General Meeting, they must relinquish secretarial duties.
- h. Procedural Motions
- i. All business of the General Meeting shall be subject to all procedural motions.

- ii. Unless stated to the contrary below, the following Procedural Motions may be raised at any General Meeting at any point within the meeting by any Member except the Chair:
1. *Quorum Count*: if “Quorum?” is called, a Quorum Count shall be taken immediately. If found to be inquorate, the General Meeting shall adjourn for up to 15 minutes, or until the Room becomes Quorate if this occurs within the 15 minutes; if quoracy is still lacking after reconvening then this shall be recorded in the minutes and the meeting shall be adjourned.
  2. *Challenge to the Ruling of the Chair*: the Proposer of this motion must state what they think that the ruling should be; resolution is by simple majority vote of those present.
  3. *Secret Ballot*: requiring a simple majority vote to pass, this Procedural Motion shall force any vote in the process of being held, but having not yet begun, to be held by Secret Ballot. The conduct of the Secret Ballot shall be fair under the charge of the Secretary (voting must be done through use of ballot papers). If possible, the General Meeting should continue whilst the result of the vote is determined.
  4. *No Confidence in the Chair*: this requires the support of two-thirds of those present to be passed; if passed, the Chairperson shall vacate the Chair for the remainder of the meeting; the Chair shall pass to the Vice-President, the Treasurer, a Social Secretary, a Welfare Officer, a competent non-Executive Committee member, or a competent member of the floor, in that order.
  5. *Expulsion of Strangers*: requiring a simple majority vote to pass, Expulsion of Strangers shall result in all non-Members of the MCR being asked to leave the Meeting.
  6. *Expulsion of a Member*: any Member may be expelled from the meeting for disruptive conduct with the support of two-thirds of those present.
  7. *Removal of Silent Observation*: any Member may propose this Procedural Motion in favour of any Stranger present at the Meeting; requiring the support of a majority of those present. If passed, the Stranger in question shall be allowed to contribute to the debate, but not to vote.
  8. *Adjournment*: A Member may move that the meeting be adjourned until a specific time; Adjournment requires the support of two-thirds of those present and a decision on when the meeting shall be reconvened.
  9. *Deferral*: by simple majority vote, a motion on the agenda of an Ordinary General Meeting may be deferred to the subsequent Ordinary General Meeting or an Extraordinary General Meeting, as decided by the vote; motions before Extraordinary General Meetings may not be Deferred.
  10. *Proposal of an Amendment*: this procedural motion may be raised at any point during the debate after the first speech in proposition of a motion, and up until the start of the speeches of summation. The procedure for dealing with the amendment shall follow SO N.j.
  11. *Voting in Parts*: requiring a simple majority vote to pass, this Procedural Motion shall force the meeting to debate and vote upon the motion under consideration in the parts in which it was submitted; Voting in Parts does not force the meeting to Move to Vote.

12. *Move to Vote*: requiring a simple majority vote to pass, *Move to Vote* will force debate to be curtailed and the Meeting to proceed directly to speeches of summation and then to a vote.
- iii. Procedural Motions shall be taken in the order of precedence as they appear above. The Chair shall be obliged to hear any Procedural Motion put and the Proposer's reasons for proposition. All debate shall be suspended immediately that a Procedural Motion is proposed. When a Procedural Motion is put, the Chair shall repeat the Procedural Motion, which shall then take precedence over all other business except a Procedural Motion higher in the order of precedence. After the Proposer has stated their reasons, the Chair asks if there is any opposition. If there is any opposition, there shall be a short debate before the vote; if there is no opposition a vote on the move to vote shall be taken immediately.
- iv. Proxy Votes shall not be allowed when voting for Procedural Motions.
- i. Procedure for the Debate of a Motion
  - i. The Chair shall invite short opening speeches in Proposition (from the Proposer) and in Opposition.
  - ii. The debate shall then pass to the floor where, when recognized by the Chair, Members may make speeches or observations, or ask questions to other participants in the debate. Members shall raise their hand when they wish to participate in the debate, and the Chair shall maintain a list of the order of speakers. The Chair shall decide whether any questions or speeches may be disallowed on the grounds of irrelevance or unfairness.
  - iii. Procedural Motions may be brought at any time during debate but may not interrupt a speaker.
  - iv. The Chair shall have the right to curtail speeches or contributions to the debate longer than two minutes in duration, or longer than one minute during the debate of a Procedural Motion.
  - v. Upon passage of a *Move to Vote*, or once the Chair is satisfied that no new or useful information remains to be offered to debate, the Chair shall invite a short speech of summation in Opposition and in Proposition, after which a vote shall be taken.
  - vi. For the Second Reading of Motions which are listed in SO N.e.iv., but to which there has been no opposition on the First Reading, the Chair shall not invite opening speeches in Proposition nor in Opposition, but shall open the floor directly for debate. Following debate, the Meeting shall precede directly to a vote.
- j. Amendments
  - i. Amendments to a Motion under debate may be proposed by raising the Procedural Motion N.h.ii.10.
  - ii. Amendments may only be raised during the debate on a motion, and may not be raised during the First Reading. If a Member wishes to propose an Amendment during the First Reading, they may oppose the motion and raise Procedural Motion N.h.ii.10. following the first speech in proposition.
  - iii. Procedure for Proposal of an Amendment: If a Procedural Motion is raised, the debate on the Motion shall be paused. The Member proposing the Amendment shall begin by submitting the Amendment to the Secretary. The Secretary shall read the Amendment to the General Meeting, and the Chair shall ask if there is any opposition to the Amendment. This opposition may come from the Members on the floor, or from the Proposer or Secunder of the original motion. If there is no opposition, then the Amendment shall be adopted into the Motion. If there is opposition, there shall be an opportunity for debate. The Amendment shall be adopted if approved by a Simple-Majority Vote.

- iv. Debate on the Amendment shall follow the procedure for debate set out in N.i.. The debate may be curtailed by the passage of Procedural Motion N.h.ii.12. Move to Vote. Further amendments to the Amendment under debate may not be proposed.
  - v. Amendments may not change the issue with which the motion is concerned.
  - vi. Further amendments to the motion cannot be proposed until a vote has taken place on the current amendment.
- k. Voting
- i. During a Vote, all Members of the MCR shall have one and only one vote. The Chair shall not exercise their right to vote except when the Vote is tied.
  - ii. Proxy Voting
    - 1. A Proxy Vote is a vote which is cast by a Member of the MCR who is not in attendance at the relevant General Meeting.
    - 2. Any Member of the MCR who is unable to vote in person at a General Meeting may cast a Proxy Vote.
    - 3. A Proxy Vote shall count towards the total number of votes for a particular motion if it is received before a time specified by the Secretary of the General Meeting in which the Motion is to be discussed. The Secretary of the General Meeting shall determine an electronic system by which the proxy votes may be submitted. This system shall be advertised in conjunction with the agenda of the Meeting.
    - 4. Proxy Votes shall not count towards quorum, but shall count towards voter turnout when this is required by the Standing Orders for some specific types of Motion.
    - 5. A Proxy Vote may specify how it is to be handled in the event of Amendments. It may either: a) remain valid irrespective of any Amendments made during the course of debate; or b) be considered void if any Amendments are made to the motion.
    - 6. If not explicitly specified a Proxy Vote shall be considered void if any Amendments are made to the motion.
    - 7. Void Proxy Votes shall still count towards the voter turnout.
  - iii. Procedure for Voting
    - 1. The Secretary shall count the number of Members present for the purposes of SO N.d.ii.
    - 2. For the purposes of the Standing Orders, a Vote shall be said to have begun when the Secretary has begun the process described in SO N.k.iii.
    - 3. Voting shall by default be by show of hands.
    - 4. Counting shall be by the Chair and the Secretary.
    - 5. A Motion shall pass by a Simple Majority Vote unless the Standing Orders specify a higher majority is necessary.

