

The Jesus College Middle Common Room Constitution

Adopted by the MCR on 4 February 2009

Amended by the MCR on 4 February 2010, 1 February 2011, 27 March 2012, and 12 March 2013

I. Introduction

A.1 The Middle Common Room (hereafter 'MCR') of Jesus College, Oxford (hereafter 'the College') shall be governed under the constitutional principles enumerated in this document (hereafter 'the Constitution') and in accordance with standing orders by the MCR Committee. No other MCR document, including any previous constitutional document, takes precedence over the Constitution.

A.2 The Constitution and any amendments made to it are subject to the approval of the Governing Body of the College, and are subject to review by the Governing Body at intervals of not more than five years.

II. Amendments to the Constitution

A.1 The Constitution may only be altered by a General Meeting.

A.2 A motion to amend the Constitution must be proposed and seconded at a General Meeting no fewer than five weeks prior to the one at which the Constitutional motion shall be debated.

A.2.1 Once a Constitutional motion is proposed and seconded, it cannot be adopted by any other Members.

A.3 The Constitution may only be altered by a two-thirds majority of those present and voting.

A.4 Amendments to the Constitution shall be presented to the Student Liaison Committee when it meets, up to a maximum of two times a year, save in exceptional circumstances as determined by the MCR President.

A.5 All Constitutional amendments shall be listed at the end of this Constitution.

III. Membership

A The following are Full Members of the MCR:

A.1.1 Members of the College reading for higher degrees or diplomas, or engaged in other postgraduate studies within the University of Oxford (hereafter 'the University') or other institute of higher education.

A.1.2 Members of the College working for Part II of a Final Honour School.

A.1.3 All other Members of the College in the fourth year or above of an undergraduate course.

A.1.4 Members of the College reading for the degree of B.A., who already hold a degree of Oxford, or another institute of Higher Education, or who have been granted Senior Status.

A.1.5 Post-doctoral Members of the College, for 2 years in the first instance, renewable for up to 2 more.

A.1.6 Mature students (defined as those age 21 and over upon admission to the University)

A.2 Full Members shall have voting rights in the MCR.

B The following shall be eligible to become Honorary Members of the MCR:

B.1.1 Members of the Senior Common Room of the College.

B.1.2 Visiting graduate students who are affiliated with the College and/or staying in Jesus College accommodation and recommended for honorary membership by the Senior Tutor.¹⁹

B.1.3 Ex- Full or Ex-Supernumerary Members of the MCR¹.

B.1.4 Holders of a degree of this University who were members of this College while reading for that degree.

B.1.5 Those who, by virtue of their employment by or other close connection with the MCR, need regular access to the Common Room and other MCR facilities, and upon whom the MCR decides, by a majority vote at a General Meeting, to confer Honorary Membership.

B.1.6 Those who reside with an MCR member at Thelwall house and have access to college.²

B.1.7 Spouses and partners of MCR members who reside with said member in the Oxford area.

B.2 Eligible people may become Honorary members by applying in writing to the MCR Secretary (except those eligible under B.1.1 and B.1.2 who shall automatically be Honorary members), and shall remain Honorary members at the discretion of the MCR Committee.

B.3 Honorary Members shall have at their disposal all non-batted facilities of the MCR at the discretion of the MCR Committee.

B.4 Honorary Members shall not have voting rights in the MCR, nor may they hold office.

B.5 MCR Computing facilities may only be used by category B.1.1 of Honorary Members above.

B.6 Honorary Members of the MCR, who do not have fob access to college, will require sponsorship by a full member of the MCR. This member will be required to apply to college to allow their sponsee to use their secondary fob.³

B.7 Honorary Members shall pay a reduced subscription fee no greater than 50% of the full MCR fees, the exact amount of which will be decided by the MCR Committee at the beginning of each academic year.

B.7.1 Honorary Members shall be informed of the membership fee before being accepted as Honorary Members.

C The following shall be eligible to become Supernumerary Members of the MCR, subject to approval by the MCR committee to a maximum of 15 in total⁴:

C.1.1 Non-Members of the College, working in an academic capacity with or under a Fellow of the College, and recommended for membership by a Senior Member of the College.

C.1.2 Old Members of the College employed in an academic capacity by the University or any other institute of higher education, or studying at any of the above, or reading for a degree of the University, and recommended for membership by the Principal.

C.1.3 Recognized students and other postgraduate students engaged in academic research in the University who are not associated with any other college in Oxford, and recommended for membership by the Principal or the Home Bursar

C.2 An additional five Supernumerary Members per year may be elected by a simple majority vote of the MCR at a General Meeting, subject to condition C.1.2., Following the election of MCR Supernumerary Member(s), a written request shall be made by the MCR Secretary to the Principal for final approval⁵.

