

BALLIOL COLLEGE

CONSTITUTION OF THE MIDDLE COMMON ROOM

1. DEFINITIONS

- 1.1 College shall mean Balliol College.
- 1.2 JCR shall mean Junior Common Room.
- 1.3 MCR shall mean Middle Common Room.
- 1.4 SCR shall mean Senior Common Room.
- 1.5 The Governing Body shall mean the Governing Body of College.
- 1.6 The Praefectus shall mean the member of the Governing Body so elected by the Governing Body.

2. THE MIDDLE COMMON ROOM (MCR)

- 2.1 The MCR shall be part of, and incidental to, the College.
- 2.2 The MCR shall promote, encourage and coordinate social, cultural and athletic activities amongst its members, and provide amenities to enable its members more fully to enjoy and benefit from membership of the College.
- 2.3 The MCR shall represent the opinions and safeguard the interests of its members in the College and the University.

3. THE CONSTITUTION

- 3.1 The Constitution may be amended by a motion passed at 2 OGMs by a simple majority in the first instance and by a 2/3 majority in the second.
- 3.2 A draft of the full constitution highlighting the amendments shall be

XX
important

? scholarly, ? intellectual
it should be made

define OGM

posted seven days before the General Meeting.

3.3

A copy of the constitution shall be displayed on the MCR noticeboard and in the college archives. The secretary of the MCR shall ensure that this copy is up to date.

4.

MEMBERSHIP (ELIGIBILITY)

The Full Members of the MCR shall be :

- a) Visiting students (only graduates at College).
- b) Senior status students.
- c) Those who have degrees from other universities and are currently reading for an Oxford degree.
- d) Those reading for a graduate degree who are currently paying fees.
- e) Graduate students who have fulfilled residence and fee requirements and who are resident in Oxford and working for a degree.
- f) Postgraduate associates to Holywell Manor.

← not clear what this means

Why did you select this order?
c. Meeting?

5.

COMMITTEES

5.1

The MCR Committee

5.1.1

The aims of the MCR Committee are:

- a) to carry out duties necessary for the general running of the MCR, the maintenance of its assets and property, except when its decisions will substantially alter the services provided to the graduates or the lifestyle of the residents of Holywell Manor, the Martin Building or Dellal Building.
- b) to execute motions passed at MCR General Meetings
- c) to administer the affairs of the MCR according to the rules of the University and the College.

5.1.2 The Composition of the MCR Committee.

The MCR Committee shall consist of the following :

- a) The Executive officers: the elected Executive, namely the President, the Secretary and the Treasurer. None of these may serve on the MCR Committee at any time in more than one capacity.
- b) The Non-executive officers: the OUGU ^{← define} JCR Rep., the Non-residents Rep., the Sports Rep., the Domestic Rep. and the Rep. from the JCR.
- c) The Committees representatives: the Bar Committee Rep. and the Social Committee Rep.
- d) The procedure for the election of officers is specified in section 6 below. The procedure for the election of the committees representatives shall be decided by their respective committees.

5.1.3 The conduct of the MCR Committee.

- a) The MCR committee shall meet at least twice a term for the despatch of business.
- b) Four members shall form a quorum, two of whom must be Executive members.
- c) An MCR Committee decision shall be a decision to which a majority of those committee members present and voting agrees.
- d) Each committee member has a single vote. The President has the casting vote. The procedure for voting shall be as specified in the Standing Orders.
- e) Minutes of the MCR meetings shall be recorded in permanent form by the Secretary for retention by the MCR Committee.
- f) In the absence of the President the Treasurer shall undertake all the functions and responsibilities of the President.
- g) On retirement, each officer shall submit to the Committee a report of the discharge of his/her duties during their term of office.

5.1.4 The duties of the MCR committee shall be as follows :

The President: Chairs MCR Committee Meetings and MCR General Meetings. Represents the MCR on any College authoritative committee on which he/she has a position and any other external bodies such as OUGU (as well as OUGU/JCR Rep.). Ensures that all officers and representatives of the MCR Committee fulfill their constitutional and mandated duties; signs cheques for the MCR; takes ultimate responsibility for the administration of the MCR. The President shall keep the Treasurer informed about running the Committee so that the Treasurer is fully able to run the Committee in the absence of the President. The President sits on the Holywell Manor Committee.

