

Constitution of the Middle Common Room of The Queen's College, Oxford

Preamble:

This Constitution repeals the existing constitution and shall come into force from the date it is passed. All acts validly undertaken under the previous constitution shall remain valid and cannot be called into question as being invalid under the provisions of this Constitution.

I Name

There shall be a Middle Common Room, hereafter referred to as the "MCR", of The Queen's College, Oxford, hereafter referred to as the "College".

II Aims and Objects

The aims and objects of the MCR shall include the making of representations on behalf of its members, promoting the welfare of its members, providing opportunities for social interaction, and to provide facilities for their special needs.

III Membership

1.
 - a. There shall be three classes of member:
 - i. Ordinary members;
 - ii. Associate members and;
 - iii. Honorary members.
 - b. All classes of members shall have the full use of MCR facilities, shall pay the subscription fee, and shall have voting rights. Honorary and associate membership shall be given only for one academic year, after which it may be renewed with the approval of the Committee and/or the Governing Body as the case may be.
 - c. If a MCR member is studying outside of Oxford at another institution they may notify the President and/or Treasurer to request a subscription fee waiver for that term providing, if required, evidence that they are studying/working abroad for the entire term (weeks 0-9). A fee waiver would need to be agreed by the College office and/or the Tutor for Graduates. Requests for the subscription fee waiver would need to be submitted to the President and/or Treasurer prior to the Monday of -1st week
2. The Ordinary Members of the MCR shall be:

- a. All resident Junior Members of College who are eligible to supplicate for, or already hold, a first degree from any university, polytechnic, or other institute of higher education;
 - b. All resident Junior Members of College who have reached the age of 25;
 - c. All resident Junior Members of College from their tenth term from matriculation who are not eligible to supplicate for a first degree.
3. College Lectors and Lecturers shall be ex-officio members of the MCR.
- 4.
- a. Any student falling within the terms described in paragraph 2 and who would normally be included on the list of MCR members may withdraw from membership of the Common Room, subject to their notifying the MCR President.
 - b. A student who has thus withdrawn from membership will not be represented by the MCR executive before the Governing Body, or on a University basis at OUSU or at the Graduate Committee, unless s/he expresses a wish to the contrary.
 - c. This same student, whether or not s/he has chosen to be represented by the MCR, will not “be unfairly disadvantaged with regard to the provision of services or otherwise, by reason of their having done so” (Education Act 1994, Part II clause 22- c-ii).
 - d. Any student choosing to withdraw from full MCR membership shall be disallowed from voting in MCR elections, standing for any MCR Committee post, attending the MCR as a guest of an existing member and attending General or Executive Meetings.
- 5.
- a. The Associate Members of the MCR shall be all persons accepted by both the MCR Executive Committee, and the Governing Body of College as being worthy of membership.
 - b. The MCR Executive Committee shall have the sole power to propose to a General Meeting the admission of a non-member to associate membership, and the expulsion of a full or associate member. Expulsions must be confirmed by the Governing Body.
 - c. The MCR may, either at the initiative of the Executive Committee, or the general body, accept such persons as it deems fit as Honorary Members.

IV The Committee

1. There shall be an Executive Committee, hereafter referred to as the “Committee”, which shall be collectively responsible for the administration of the MCR, for the enforcement of the MCR Constitution and Rules, and for the implementation of any resolutions passed at General Meetings of the MCR.
2. The powers of the Committee shall be co-extensive with that of the general body.
3. Any decision of the Committee may be set aside by a simple majority at a

General Meeting.

