



# **Constitution of the Keble College Middle Common Room**

## **Preamble**

- The Middle Common Room exists to serve the academic, financial and social interests of all its members.
- It shall be operated in a just, legal, democratic, and positive manner, upholding the principle of equality of opportunity and rights of its members, regardless of sex, sexual orientation, race, age, disability or religion.
- The MCR Committee shall at all times attempt to further the interests of its members, for the general good of the Common Room and without regard to the personal achievement of any individual in favour of the majority.
- The MCR Committee and members of the Common Room shall at the same time have regard at all times to the interests of other members of the College, University and general public.
- The Common Room shall, so far as this is possible, provide facilities for the social enjoyment of its members, advice and assistance on any matters affecting its members as students, and a pleasant environment for the congregation of its members.
- The Common Room shall at no time involve itself in any activities contrary to the aims of this Preamble and this Constitution.

## **I. Name**

The name of the Common Room shall be the Keble College Middle Common Room (hereinafter referred to as the Common Room).

## **II. Membership**

The Keble College Middle Common Room has three categories of membership: Full, Associate, and

Honorary.

## 1. Full Membership

Full Membership of the Common Room shall include all graduate junior members of the College resident in the University and postgraduate visiting students of the College admitted to the University for at least three terms, provided that they are not full members of any SCR.

i) A graduate junior member shall be a member of college holding a Bachelor's, Master's or a Doctorate degree, or another qualification which the College recognises as equivalent to such a degree, who is reading for a further degree, postgraduate diploma or certificate.

ii) Any Full Member of the MCR may opt out of Full Membership. A member wishing to do so shall notify the MCR President in writing or by email no later than Sunday of Fifth Week of Michaelmas Term in any year. The member will then cease to be a Full Member of the MCR until s/he has notified the President of her/his desire to resume Full Membership. Individuals who have opted out of Full Membership may apply to become Associate Members of the MCR.

iii) Membership of the MCR ceases upon completion of the postgraduate course (including VIVA/supplication if necessary).

## 2. Associate Membership

i) Those who belong to one the following categories, may apply for Associate Membership of the Common Room:

a) Any previous full member of Keble MCR

b) Any previous associate member of Keble MCR who is still a member of Oxford University

c) Member of the College reading for a higher degree, postgraduate diploma, or postgraduate certificate or attending the Overseas Service Course.

d) Member of the college engaged in an undergraduate course and in fourth or higher year of study

e) Member of the College who at the time of undergraduate study is significantly older than the average age of fellow students in the same year of study

f) Member of the College with the status of Senior Student according to the provisions of the Examination Decrees.

g) Official visiting Research Scholars recommended for Associate Membership of the MCR by the Senior Tutor of the College.

h) The spouse or partner of a full member of Keble MCR

Associate MCR Membership granted in this way shall be coterminous with the College's extension of such rights.

ii) Associate Members shall pay to the Common Room such subscriptions as shall be demanded of him/her by the MCR Committee and may use such Common Room facilities

that the Committee shall from time to time determine. Except for Official Visiting Research Scholars, Associate Membership shall lapse after one year. An Associate Member shall be deemed to have resigned if s/he has not paid her/his subscription two weeks after the date when it is due or one week after receipt of a warning from the Treasurer, whichever is the later.

The subscription amount shall be decided by the Committee at their first meeting of Michaelmas Term and shall be updated on the MCR webpage no later than three days after the meeting.

The subscription shall be an amount per term or per academic year, payable before the end of fourth week of the term in which the candidate has applied for Associate Membership.

The decision of whether to grant an applicant Associate Membership of the Middle Common Room rests with the Committee, and the Committee retains the right to refuse Associate Membership to an applicant.

Application for Associate Membership, forms to be found on the on the MCR webpage, shall be pigdged to the MCR Secretary. The Secretary shall submit the application for consideration either via email poll or during the next Committee Meeting.

The applicant may appeal to a meeting of the Common Room if the applicant is dissatisfied with the Committee's decision.

iii) By arrangement with the College and approval by Governing Body (Minute GB 03.133), certain current Associate Members of the MCR may be granted additional rights by the College. This arrangement applies only to former full members of the MCR who have completed their DPhil at Keble, are currently working as postdoctoral research assistants (postdocs) or equivalent for the University of Oxford, and are not Senior Members of another college.

These rights including a Battels account, MCR access, access to Hall and a pigeon hole in college (subject to availability).