The Treasurer: Responsible but not personally liable for all financial transactions of the MCR; maintains full up-to-date and accurate accounts of all MCR income and expenditure; signs cheques for the MCR. He/she is required to present the accounts to the incoming committee, and to present an interim statement in June at an MCR Committee Meeting. Sits on any College committee discussing MCR funds, and the Holywell Manor Committee.

The Secretary: Prepares and distributes the agenda and the minutes for any MCR General Meeting or MCR Committee meeting; publicises notice of such meetings via the pigeon holes and posters in the Manor, Dellal and Martin Buildings. The Secretary sits on the Holywell Manor Committee.

The Graduate Non-Residents Rep.: Must not be resident in Holywell Manor, the Dellal Building or the Martin Building. It is the function of the Non-Residents Rep. to ensure that the interests of non-residents are taken into account by the MCR Committee; to obtain from Committee members and distribute to non-residents all information relating to the MCR, such as agendas and minutes from MCR General Meetings, news of social events and any kind of elections; to keep non-residents generally informed about Graduate matters.

The Social Committee Rep.: Represents the Social Committee on the MCR Committee.

The Bar Committee Rep.: Represents the Bar Committee on the MCR Committee.

The OUGU/JCR Rep.: Represents the graduates at OUGU and JCR meetings and reports their developments to the MCR Committee.

The Rep from the JCR: Represents the undergraduates' views especially regarding those who live in the Dellal Building.

The Domestic officer: Shall be responsible for a) arranging maintenance of and supplies for the Holywell Manor photocopier, b) representing the opinions of the members of the MCR to the catering staff, and, c) conducting a newspaper ballot at the end of Michaelmas term and arranging the supply of newspapers and periodicals to the Holywell Manor Common Room according to the members' wishes. All expenditures made by the domestic officer shall be approved by the MCR Committee and, whenever necessary, by an OGM.

The Sports Rep.: Arranges sporting events within the society, ensuring the availability of punts and other sporting equipment. ^{outside?}

5.1.6 Any member of the MCR Committee or the MCR Committee as a whole may be removed by a motion of no confidence at an GM provided that five days notice of such a motion shall be given. Such a motion shall not be in order unless it specifies any allegations to be made against that member or the MCR Committee and relates specifically to their duties as prescribed under section 5 or to a breach of a specific mandate of an MCR GM or to a breach of the constitution. A motion of no confidence shall require a 2/3 majority of those present and voting in a GM to pass.

5.1.5 Any member of the MCR Committee shall be automatically removed if she/he is absent from three consecutive meetings or a total of five meetings in any one term, unless the Committee, voting by a simple majority, decides to waive this provision on the grounds of extenuating circumstances.

5.2 The Bar Committee

5.2.1 Aims of the Bar Committee:

- a) Responsible for ensuring that the bar remains well stocked, clean and tidy.
- b) Arranging bar events, subject to the approval of the MCR Committee.
- c) presenting an account of termly transactions to the Treasurer.

5.2.2 Composition: The Bar Committee shall consist of two Executive members of the MCR Committee and at least one other member of the MCR.

5.2.3 Electoral procedure: Anyone wishing to join the Bar Committee can sign up on the list which will be on the MCR noticeboard from 6 pm on Tuesday 6th week until 6 pm Monday of 7th week in Michaelmas term.

5.2.4 Working procedures between the Bar Committee and the MCR Committee: Any expenditure (excluding normal upkeep of the bar) must be approved by the MCR Committee. The Bar Committee shall elect 1 person who will represent its views on the MCR Committee.

5.2.5 Finance: The Bar Committee maintains a separate bank and College account from those of the main MCR Committee.

5.3 The Social Committee

5.3.1 Aims of the Social Committee:

To coordinate under the direction of the MCR Committee the organization of social events, as described, for example, in 'The Year at Holywell Manor'.

5.3.2 Composition: Any member of the MCR who wishes to join it.

5.3.3 Electoral procedure: Same ^{↑ slightly size of committee} as for the Bar Committee (Section 5.2.3).

5.3.4 Procedure between Social Committee and the MCR Committee: Any proposals for social events have to be put forward to the MCR Committee.