4. The Committee shall hold at least two meetings per term. An announcement of each meeting shall be distributed at least 48 hours in advance. Meetings shall be open to all MCR Members. All members shall be entitled to speak on motions, but only Committee members shall be entitled to vote. The quorum for Committee meetings shall be three Committee members. The Secretary shall take and publish and distribute the minutes of Committee meetings, including a list of those attending within 48 hours of the close of the meeting.
5. The Committee may resign only after two week's notice, which must be distributed.
6. The Committee may be dismissed by a motion of no confidence passed in any General Meeting. The quorum for a vote of no confidence shall be twenty percent of the MCR. A vote of no confidence requires a two-thirds majority of those present and entitled to vote.
7. The term of office of all posts, except that of Entz Representative, shall be from 1 August to 31 July following, except in the case of an election held following the resignation, dismissal, or decease of the incumbent, when the term of office shall begin at once, and run until the end of the following July.
8. The term of office for Entz Representative shall be from 1 August to 31 December following for Michaelmas Term, from 1 January to 31 March following for Hilary Term and from 1 April to 31 July following for Trinity Term. In the case of an election held following the resignation, dismissal, or decease of the incumbent, the term of office shall begin at once, and, if in Michaelmas/Hilary/Trinity Term run until the end of the following December/March/July respectively.
9. Two members of the Committee, who shall normally be the Victualler and the President, shall agree to occupy the rooms FQ 6/4 and FQ 6/7 allotted to the MCR, unless there are extenuating circumstances which make this impossible.

V Committee Members: duties and powers

1. The Committee shall consist of precisely the following elected members: the President, who shall be Chair of the Committee, the Treasurer, the Secretary, the Social Secretary and the Entz Representatives, the Victualler, the Welfare Officer, the IT Representative, the Environment and Charities Secretary, the QCS and SCR Liaison Officer, LGBT+ Officer, Women's Officer, Disabled Students' Officer, Black and Minority Ethnic Students' Officer, JCR Liaison Officer, OUSU Council Representative and the Sports and Games Secretary of whom one, other than the President, shall be Vice-President. One of these members shall be the International Students' Representative.
2. Non-executive positions may be created by the Committee at a Committee meeting by a simple majority. These shall last until 31 July following, subject to Section IV 3 above, and shall not entail voting rights in Committee meetings.

3. Members of the Committee shall be individually responsible to the President and the MCR general body for the execution of the duties of the office to which they were elected, and in addition shall bear joint responsibility for the implementation of resolutions. Members of the Committee may only resign after two weeks notice, which must be distributed. A Committee member is dismissed if a vote of no confidence is passed against her/him at a meeting of the Committee with a two-thirds majority, or at a General Meeting with a simple majority. A Committee member's absence at two consecutive meetings of the Committee, without reasonable apologies issued to, and accepted by, the President will trigger their automatic dismissal from the Committee. A General Meeting may overturn a motion of no confidence passed by the Committee and may re-instate a Committee member removed for non-attendance, in both cases with a simple majority,
4. The President shall:
 - a. be Chair of the Committee and of Committee and General Meetings, and shall be Returning Officer for all elections, subject to the provisions of this constitution. S/he is the principal officer of the MCR, and is responsible for ensuring the MCR is represented at College functions and in College joint committees. S/he bears overall responsibility for the execution of the duties of the Committee and shall possess such executive powers as are necessary for the discharge of her/his functions;
 - b. be the MCR's representative to OUSU/OUGU committees and be one of the MCR's two representative to meetings of the OUSU Council, the other being the OUSU Council Representative. The President may delegate this power to another member of the MCR at their convenience.
 - c. The post of President of the MCR shall be mutually incompatible with those of Vir Probatus, and Junior Dean.
 - d. be empowered to set up ad hoc subcommittees subject to ratification by the Committee.
5. The Treasurer shall:
 - a. be responsible for managing the financial affairs of the MCR.
 - b. have sole responsibility for the funds which are at the disposal of the MCR.
 - c. at all times conduct the financial affairs of the MCR in a manner so as to secure the maximum benefit for its members.
 - d. be responsible for holding newspaper ballots as specified in VII.4.
6. The Secretary shall:
 - a. be responsible for giving notice of Committee and General Meetings, and for taking and publishing accurate and comprehensive minutes of both Committee and General Meetings.
 - b. publish and distribute to the MCR the motions passed at all meetings within 48 hours of the conclusion of such meetings.
7. There shall be one Social Secretary and one or two termly Entz Representatives. They shall:
 - a. be responsible for encouraging, promoting and organising social activities of interest to MCR members. These activities may be organised either

independently of or in conjunction with any other common room in Oxford or any outside body.