C.4 Supernumerary Membership may be revoked on the recommendation of the MCR Committee in the event of conduct detrimental to the MCR. The MCR Secretary shall notify the Supernumerary Member concerned and the Principal immediately and in writing that the MCR recommends that the individual concerned have Supernumerary Membership revoked. Revocation of Supernumerary Membership is subject to the final discretion of the Principal.

C.5 Supernumerary Members shall have the following rights:

C.5.1 They may have access to all battelled College facilities.

C.5.2 They have the right to vote in any MCR elections, and at General and Extraordinary Meetings, but may not hold office.

C.6 The privileges and responsibilities of Supernumerary Membership are as follows:

C.6.1 Supernumeraries must be informed of the fees for Membership before they are accepted as Supernumeraries.

C.6.2 Supernumerary Members must pay their fees on time, or they will be cut off from Supernumerary status.

C.6.3 Supernumerary Members will be required to pay a sum of money to the College before they receive authorization to use College facilities for which a charge is made. Once that sum has been exhausted, continued use of facilities will be allowed only upon payment to the College of a further sum or sums of money. Details of present sums payable may be obtained from the College Accountant.

C.6.4 Supernumeraries wishing to end their status must notify the MCR Committee and the Home Bursar before First Week of any given term, or they will be billed for that term.

D All MCR Members must uphold the good name of the MCR at all times, and engage in no activity which damages its reputation.

E Opting Out:

E.1.1. All MCR Members shall have the right to opt out from membership of the MCR. Such right may be exercised only between the first day of Michaelmas Full Term and the second Friday of Michaelmas Full Term. Any MCR Member exercising such right shall immediately inform both the MCR President and the Secretary of the Governing Body.

E.1.2. Any MCR members exercising their right to opt out forego all rights of membership, but remain bound by sub-section III.D.

IV. Officers

A The general administration of the MCR shall be entrusted to an elected MCR Committee, composed of MCR Officers, acting in accordance with the Constitution and consisting of the following positions:

- 1 The President;
- 2 The Vice-President;
- 3 The Treasurer;
- 4 The Secretary;
- 5 The Social Secretary to the Dean;
- 6 The Social Secretary;
- 7 Female Welfare Officer;
- 8 Male Welfare Officer;
- 9 The First Year Representative;
- 10 The Computing Officer; and
- 11 The Sports Representative
- 12 The Health and Safety Representative

This shall be the order of delegation for all MCR Meetings, and for any other proceedings as indication by the Constitution.

B Term of Office

B.1.1 The term of office for MCR Officers shall begin on 1 April and shall end on the 31 March of the following year. All financial records shall be kept according to this term of office.

B.1.2 This term of office applies to all MCR Officers with the exception of the First Year Representative, whose terms begin upon election in Michaelmas Term.

B.2 During the term of office, MCR Officers may exercise all the powers, duties, responsibilities and functions, as well as enjoy all the privileges and immunities, that are vested in their offices by this Constitution.

B.3 Any MCR Officer may voluntarily resign his/her office before the expiry of his/her term of office by handing a letter of resignation to the MCR President or, if the resigning Officer is the President, to the Officer next in the order of delegation. The resignation of a MCR Officer shall take effect upon the election of his/her replacement, or after 21 days from the date his/her letter of resignation is received by the relevant Officer, whichever is earlier. An Election shall be held to fill any position on the MCR Committee that becomes vacant during the course of a term of office.

C.1 The General Responsibilities of MCR Officers shall be as follows:

C.1.1 To uphold the Constitution.

C.1.2 To represent the MCR to the College, including the Junior Common Room, and University.

C.1.3 To ensure the smooth and uninterrupted operation of the MCR all year round and encourage participation in MCR activities.

C.1.4 To ensure that their duties and responsibilities are carried out in the case of absence.

C.2.1 MCR Officers must attend all MCR General and Committee Meetings whenever possible, and submit adequate apologies in the event of absence from a MCR General or Committee Meeting to the MCR Secretary, or, in the case of the MCR Secretary's absence, to the most senior Officer available.

C.2.2 MCR Officers must give a verbal report to the MCR at each General Meeting.

C.3 The MCR Committee may appoint Sub-Committees, responsible to the Committee, for specific and enumerated purposes.

C.3.1 The MCR Committee must appoint an Introduction Committee in Trinity Term, either consisting entirely of MCR Officers or a combination of MCR Officers and other MCR Members, in order to produce a Freshers' Handbook, which will be sent to prospective new members during the Long Vacation, and to organize the Graduate Freshers' Week at the start of Michaelmas Term.

D Roles of MCR Officers and Sub-Committees:

D.1 The duties and responsibilities of the President primarily consist of the following:

D.1.1 Primary responsibility for ensuring that MCR Officers carry out their duties as enumerated in the Constitution, and for ensuring and safeguarding the smooth operation of the MCR.