## O. Ordinary General Meetings

- a. An Ordinary General Meeting (OGM) shall be subject to the SO N with the additional constraints set out herewithin.
- b. The Quorum of the OGM is 20 Members.
- c. OGMs shall be held on Tuesday of 1st week and Tuesday of 7th week in every full term.
- d. An OGM shall be scheduled on the Tuesday of 4th week but may be adjourned in the absence of any Motions or Elections.
- e. Order of Business
  - i. Minutes of the previous OGM
  - ii. Ratification of the Minutes of the previous OGM

- iii. Matters Arising from the Minutes of the previous OGM not appearing anywhere else on the agenda
- iv. Ratification of any Minutes of EGM held since the previous OGM
- v. President's Business
- vi. Executive Committee Business
- vii. Committee Business
- viii. Questions to the Officers of the MCR
- ix. Hustings and Elections
- x. First Reading of the Motions and passage of motions without opposition
  - 1. Motions deferred from the previous OGM
  - 2. Motions of No Confidence or Censure
  - 3. Motions to change the Constitution or Standing Orders
  - 4. Motions requiring financial expenditure
  - 5. Other Motions
- xi. Second Reading and Debate of the Motions
  - 1. Motions deferred from the previous OGM
  - 2. Motions of No Confidence or Censure
  - 3. Motions to change the Constitution or Standing Orders
  - 4. Motions requiring financial expenditure
  - 5. Other Motions
- xii. Any other business
- f. Agenda
  - i. The Secretary of the General Meeting shall notify Members of the time and place of an Ordinary General Meeting no fewer than seven days before it is due to be held, and request motions.
  - ii. Motions must reach the Secretary of the General Meeting in writing no fewer than 48 hours before the Ordinary General Meeting.
  - iii. The Secretary of the General Meeting shall promulgate the Agenda and Motions to all Members and Associates of the MCR.
  - iv. The Chair of the Meeting shall determine the order of the motions at the meeting within the categories laid out above.
  - v. The Secretary may refuse a Motion on the grounds that it contains illegal or defamatory material. Immediately before the First Reading of the Motions, the Secretary must report to the Ordinary General Meeting the reasons for refusing the motion. At the discretion of the Chair, a vote shall be held to determine whether the Motion shall be placed on the agenda for the next Ordinary General Meeting. Resolution is by simple majority vote, and the Chair shall have the casting vote.
- g. Time Limits for SO O.e.viii. and xii.
  - i. The Chair shall have the right to curtail questions to Officers and responses, and contributions to any other business, longer than two minutes in duration per speaker.
- h. Procedures for the First Reading of the Motions and passage of motions without opposition
  - i. There will be a short summary of all the motions presented to the General Meeting to establish if there is any opposition to them.
  - ii. Short factual questions may be accepted at the discretion of the Chair.
  - iii. If there is no opposition to a motion, it shall be passed immediately *nemine contradicente (nem con)*.
  - iv. In the event of opposition to a motion, the motion shall proceed to the Second Reading of the Motions and be debated. The Chair shall at this point appoint someone from the floor to speak in Opposition of the Motion.

- v. Motions of No Confidence or Censure, Motions to change the Constitution or Standing Orders and requiring financial expenditure shall always proceed to the second reading and debate (SO N.e.iv.)
- i. Procedures for the Second Reading of the Motions
  - i. The Procedures for the Second Reading of the Motions shall follow the Procedure for Debate set out in SO N.i.

## P. Extraordinary General Meetings

- a. An Extraordinary General Meeting (EGM) shall be subject to SO N with the additional constraints set out herewithin.
- b. Extraordinary General Meetings may be convened to deal with a single issue where there is a pressing or urgent need for a timely response.
- c. An Extraordinary General Meeting shall be convened in response to the written request of at least 15 Members submitted to the President of the MCR. This shall take the form of a Motion submitted to the President (as set out in SO N.e.), with the names of at least 15 Members of the MCR, including a named proposer and seconder.
- d. An Extraordinary General Meeting shall be held at such time as specified by the convening request, and no sooner than five days from the date on which the request was received.
- e. The quorum for an Extraordinary General Meeting shall be 20. Notwithstanding the quorum for the meeting, no Motion shall be passed if the total number of votes cast (whether for or against the Motion) is not at least 30.
- f. Order of Business: Extraordinary General Meeting
  - i. Reading of the Motion
  - ii. Debate on the Motion
  - iii. Vote
- g. The Motion shall not pass without opposition. The Chair may if necessary appoint a Member of the floor to speak in opposition during the Debate.
- h. The Debate on the Motion shall proceed as for the Debate of a Motion in a General Meeting (as set out in SO N.i.).
- i. The conduct of the EGM shall be subject to Procedural Motions as set out in SO N.h.

## Q. Referendum of all Members of the MCR

- a. As set out in Article J of the Constitution, the Constitution may only be Amended by a Referendum of all Members of the MCR.
- b. A Referendum shall be called by passage of an appropriate Motion at a General Meeting, which shall state the date of the Referendum, and the form of the Question or Questions to be put to the MCR.
- c. Each Question shall state the Articles of the Constitution which it resolves to make, alter, or revoke. It shall also state the date from which that Amendment, if passed, will take effect.
- d. A successful Referendum is one which must also update Article K (Effect) of the Constitution.
- e. Each Question shall call for a response in the form of a yes or no answer.
- f. Where the Referendum contains multiple Questions, each Question shall be treated as a separate Referendum. Abstention on any individual Question shall also be permitted. An abstention shall not count as a vote cast on that Question.
- g. The Returning Officer for the Referendum shall be as set out for Executive Committee Elections in SO K.c..
- h. Timing of Referenda
  - i. The Returning Officer shall convene a debate on the Questions in the Referendum, to be held not fewer than 4 days after the General Meeting at which the Referendum was called.

- ii. The vote shall be held not more than 14 days after the General Meeting at which it was called, and not fewer than 3 days after the debate scheduled as in Q.h.i. above.
- iii. The vote shall be open for 24 hours.
- iv. The Result of the Vote shall be announced not more than 24 hours after the close of voting.
- i. Where possible, a Referendum shall be run using an appropriate online voting system (e.g. Mi-Voice).
- j. No Amendment to the Constitution shall take effect until it has been approved by the Graduate Committee acting on behalf of the Governing Body in accordance with the College Bylaws.
- k. The complaints process for referenda shall be the same as for election complaints in SO K.g.
- l. SO Q. shall be amended only with the consent of the Governing Body.

