



Standing Orders of the Keble College Middle Common Room

Section 1: Roles and Duties of Officers of the Common Room

The Committee shall be responsible for the smooth running of the Common Room, shall always act in a manner that best reflects the interests of the Common Room and its members, and shall abide by the aims and principles stated in the Preamble of the Constitution.

Officers shall attend the meetings of the Committee and the Common Room, fulfil and complete the roles and duties as are from time to time stated by these Standing Orders or the Constitution, or that are required of her/him by the Committee or Common Room.

Furthermore, the whole committee shall be responsible for organising an appropriate social agenda under the leadership of the Entertainment Officers and the President.

A. President

1. The President shall:

- i) Represent the Common Room at all Governing Body and Finance Committee meetings, inform the Committee of relevant business conducted at any of the meetings attended and, insofar as this is necessary, ensure that such information is made available to the Common Room.
- ii) Represent the Common Room at all meetings external to the College to which a representative of the Common Room is invited, including, but not limited to the Postgraduate Assembly of College Presidents, the Committee for Graduate Affairs, OUSU Council, the Proctors and Assessor's Meeting and the Keble Association
- iii) Appoint an officer of the Committee to attend a meeting in her/his stead if s/he cannot attend any meeting given in subsections i) and ii) above, and to debrief the officer after the meeting
- iv) Inform the Committee of relevant business conducted at any of the meetings attended and, insofar as this is necessary, ensure re that such information is made available to the Common Room

2. The President shall call at least two Committee Meetings per term, at which each Committee Member shall, if the President deems necessary, report their activities and at which topics relevant to the Common Room shall be discussed.

3. The President shall chair all meetings of the Committee and direct the officers in fulfilling their roles.

B. Vice-President

1. The Vice-President shall manage the day-to-day running of the Common Room, take care of domestic affairs and ensure all officers complete duties assigned to them.

2. The Vice President shall represent the Common Room at all Governing Body, Academic and Domestic Committee meetings, and shall present a report to the Common Room or conduct a survey on any topics that are relevant.
3. The Vice-President shall:
 - i) Be the recognised Common Room authority on Constitutional matters and must therefore be familiar with the provisions of the Constitution, Standing Orders and appendices and, in addition, with those of the Amalgamated Clubs Constitution
 - ii) Ensure the provisions of the Constitution, Standing Orders and appendices are followed where reasonably possible
 - iii) Keep the most recent versions of all documents referred to in subsection i) above and ensure that copies of the same are available in the Common Room
 - iv) Compose a list of Full Members to be batted in favour of the Charity Levy and submit it to the Bursary by the end of week 9 of each term.
 - v) Conduct the MCR Housing Ballot at the beginning of Hillary term in accordance with the rules laid out in the MCR Ballot Rules.
4. The Vice-President shall chair all meetings of the Common Room in accordance with Part V, Clause 7 of the Constitution.

C. The Treasurer

1. The Treasurer shall be responsible for:
 - i) Entering all Common Room income and expenditure into the ledger as s/he is informed of it
 - ii) Effect such controls over the finances of the Common Room, as s/he thinks fit, pending approval of the Committee
 - iii) Presenting a financial report at each meeting of the Common Room
 - iv) Representing the Common Room at the Finance Committee and on the Amalgamated Clubs Committee
 - v) Reviewing the newspaper, magazine and television subscriptions annually and making changes to reflect the wishes of the Common Room
 - vi) Seek the collected Charity Levy funds from the Bursary and issue a cheque for the corresponding amount to the winning charity. Cheques may not be issued to the Common Room Members; they shall be payable directly to the winning charity.

D. Secretary

1. The Secretary shall be responsible for keeping accurate minutes of all meetings of the Common Room, including, but not limited to Ordinary and Emergency General Meetings and Committee meetings. Any such minutes will be written out legibly or typed before the next such meeting.

2. The Secretary shall be responsible for all correspondence of the Common Room, shall keep the Common Room notice boards updated and tidy.
3. All motions for meetings of the Common Room shall be submitted to the Secretary (as shall all official correspondence of the Common Room) prior to its posting.
4. The Secretary shall prepare the Charity Levy voting ballots containing the nominated charities and “No Levy” and shall provide them to the present Members at the General Meeting when the voting takes place.

E. Entertainment Officer

1. The Entertainment Officer shall be responsible for planning and implementing social events for the Common Room. S/he shall direct the Exchange Dinner, Black-Tie Dinner and Arts and Culture Organisers in fulfilling their roles and shall personally organise at least two cocktail parties per term. Furthermore, the Entertainment Officer shall be responsible for engaging the whole committee in organising an appropriate social agenda.
2. The Entertainment Officer shall manage the social budget, allocated by the Committee each term, and shall submit financial reports at each meeting of the Common Room. S/he shall also publish and distribute a social calendar at the start of each term.
3. With the approval of the Committee, the Entertainment Officer may appoint a sub-committee, known as the Social Committee, to assist him/her in fulfilling his/her duties. The Entertainment Officer presides over this sub-committee and takes responsibility for its actions. Members of the Committee may serve on the Social Committee but appointment to the Social Committee does not grant membership to the Committee.
4. The Entertainment Officer shall administer the Common Room’s webpage calendar and oversee the inclusion of all MCR events.