D.1.2 Calling Committee Meetings as necessary.

D.1.3 Ensuring MCR representation at both College and University levels⁶.

D.1.4 Initiating the Election process.

D.1.5 Attending and presiding over all MCR Meetings, unless it is impossible to do so, due to ill health, absence from Oxford, or due to any other personal reason that is acceptable to the MCR Committee, in which case another MCR Officer, following the order of delegation, may preside.

D.2 The duties and responsibilities of the Vice-President primarily consist of the following:

D.2.1 Representing the interests of the MCR at the following meetings:

1. Student Liaison Committee;

2. Governing Body;

3. Food Committee⁷;

4. Proctors' Officers Meetings; and

5. Any other committee that may be established at College or University level.

D.2.2 Reporting back to the MCR on the outcome of these.

D.2.3 Taking responsibility for the general appearance of the MCR, including decoration and furniture, ensuring that suitable schemes are in place to maintain general tidiness in the MCR and MCR kitchen, and ensuring that the facilities in the MCR outer kitchen are in working order and accessible to members.

D.3 The duties and responsibilities of the Treasurer primarily consist of the following:

D.3.1 Paying all bills in a timely fashion.

D.3.2 Maintaining the income and expenditure accounts in a suitable spreadsheet format and maintaining the File of Records, all kept in a manner which will facilitate an easy transition between successive Treasurers.

D.3.3 Keeping up-to-date and available for inspection at a day's notice by the College Accountant or any MCR Member any documents pertaining to the Treasurer's office.

D.3.4 Itemizing invoices, receipts and any relevant paperwork in the File of Records, to be kept for seven years after the financial year from which they originate.

D.3.5 Making all payments by cheque, and specifying the recipient and the reason for the expenditure on the stub for all cheques paid.

D.3.6 Making all receipts for a specific, enumerated purpose, rather than for unenumerated goods.

D.3.7 Reimbursing MCR Members for MCR expenditures by cheque upon presentation of receipts.

D.3.8 Keeping no petty cash.

D.3.9 Making out Battels to charge Members for goods and services, which must be completed and presented to the Accountant by the end of Ninth Week in any given Term. All tally sheets of members attending functions must be kept. Old Members about to leave College must be billed for Battels accumulated between Trinity Battels and their departure before their departure.

D.3.10 Producing Termly Accounts reports for the MCR Membership, which shall be displayed on the MCR Noticeboard.

D.3.11 Ensuring that allocation of MCR funds adheres to the Finance guidelines stated in section X of the Constitution.

D.4 The duties and responsibilities of the Secretary primarily consist of the following:

D.4.1 Preparing the Agenda for MCR Meetings.

D.4.2 Giving requisite notice and details, including the Agenda, of all MCR General and Extraordinary Meetings to all MCR Members.

D.4.3.1 Recording the minutes of all MCR General and Extraordinary Meetings and distributing them in a manner convenient for MCR Members.

D.4.3.2 Maintaining a record of all standing orders passed by the General Meeting.

D.4.4.1 Coordinating bookings for the Lower MCR (henceforth 'Bunker'), consisting of the following:

D.4.4.2 Ensuring that the intended activity does not contravene Governing Body rulings and Dean's Regulations concerning the hiring out and use of the Bunker.

D.4.4.3 Informing those intending to hire the Bunker of the rules laid down by the MCR, the College and the Dean regarding the use of the Bunker.

D.4.4.4 Providing notice to the MCR of the proposed hiring.

D.4.6 Making a copy of the Constitution available to any MCR Member inquiring after one.

D.5 The duties and responsibilities of the Social Secretary to the Dean primarily consist of those listed in section D.6, and the following:

D.5.1 Working in conjunction with the Social Secretary.

D.5.2 Notifying the Dean of all MCR events, and obtaining permission for each event.

D.5.3 Calling meetings and acting as chair of the MCR Social Committee

D.5.4 Organising and distributing the Term Card.

D.6 The duties and responsibilities of the Social Secretary primarily consist of the following:

D.6.1 Providing regular in-College entertainment, and advertising events to MCR members.

D.6.3 Ensuring that MCR facilities are prepared for events, and are left in a tidy and reasonable state.

D.6.4 Ensuring that the MCR electronic entertainment and games equipment (including but not limited to the television, video recorder and Hi-Fi) are in working order and accessible to Members.

D.7 The duties and responsibilities of the Female Welfare Officer primarily consist of the following:

D.7.1 Disseminating relevant welfare-related information to MCR members, including but not limited to information concerning health, welfare, child care, finance, scholarships, and employment.

D.7.2 Maintaining the system of issuance and return of locker keys.