## R. Finances

- a. The MCR shall have a bank account, which shall be operated by the Treasurer, or such members of the Executive Committee as the Executive Committee shall empower.
  - i. The President, Vice-President, and Treasurer shall all be authorized signatories of the MCR bank account.
  - ii. Where debit cards are used, their use shall be restricted to members of the Executive Committee. The holders shall be approved by the President, Vice-President, and Treasurer at a meeting of the Executive Committee. The Treasurer shall report the names of the holders of such cards in their Termly Report.
- b. The Executive Committee shall submit an annual budget for approval by the second Graduate Committee meeting of each Trinity Term.
- c. The Executive Committee shall submit a summary of expenditure in the previous term, and of expenditure to date, as a point to note in the second meeting of Graduate Committee each term.
- d. The Treasurer shall each term prepare a Budget for circulation to the MCR by the Vice-President along with the agenda of the first Ordinary General Meeting of that term. This Budget shall include the projected expenditure for the term, indicating the amounts allocated for expenditure by each Officer or set of Officers. It shall also indicate how much of that term's projected income is proposed to be set aside as Savings for Freshers' Week, contingency planning, or any other purpose.
  - i. The Treasurer shall propose a motion at the first Ordinary General Meeting of each term to authorise the Committee to spend the total expenditure set out in the Budget. This amount shall not include any funds designated in the Budget as Savings, whether for Freshers' Week, contingency planning, or otherwise.
  - ii. Should this motion fail to pass, for any reason (including the failure of the General Meeting to reach quorum), the Treasurer shall not be authorised to release the funds concerned, excepting R.f. below. This motion may be proposed (either in the same or a different form) at any other General Meeting held during the term.
  - iii. The Treasurer shall be responsible for ensuring that the Committee does not spend more than 110% or less than 90% of the total authorised expenditure for the term. It is noted that this does not prevent the Executive Committee from reallocating funds between individual budgets within the total expenditure approved for that term.



- iv. The budget for each term shall cover the period of that entire term, extending until the end of the week before the start of Full Term (that is, until the end of “0<sup>th</sup> Week”). In Trinity Term, this shall include Freshers’ Week expenditure.
- v. The Committee may propose motions to revise the total authorised expenditure at a General Meeting during the term in question.
- e. The Treasurer shall prepare a termly balance sheet and a profit and loss account, representing a true and accurate account of the financial position of the MCR, to be presented at the first Ordinary General Meeting of the following term. This account shall include the total of any monies in the MCR bank account(s).
- f. The MCR Executive Committee shall have two separate powers of expenditure regardless of the passage or failure of the Budget motion. Such expenditures may only be authorised by resolution at a meeting of the Executive Committee, and shall be recorded in the minutes of the meeting, which shall be presented to the next General Meeting. The General Meeting may prospectively prohibit expenditure on particular items, which shall be recorded as policy in Appendix A. The Executive Committee may:
  - i. Spend up to a total of £300 each term on consumable items without the need for approval by the General Meeting; and
  - ii. Spend up to £500 on any single non-consumable item.
  - iii. If an Executive Committee member proposes the use of these powers of expenditure for Week 0 of Term, authorisation by the Executive Committee in SO.R.f. may be given via electronic means of communication, provided that a quorum for Executive Committee decisions is met.
- g. The MCR Executive Committee shall from time to time, in consultation with the JCR Executive, determine an appropriate cost to cover joint expenditures in accordance with SO V.
- h. Procedure for allocating resources to groups and clubs
  - i. Members of the MCR who are also members of groups and clubs may submit Motions to Ordinary General Meetings as per SO O.f., following the procedure in SO N.e., to propose that the MCR allocate resources to those groups and clubs.
  - ii. Junior Members of College who have previously exercised their right to opt out of Membership of the MCR (who fall into any of the eligibility categories detailed in Article C of the Constitution) may submit to the Vice-President proposals that the MCR allocate funds or resources to groups and clubs of which they are a part. Provided these applications do not contain illegal or defamatory material, the Vice-President shall propose these applications as motions to the General Meeting.
- i. SO R. shall be amended only with the consent of the Governing Body.

## S. Complaints

- a. All Members of the MCR, and all Junior Members of College who have exercised their right to opt out of Membership of the MCR (who fall into any of the eligibility categories detailed in Article C of the Constitution) shall have the right to complain about any aspect of the running of the MCR or the actions of any person involved in the administration of the MCR (insofar as those actions relate to their duties and responsibilities to the MCR).
- b. For any complaint, the relevant process shall be as follows:
  - i. Complaints relating to harassment shall be dealt with in accordance with the College’s harassment procedure.
  - ii. Complaints relating to elections or referenda shall be dealt with in accordance with SO K.g. and SO Q.k.
  - iii. Any other complaints shall be dealt with according to the procedure in SO S.c.

- c. The stages of any complaint shall be as follows:
  - i. Initial stage: In the first instance, complaints shall be submitted to the President of the MCR; or, if the complaint concerns or is made by the President, to any other Executive Committee Member (the “Complaints Officer”).
    - 1. The complaint shall be submitted by email to the Complaints Officer, using the email address listed on the MCR Website and including the words “Formal Complaint” in the subject line.
    - 2. The Complaints Officer shall take all steps possible to see that the complaint is fairly dealt with as soon as possible.
    - 3. The Complaints Officer shall inform the complainant and person or persons against whom the complaint is made (a Party to the Complaint) by email whether the complaint is upheld (in whole or in part), or dismissed, giving reasons and actions that they recommend by way of effective redress.
    - 4. If the complaint is upheld, the Complaints Officer shall inform the Executive Committee, who shall implement the redress in SO S.c.i.3, exercising an appropriate level of confidentiality.
  - ii. Appeal to the Dean of Graduates: If any Party to the Complaint is dissatisfied with the outcome of the initial stage in SO S.c.i., they may complain in writing to the Dean of Graduates. The Dean of Graduates shall investigate, rule on, and report on all complaints. The Dean of Graduates shall have the power to require the MCR to provide effective redress. If the Dean of Graduates is conflicted, a person appointed by Graduate Committee shall deal with the Complaint.
  - iii. Appeal to Graduate Committee: If any Party to the Complaint is dissatisfied with the outcome of the stages in SO S.c.ii., they may appeal in writing to Graduate Committee, which shall appoint Fellows from among its members to hear and determine the appeal.

## T. Liability

- a. No Member shall be liable to the MCR in respect of any loss or damage caused while carrying out MCR business, unless the Member was grossly negligent or intended the loss to occur.

## U. Donations to Registered Charities

- a. Charitable Donations may only be made from MCR funds to Registered Charities. Such donations must be consistent with the MCR’s Objects as set out in Article B of the Constitution. It shall be the responsibility of the Executive Committee as Trustees to determine whether this criterion is satisfied.
- b. Charitable donations may not specifically fund an individual’s participation with that Charity.
- c. Such funds may be released only on the successful passage of a Motion brought to an Ordinary General Meeting.
- d. Such motions will only be heard at the last OGM of each Academic Term.
- e. Donations shall further be subject to the following limitations:
  - i. No donation to a given Charity shall exceed £200.
  - ii. There shall not be more than one donation to a given Charity within a given electoral tenure.
  - iii. The total amount donated to charities in a given Academic Term shall not exceed £400.
  - iv. The total amount donated to charities in a given Academic Year shall not exceed £1000.