Most of these additional privileges require the person to hold a current University of Oxford card. The college will charge a fee (30GBP per term for HT 2005) for access to college facilities. This is a separate fee from the subscription amount set by the MCR Committee for Associate Membership.

Increases to this fee must be agreed between the College and

the MCR committee.

### 3. Honorary Membership

Honorary Membership may be conferred in special circumstances at the discretion of the Common Room. Such membership shall lapse after one year. Honorary Membership is granted to the JCR President during her/his term of office. An Honorary Member may use such Common Room facilities that the Committee shall from time to time determine.

4. The MCR Secretary shall at all times keep a list of all Full, Associate, and Honorary Members of the Common Room.

5. Full and Associate Members shall be entitled to attend and speak at meetings of the Common Room. Only Full Members shall be entitled to:

- i) Vote at meetings of the Common Room
- ii) Vote in the election of Common Room Officers
- iii) Hold executive offices in the Common Room

6. Clauses 1, 2, and 3 shall operate subject to sub-clause i) below.

- i) Any member may have her/his membership terminated or redefined should the Common Room so resolve on reasonable grounds by a two-thirds majority of those present at a quorate meeting.

## III. Election of the Committee

1. The Committee of the Common Room shall consist of the following officers:

- i) President
- ii) Vice-President
- iii) Treasurer
- iv) Secretary
- v) Entertainment Officer
- vi) Arts and Culture Officer
- vii) Cellar Steward
- viii) OUSU Representative
- ix) Environmental Officer
- x) Sports Officer
- xi) Welfare Officer (Female)
- xii) Welfare Officer (Male)
- xiii) Internet Officer
- xiv) Exchange Dinner Organiser

xv) Black-Tie Dinner Organiser

xvi) Equality Officer

2. The President, Vice-President, Treasurer and Secretary, in that order, shall be the most senior officers of the Committee and shall be known as the Executive Officers. The next most senior officer, if required, shall be decided by a simple majority vote of the Common Room.

3. The election of the Executive Officers shall take place annually over an election period to consist of the last four weeks of Trinity term, with the remainder of the committee being elected bi-annually during an election period to consist of the last four weeks of Michaelmas and Trinity terms.

4. The Secretary shall post the statement of Roles and Duties of Committee Members as described in Section 1 of the Standing Orders annexed to this Constitution at the beginning of the electoral period.

5. The election procedure shall be as stated in Section 3 of the Standing Orders and shall be followed as if it were stated herein.

6. Each member of the newly elected committee shall take office at the start of 9th week of the term during which the election is held.

7. In any case of failure to elect an officer, in the event of the resignation of an officer or of there being a period of time where an office is vacant,

i) The most senior officer of the Committee shall be empowered to appoint such person or persons as s/he deems fit to hold the office or offices concerned at her/his discretion and in preference to the procedure outlined in Section 3 of the Standing Orders. This person will be put forward for ratification by a simple majority at the next meeting of the Common Room.

ii) The most senior officer will be obliged to hold an election according to Section 3 of the Standing Orders upon a simple majority vote by the Committee or Common Room in favour of a motion to this effect.

#### 8. Resignations

i) Any member of the Committee shall resign from office forthwith if a two-thirds majority at a meeting of the Common Room passes a motion of no confidence in her/his ability to fulfil the roles and duties of her/his office (as stated in Section 1 of the Standing Orders). At least twenty Full Members must be present at the vote.

ii) A motion of no confidence may be proposed at either an Ordinary or Emergency General Meeting of the Common Room. In either case, notification of the impending vote of no confidence shall be:

(a) Posted on the Common Room notice board

(b) Given in writing or by email to the officer concerned not less than 48 hours before the meeting

iii) The procedure when any vote of no confidence is proposed shall be as stated in Section 4 of the Standing Orders.

iv) In the event of a vote of no confidence being passed, the most senior officer of the Committee will be obliged to hold an election for the vacated office according to Section 3.2 of the Standing Orders.

9. There shall be no bribery, intimidation, corruption or other unfair practices in connection with the

election. Should any of the same be proved to the satisfaction of the CRO and DROs, the election shall be declared null and void to the extent of such proof.

10. The roles and duties of the officers of the Common Room, and the duties and powers of the Committee, shall be those stated in Section 1 of the Standing Orders.