D.7.3 Acting as the Oxford University Student Union (OUSU) Representative for the MCR while the MCR is affiliated, and to attend such OUSU meetings as considered appropriate to fulfill this role.⁸

D.8 The duties and responsibilities of the Male Welfare Officer primarily consist of those listed in section D.7 above. The Female and Male Welfare Officers' duties and responsibilities shall be held jointly and severally.

D.9 The duties and responsibilities of the First Year Representative primarily consist of the following:

D.9.1 Representing the views of first year MCR Members to the MCR Committee and to the College, including to the Junior Common Room, and to the University.

D.9.2 Serving as a member of the Introduction Committee.

D.9.3 Aiding the Social Secretary in their role as listed in section D.6.⁹

D.10 The duties and responsibilities of the Computing Officer primarily consist of the following:

D.10.1 Maintaining the MCR Website, making such additions to the Website as may be deemed desirable by the Committee.

D.10.2 Maintaining an email mailing list to facilitate the dissemination of information to MCR Members.

D.10.3 Responsibility for the maintenance and security of any computers provided by the MCR for the use of its Members.

D.10.4 Meeting with the College's IT Manager and other members of the Computer Support Team as necessary to represent the MCR's views on college computing facilities in general.

D.11 The duties and responsibilities of the Sports Representative primarily consist of the following:

D.11.1 Seeking and providing sporting activities for MCR Members.

D.11.2 Informing first year MCR Members about College sports clubs, and encouraging participation.

D.11.3 Informing MCR Members about College and University sporting events, so that they may attend.

D.11.4 Attending Amalgamated Clubs meetings as MCR Sports Rep¹⁰.

D.11.5 Responsibility for the MCR bicycles, lights and helmets, including entering bikes for an annual service and regularly checking that they are all accounted for, and keeping them in good working order.²⁰

D.12 The duties and responsibilities of the MCR newsletter Sub-Committee primarily consist of the following:

D.12.1 The publication of the MCR newsletter shall be overseen by a Sub-Committee of two editors, in consultation with the MCR President. One editor shall be responsible for design, the other editor shall be responsible for content, and they will be jointly responsible for ensuring the regular publication of the newsletter and all that that encompasses. The MCR President will be responsible for securing funding.

D.12.2 A new pair of editors will be appointed each year, for one year. The selection process will occur before the beginning of Michaelmas term, with a deadline to be set during the long vacation, and new editors will be selected by the MCR Committee at their following meeting.

D.13 The duties and responsibilities of the Health and Safety Representative primarily consist of the following:

D.13.1 To participate where appropriate in the College's Health and Safety efforts, representing the views of and communicating with MCR members.

V. Elections & Referenda

A With the exception of elections called under section VI, an Electoral Committee of three non-candidate members shall be appointed by the MCR Committee on Sunday of sixth week Hilary term from a list of volunteers. The list shall be posted in the MCR on Wednesday of fifth week Hilary term for at least 24 hours.

A.1 The Electoral Committee shall be composed of at least one MCR Officer, and at least one Full Member of the MCR. The third member may be either a Full Member or a MCR Officer.

A.2 The MCR Committee shall appoint one of the Full Members as chair.

A.3 The Electoral Committee shall be responsible for conducting full nomination and election procedure and, along with the MCR Committee, for informing all MCR Members of the election process before the posting of the Nominations List. It shall also have the authority to appoint polling officers.

B The nominations lists for the MCR President and the rest of the MCR Committee shall each be posted in the MCR for at least four full days. Full members of the MCR may nominate and second candidates. Candidates must sign the nominations list to confirm their consent to stand. The list shall be taken down and verified by the Electoral Committee. A list of official candidates shall be posted within twelve hours of the close of nominations.

C Should the close of nominations arrive without any nominations for a particular post, nominations for that post will remain open until two clear days of full-term after the first nomination for the post is made.

D Only Full Members of the MCR, who will be in residence in the Oxford area for the full term of office, shall be eligible to stand for election.

E Hustings must take place not less than 24 hours before an election. It shall be the candidate's decision whether or not to answer any questions put to them by any MCR Member attending the hustings.

F Absentee balloting will be allowed only in the event that a Full or Supernumerary Member is unable to vote during polling hours. Absentee ballots must be returned to the MCR Secretary no later than the closing of the polls. These requirements also apply to Referenda.

G The polls shall be open for at least four hours, the precise times being at the discretion of the Electoral Committee and positioned so as to be maximally convenient. Polls must be held within three days within the close of nominations.

H In all elections the option to re-open nominations (RON) will be offered on the ballot for each post, and this option be treated as though it were a candidate.