- b. endeavour to establish and maintain links with other student bodies, and in particular with other MCRs in Oxford and the Junior Common Room of Queen's, hereafter referred to as the "JCR".
 - c. The Entz Representatives shall be elected for one term at a time. If no nominations are received, the incumbent shall remain in office for another term.
8. The Victualler shall:
- a. be responsible for assuring the provision of any drink and food that the MCR may decide to purchase.
 - b. advise the MCR on the selection of wines, beers, and spirits and in concert with the Treasurer, and on the basis of the MCRs policy on pricing, shall establish the prices of items sold in the MCR.
 - c. be responsible for the general maintenance of the MCR premises, conduct of guest dinners and ancillary matters.
9. The Welfare Officer shall:
- a. be responsible for encouraging and promoting welfare issues.
 - b. liaise with the OUSU Welfare Officer and the JCR Welfare Officer.
10. The Environment and Charities Secretary shall:
- a. be responsible for promoting and implementing the MCRs policy on resource recycling, energy saving and other environment- based issues.
 - b. co-ordinate such policy with the JCR Environment Representative.
 - c. coordinate a ballot, to be conducted in the 7th week of each term, to which the MCR shall vote for three deserving charities to receive equal proportion of the Charity fund that term.
11. The MCR IT Representative shall:
- a. be responsible for maintaining the website and the mailing list.
 - b. be the MCR representative on the IT Committee.
 - c. work with the College IT Officer to ensure that IT systems upon which the MCR rely, in particular the MCR mailing list, are kept up to date and functioning.
12. The QCS and SCR Liaison Officer shall be responsible for the organisation of the Queen's College Symposium (QCS) and for any other joint event and activity between the MCR and the SCR.
13. LGBT+ Officer shall:
- a. self-define as one or more of the constituent categories of LGBT+.
 - b. in consultation with the Executive and subject to MCR Policy, liaise with the university LGBTQ Society, particularly its graduate representatives, and with the JCR LGBTQ officer, in order to facilitate or co-ordinate attendance at LGBT+ events within and outside the College.
 - c. provide advice and support, where possible, on matters of sexuality and gender-identity to MCR members.
 - d. organise a termly event, either in conjunction with or without the university's graduate LGBT+ network.

- e. serve as a member of the College equal opportunities network, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.
 - f. represent the interests of LGBT+ MCR members in meetings of the MCR Committee, and provide, where possible, advice to that Committee on policies affecting LGBT+ students.
 - g. liaise with the MCR Welfare Officer on LGBT+ specific issues.
 - h. In the event that an LGBT+ Officer fails to be elected as per the normal procedure for electing an MCR Committee member then once the new Committee has taken office they may choose to co-opt an existing self-defining LGBT+ member into the role of LGBT+ Officer in addition to their existing MCR duties. This shall then be considered a non-executive role for voting purposes. Should more than one person wish to be co-opted into this role, the Chair may hold a ballot of Committee members by a show of hands or by suitable secure communication, including providing the opportunity for the candidates to make a brief statement to the Committee of their suitability for the position.
14. Women's Officer shall:
- a. self-identify as a woman, or have a complex identity that includes woman.
 - b. in consultation with the Executive and subject to MCR Policy, liaise with WomCam, particularly its graduate representatives, and with any relevant JCR counterpart, in order to facilitate or co-ordinate attendance at women's events within and outside the College.
 - c. Provide advice and support, where possible, on matters concerning women to MCR members.
 - d. Serve as a member of the College equal opportunities network, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.
 - e. Represent the interests of women MCR members in meetings of the MCR Committee, and provide, where possible, advice to that Committee on policies affecting women.
 - f. liaise with the MCR Welfare Officer on women specific issues.
 - g. Should a Women's Officer fail to be elected as per the normal procedure for electing an MCR Committee member then once the new Committee has taken office they may choose to co-opt an existing self-defining women member into the role of Women's officer in addition to their existing MCR duties. This shall then be considered a non- executive role for voting purposes. Should more than one person wish to be co-opted into this role, the Chair may hold a ballot of Committee members by a show of hands or by suitable secure communication, including providing the opportunity for the candidates to make a brief statement to the Committee of their suitability for the position.
 - h. run sexual consent workshops based on the guidance given by OUSU for all incoming graduates during the 0th-1st week activities. Attendance is compulsory in order to attend future MCR events in the year.
15. Disabled Students' Officer shall:

- a. in consultation with the Executive and subject to MCR Policy, liaise with Oxford Students' Disability Community, particularly its graduate representatives, with any relevant JCR counterpart, and the university Disability Advisory service, in order to facilitate or co-ordinate attendance at disability related events within and outside the College.
 - b. provide advice and support, where possible, on matters concerning disability to MCR members.
 - c. serve as a member of the College equal opportunities network, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.
 - d. represent the interests of disabled MCR members in meetings of the MCR Committee, and provide, where possible, advice to that Committee on policies affecting disabled students.
 - e. liaise with the MCR Welfare Officer on disability specific issues.
 - f. should a Disabled Students' Officer fail to be elected as per the normal procedure for electing an MCR Committee member then once the new Committee has taken office they may choose to co-opt an existing self-defining disabled member into the role of Disabled Students' Officer in addition to their existing MCR duties. This shall then be considered a non-executive role for voting purposes. Should more than one person wish to be co-opted into this role, the Chair may hold a ballot of Committee members by a show of hands or by suitable secure communication, including providing the opportunity for the candidates to make a brief statement to the Committee of their suitability for the position.
16. Black and Minority Ethnic Officer shall:
- a. self-define as black and/or minority ethnic.
 - b. In consultation with the Executive and subject to MCR Policy, liaise with the Campaign for Racial Awareness and Equality, particularly its graduate representatives, and with any relevant JCR counterpart, in order to facilitate or co-ordinate attendance at black and minority ethnic related events within and outside the College.
 - c. provide advice and support, where possible, on matters concerning black and minority ethnic students to MCR members.
 - d. serve as a member of the college equal opportunities network, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.
 - e. represent the interests of black and minority ethnic MCR members in meetings of the MCR Committee, and provide, where possible, advice to that Committee on policies affecting black and minority ethnic students.
 - f. to liaise with the MCR Welfare Officer on black and minority ethnic specific issues.
 - g. should a Black and Minority Ethnic Students' Officer fail to be elected as per the normal procedure for electing an MCR Committee member then once the new Committee has taken office they may choose to co-opt an existing self-defining Black and Minority Ethnic member into the role of Black and Minority Ethnic Students officer in addition to their existing MCR duties. This shall then be considered a non-executive role for voting purposes. Should more than one person wish to be co-opted into this role, the Chair may hold a ballot of Committee members by a show of hands or

by suitable secure communication, including providing the opportunity for the candidates to make a brief statement to the Committee of their suitability for the position.

17. OUSU Council Representative shall:
 - a. alongside the President, represent the MCR at OUSU Council meetings.
 - b. canvas the views of the MCR members in order that they may be represented in OUSU Council meetings, and report back the events and outcomes of OUSU Council meetings to MCR members and General Meetings.
 - c. delegate their power to another member of the MCR for one OUSU Council meeting at a time. The OUSU Council Representative must communicate, if called upon to do so by any member, to whom they have delegated their powers to meetings of the Committee and to General Meetings.
 - d. should an OUSU Council Representative fail to be elected as per the normal procedure for electing an MCR Committee member then once the new Committee has taken office they may choose to co-opt an MCR member into the role of OUSU Council Representative in addition to their existing MCR duties. This shall then be considered a non-executive role for voting purposes. Should more than one person wish to be co-opted into this role, the Chair may hold a ballot of Committee members by a show of hands or by suitable secure communication, including providing the opportunity for the candidates to make a brief statement to the Committee of their suitability for the position.
18. JCR Liaison Officer shall:
 - a. work with their JCR counterpart, or if there is not one then one or more suitable representatives of the JCR, to hold joint events between the JCR and MCR.
 - b. communicate information about JCR-run events to MCR members.
 - c. generally facilitate cordial relations with the JCR.
 - d. ensure those who are MCR members by way of III.2.c have access to MCR facilities and are receiving information about MCR events.
19. The Sports and Games Secretary shall be responsible for encouraging the playing of sports and games, both between members of the MCR and against other clubs or groups as s/he sees fit, especially the JCR and the MCRs of other colleges.
20. The Vice-President shall:
 - a. in addition to performing the duties of his/her Committee office shall carry out the duties and perform the function of the President, whenever the President is unable to do so. In the event of the decease, dismissal or resignation of the elected President, the Vice- President shall serve as interim President until such time as a new President is elected.
 - b. be elected from amongst the Committee-elect by a ballot of its members, prior to the start of their terms of office. The Returning Officer shall be as specified in VI.2. The Returning Officer will distribute notice to members of the Committee-elect and allow them to nominate themselves no more than seven days after the close of the Committee elections specified in VI.1.b. No more than ten days after the close of these elections nominations must close and the Returning Officer must circulate them,