- v. No Member shall propose or second more than one motion to make donations to Charities during any one Academic Term.
- f. This shall not prevent Members of the MCR acting collectively to organise separate events (e.g. RAG) to raise funds that are passed directly to the intended recipients.
- g. A list of all such donations made by the MCR shall be kept by the Vice President and shall be provided to Members of the MCR and Graduate Committee at the end of each Trinity Term.

## V. MCR/JCR Relations

- a. Where appropriate, collaboration between the MCR and the JCR shall be underpinned by a Memorandum of Understanding, detailing, as necessary, the nature of any cooperation, the membership of any jointly organized committees and any financial undertakings by each Common Room.
- b. Any Memorandum of Understanding between the MCR and JCR may be subject to variation by Resolution of the General Meeting of the MCR.

## W. External Affiliations

- a. The MCR may only affiliate or disaffiliate with an external organization by a Supermajority Vote at a General Meeting.
- b. If the MCR affiliates with an external organization, it shall publish notice of this to the MCR mailing list, stating the name of the organization and details of any subscription or similar fees or donations allowed under SO U paid to the organization. Any such notice shall also be submitted to the Governing Body.
- c. The Vice President shall maintain a list of all such affiliations to external organisations, detailing their names and any fees paid. This list shall be maintained as an Appendix of the Standing Orders.
- d. The Vice President shall submit a motion to the last scheduled OGM of each Trinity Term for the MCR to review the list of Affiliations to External Organisations and to Resolve to continue these affiliations. Any Affiliations not so renewed shall lapse at the end of Trinity Term.
- e. A requisition may be made by no less than 3% of Members that the question of continued Affiliation to an External Organisation be decided by a secret ballot, in which all Members are entitled to vote. This requisition shall take the form of a Motion for the General Meeting submitted to the Vice-President (as set out in SO N.e.), with the names of Members who are making the requisition, including a named proposer and seconder.
- f. The list of Affiliations to External Organisations shall be made available to the Governing Body at the end of each Trinity Term.

## X. Room Ballot

- a. The MCR shall, in consultation with College, organise the Room Ballot for the fair allocation of College Accommodation to the Graduate Students of Merton College, Oxford.
- b. Procedures for the administration of the Room Ballot shall be set down in Appendix C to the Standing Orders. These procedures may, from time to time, be subject to variation by Resolution of the General Meeting of the MCR.
- c. The MCR Vice-President shall be responsible for the MCR's part in the organisation of the Room Ballot.

## Y. Interpretation of the Standing Orders

- a. In interpreting these Standing Orders, it shall be the responsibility of the President to give the first ruling.

- b. If any Member of the MCR wishes to challenge the President's interpretation, it may be referred in the first instance to the Executive Committee to give a new ruling.
- c. The General Meeting shall have final authority to overrule the interpretation given by the Executive Committee or the President.

## Z. Effect

- a. All previous Standing Orders of the MCR are hereby and forthwith expressly revoked and these Standing Orders have effect as of 20 November 2018.

Alexander Karlberg  
President of the MCR  
Hilary 2016

Updated by:  
Timothy Foot  
President of the MCR  
Hilary 2017

The Standing Orders Standing Committee  
Trinity 2017

Amy Steinepreis  
President of the MCR  
Hilary 2019

Reviewed for compliance with the Code of Practice for the Middle Common Room of Merton College (issued by the Warden and Fellows of Merton College under the Provisions of Section 22(3) of the *Education Act 1994*) by:

Amy Steinepreis, President, and India Morris, Charities Officer and Disabilities Officer  
Hilary 2019

## APPENDICES

### A. GM Policies

#### 1. Boat Club Drinks

It is customary for the Boat Club to ask the MCR for a contribution towards their drinks in Freshers' Week. This policy makes no requirement of the MCR to comply or refuse funds, but rather acts as a reminder that the request for money should come in advance of the event (*i.e.* in the preceding Trinity Term) and not afterwards (*i.e.* in Michaelmas Term).

*This policy was introduced in Michaelmas Term 2016, and so will expire at the end of Trinity Term 2019.*

#### 2. MCR Votes at OSU Council

The three votes allocated to Merton MCR at OSU Council shall be used by the following three people: (1) the MCR President; (2) the OSU Representative or his/her delegate; (3) a further delegate designated by the MCR President (the "third vote"). The General Meeting shall have the authority to mandate these three delegates (individually or collectively) to cast these votes in particular ways. The General Meeting may designate an individual to use the third vote at a specified meeting of OSU Council, in which case the resolution of the General Meeting shall take precedence over any designation by the MCR President.

*This policy was introduced in Michaelmas Term 2016, and so will expire at the end of Trinity Term 2019.*

#### 3. Accessibility of MCR Events

Merton MCR is committed to improving the accessibility of its events and is working proactively with the College to achieve this. If any Member has an access need for a particular event, they should inform the organiser as soon as possible and ideally three weeks before the event will take place. The MCR will then endeavour to make the event accessible. To ensure there is sufficient time for notice regarding evening events planned for the first three weeks of term, the President will send out a list of such events during each vacation period prior to full release of the termcard. The MCR Committee shall include a note when the term card is sent out reminding the MCR of the above policy.

*This policy was introduced in Hilary Term 2018, amended in Hilary Term 2019, and will expire at the end of Trinity Term 2021.*

### B. JCR/MCR Capitation

(As agreed in Trinity Term 2016)

#### Michaelmas

##### **Bops**

Bop 1	Security	50%
	Lights	50%
Bop 2	Security	50%
	Lights	50%
Bop 3	Security	50%
	Lights	50%
Bop 4	Security	50%
	Lights	50%

**Societies**

Neave Society	25%
Music Society	25%
Bodley Club	25%

**SKY:** Cost of SKY box 25%

**Juke Box:** Rental cost 25%

**Time Ceremony**

Helper Formal	50%
Sobriety Food	50%

**Christmas Formal**

Decorations & Crackers 50%

**Peer Support Training**

Cost of training to be paid for each member of the MCR peer support team that attends the training session.