I The election of the MCR Committee shall be conducted by secret ballot according to the Single Transferable Vote System. The candidates for each post shall be listed on the ballot. Each Member of the MCR may order the candidates according to preference. First choices only are included in the first count, and any candidate receiving an absolute majority is declared elected. If no candidate receives an absolute majority those votes cast for the candidate receiving the smallest number of votes are transferred according to their second preferences. This process continues until one candidate receives an absolute majority.

J Should RON win a vote for a post nominations will re-open until two clear days of full term after the first nomination for that post is made in favour of a candidate who was not defeated by RON. This does not preclude a candidate defeated by RON from standing again for the same post.

K The timetable for the annual MCR Committee Elections which take place in Hilary Term shall be as follows:

K.1 President:

Friday, 6th Week: Nominations open

Monday, 7th Week: Nominations close

Tuesday, 7th Week: Hustings

Thursday, 7th Week: Elections

K.2 Rest of Committee:

Friday, 7th Week: Nominations open

Monday, 8th Week: Nominations close

Tuesday, 8th Week: Hustings

Thursday, 8th Week: Elections

K.3 Elections for the First Year Representative shall take place in the 3rd Week of Michaelmas Term. Only first-year MCR Members are eligible to vote for the First Year Representative.

K.4 If for whatever reason it is impossible to open nominations, close nominations, hold Hustings, or hold Elections on the designated days, a reasonable alternative date must be selected as close to the otherwise designated day as possible.

K.5 The MCR Health and Safety Representative role will be allocated to a member of the MCR Committee in the first meeting of the new committee, who shall then hold that position in addition to their other(s).

L In the event of a Referendum, a Referendal Committee shall be formed in the same way as an Electoral Committee. They shall publish the proposal at least five days before the Referendum, which shall be held at least seven days after the proposal is published.

M Disputes relating to the conduct of elections shall be resolved by an Election Tribunal. Rules governing an Election Tribunal shall be as follows:

M.1 Any candidate, or any MCR Member eligible to vote in the election at issue may bring an Election Petition consisting of:

M.1.1 a statement of the reason why an Election Tribunal should be summoned; and

M.1.2 a statement as to whether the conduct of the Chair of the Electoral Committee her/himself is material to the petition.

M.2 All Election Petitions must be delivered in writing to the Chair of the Electoral Committee not more than 96 hours (4 days) after the declaration of the contested result. An Election Petition must be supported by the signatures of at least 10 Full MCR Members. Failing that support, the Petition shall fail; on the Petition gaining that support, the Chair of the Electoral Committee shall be obliged to call an Election Tribunal.

M.3 The Election Tribunal shall take place not less than 24 hours and not more than 5 days after the delivery of the Election Petition to the Chair of the Electoral Committee. The most senior member of the outgoing MCR Committee available, excluding any candidate, shall be responsible for these arrangements, and for advertising the time and place of the Tribunal in the MCR, so that any members interested may attend. All involved parties (namely, the candidates, the Chair of the Electoral Committee, the petitioners and members of the Election Tribunal Committee) shall be supplied with:

M.3.1 a copy of the Constitution; and

M.3.2 a copy of the Election Petition to be considered.

M.4 The membership of the Election Tribunal Committee shall consist of two past or present MCR Officers and the Chair of the Electoral Committee. If the Chair's misconduct is the subject of the petition, then the third member of the Election Tribunal Committee shall be a past or present MCR Officer.

M.5 Following the Tribunal, the Election Tribunal Committee may make any ruling in keeping with the Constitution and mission of the MCR, including the ordering of new elections. All decisions made by the Election Tribunal Committee are final, pending the approval of the Governing Body

VI. Removal From Office

A Reasons for consideration for removal from office of a MCR Officer shall be:

A.1 Flagrant disregard for constitutional guidelines.

A.2 Gross negligence of duties and responsibilities as laid out in the Constitution.

A.3 Misappropriation of MCR funds.

B The procedure for removal from office shall be as follows:

B.1 In order to initiate removal from office proceedings, a letter outlining the grievances against each MCR Officer in question and containing the signatures of at least 10 Full MCR Members, shall be sent to:

B.1.1 The Officer or Officers against whom the grievances are addressed; and

B.1.2 The most senior Officer of the MCR Committee not named in the letter, following the order of delegation.

B.2 The MCR Officers not under consideration for removal shall:

B.2.1 Arrange an Extraordinary Meeting of the MCR to address said grievances, to take place within 8 days of receipt of the letter of complaint; and

B.2.2 Conduct the said Extraordinary Meeting in such a way that both sides have the opportunity to present their cases.

B.3 The Extraordinary Meeting shall be held in all other respects in accordance with the Constitutional requirements for an Extraordinary Meeting. A two-thirds majority of those present and voting shall be required to remove the MCR Officer in question from office. If this MCR Officer is removed, then an Electoral Committee shall be formed immediately. The remaining MCR Officers shall take over the removed Officer's duties until such time as a replacement is elected.