## IV. Finance

1. Full details of Common Room finances, including the ledgers and other books and documents, shall be made available by the Treasurer, for inspection by any member of the Common Room, within one week of receiving a written or emailed request.
2. The incoming and outgoing Treasurers shall jointly prepare a statement of accounts of the Common Room and a balance sheet for each year ending 30th September.
3. At the first meeting of the Common Room in Michaelmas Term, the incoming Treasurer shall present the statement of accounts and the balance sheet referred to in Clause 2 above. The Treasurer shall also submit, for approval, provisional estimates of expenditure for the forthcoming year.
4. All Common Room expenditure shall be of direct benefit to the members of the Common Room.
5. Officers of the Common Room shall give detailed accounts, including details of income and expenditure, to the Treasurer by the end of Ninth Week of each term, together with an estimate of their proposed expenditure for the next term.
6. The Common Room shall not be responsible for debts incurred by Members in its name and without the approval of the Committee; nor shall the Common Room be responsible for any debt unreasonably incurred howsoever approved.
7. Cheques drawn from the Keble MCR accounts can only be signed by either the Treasurer or the President.

## V. Meetings

1. Official meetings of the Common Room shall be held during Full Term only.
2. Two statutory General Meetings of the Common Room shall be held per term, one in each half of the eight-week period.
3. The Secretary shall post an announcement at least seven days before the meeting, and the agenda at least 48 hours before the meeting.
4. Emergency Meetings
  - i) An Emergency General Meeting (EGM) may be held at the discretion of the Committee or after the Secretary has received a written request for an EGM, signed by at least ten Full Members of the Common Room. The request may also be received by email so long as the same request is emailed to the Secretary by at least ten Full Members of the Common Room.

- ii) The Secretary shall post the announcement of such meetings within 24 hours of receiving the request, and give full details of business to be discussed. The meeting shall take place not less than two and not more than seven days after the posting of the announcement, the date to be set by the Vice-President.
- iii) No business may be conducted at such meeting that does not appear on the notice of the announcement.

#### 5. Quorum

- i) A quorum at any meeting of the Common Room shall be twelve Full Members. The Chair shall check the quorum at the request of any member.
- ii) No meeting shall commence unless it is quorate.
- iii) Business may be conducted notwithstanding the fact that the meeting has become inquorate, except where any member objects on the ground of the meeting having become so inquorate, in which case only procedural motions shall be voted upon.

6. Motions shall be proposed and seconded, and submitted in writing or by email by the Proposer to the Secretary, who will post it on the Common Room emailing list not less than 48 hours before the start of the meeting. Where a motion is submitted by email, the Secunder must also submit the motion to the Secretary.

7. The Vice-President or, in her/his absence, the next most senior officer of the Committee shall chair meetings of the Common Room. If the Chair is personally involved in the matter under discussion, s/he shall relinquish the chair to the next most senior officer, or, if there is no such officer, a Full Member of the Common Room approved by a simple majority of the meeting.

8. The Chair shall not vote on any issue except in the event of a tied vote where a simple majority is required. The Chair shall vote in favour of the status quo.

9. The Committee may invite any member of the University to any meeting of the Common Room subject to the approval of the majority of Full Members present at the meeting.

10. The President shall determine the procedure at all meetings of the Common Room.

## VI. Charity Levy

1. Full MCR members are solicited for charitable donations in Michaelmas Term, Hilary Term and Trinity Term terms each year.

2. The nominations for charities shall be considered at the second of the two statutory General Meetings of the Common Room. Only full members qualify to nominate charities and any nominations

must be seconded by another full member of the MCR.

3. A reminder of the nomination procedure and deadline will be emailed to the MCR general email list or as part of a larger “informative” email from the President or the Vice President no later than two weeks prior to the nomination deadline.

4. All nominations must be emailed or to the Secretary by the deadline for the MCR General Meeting motions submission. All nominations received before the deadline will be compiled by the Secretary and included in the points to be discussed at the second statutory General Meeting.

5. The person nominating a charity (another Full Member may represent the nominator) must be present to present their nomination at the second General Meeting of term when their nomination will be heard and voted upon. Each person will briefly speak before the members present at the General Meeting on behalf of his or her nomination.