along with, should the candidates so choose, a short statement from each of them, to the members of the Committee-elect. The ballot of the members of the Committee-elect must close no sooner than twelve and no more than fourteen days after the Committee elections and is to be conducted by any suitable means of secure communication to the Returning Officer. Notice of the new Vice-President must be circulated amongst the members of the Committee-elect by the Returning Officer as soon as it is feasible to do so, and no more than twenty-one days after the close of the Committee elections.

- c. agree to occupy a room allotted to the MCR, as per IV.9, in the event that the President or Victualler decline to take up the opportunity to do so, unless there are extenuating circumstances which make this impossible.
21. The International Students' Representative shall:
 - a. be responsible for serving on the Executive Committee as a point of contact and an advocate on behalf of students from outside of the UK on issues of unique concern to them.
 - b. be any member of the MCR Executive Committee who volunteers to take on the duties of the role in addition to those required of them in their elected position.
 - c. In the event that no member of the MCR Executive Committee volunteers to serve as the International Students' Representative, the Welfare Officer will automatically serve in the role.
22. The Tutor for Graduates shall also be a member of the Committee ex officio as Senior Treasurer.

VI Elections

1.
 - a. The election for the office of President of the MCR shall take place in the 6th week of Hilary full term.
 - b. The elections for the remaining elected offices, other than Entz Representative, shall take place in 7th week of Hilary full term at least six days after the result of the Presidential election has been declared.
 - c. If a vacancy in any office shall occur before the 8th week of Michaelmas Term, a Special Election shall be held within a week, subject to the same regulation as ordinary elections.
 - d. Elections may not ordinarily be held out of full term. If by necessity this must occur, the provisions for a special election proceed except that a minimum of 20 votes must be cast whether or not a candidate is opposed.
 - e. The election for the posts of Entz Representative shall take place in 8th week of each term.
2. The duties and selection of the Returning Officer shall be as follows:
 - a. There shall be a Returning Officer, who shall normally be the President, whose duties shall be to ensure that elections are conducted according to this constitution, to organise polling if the election is contested,

and to distribute a signed statement of the full result of the election not later than one hour after the completion of the election.

- b. In the event of the President standing for re-election, the Vice-President shall act as Returning Officer. In the event of both the President and Vice-President re-standing, the Committee shall elect a Returning Officer. If the entire Committee is re-standing, the Committee shall nonetheless elect a Returning Officer, who shall take office only after his/her election has been ratified by a General Meeting. Otherwise, s/he may with the approval of the MCR Committee, appoint another individual to be Returning Officer in his/her stead.
 - c. From the time the Returning Officer posts notification of an election until his/her certification of the results, the Returning Officer shall observe the strictest impartiality. Complaints against a Returning Officer shall be subject to the same provisions as in 6 below.
 3.
 - a. At least seven full days before any election, the Returning Officer shall call for nominations for the posts to be contested. The closing dates for nomination shall be 60 hours before the poll opens.
 - b. If, after the closing date, no candidate has been nominated, the period allowed for nominations shall be extended in 24-hour periods, until at least one nomination has been received.
 - c. If after the closing date for nominations, or if after further 24- hour nomination periods, only one nomination has been received, the candidate shall be declared elected unopposed. If this procedure takes place outside full term a candidate cannot be elected unopposed and an election must take place, with at least 20 votes being cast.
 - d. All nominees must be Junior Members of College, and due to be members of the MCR in the term following the election.
 - e. All nominations shall be accompanied by the signature of the nominee, her/his proposer, and her/his seconder. The proposer and seconder must be members of the MCR at the time the election is to take place.
 - f. The Returning Officer shall distribute the date, place and hours of polling and the details of nominations received, indicating the time of submission, within one hour of the closure of nominations.
 4. Presidential candidates may submit to the Returning Officer, not later than 24 hours before the poll opening, a manifesto, to be written or typed on not more than two sides of one page of A4 paper, which shall be duplicated at MCR expense, and distributed amongst the members. No other written or digital canvassing shall be allowed. On the evening before the opening of polling, or, if this is not possible, at some other time between the close of nominations and the opening of polling, the Returning Officer shall organise hustings in the MCR.
 5. For the other posts canvassing shall be restricted to manifestos, of no more than A4 size, to be posted up in the polling room and such other places as the Returning Officer may determine. No personal canvassing by an individual shall be permitted on MCR premises on the day of the poll.