**Hilary****Bops**

Bop 1	Security	50%
	Lights	50%
Bop 2	Security	50%
	Lights	50%
Bop 3	Security	50%
	Lights	50%
Bop 4	Security	50%
	Lights	50%

**Societies**

Neave Society	25%
Music Society	25%
Bodley Club	25%

**SKY:** Cost of SKY box 25%

**Juke Box:** Rental cost 25%

**Trinity****Bops**

Bop 1	Security	50%
	Lights	50%
Bop 2	Security	50%
	Lights	50%

**Societies**

Neave Society	25%
Music Society	25%
Bodley Club	25%
Arts Fest	25%

**SKY:** Cost of SKY box 25%

**Juke Box:** Rental cost 25%

**Other**

Sports Day 25%

### C. Administration of the Room Ballot

(Last amended on Tuesday of 4<sup>th</sup> Week, Trinity Term 2017)

- a. Definitions. Places in Merton College single graduate accommodation shall be allocated to continuing graduates through the MCR Room Ballot. Throughout this section of the MCR Constitution, the MCR Room Ballot shall be referred to as “the room ballot”; Merton College single graduate accommodation shall be referred to as “College accommodation”; and Merton graduate students shall be referred to as “graduates”.
- b. Responsibility. The MCR Vice-President, in consultation with the College Accommodation Manager, shall be responsible for all processes concerned with the room ballot.
- c. Opting-in. All returning graduates at Merton College who would like to get a place in College accommodation shall need to join the room ballot, no matter whether they have lived in College accommodation previously, or are currently living in College accommodation. This especially includes the following groups:
  - i. Current graduates who will continue their course in the academic year for which they seek accommodation (*e.g.*, a second year DPhil student who will continue in the third year of the DPhil course);
  - ii. Current graduates who will continue as a graduate in a different course in the academic year for which they seek accommodation (*e.g.*, a final year MPhil student who will continue in the first year of a DPhil course);
  - iii. Current graduates who will continue their course in the academic year for which they seek accommodation, after not being in Oxford for whatever reason (*e.g.*, a second year DPhil student who spent the second year on fieldwork abroad and will continue in the third year of the DPhil course; also, a second year DPhil student who suspended the course for a year and will continue in the third year of the DPhil course);
  - iv. Students who will be in the first year of a graduate course in the year for which they seek accommodation, and who have been graduates at Merton before. This shall include students who have been away from Merton between their previous graduate studies and their new course (*e.g.*, a student who finished an MPhil course five years ago at Merton and now plans to return for a DPhil).
  - v. Students who are in the second or subsequent year of a second BA.
- d. Automatic room allocation. The following groups shall be allocated accommodation by Merton College’s Accommodation Manager on request and do not need to participate in the room ballot:
  - i. Undergraduates at Merton College, no matter whether in their third or fourth year, who plan to continue as a graduate (*e.g.*, a finalist undergraduate, who will continue in the first year of graduate study).
  - ii. Undergraduates reading for a second BA integrated course (Medics) at Merton College, who will enter their first year of graduate studies in the year for which they seek accommodation (*e.g.*, third year medics, who will enter their fourth year).
  - iii. Students on certain scholarships as published by College will be provided with accommodation and do not need to participate in the room ballot.
- e. Special requirements. Entrants to the room ballot who would like to have special housing needs (*e.g.*, deriving from any health issues, disabilities, or religious reasons) taken into account shall be asked to contact the Senior Tutor or the Chaplain before the ballot is drawn. Nevertheless, they must still enter the room ballot.
- f. Assessment of special requirements. The Senior Tutor and the Chaplain shall confidentially assess requests for special consideration, and the Vice-President shall be advised on the further procedure if special consideration is granted. The Vice-President shall treat all matters concerning special housing needs with strict confidentiality.
- g. Preparations for the room ballot. The Vice-President shall organize the drawing of the room ballot no later than the first week of Trinity Term. The Vice-President shall liaise with

College in order to compile a list of all graduates who might be subject to the room ballot; special care should be taken to identify graduates who are not currently at Merton, but who will be subject to the room ballot due to Article I.3. The Vice-President shall inform everyone on this list at least one month in advance of the drawing of the room ballot about the conditions of the room ballot, as described in Article I of this Constitution, and ask them if they require accommodation for the following academic year. The Vice-President shall distribute a list of all entrants to the room ballot well in advance of the room ballot, so that all graduates can check their entry.

- h. Drawing of the room ballot. The Vice-President and the Vice-President-Elect (or Emeritus, depending on when the room ballot is drawn) shall conduct the drawing of the room ballot under scrutiny of at least one more senior member of College (*e.g.*, the Welfare Dean, the Deputy Principal of the Postmasters, or the Chaplain). The drawing of the room ballot shall take place in the MCR, be advertised on the termcard in advance, and be open to Members of the MCR (if the drawing is organised out of term time, it shall be advertised on the MCR Google Calendar and emails shall be sent early in advance about it).
- i. Structure of the room ballot. The entrants to the room ballot shall be divided into groups according to the number of years lived in Merton accommodation as graduates (*e.g.*, a second year DPhil student who has been living in Merton graduate accommodation for two years and who is seeking accommodation for the third year will be entered into the two-year group). Graduates who started their course and moved into college accommodation later than 8<sup>th</sup> Week of Hilary Term shall be separate groups according to the number of years lived in College accommodation with the addition ‘after Hilary’. Graduates who are ‘re-admits’ (*i.e.*, were at Merton as undergraduates), shall be in separate groups according to the number of years lived in Merton accommodation with the addition ‘re-admit’, unless they started their course later than 8<sup>th</sup> Week of Hilary Term in which case they will be entered in the ‘after Hilary’ group. Students who have reached the standard period of tuition fee liability shall form a separate group. Within this group, the entrants shall be ranked according to the number of years lived in Merton accommodation. The Executive Officers of the Committee-Elect who were elected in the Hilary Term of the drawing of the ballot (*i.e.*, the President-Elect, Vice-President-Elect, Treasurer-Elect, Social Secretaries-Elect, Welfare Officers-Elect, and Information and Returning Officer-Elect) shall form a separate group regardless of the number of years lived in Merton accommodation or fee-liability. Within these groups, the entrants shall be ordered according to their position in the ballot drawn in Article h. of this Appendix (*cf.* Article v. of this Appendix). The President-Elect shall have first position on the ballot, followed by the Vice-President-Elect and the Treasurer-Elect in that order. The other Executive Officers of the Committee-Elect shall be ordered according to the order in which they were drawn in the room ballot.
- j. Final order of the room ballot. The final room ballot ranking list will be formed by joining the different groups in the following order: first the Committee, followed by the fee-liable groups in rising order of the number of years lived in College accommodation and by the non-fee-liable groups in rising order of the number of years lived in College accommodation. Groups with the same number of years lived in College accommodation shall be headed by the ‘after Hilary’ group, followed by the main group, and finally the corresponding ‘re-admit’ group (*cf.* Appendix D).
- k. Results of the room ballot. The Vice-President shall make the room ballot ranking list known to all entrants of the room ballot no later than 24 hours after the drawing of the room ballot. The Vice-President shall also display a copy of the room ballot list on the notice board in the antechamber of the MCR room in College.
- l. Availability of rooms. The Vice-President shall liaise with College to determine how many rooms and where these rooms will be available to graduates.
- m. Cut-off for guaranteed accommodation. If there are more entrants to the room ballot than rooms available in the College’s projected allocation, the Vice-President shall mark on each room ballot ranking list where the cut-off for guaranteed accommodation is. The part of the room ballot ranking list that does not guarantee accommodation shall be referred to as “the waiting list”.