B.4 Replacement Elections must take place after 7 days and within 10 days of removal from office, in accordance with the rules governing elections.

VII. Meetings and Motions

A MCR Committee Meetings may be called at the discretion of the MCR President or three members of the MCR Committee. All MCR Officers must be notified at least 24 hours in advance. Any votes taken in MCR Committee Meetings shall be decided by a simple majority, with no fewer than three Committee Members voting in favour.

B.1 At least one MCR General Meeting shall be held each Full Term, and shall take place in the first half of each term.

B.2 An Extraordinary Meeting shall be called whenever a request for one, accompanied by the signatures of fifteen Full Members, is given to the MCR Secretary, or at the discretion of the Committee.

B.3 Notification of a General or Extraordinary Meeting must be given at least five working days beforehand. Details of the Agenda must be made available at least 48 hours before the meeting.

C.1 All motions duly proposed and seconded by MCR Members and submitted to the Secretary at least 72 hours before a General or Extraordinary Meeting must be included in the Agenda for that Meeting.¹¹

C.2 All motions must either be signed by the proposer or sent from his/her college e-mail account, and seconded in either of these ways before being submitted to the Secretary.

C.3 Financial motions proposed by MCR Members must be discussed with the MCR Treasurer before their submission to the Secretary, and must include a monetary amount in their motion.¹²

C.4 After the closing of the Agenda, if the proposer and/or seconder wishes to withdraw the motion or are absent for the Meeting then the Chair may use her/his discretion to allow any one/two MCR Member(s) present at the Meeting to adopt the motion. Financial Motions and Constitutional Motions may not be adopted, and will not come to the floor if the proposer and/or seconder is not present.

C.4.1 Any Other Business (hereafter 'AOB') may be introduced if handed with the precise wording to the Secretary before the end of the MCR Committee Reports. A reading of such motions must receive the support of a two-thirds majority following the Committee Reports, and a simple majority to become MCR policy in a vote taken following all business on the agenda.

C.4.2 AOB motions requiring money or seeking to amend the Constitution shall not be accepted.

C.5 The quorum at all General and Extraordinary MCR Meetings consists of 10% of the Full or Supernumerary MCR Members as calculated at the beginning of each term.

C.6 A Meeting shall close when inquorate or when MCR Members propose that it should be closed, and that proposal is seconded and carried by a simple majority.

C.7 General and Extraordinary Meetings shall be chaired by the MCR President. If the President cannot take the Chair or leaves it for any reason, a MCR Officer, selected according to the order of delegation, shall preside in his/her place.

C.8 When the President intends to speak in a debate on a motion s/he must relinquish the Chair in accordance before discussion of the motion commences, and for the duration of the debate on the motion concerned.

C.9 The Chair shall not be allowed an ordinary vote, but shall have a casting vote in the event of a tied vote.

C.10 Motions, save Constitutional Motions, Motions to Remove a MCR Officer from office, and Motions of No Confidence in the Chair, shall require a simple majority of MCR Members present and voting to be passed.

C.10.1 Members who cannot attend the meeting, and are located outside of Oxford city, can vote on these motions in absentia by proxy. An email must be sent to the MCR Secretary from the relevant college email account by 5 PM on the day of the meeting naming the MCR member's proxy. The proxy, who must also be an MCR member, may then vote on the absent member's behalf at the meeting.

C.11 Motions may be decided by a secret ballot. If any member present requests a secret ballot, one shall be held. The chair will oversee secret ballots.

C.12 Only two forms of interruption during a speech either proposing or opposing a motion shall be permitted.

C.12.1. A Point of Order, which takes precedence over all proceedings and must receive a ruling by the Chair.

C.12.2. A Point of Information, which may be accepted at the discretion of the Chair but shall be confined to the supply of information.

C.13 Any amendment to a motion which is proposed and seconded during a General or Extraordinary MCR Meeting must be clearly stated by the proposer, and then written down by the MCR Secretary in the precise form and wording desired prior to being debated. Financial Motions and Constitutional Motions cannot be amended.

C.14 The wording of Financial Motions may not be amended, but the amount of money detailed may be reduced at the meeting prior to taking a vote, with the agreement of both the proposer and seconder.²²

C.15 A proposal to move to a vote shall take priority over other business. When such a proposal is made, the Chair shall decide immediately whether to accept the proposal. If accepted, the proposal shall be acted upon immediately, the vote not being deferred in any way.

C.16 During debate of a motion, a MCR Member may propose that the motion be adjourned to one later meeting. This proposal must also be seconded. If a simple majority of those present vote for such a motion, the MCR Secretary shall immediately enter the motion onto the Agenda of the next General Meeting.