6. Once all the nominations have been heard from, the allocation of funds will go as follows:

i) A ballot listing all the nominated charities and a “no levy” option will be printed by the Secretary prior to the meeting and those charities which are not represented in person will be stricken from the ballot.

ii) Ballots will be distributed to all full members present at the meeting and they will vote by ranking the candidate charities according to their preference;

iii) Rankings will be tallied according to the methodology currently used in MCR Committee elections;

iv) The winner will be entitled to receive all the funds collected later that term via the levy;

v) If “no levy” wins then no levy will be raised that term.

7. The winner’s nomination brief will be included in the opt-out notifications that are emailed that term. At least two reminders for the opt-out deadline should be sent to the MCR general email list prior to the opt-out deadline.

8. Full Members shall opt-out from the levy by informing the Vice President via email or pigeon post before the opt-out deadline.

9. After the opt-out deadline the Vice President shall compose a list of Members who opt-out and shall send this list to the Bursary by the end of week 9 of the corresponding term.

10. The Levy charges appear on the Members’ Battels of the corresponding term. The Bursary makes the funds from Michaelmas Term available in Hilary Term, the funds from Hilary Term available in Trinity Term, and the funds from Trinity Term available in Michaelmas Term the following academic year.

11. The Treasurer shall request the Levy cheque from the Bursary and provide the winning charity nominator with the collected funds.

12. Once a nominated charity wins a levy allocation, they are only eligible for re-nomination starting

with the following Michaelmas Term. 13. The Vice President shall keep logs of the opt-out voting for reference until the following term after which the logs shall be exterminated. The logs shall not be removed before the funds of the corresponding term have been granted by the Bursary.

## VII. External Organisations

1. The Common Room may affiliate to an external organisation providing that the organisation is legal and does not pursue overtly political aims.
2. Affiliation to, or disaffiliation from, an external organisation shall be by resolution passed by simple majority at a meeting of the Common Room.
3. Organisations to which the Common Room affiliates shall be listed in an appendix to the Constitution. The appendix will state the date that affiliation commenced and details of any fees paid.
4. Affiliations will lapse after one year but the Common Room may vote to re-affiliate to an external organisation when affiliation has lapsed.
5. Representation on an external organisation will be by an officer of the Committee, to be appointed by a simple majority vote at a meeting of the Common Room. The duties of that officer, as they pertain to the organisation, will be added to the Standing Orders.

## VIII. External Events

1. Only university-affiliated societies and organisations may hold events in the MCR.
2. An application to hold an event must be made to the MCR President by a current MCR member on behalf of the society/organisation.
3. The following notice must be given: Large events (more than 20 people) - 2 weeks. Small events (less than 20 people) – 1 week.
4. The organisers of the event are responsible for any damage/theft incurred and for cleaning up the MCR after the event. Large events are subject to a returnable £50 deposit.
5. If the event is intended to make a profit, either a fee or a share of the profits will be paid to Keble MCR.
6. The final decision on whether to allow an event to take place will be made by the MCR President.
7. The total number of people attending an event must be below the restrictions of the College Fire and Health and Safety regulations

## IX. Committee Meals

Twice a year (Michaelmas and Trinity terms), the MCR will contribute towards the cost of a meal (£15 per person) for full committee members and up to five other people who have made significant contributions to the MCR, to be decided by the MCR President.

## X. Constitution and Standing Orders

1. A two-thirds majority of those voting at a meeting of the Common Room, at which at least twenty Full Members are present, shall be required to pass an amendment to this Constitution.
2. The procedures listed in the Standing Orders, annexed to this Constitution, shall be deemed to be stated herein insofar as they do not contradict anything already stated herein. A simple majority is needed of those voting at a quorate meeting to pass an amendment to the Standing Orders.
3. The interpretation of this Constitution:
  - i) Shall be determined, in the first instance, by the Vice-President
  - ii) Shall be determined definitively, on the appeal of any member, by a simple majority vote at a meeting of the Common Room
  - iii) Shall be such that 'member' shall mean any Full Member unless otherwise stated
4. A copy of this Constitution, the Standing Orders and the appendices shall be displayed on the Common Room notice board at all times.
5. This Constitution shall supersede the previous Constitution of the Common Room and all previously passed resolutions that violate this Constitution.
6. If any motion amending this Constitution is passed under the provisions of Clause 1, the Secretary shall notify the College of such amendment through the appropriate channels.
7. This Constitution:
  - i) Shall take effect from May 10, 2010
  - ii) Shall be reconsidered in its entirety by the Common Room no later than Full Term of Hilary in the year 2015.