- n. Date of room choosing. The Vice-President shall organize room choosing to take place no later than week 10 of Trinity Term in agreement with the Accommodation Manager.
- o. Updating the room ballot ranking list. Until the date of room choosing, the Vice-President shall regularly inform the entrants of the room ballot of their position on the room ballot ranking list, which may change due to drop-outs. Especially, the Vice-President shall immediately inform entrants of the room ballot if they advance from the waiting list to a position on the room ballot ranking list that guarantees them accommodation.
- p. Database of accommodation details. The Vice-President shall gather information on the rooms available from current occupants in order to update the existing room information database. The Vice-President shall make copies of the floor plans and the information of the room database available to the entrants of the room ballot at least three weeks before room choosing. The floor plans shall be placed in the antechamber of the MCR room in College and/or available in digital format.
- q. Process of room choosing. The Vice-President shall define the procedures for room choosing and make them available to the entrants of the room ballot at least three weeks before room choosing. These procedures shall be guided by the principle of enabling a fair choosing of the rooms, while providing means for groups to choose a house together. Graduates who are not able to attend room choosing shall be allowed to submit their choice by proxy. This proxy can be either another Member of the MCR or instructions on which room to choose. All proxies must be declared in writing.
- r. Results of room choosing. After room choosing, the Vice-President shall make a list of the rooms chosen available to the entrants of the room ballot, not later than a week after room choosing. The Vice-President shall inform everyone who is still on the waiting list of progress up the list on a regular basis.
- s. Subsequent availability of rooms. When accommodation becomes available after room choosing, either due to entrants dropping-off the ballot or more accommodation becoming available from College, this shall be offered to entrants according to their position on the ballot, until the 1<sup>st</sup> Week of Michaelmas Term. After this date, the College Accommodation Manager shall be responsible for allocating remaining rooms. In the case that the number of graduates in need of College accommodation is lower than the number of allocated rooms, the College Accommodation Manager will be able to allocate the above-mentioned rooms to non-Mertonians or alumni at an earlier date, in agreement with the Vice-President who will remain in charge of rooms originally allocated to graduates but left vacant due to late withdrawal.
- t. Deposit. A deposit (£100) is required by College for balloters who wish to remain on the ballot and to live in College accommodation. The deadline for this deposit shall be set no later than Friday of week 6 of Trinity Term. The deposit date shall be the same for all people on the room ballot independently of their position on the ballot.
- u. Housing-related documents. The Vice-President will be responsible for annually updating Housing-related documents & Guides (e. g. Room Choosing Guides & Housing Guides).
- v. Summary of the Structure of the MCR Room Ballot

	Special Status	Year(s) Lived in Merton Graduate Accommodation
	Executive Committee	n/a
Fee-liable groups		0*
	'Re-admit'	0
	'After-Hilary'	1
		1
	'Re-admit'	1
	'After-Hilary'	2**
		2

	'Re-admit'	2
	<i>Etc.</i>	<i>Etc.</i>
Non-fee-liable groups		0***
	'Re-admit'	0
	'After Hilary'	1
		1
	'Re-admit'	1
	'After Hilary'	2
		2
	'Re-admit'	2
	'After Hilary'	3****
		3
	'Re-admit'	3
	<i>Etc.</i>	<i>Etc.</i>

\* e. g. A second-year D.Phil student who has never lived in Merton graduate accommodation before (for the group having never lived in Merton graduate accommodation, the distinction 'After Hilary' is not necessary).

\*\* e. g. A second-year D.Phil student who has lived in Merton graduate accommodation for two years but started living in College accommodation after 8<sup>th</sup> week of Hilary in their first year.

## D. Associates of the MCR

(Last amended on Tuesday of 4<sup>th</sup> Week, Trinity Term 2017)

1. There shall be two categories of Associate.
  - a. Those in **Category A** are entitled to four meals per week in Hall (including no more than two dinners), and to make use of the MCR, the College Bar, and the sporting facilities. They are not entitled to College accommodation or to use College computing facilities or libraries. The subscription is **£40 per term**. This is reserved for academic affiliates of Merton, conducting research in Oxford at a senior level (e.g. postdoctoral researchers), but who are not reading for Oxford degrees nor members of another college. Endorsement by a Fellow of the College with knowledge of the candidate's academic work is required.
  - b. Those in **Category B** may make use of the MCR, the College Bar, and sporting facilities. They may attend MCR functions, but are not entitled to College accommodation or to use College computing facilities or libraries. The subscription is **£20 per term**. Associates in Category B shall be either:
    - i. persons who have been Junior Members of the College within the preceding five years and are engaged in a programme of study at any university and are resident in Oxford, or
    - ii. domestic partners resident in Oxford of Members of the Middle Common Room who are resident in Oxford.
  - c. Associates shall pay their levies via the College Bursary before the deadline set and advertised each term by the Treasurer.

2. Applications to become an Associate must be approved both by the MCR President and by the Dean of Graduates. These shall be advised by the MCR Treasurer and the College's Graduate Officer.
3. Renewal. Associate status of the MCR is granted for up to one academic year. (Those applying in Hilary or Trinity terms, if successful, will be granted Association for the remainder of that academic year.) All Associates must apply to renew their status before the deadline at the start of Michaelmas Term in each academic year. No Associate shall continue as such for more than five years in total.
4. The College Bylaws are the supreme governing document concerning Associates. The President shall endeavour to ensure that this Appendix reflects the relevant regulations contained in the Bylaws.

## E. MoU: Format of Ball Committee

(Last amended on Tuesday of 1<sup>st</sup> Week, Hilary Term 2016)

### **General regulations**

1. There shall be a Joint Standing Committee of the MCR and the JCR to be called The Ball Committee, the posts for which are open to both common rooms for general election. The Standing Orders governing the operation of the Ball Committee shall be the same as those set out for all Standing Committees (JCR S.O. 3.4) unless expressly stated otherwise below.
2. There shall be a Merton College Winter Ball in Michaelmas Term once in every three years. Thus, there shall be a ball in the Michaelmas terms of 2016, 2019, 2022, and thereafter.
3. The Ball Committee shall exist to provide a self-financing and enjoyable Ball for the College.
4. The Ball Committee should act always in accordance with the spirit in which the Ball is intended and not seek to profit unfairly from their position.

### **Election and appointment of the Committee members**

#### *The Executive*

5. The Committee shall consist of the Ball Chair, Ball Secretary, and Ball Treasurer, all of whom are to be elected by secret ballot (see 8 below). These three (hereafter "the Ball Executive") shall be elected at least one year prior to the date on which the proposed Ball is to be held, and not less than 2 weeks before the end of the term in which the election occurs. (*I.e.* if a ball is to be held in Michaelmas 2016, the Ball Executive shall be elected by the end of 6<sup>th</sup> Week of Michaelmas 2015.)
6. The outgoing Ball Executive members will each write a short job description that will be circulated to all Junior Members of the College by the IRO of the JCR when advertising for candidates.
7. The Ball Chair, Ball Treasurer, and Ball Secretary must receive written permission from their Tutors before being allowed to hust for any of the positions, and may not be on the JCR/MCR Executive Committee during their appointment.
8. The process for electing the Ball Executive shall be as for members of the JCR Executive Committee (JCR S.O. 4), except that:
  - a. Before the hustings held by the IRO, each of the candidates will be interviewed (in public) by a panel consisting of (at their convenience): the JCR and MCR Presidents

and Treasurers, members of the previous Ball Executive, and any other junior member of the College appointed by the MCR and JCR Presidents. This panel shall consist of no more than 10 members. Before this interview takes place, the JCR and MCR Presidents shall consult the Senior Treasurer of the Ball (hereafter ‘the Senior Treasurer’) and the Domestic Bursar about issues arising from previous balls.