F. Arts and Culture Officer

1. The Arts and Culture Officer shall be responsible for organising and advertising art and cultural events by cooperating with the Entertainment Officer. S/he shall personally organise at least two such events of his/her choice per term as part of the Social Committee. The subsidy for the arts and culture events shall be coordinated with the entertainment officer as part of the social budget.
2. The Arts and Culture Officer may appoint a sub-committee in coordination with the Entertainment Officer to assist her/him in fulfilling her/his duties. Members appointed to the sub-committee are not automatically granted membership to the Committee.
3. The Arts and Culture Officer will liaise with appropriate College and University societies and events, such as Keble Arts Week, The Esslin Music Society or the Keble Association in order to organise or promote appropriate events that take place within College or the University

G. Cellar Steward

1. The Cellar Steward shall manage the funds of the Common Room Cellar and shall prepare accounts each time that the Cellar needs stocking.
2. The Cellar Steward shall claim the Battels revenue from the Bursary as soon as the accounts are prepared.
3. The Cellar Steward shall be responsible for stocking and pricing the goods in the Cellar (and for enlisting help to complete these tasks).
4. Where reasonable, the Cellar Steward shall endeavour to keep the Cellar account in the black and to stock the Cellar according to the wishes of the Common Room.

H. Environmental Officer

1. The Environmental Officer is responsible for devising systems to facilitate recycling schemes within the MCR. At present (Trinity 2000 and forward until otherwise changed), the Environment Officer is responsible for drink-can, white paper, newspaper and magazine recycling. The Environmental Officer is also responsible for co-ordinating such actions with the JCR Environmental Officer and/or the Warden's Secretary (if applicable).
2. The Environmental Officer should assist the SCR in their recycling efforts (where applicable).
3. The Environmental Officer is responsible for the maintenance of the plants within the MCR.
4. The Environmental Officer should help to promote general environmental consciousness within the MCR body including (but not limited to) the promotion of energy conservation (electricity, water, heat) and resource management (double-sided printing, purchasing re-useable containers, purchase and use of recycled/recyclable materials)

I. Sports Officer

1. The Sports Officer is responsible for arranging and advertising sports events for the Middle Common Room, particularly cricket, croquet, football, and rowing, and for liaising with the various JCR sports clubs.
2. The Sports Officer is responsible for the setting up and maintaining of the annual Paul Hayes Award, and s/he shall propose and revise the criteria used for the awarding of it. The decision on final criteria to be used lies with the full Committee.
3. The Sports Officer will advertise available sporting clubs and facilities via the MCR webpage as well as by email. He/she shall act as first point of contact for members of the MCR regarding sports related enquiries.
4. The Sports Officer will circulate the budget for the Keble Amalgamated Clubs to the MCR members and make members aware of the funds available to the different clubs and societies. He/she shall also advise the Club Captains/Presidents as to how to apply for an increase in funding for their societies or clubs through the senior Amalgamated Clubs member.

J. Welfare Officers

1. The Welfare Officers are responsible for all matters pertaining to welfare, particularly funding and accommodation, and for liaisons with OUSU on such matters. They shall represent the Common Room at all Student Support Committee meetings.
2. Seek to encourage involvement in the common room by all members particularly where there is evidence that a particular group is being directly or indirectly discouraged or discriminated against.
3. Together with the equality officer seek to raise issues that affect the welfare of all members.
4. Liaise with such bodies as is necessary (including, but not limited to: the Tutor for Women; JCR Women's Officer; OUSU Women's Committee; JCR welfare officer(s); the College equality officer; Chaplain) to ensure that the needs of all members are heard fairly at College and University level.
5. Ensure representation of all members in all aspects of the Common Room.
6. Provided funds are available, the Welfare Officers shall run a weekly brunch and tea and cakes on weekend mornings and afternoons during Full Term.

K. IT Officer

1. The IT Officer is responsible for setting up and maintaining the website of the Common Room, for answering or directing queries received from the Internet regarding the Common Room.
2. The IT Officer will update the content of the website on a termly basis, communicating regularly with the Entertainment and Sports Officers.
3. The IT Officer shall represent the Common Room at the IT Committee meeting.
4. The IT Officer shall administer the email list service of the Common Room.
5. The IT Officer shall administer the online ballot system for MCR elections.

L. Exchange Dinner Organiser

1. The Exchange Dinner Organiser shall work with the Entertainment Officer and the Black-Tie Dinner Organiser to plan and implement social events for the Common Room. S/he shall organise at least two exchange dinners per term.

M. Black-Tie Dinner Organiser

1. The Black-Tie Dinner Officer shall work with the Entertainment Officer and the Exchange Dinner Organiser to plan and implement social events for the Common Room. S/he shall organise at least one black-tie dinner per term.
2. Black-Tie Dinner Organiser shall also organise the annual Common Room photograph in Trinity Term.