6. Any complaints about an alleged breach of the provisions of this constitution shall be made in writing to the Returning Officer within 48 hours of the close of polling. If, in her/his judgment, a breach of said provisions has been committed, and s/he deems such a breach to be sufficiently intentional, injurious and widespread, it will be within her/his competence to disallow a candidature or invalidate an election.
7. If the Returning Officer's decision is challenged by at least ten members, the original complaint shall be referred to a tribunal consisting of the President of the JCR, and four other members of the MCR, two of whom are nominated by the Returning Officer, and two of whom are nominated by the original complainant; provided that no such nominee shall be a member of the Tribunal if objected to by either of the parties. The decision of this tribunal shall be final.
8. All members of the MCR shall be eligible to vote in elections, and to stand for MCR offices.
9. Polling shall take place from the hours of 9am to 9pm on the day of the election. The polling room shall not be the premises of the MCR.
10. Voting in all elections shall be by single non-transferable vote: each member shall have one vote in each election, which s/he may cast for any single candidate. Multiple voting shall be deemed to be a spoilt ballot paper.
11. Voting may be conducted by any suitably secure and private electronic means.
12. The Returning Officer may, if necessary, for just cause, allow members to cast their votes by proxy. Proxy votes may be sent to the Returning Officer by any suitably secure communication.
13. In the event of a tied vote, the candidates are to be offered the opportunity of a new ballot to be held within three days unless one or the other agrees to cede the position voluntarily.
14. The election is liable to be set aside if any of the procedural requirements are not complied with and in the opinion of the general body, sufficient prejudice has been caused to the injured party.

VII General Meetings

1. All General Meetings of the MCR shall be held during full term.
2. There shall be the following meetings:
 - a. Termly General Meetings, hereafter referred to as "TGM"s: there shall be one TGM in both Michaelmas and Hilary terms. The time and date of TGMs shall be the responsibility of the Committee.
 - b. Annual General Meetings hereafter referred to as "AGM"s: there shall be an AGM to be held in the eighth week of Trinity Term. At the beginning of the meeting, the next year's Committee shall be officially announced. The outgoing President shall then offer her/his annual report for the approval of the meeting.
 - c. Ordinary General Meetings, hereafter referred to as "OGM"s: OGMs may be called at the discretion of the Committee.