5.3.5 Finance: The Social Committee requires written permission from the MCR Committee for any expenditure.

6. ELECTIONS

6.1 The Officers of the MCR shall hold tenure for one year, except as specified in sections 5.1.5 and 5.1.6 above.

6.2 The Executive and Non-executive officers shall be elected by Saturday 7th week of Michaelmas Term and shall take office immediately.

The election of the above shall proceed as follows:

- a) The MCR Committee shall, by Wednesday of 5th week in Michaelmas Term, publicise the forthcoming elections to all resident members via the MCR noticeboard in Holywell Manor, Dellal and Martin Building, and in Balliol.
- b) The Returning Officer shall be the Praefectus or her/his appointee.
- c) The ^{President} shall place a nomination list in Holywell Manor and Balliol, by 6 pm on Tuesday of 6th week in Michaelmas Term.
- d) Each nominee must have a proposer and at least one seconder; nominees, proposers and seconds must all be Full Members (defined in Section 3) of the MCR.
- e) The nomination list shall remain posted in Holywell Manor until 6pm. on Monday of 7th week in Michaelmas Term.
- f) If there is more than one nomination for any post, hustings will take place on Thursday evening of 7th week. Candidates should display their manifestos on the MCR noticeboard at least 48 hours in advance of hustings. No material may be posted or distributed other than in manifestos. There shall be no intimidation or coercion, whether financial or otherwise.
- g) If there is more than one nomination for a post, election by ballot shall take place as follows :
 - i. Voting shall last for at least eight consecutive hours on Saturday of 7th week in Michaelmas term.
 - ii. The Returning Officer shall, at the start of voting, place in the TV Room in Holywell Manor, the following :
 - a. a list of voting instructions
 - b. a list of nominees
 - c. a list of MCR members
 - d. a ballot box
 - iii. An elector may vote on only one ballot paper, and shall then place his/her signature against his/her name on the list of MCR members.
 - iv. A ballot paper shall be deemed spoilt if, in the opinion of the Returning Officer, the preference expressed is unclear or any extraneous material has been added.
 - v. A proxy vote may only be cast with the consent of the Returning Officer.
 - vi. After the close of voting the Returning Officer shall eliminate any spoilt or unauthorised votes, and count the authorised votes.

Have you specified when officers are vacated?

vii. Votes are to be cast in a secret ballot and shall be counted according to the Single Transferable Vote system, according to NUS rules.

viii. The nominee who has obtained the most votes shall be deemed to take office when the position for which he/she has been nominated falls vacant. *↑ define*

ix. In the event of a tied vote the election for that post shall be held again on the next available date. *← Have you specified when officers are vacated?*

x. If there is only one nomination for an office the nominee shall be declared elected to the office for which he/she has been nominated as soon as it falls vacant.

xi. The Returning Officer shall publicise the results of the elections immediately.

h) The election may at any point be declared void by the Returning Officer. *↑ does he/she need to specify reasons?*

7. GENERAL MEETINGS

7.1 An Ordinary General Meeting (OGM) of the MCR shall take place twice each term. Dates of meetings will be arranged at the end of the preceding meeting. (It is recommended that meetings take place in 2nd and 7th weeks). The order of business of an OGM is specified in Standing Orders.

7.2 An Extraordinary General Meeting (EGM) of the MCR shall be summoned by the President at the written request of at least 20 members of the MCR or a majority of those present and voting at an MCR Committee meeting. An EGM shall take place no less than 14 days after the date on which it is summoned. The only business to be conducted at an EGM shall be that for which it has been invoked (i.e. constitutional amendments and motions proposed no less than 14 days before the date on which it is to take place). The order of business of an EGM is specified in Standing Orders.

Does this example include 7.30 officers?

The second OGM in Michaelmas term will be the Annual General Meeting (AGM). At least four days before the AGM the treasurer shall post the accounts for the year of her/his tenure on the MCR noticeboard. The AGM shall have the same format as an OGM, except that after the minutes of the previous meeting have been taken, Members may question the Treasurer concerning the accounts. The questions shall be conducted according to the rules for motions specified below in Standing Orders.