*Other committee members*

9. The other members of the Ball Committee, who shall be the Directors of Marketing, Food & Drinks, Entertainment, Production, and Health & Safety and Security shall be appointed by vote of the Ball Executive in consultation with the Senior Treasurer, Domestic Bursar, and MCR and JCR Presidents. Applications from members of either the MCR or JCR to join the Ball Committee are to be treated equally. The Ball Executive shall select the best-suited applicant for each committee position, and subject to that shall aspire to have equal representation of both common rooms in the Ball Committee.
10. Following their appointments, the Directors, excluding the Director of Health & Safety and Security who does not have a team, shall in turn appoint the members of their teams (hereafter ‘Ball Officers’) in the positions outlined below, subject to the approval of the Ball Executive. Ball Officers shall be counted as members of the Ball Committee, and shall attend Ball Committee meetings.

The structure of the teams shall be as follows:

- The Marketing Team:
    - Design
    - Ticketing and IT
    - Sponsorship
  - The Food & Drinks Team:
    - Formal Dining
    - Informal Food
    - Drinks and Bars
  - The Entertainment Team:
    - Music
    - Non-musical entertainment
  - The Production Team:
    - Marquees, lighting, stages, sound-systems (Production)
    - Facilities and Timetabling
    - Decorations
11. Other members may be appointed to the Committee in an advisory capacity by the Ball Executive.
    - a. The JCR and MCR Presidents and Treasurers shall be invited to attend all meetings of the full Ball Committee.
    - b. The Senior Treasurer shall be invited to attend meetings of the Ball Committee and other College Officers may be invited at the Ball Executive’s discretion. Copies of the minutes shall be sent by the Ball Secretary (by default) to: the Senior Treasurer, the Principal of Postmasters, the Deputy Principal of Postmasters, the Domestic Bursar, the Steward of the Senior Common Room, and the JCR and MCR Presidents.

**Procedure and chains of command**

12. The Directors of Marketing, Food & Drinks, Entertainment, and Production (hereafter “the Directors”) shall have direct responsibility for those respective teams.
13. The Ball Executive shall receive a written report from each Director on at least a weekly basis.

14. All expenditures of over £500 must be authorised by the full Ball Committee and recorded in the minutes by the Ball Secretary.

### **Responsibilities of the Ball Executive**

15. It is the responsibility of the Ball Chair to account for business transacted by the Ball Committee at the General Meetings of the MCR and JCR, or in their absence, another member of the Ball Executive.
16. The Ball Treasurer will prepare accounts each week in the term of the Ball to present to the Senior Treasurer, and for the Ball Chair to present to the JCR and MCR General Meetings.
17. The Ball Secretary shall record business transacted at meetings of the Ball Committee. These minutes shall be submitted to each and every General Meeting of the JCR and MCR for scrutiny and shall be circulated with the agenda by the JCR and MCR Vice Presidents.
18. It is the responsibility of the Ball Chair to seek formal permission to hold a ball from the Governing Body through the Principal of Postmasters and to seek approval for all subsequent arrangements when and if such permission is granted, unless the Ball Chair is elected later than in the timetable set out in 5 above, in which case the JCR and MCR Presidents shall make the application for permission in general terms.
19. The outgoing Ball Chair shall deposit copies of all Ball Files with the College Archivist. The Ball Committee may consult this archive to help them with their duties.
20. The outgoing Ball Executive shall compile reports (including accounts) and submit them to the JCR, MCR, Senior Treasurer, and Domestic Bursar, as well as depositing copies in the College Archive.

### **Responsibilities of the Directors**

21. The outgoing Directors shall compile individual reports and submit them to the Ball Chair, for repository in the College Archive
22. The Directors shall manage their teams, holding meetings at least once a week during the term of the Ball and the term before.
23. All Directors shall work with the Ball Treasurer to set budgets for their team members, and shall be jointly responsible (with the Ball Treasurer) for making sure that team members adhere to their budgets.

### **Responsibilities of all Committee members**

24. All outgoing members of the Committee shall produce reports to be deposited in the College Archive by the Ball Chair.
25. All members of the Committee and all Ball Officers shall be prepared to work soberly on the night of the Ball itself, and at any marketing or similar events related to the Ball, as requested by the Ball Chair or their team Director.

### **Dismissal of Committee members and members of Directors' teams**

26. Unlike the Chair of a JCR Standing Committee, the Ball Chair may, with the agreement of both the Ball Treasurer and Ball Secretary, and in consultation with the MCR and JCR Presidents and the Senior Treasurer, dismiss a member of the Committee (not including the Ball Treasurer or Secretary).
27. Likewise, the Ball Chair may dismiss a Ball Officer with the agreement of both the Ball Treasurer and Ball Secretary, and in consultation with the Ball Officer's Director, the MCR and JCR Presidents and the Senior Treasurer.
27. The Ball Chair may suspend the Ball Treasurer and/or Ball Secretary, but only with the explicit agreement of the Senior Treasurer and the MCR and JCR Presidents. A motion of no confidence in the Ball Treasurer and/or Ball Secretary must be passed by General Meetings of both the JCR and MCR within 5 term-time days of their suspension by the Ball Chair to confirm their removal.
29. The Ball Chair may only be dismissed by the passage of a motion of no confidence passed in General Meetings of both the MCR and JCR.
30. In the case of the dismissal of a member of the Ball Executive, and immediately thereupon, the IRO shall declare nominations open for a replacement. The process shall be as set out in 8 above, excepting that the timetable may be hastened at the discretion of the IRO. In any case, the nominations must be open for at least 48 hours. A dismissed member of the Ball Executive or Ball Committee shall be eligible to stand in the election.

## **Finance**

31. The Ball Treasurer shall produce a provisional budget to be published for and presented to Ordinary General Meetings of the MCR and JCR six months before the Ball.
32. The provisional budget shall provide for a 10% safety net in expected expenditure. If over 90% of expected income is realised then, at the discretion of the JCR and MCR Executive Committees, one half of the Safety Net may be spent by the Ball Committee on the Ball. There must, therefore, at all times be a safety net of at least 5%.
33. If money has been placed in the "roll-over fund" (see 38 below) as a result of the previous Ball this money shall be counted as income in the provisional budget.
34. A financial report on the Ball shall be presented to every Ordinary General Meeting of the MCR and JCR until the Ball has been held. (See 18 above.)
35. By default, the JCR and MCR shall underwrite the Ball; no money shall be paid out of JCR or MCR accounts for the Ball before the General Meetings have been informed.
36. It is suggested that an initial loan be made by both the JCR and MCR (through motions in the General Meetings) to cover early costs. The Ball Committee shall borrow an equal sum from both common rooms.
37. In the event of any loss made by the Ball, all benefits to the Ball Committee, including the selling of Ball swaps and assets of the Ball, shall be realised before any loss is incurred by the MCR and JCR. Any loss incurred shall be split equally by the JCR and MCR.
38. In the event of any profit being made by the Ball, all surplus funds and remaining assets shall be entrusted to the College Bursary for the use of the next Ball Committee. This shall be called the "roll-over fund". Accounts of such funds and assets shall be included in the Ball Treasurer's report.