- d. Notice of TGMs, AGMs and OGMs shall be distributed one week in advance, and motions shall be accepted until 48 hours before the meeting, at which time the Secretary shall post the agenda.
 - e. Extraordinary General Meetings, hereafter referred to as “EGM”s: EGMs may be called at the discretion of the members, provided that a petition for an EGM signed by at least ten members is presented to the President. The meeting shall be held not later than 72 hours after the Presidents receipt of the petition but only after 48 hours notice of the EGM has been distributed. An EGM shall discuss only those matters for which it has been called.
3. The conduct of all General Meetings shall be as follows:
- a. All General Meetings are to be conducted at the discretion of the Chair, subject to Standing Orders as laid out in Appendix A attached to this constitution. The standing orders can be suspended or amended by a two-thirds majority of those present and entitled to vote.
 - b. The quorum for any General Meeting shall be twelve members. If the meeting fails to be quorate during the fifteen minutes after the posted time of the Meeting or becomes inquorate for more than five minutes, the meeting shall be closed.
 - c. Only MCR Members are entitled to vote.
 - d. Voting shall ordinarily be in person. However, the Chair may for adequate cause permit members to vote by proxy. Proxies may be handed over to the Chair until an hour before the convening of a Meeting.
 - e. Constitutional motions can be moved only at TGMs/AGMs and require a two-thirds majority of those present and entitled to vote. Amendments to such motions shall be submitted in writing to the Chair and shall be taken in the order in which they propose to amend and shall be taken before the substantive motion.
 - f. Motions for the dismissal of officers require a two-thirds majority of those present and entitled to vote.
 - g. The proposer and seconder shall both sign the motion; and all motions must be announced as follows:
 - i. constitutional motions at least 120 hours (5 days) in advance, ii. other motions at least 48 hours in advance.
 - h. For motions not related to the dismissal of officers, item 3(g)ii above may be suspended by a two-thirds majority of those present and entitled to vote.
 - i. Any member may at any time submit from the floor an amendment to the motion under discussion. The proposer of the motion may accept such an amendment without the consent of the meeting. If the proposer does not accept the amendment, the amendment shall be put to a vote. In the event of an amendment being accepted or carried, the motion as amended shall become the motion.
 - j. If a motion of which due notice has been given is withdrawn by the proposer, any other member shall have the right to propose it as her/his motion.

4.
 - a. The MCR, in a General Meeting, may vote to hold a newspaper ballot. b. Such votes will have the power to demand a ballot on matters relating to the cancelling, substitution or addition of subscriptions.
 - c. A ballot for newspapers will always be held at the start of the academic year, in Michaelmas term. This ballot may be conducted by any suitable private and secure means.

VIII Amendments

1. Any provision of this constitution may be amended by a resolution passed at a General Meeting, as convened under this constitution.
2. Constitutional amendments shall only be proposed by the Committee after due deliberations therein, either of its own accord, or on a motion to it by any member.
3. If the Committee declines to move an amendment resolution at the next General Meeting, following a motion to it by a member, the member may propose it on her/his own accord provided that it bears the signature of ten percent of the members of the MCR.
4. For the purposes of this Constitution, a resolution proposing a constitutional amendment shall be deemed to be a constitutional motion.
5. No constitutional amendment shall be passed unless it is voted for by two-thirds of those members present and voting.
6. Notwithstanding anything said herein before in this constitution, the quorum for a vote on a constitutional amendment shall be 20 percent of the members of the MCR at any time.
7. Notwithstanding anything said herein before in this constitution, abstentions shall be treated as a vote against the motion for the amendment.
8. In the event that a constitutional motion is brought before a General Meeting which is not quorate for constitutional motions, then the motion shall be put to an on-line vote. At least twenty percent of the members of the MCR must vote in order to make an on-line vote valid, and a two-thirds majority shall be required for a motion to pass. The minutes of the discussions held at the General Meeting (containing the arguments for and against the motion) should be circulated widely before the online voting takes place and attached to the online voting options. On-line voting shall provide members with the opportunity to vote for or against the motion, or to abstain; members who do not cast any vote on-line shall not be deemed to have abstained. Online voting shall begin at 8am on the date two days after the date of the General Meeting and polls shall remain open for 48 hours

A Standing Orders

A.1 The Conduct of Meetings

1. The Chair of the Meeting
 - a. All meetings are to be chaired by the MCR President, or, in her/his absence, by the Vice-President. If the Chair wishes to leave the Chair for

any reason, s/he shall appoint a temporary Chair, subject to the approval of the GM.

- b. The Chair shall have a single vote and use it only in the event of a tie. In the event of the Chair failing to vote in a tie, the motion shall be deemed to have been defeated.
- c. The Chair shall have the duty of:
 - i. ensuring the meeting is in order at all times;
 - ii. ensuring that all remarks are relevant to the matter under debate;
 - iii. ensuring that no defamatory remarks are made about any person present at the meeting;
 - iv. ensuring that no new material is introduced into a summing up speech;
 - v. ensuring that speeches in favour and against any motion are taken in alternate order. (d) Every speaker shall address her/his remarks solely to the Chair and shall not speak unless recognised by the Chair.