7.4 All members of the MCR may attend MCR General Meetings. Only Full Members (as defined in Section 4 above) are entitled to vote.

7.5 At all meetings of the MCR 25 full members shall constitute a quorum. Any meeting of the MCR shall be opened as soon after the time at which it is convened as a quorum is present. If after 15 minutes a quorum has not arrived, the meeting shall not be held.

7.6 The conduct of the General Meetings is specified in Standing Orders.

8. FINANCES OF THE MCR

8.1 Sources of Funds

8.1.1 The MCR will levy a subscription on all Full Members who pay full fees. This subscription may be changed by an MCR General Meeting.

8.1.2 The MCR will receive money from the College on a per capita basis.

8.1.3 Other sources of income may result from small profits on social events, telephone collections, etc.

8.2 Expenditures

8.2.1 Money may be withdrawn at the discretion of the MCR Committee whose decisions shall be minuted. Expenditures which exceed £500 shall require the consent of a General Meeting.

8.2.2 Cheques shall be signed by either the Treasurer or the President.

8.2.3 The MCR shall maintain a refurbishment fund. This will meet repairs and replacements of furniture and equipment in their Common Room, Television Room, Bar, etc.

8.2.4 The MCR shall pay 10% of its total per capita income from College to the JCR. This payment is in recognition of the fact that graduates use, and wish to continue to use JCR facilities.

BALLIOL COLLEGE

STANDING ORDERS OF THE MIDDLE COMMON ROOM

1. GENERAL

- 1.1 These Standing Orders shall be observed with respect to the conduct of all MCR business to which they pertain.
- 1.2 Amendments to Standing Orders shall be passed by two-thirds of those present and voting at a GM provided that written notice of such an amendment has been given to the Secretary at least three days before the start of the GM.

2. GENERAL MEETINGS

2.2 Notice

- 2.2.1 The Secretary shall give at least 7 days notice of a GM except in the case of an EGM when the notice shall be 3 days.
- 2.2.2 The agenda for an MCR General Meeting shall be prepared by the Secretary and posted on the MCR noticeboard in Holywell Manor and in Balliol at least 48 hours before the time fixed for the meeting. The agenda shall also be posted to each MCR member at least 48 hours before the meeting.

2.3 Motions

- 2.3.1 All motions shall be given in writing to the Secretary no less than 3 days before the start of the GM. Amendments to motions must be given in writing to the Secretary no less than 24 hours before the start of the GM.
- 2.3.2 Motions on matters arising after the closure may be accepted by the Chair at her/his discretion.
- 2.3.3 Motions on matters arising after the closure may be amended without notice. Amendments to motions may be proposed during the meeting with a guillotine on discussion to be implemented on the basis of a vote where necessary.
- 2.3.4 Motions relating to the procedure of meetings may be moved without notice but shall be binding only within the meeting and shall not become MCR policy.
- 2.3.5 No motion or amendment shall be voted on unless there is present one member of the MCR to propose it.
- 2.3.6 If an amendment which has not been accepted by the proposer of the motion is

passed, the proposer of the amendment shall be counted the proposer of the motion.

2.3.7 In the event that the proposer withdraws her/his motion, the motion shall be offered to the meeting and another proposer selected.

2.3.8 If more than one person is willing to become the proposer and one of these is the proposer of the last successful amendment then she/he shall be chosen. If not then the proposer shall be chosen at the discretion of the Chair.

2.4 The Chair

2.4.1 The Chair shall be taken by the President or in his/her absence by the Treasurer except as provided as below.

2.4.2 The Chair shall not participate in debate. She/he shall vacate the Chair for the whole of business on which she/he wishes to speak and the Chair shall be taken by a member of the Committee appointed by her/him.

2.4.3 Whenever the Chair speaks, she/he shall be heard in silence ~~and any other member shall cease speaking.~~

2.4.4 It shall be the duty of the Chair to see that the meeting is in order at all times, that the remarks are relevant to the matter under debate, and that no defamatory remarks are made about a member of the MCR. Should disorder arise the Chair may at her/his discretion warn the meeting that she/he intends to quit the chair, and if order is not restored within a reasonable period, she/he may do so whereupon the meeting shall be closed. She/he shall give her/his reasons for doing so at the next meeting.