## F. Single Transferrable Vote System

[The following is taken from the Electoral Reform Society (<http://www.electoral-reform.org.uk/sites/default/files/What-is-STV.pdf>).]

1. The ballot paper lists the names of the candidates from each party. Voters vote by putting a '1' next to the name of their favoured candidate, a '2' next to the name of their next favoured candidate and so on. They stop allocating preferences when they cannot decide between the candidates – they do not need to vote for them all.
2. At the count, the number of votes which candidates need in order to be elected (the 'quota') is calculated by dividing the total number of valid ballot papers by the number of people to be elected plus one. For example, with 100 valid ballot papers and 3 places to be filled, the quota would be 25.
3. The ballot papers are sorted into piles according to the first preferences – the '1's. If any candidate has more first preference votes than the quota, they are immediately elected.
4. The next stage is to transfer any surplus votes for these elected candidates, i.e. the difference between their vote and the quota needed to be elected. To avoid the problem of deciding which of the votes are surplus, all ballot papers are transferred but at a reduced value so that the total adds up to the number of surplus votes.
5. After all the surpluses have been transferred, we look to see whether all the places to be elected have been filled. If they have not, then the candidate with the fewest votes is excluded and his or her votes are transferred to the voters' second preferences.
6. This process of transferring surpluses and excluding candidates continues until enough candidates have reached the quota to fill all the places to be elected.
7. If at any point RON is returned in point 3 above all remaining positions shall immediately be re-opened.

## G. MoU: The Charities Committee

[Last amended: Tuesday of 7th Week, Trinity Term 2016]

### The Charities Sponsorship Fund And Junior Members Charities Committee

1. The purpose of the Charities Sponsorship Fund (henceforth, the 'Sponsorship Fund') is to support Junior Members in the pursuit of charitable causes.
2. The Merton College Junior Members Charities Committee (henceforth 'the Charities Committee') shall have the authority to make donations from the Sponsorship Fund. For advice concerning applications to the Sponsorship Fund, Junior Members are referred to the Charities Representative of their respective Common Room.
3. The Charities Committee shall consist of the President, Treasurer, and Charities Representative of the JCR, and the same of the MCR, and shall meet at least once a term. The Charities Committee shall be co-chaired by the Charities Representatives of the JCR and MCR, and each Common Room shall have three votes. Quorum for a Charities Committee meeting shall be all six members present and voting. There shall be no abstentions from a vote, and an application requires more votes in favour than against to pass. JCR and MCR Representatives on the Charities Committee serve *ex officio* on said Committee and it shall be permissible for their votes to be directed by their respective Common Room according to its rules.
4. Applications for the Sponsorship Fund should be completed on the form available on the JCR website or from one of the Charities Representatives, and presented to that Charities

Representative no later than two days before the Charities Committee meeting. The form shall be completed by the applicant, presented to the Charities Representative, and considered by the Charities Committee. The Charities Committee shall review its application and approval process annually in its meeting in Hilary Term.

5. The maximum amount that can be granted to any one Junior Member in any one application is £200, or in exceptional circumstances £500. Applications must show that other sources of funding are also being sought, and grants from the Sponsorship Fund may not be more than 50% of the total raised for the activity. The distribution of the Sponsorship Fund rests with the Charities Committee.
6. Extraordinary Meetings of the Charities Committee may be summoned by a simple majority resolution in the General Meeting of either the JCR or the MCR. There shall be two possible reasons for an Extraordinary Meeting: a) to consider an urgent application, the timing of which results from no fault of the applicant or b) to reconsider an application rejected by the immediately preceding Charities Committee meeting. An Extraordinary Meeting shall run along the same lines as detailed in paragraph 3 of this Appendix.
7. Preference shall be given to those Junior Members who have not previously applied to the Sponsorship Fund over those who have, though there is no limit on the number of times a Junior Member may apply for grants from the Sponsorship Fund.
8. The Charities Representatives and the Treasurers shall be responsible for publishing termly accounts of Sponsorship Fund expenditure to their respective Common Rooms. The Charities Representatives shall request feedback material from successful applications to be posted on Common Room noticeboards to ensure Junior Members are aware of how Sponsorship Fund expenditure has been used.
9. This Appendix may only be altered with the approval of the General Meeting of both the JCR and the MCR.

#### The Charities Ballot

10. The purpose of the Junior Members' Charities Ballot is to facilitate Junior Members donating to worthwhile causes.
11. Unless they choose to opt out, Junior Members shall donate £10 through the Charities Ballot at the end of every term. This donation shall be charged through battels and appear in arrears.
12. The £10 shall be split equally (so that each cause receives £2.00 per normal donation) between:
  - i. The two permanent Junior Members' charities (Icolyn Smith Foundation and the Wolvercote Young People's Trust)
  - ii. The Junior Members' two nominated charities being supported for the academic year
  - iii. The Junior Members' Charities Sponsorship Fund
13. Any money assigned to the Sponsorship Fund that remains unallocated after the end of Full Term shall be divided equally between the other four charities.
14. The Charities Representatives shall contact all members of their Common Rooms to inform them of their option to opt-out of the termly charities levy with a deadline of Friday of 7th



Week, to give sufficient time to inform the bursary. Any opt-outs shall be treated in complete confidence by the Charities Representatives.

15. During 6th Week of Michaelmas Term the Charities Representatives shall run a ballot to decide which two charities the Junior Members wish to support for the academic year. Nominations for the Ballot shall be requested from Sunday of 5th Week. The Charities Representatives shall publish a list of the nominated charities on Sunday of 6th Week. This shall include each charity's website address (if applicable), a brief summary of their work and any history of nomination by the Junior Members. Each Junior Member can vote for up to two charities. The ballot shall close on Saturday of 6th Week and the result shall be announced at the next General Meeting of each Common Room.
16. This Appendix may only be altered with the approval of the General Meeting of both the JCR and the MCR.

## H. Merton MCR Accessibility Pledge

Merton MCR has signed the Oxford SU Disabilities Campaign Accessibility Pledge to show our commitment to improving accessibility for people with disabilities. As such the MCR will:

1. Provide accessibility information for every event organised
2. Provide contact details for each event organised so that accessibility information or adjustments can be requested, in accordance with the Accessibility of MCR Events Policy
3. Include image descriptions on all images used on social media and in e-mails, and use alt-text on website pages and in documents. For images with substantial text, a plain-text version containing all of the text should be provided.
4. Provide a downloadable, editable document when sending out materials (e.g. term cards), as this offers people the opportunity to make adjustments for their needs.
5. Assume people with disabilities will want to participate in all aspects of the common room, and plan accordingly.