2. The procedure of the Meeting

- a. There shall be, subject to the discretion of the meeting, the following order of business:
 - i. Minutes of the previous meeting, and matters arising;
 - ii. Reports from the Committee and Presidents of ad hoc committees;
 - iii. Executive motions;
 - iv. Private motions;
 - v. Emergency motions.
- b. Points of order shall take precedence over all other business, except that they shall not be raised during a speech or vote, unless they relate to that speech or vote. They shall be phrased as questions to the Chair, and must relate specifically to the conduct of the meeting. They must not refer to the subject matter under debate, and must contain no argument.
- c. Points of information must be phrased as a short question to the speaker, who may refuse to accept such a point, in which case the interrupter shall give way. They may be made solely to offer or seek strictly factual information, and must not refer to matters of opinion. No points of information shall be raised during a summing up speech.
- d. Voting on a motion put forward at a GM shall be by show of hands, or by division, should one-third of those present and able to vote so desire. A division shall only be held if the difference between votes for and against is one, following a re-count.
- e. There shall be questions after each speech. They must be phrased as questions, be brief, and to the point. The Chair shall allow at least five questions after each speech, if required, and further questions shall be at her/his discretion.

3. Procedural Motions

- a. There shall be the following procedural motions, to be taken in this order of precedence. All motions in 3(a)i shall be of equal standing, and to be taken before any motion in 3(a)ii etc
 - i.
 - A. That the meeting has no confidence in the Chair.
 - B. That the Chair is overruled.
 - C. That a temporary Chair be appointed by the Meeting.
 - D. That the Meeting be adjourned for a specific time.
 - ii.
 - A. That the matter be taken as read.
 - B. That the minutes of the previous meeting be taken as read.
 - C. That the minutes of the previous meeting be amended in a specific way.
 - D. That the minutes of the previous meeting be referred back to the Secretary.
 - iii.
 - A. That the order of business be changed.
 - B. That the matter be no longer considered.
 - iv.
 - A. That the matter be not put.
 - B. That the matter be now put.
 - C. That the motion be voted on in specified parts, and that the approved parts be then voted on as a whole.
 - D. That the motion be voted on as a whole.
 - v.
 - A. That the Committee shall investigate or deal with the matter.
 - B. That a Standing or ad hoc Committee shall deal with the matter.
 - C. That an Executive member or President of an ad hoc Committee shall give a written answer within a specified time.
 - vi.
 - A. That a Standing or ad hoc Committee report be approved.
 - B. That a Standing or ad hoc Committee report be amended in a specific way.
 - C. That a Standing or ad hoc Committee report be referred back to that Committee.
- b. Procedural motions shall be subject to the following conditions:
 - i. When (i).(A) or (B) is proposed and seconded, the Chair shall vacate the Chair. Should (i)(A) be carried, the Chair shall not resume the Chair for the duration of that meeting;
 - ii. (ii)(B) may not be put if the minutes have not been read, and (ii)(A) has not been passed;
 - iii. (iv)(A) shall take precedence over (iv)(B), but shall not be put if (iv)(B) has been passed. (iv)(A), (C), or (D) may be put before or at the beginning of a summing up, and (C) may not be put if (D) has been passed. (B), (C), or (D), may not be put before the motion has been both proposed and opposed, and shall not affect the right of the proposer to sum up.

- iv. No procedural motion shall be accepted until the proposer of the substantive motion, if it appears on the agenda, has made her/his speech.

A.2 Amendment and Commencement Provision

1. For the purposes of this Constitution, a proxy vote submitted to the Chair for use at a General Meeting will be deemed to be invalid if it is obtained from the voter as a result of solicitations by parties interested in the matter upon which the vote was taken.
2. For the purpose of adopting this Constitution, the requirements respecting quorum and proportion in favour shall be the same as those required to carry a constitutional amendment, provided that a motion to adopt this Constitution may be moved at an Extraordinary General Meeting.
3. The Constitution shall be deemed to enter in force at the first midnight following its adoption.

This constitution was in force as of March 30th 2000. This version approved Michaelmas Term TGM (online vote) 2015.