C.17 If it is proposed and seconded that a motion be taken in parts, the Chair may, at his/her discretion, allow a motion to be taken in separate parts.

C.18 During debate of a motion, a MCR Member may propose that the meeting has no confidence in the Chair. In the event of the motion being seconded and carried by a two-thirds majority of those present and voting, the Chair shall relinquish the position for the remainder of the meeting and be replaced by another MCR Officer, according to the order of delegation.

C.19 Recounts may be made at the discretion of the Chair. Only MCR Members present at the original vote may vote in the recount.

C.20 A resolution of the MCR shall be binding until such time as it may be reversed at a General or Extraordinary Meeting.

C.21 All resolutions not yet enacted three terms after their introduction must be reactivated at a MCR meeting, by a simple majority of those present, in order to be carried out.

D.1 It shall be the duty of the MCR Committee to consider infractions by MCR Members of the provisions of the Constitution. With the approval of a General Meeting, such infractions may result in temporary exclusion from the MCR for a maximum of twelve weeks.

D.2 Along with taking such action, the Committee may report infractions to the Liaison Member for consideration by Governing Body.

VIII. Facilities

A MCR facilities are reserved for the use of MCR Members, and shall be open whenever the College is open. Undergraduate members of Jesus College may use MCR rooms outside Term time at the discretion of the Committee.

A.1 MCR rooms are to be decorated and furnished by the College on approximately a ten year cycle, and MCR members must maintain such decorations and furniture in good condition, fair wear and tear excepted.

A.2 The College, through the Home Bursar, makes arrangements for the cleaning of the MCR facilities. The MCR shall not engage servants, save with the consent of the Home Bursar.

B.1 Undergraduate members must make application for the use of the MCR Bunker to both the Dean and the MCR Committee.

B.2 The procedure for booking the Bunker will be as follows:

B.2.1 Bookings for the MCR Bunker must be made through the MCR Secretary. The Porter's Lodge will be kept informed by the MCR Secretary of such bookings.

B.2.2 In order to reserve the MCR Bunker for meetings and functions, a cheque deposit must be made out to the MCR. The amount of the deposit is subject to the decision of the MCR Committee, and must be universally applied.

B.2.3 The Bunker must be left clean and undamaged, in the condition it was found at the start of the function.

B.2.4 The deposit cheque will be cashed in the event of any damage. Damage in excess of the deposit will be charged to the party who reserved the room.

B.3 There shall be no amplified music (i.e. instruments plugged into amplifiers, not the MCR stereo) except with the authorization of the MCR Committee.

IX. Guests

A Members may bring any number of guests into the MCR rooms

A.1 Members are entirely responsible for their guests, and are answerable to the Dean for any misconduct or behaviour by such guests deemed not to be in the spirit of the MCR.

B Undergraduates who are not MCR Members may be invited into the MCR on such occasions as might result from social events and sports activities organized by the MCR Committee.

C If undergraduates or non-members of College are invited as guests to a MCR-funded event, their particular hosts must make arrangements with the MCR Treasurer for payment. The mode of payment may be direct on Battels, at the discretion of the Treasurer.

X. Finance

A The MCR financial year shall run from April 1 to March 31. The yearly accounts shall be audited for presentation to the Student Liaison Committee meeting in 5th week of Trinity Term by the retiring MCR Treasurer.

B The MCR Treasurer is to prepare a budget detailing a financial plan for the year, to be proposed by them at the first General Meeting of Trinity Term, or by another MCR Committee member in the Treasurer's absence²³. The budget shall include a forecast total income, expenditure and a breakdown of planned expenses. The budget shall not be considered binding on the MCR but shall be used as a guide. The budget shall be updated accordingly throughout the year with the approval of the MCR.¹³

C No expenditure outside of the budget in B exceeding £50 shall be incurred by the MCR without specific authorisation by a financial motion passed at a general MCR Meeting.¹⁴

D Bank accounts

D.1 The President, Vice-President and Treasurer shall be signatories of the MCR bank account, with one signatory required for cheques.

D.2 No signatory may sign cheques to him/her-self and must obtain another signatory's signature.¹⁵

E More than 10% of the subscriptions for any given term may only be used to subsidize any single event if participating members are battelled for the amount over the 10% mark; for the End of Term Dinner this figure shall be 25%.

F MCR funds for individuals and societies

No MCR funds shall be allocated as expenses for individuals, societies, charities or athletic teams, unless the recipient of these funds is an MCR Member, or is a team or society composed entirely of MCR Members constituted for the entertainment, recreation and participation of MCR Members. All MCR Members are full JCR Members and as such teams or societies with both JCR/MCR Members will obtain funding directly from the JCR and not the MCR.¹⁶

F.1 Teams covered by Amalgamated Clubs are not eligible for MCR funds.¹⁷

F.2 When the recipient is a team or society, the total termly grant to that team or society shall not exceed 5% of the rated subscriptions of that term.