2.5 Order of Business

2.5.1 The order of business at GMs shall be as follows:

- (i) Minutes of the last OGM and any subsequent EGMs;
- (ii) Written and Oral questions to Officers;
- (iii) Amendments to the Consitution and to the Standing Orders;
- (iv) Levies;
- (v) Motions relating to financial matters in College;
- (vi) Motions relating to other College matters;
- (vii) Motions relating to matters in Oxford;
- (viii) Motions relating to the British Isles;
- (ix) Other motions;
- (x) Any other business;
- (xi) Setting the date of the next OGM.

2.5.2 The following procedural motions may be raised on a point of order. These all require a two-thirds majority:

A. that the motion be decided by a referendum;

B. that a named non-member of the MCR be invited to attend and speak to the meeting;

C. that the motion be taken in parts;

D. that the order of business on the agenda be changed in a manner specified.

2.6 Conduct of Meetings

- 2.6.1 Any meeting of the MCR shall be opened as soon after the time at which it is convened as a quorum is present. If after fifteen minutes a quorum has not arrived, the meeting shall not be held.
- 2.6.2 At the beginning of the motions section of the GM, the Chair shall read out all the motions and call for opposition to each. If there is no opposition from any member, the motion shall be deemed passed NEM CON; otherwise it shall be discussed as normal once it is reached in the ordinary agenda.
- 2.6.3 Every speaker shall address himself/herself solely to the Chair. No speech shall be permitted which is not strictly to a distinct and competent motion or amendment or to a point of order or information.
- 2.6.4 Speeches shall be limited to five minutes in length, except that points of order and points of information shall be limited to one minute. The timing of speeches shall be at the discretion of the Chair.
- 2.6.5 Points of Order shall take precedence over all other business except that they relate to the procedure of that vote. A point of order shall be phrased as a question to the Chair, shall not refer to the subject matter under debate and shall contain no argument.
- 2.6.6 Points of information shall be phrased as short factual statements pertaining to the issue under debate or as questions to a speaker relating to the meaning of the motion as tabled. The speaker may refuse to accept the point of information, in which case the interrupter shall give way.
- 2.6.7 At any time during debate a member may propose that the meeting move to a vote on the motion under discussion. The Chair shall ask for objections to the move for a vote; there being none or the meeting voting by a simple majority to move to a vote, a vote shall be taken.
- 2.6.8 Except as specified above, voting shall take place by a show of hands.

3. COMMITTEES

- 3.1 Each Committee shall govern its own procedure excepting those procedures laid down in the Constitution.

4. INTERPRETATION

- 4.1 If a question arises concerning the interpretation of the Constitution, of Standing Orders or of Regulations, it shall be referred to the Chair, who shall issue an interpretation thereof, which shall be circulated to all MCR members and shall be binding. All such interpretations shall be retained by the Secretary for reference. Such an interpretation shall be treated as the issuing of a regulation by the President.
- 4.2 A question relating to the conduct of a meeting shall be settled by the ruling of the

Chair, but such a ruling shall lapse at the close of the meeting and the question shall be referred to the President under, notwithstanding which the acts of the MCR GM conducted under the Chair's ruling shall remain valid unless specifically nullified in the president's ruling.

- 4.3 All rulings from the Chair on the Constitution, Standing Orders, Regulations or the conduct of meetings may be challenged under a point of order. Any such challenge shall be referred to the meeting and upheld only by a two-thirds majority. If a challenge is upheld, that ruling of the Chair shall be deemed void.

5. REFERENDA

- 5.1 Whenever a referendum is invoked, the procedure shall be as follows:

5.1.1 The Secretary shall post announcements of the referendum, which will be held at least seven days after the date on which the referendum was invoked. The date for the referendum shall be decided in the General Meeting which invokes it.

5.1.2 Voting will be by STV according to NUS rules in a secret ballot administered by a returning officer, who will be appointed by the MCR Committee. The outcome of any referendum shall only be deemed valid if the number of votes cast is at least 20% of the total membership of the MCR.

5.1.3 Any complaint relating to the conduct of the referendum shall be submitted to either the Returning Officer or the President within twenty four hours of the result being officially announced.