F.3 Where the recipient is an individual, the total termly grant to that individual shall not exceed 2% of the rated subscriptions of that term.

G MCR savings

G.1 The MCR savings account shall not be used to supplement funding for items specified in the annual budget in part B, unless authorised by a two-thirds majority of those present and voting at a General or Extraordinary Meeting.

G.2 The account may be used for loans to University and College-affiliated events such as, but not limited to, plays, balls and garden parties only if the MCR Treasurer is satisfied that an adequate financial guarantee has been made.¹⁸

H No MCR funds may be used for political or illegal purposes.

XI. Subsidiary Powers

A The MCR may affiliate with any student organization whose aims correspond with those of the MCR and MCR Members.

B If the MCR decides to affiliate to an external organization, it must publish notice of this decision stating:

1. the name of the organization,
2. details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organization, and any such notice must be made available to the Governing Body and to all students.

C Where the MCR is affiliated to any external organization, a report must be published annually or more frequently containing:

1. a list of external organizations to which the MCR is currently affiliated,
2. details of subscriptions or similar fees paid or donations made to such organizations in the past year (or since the last report), and such reports shall be made available to the Governing Body and to all students.

D The current List of Affiliations must be submitted for approval by members annually and at such intervals of not more than one year as the Governing Body may determine. A requisition may be made by such proportion of members (not exceeding five per cent) as the Governing Body may determine, that the question of continued affiliation to any particular organization be decided upon by secret ballot at the nearest upcoming General or Extraordinary Meeting.

XII. Indemnity

A Every MCR Officer or Appointee, including members of MCR Sub-Committees, shall be entitled to be indemnified out of the assets of the MCR against losses or liability which she/he may sustain or incur in or about the bona fide execution of her/his office or otherwise in relation thereto.

B No MCR Officer or appointee shall be personally liable for any loss, damage or misfortune which shall happen to be incurred by the MCR in execution of the duties of her/his office or in relation thereto.

C Provided that nothing in this section shall affect the liability of the Officers or appointees of the MCR for the consequences of any negligent or fraudulent act on their part.

XIII. Formal Complaints

A Any formal complaint by a member of the MCR concerning the conduct of the MCR or any other matter concerning the MCR shall be subject to a complaint procedure. In the first instance, any such complaint shall be made to the MCR President, but if such complaint relates to the MCR President, it shall be made to the MCR Vice-President. If any complainant is dissatisfied with the resolution of the complaint by the President (or as is the case the Vice-President) the complainant may refer the complaint to the Secretary of the Governing Body who may at his/her discretion refer the complaint to the Governing Body or himself/herself resolve the complaint. If the complainant is dissatisfied with the resolution of the complaint by the Governing Body, (s)he may refer the complaint to The Visitor, whose decision shall be final.

XIV. Amendments

1. Ex added for clarity

2. B.1.5 Generalised for anyone at Thelwall – B.1.6. removed

3. Sponsorship of Hon. Members required to allow key/fob access as per HB/Lodge request

4. 5 per year – currently refers to Postdoc members of MCR, as nominated by Principal – CVs vetted by Committee.

5. Distinction made between postdoc members and other members, electable by the MCR as a whole. Removes supernumerary membership confusion (hopefully!). C.3. removed

6. Presidential responsibility to OUSU removed

7. VP responsibility to OUSU removed

8. Added duty

9. Added duty

10. Added duty

11. Increased turnaround between motion submission and agenda dispersal

12. Added financial viability clause

13. Budget inserted constitutionally

14. Min. spend added

15. Cheque security added

16. Reason for F added rather than just stated

17. Eligibility added

18. Savings cover added

Amended: 01/02/2010 – KP/AS/WD

19. Allowed visiting students to be automatically eligible for Honorary Membership

20. Added responsibility of MCR bikes to the role of the Sports Rep

21. Added a new MCR Sub-committee to produce the MCR newsletter

22. Allowed the amount of money requested in financial motions to be reduced at a General Meeting

23. Allowed the MCR budget to be proposed by a Committee member other than the Treasurer in his/her absence

Amended: 31/01/2011 – JW/CF/EO

24. Creation of a Health and Safety Representative

25. Adjusting the date of the selection of new editors of The Three Stags

26. Voting in absentia by proxy

27. Fee for Honorary Membership

28. Clarification – Honorary Membership for partners

Amended: 27/03/2012 – HA/ML

29. II A.4 Amended to allow greater temporal flexibility for propositions to the Student Liaison Committee.

30. V, F, G, and H Amended to allow voting outside the MCR and not specifically on paper ballots (i.e. permits online voting).

Amended: 12/03/2013 – KC/AH