O. Equality Officer

1. The Equality Officer shall:
 - i) Be a source of advice for those who require support in Equality matters
 - ii) Act as a link between the Common Room and the College Equality Committee, the Oxford University LGBT Society as well as OUSU Queer Rights
 - iii) Encourage equal participation of members in all aspects of the Common Room and discourage discrimination against particular group.

Section 2: Procedure at meetings of the Common Room

1. Save where the Constitution stipulates otherwise, all disputed matters shall be settled by a simple majority vote.
2. The agenda for all meetings of the Common Room shall include, but not be limited to:
 - i) The reading of the minutes of the previous meeting of the Common Room and a discussion of any matters arising therewith
 - ii) The presentation of reports by the officers of the Common Room
 - iii) Issues tabled from previous meetings of the Common Room
3. Wherever any motion is before the Common room by virtue of Part V, Clause 6 of the Constitution:
 - i) The Proposer of the motion shall have not more than five minutes to propose the motion
 - ii) The Opponent (if there be any) shall have not more than five minutes to oppose the motion
 - iii) Where subsection ii) applies, the Seconder of the motion shall have not more than two minutes to reply to the Opponent
 - iv) In any floor speeches, no speaker shall be permitted to address the Common Room for more than three minutes
4. The Chair may at her/his discretion apply time limits to the debate, save that:
 - i) Any voting member may request an extension of debate time limits, which the Chair may accept at her/his discretion
 - ii) Any voting member may propose a motion of closure which the Chair may accept if s/he is of opinion that all parties to the motion being debated have had a fair opportunity to make their case; the motion of closure shall be voted on without further discussion, and, if passed by a simple majority the meeting shall proceed to a vote on the issue under discussion, without further debate
 - iii) Any voting member may propose a motion to table the issue under discussion which, if passed by a simple majority, shall place the issue on the table and put it on the agenda for the subsequent meeting of the Common Room
5. On the closure of debate, the Chair shall call for a vote on the motion before the meeting without further discussion.

- i) Voting shall be by show of hands save where subsection ii) applies.
 - ii) Any member may call for a vote by secret ballot; voting shall then be by secret ballot if a simple majority of the meeting votes, by show of hands, in favour of taking a secret ballot.
6. In the event of a meeting becoming inquorate, the Chair may, at her/his absolute discretion, recess the meeting for a period of not more than ten minutes to enable the meeting to resume quorate status.
7. A member of the Common Room who is unable to attend a meeting of the Common Room shall be entitled to vote in absentia by placing an indication of voting preference (IVP) with the chairman of the meeting in advance of the meeting itself.
- i) The IVP must be placed with the chairman of the meeting (this will usually be the Vice-President of the MCR and can be assumed to be so unless otherwise indicated) at least 1 hour prior to the meeting taking place. This may be done by either the transfer of a physical document to the chairman (i.e., by physically handing it to him/her or through pigeon post) or through the college e-mail network.
 - ii) The IVP must contain the following elements:
 - (a) the name of the absent member who wishes to vote
 - (b) if it is a physical document (not an e-mail) it must be signed and dated in the absentee members own hand
 - (c) the specific motion upon which the absentee member wishes to vote
 - (d) the absentee members voting preference
 - iii) Absentee votes shall not count towards quorum and will not be admitted during the annual and bi-annual election procedure.
 - iv) If, over the course of the debate, there are any amendments to the original motion it will be left to the judgment of chairman as to whether the motion maintains its original spirit, intent and, within reason, wording. If in the judgment of the chair the motion has varied significantly in either spirit, intent, or wording, it will be within his/her discretion to disregard any IVP received on the motion so as to protect the original intentions of the absentee member from manipulation.

Section 3: Election Procedure

1. Term of Office

- i) The Executive Officers of the Committee shall serve for a period of one year commencing on Sunday of 9th week in Trinity Term and ending on Saturday of 8th week in Trinity Term the following year.
- ii) The Non-Executive Officers of the Committee shall serve for a period two terms (six months) from Sunday of 9th week in Michaelmas Term to Saturday of 8th week in Trinity Term or Sunday of 9th week Trinity Term to Saturday of 8th week Michaelmas Term.
- iii) Candidates for election to the Committee must intend to serve the full term of office. The Candidate must agree to this condition when submitting his or her nomination.

- iv) In the event of the resignation or removal of a Committee, a by-election shall be held within three weeks (excluding days which are in vacation) under conditions applicable to other Committee elections save those to date.
2. Eligibility
- i) Candidates for office must be Members of the MCR
 - ii) Candidates for executive office must be Full Members of the MCR.
3. Election Period
- i) The election period will be two weeks long from Sunday 5th week to Sunday 7th week.
4. Election Officers
- i) The President shall act as Chief Returning Officer (CRO) for the election unless s/he is her/himself involved as a candidate, in which case the CRO shall be the next most senior Committee Member not so involved.
 - ii) The CRO shall nominate any two Full Members of the MCR as Deputy Returning Officers (DRO)
 - iii) The CRO and DRO shall be referred to as the Election Officers.
 - iv) The Election Officers shall be ratified the General Meeting prior to the election period.
5. Notification of Election
- i) At least 14 days prior to an election, the Secretary will notify MCR of election and the Election Officers.
 - ii) Any election not publicised will be considered invalid
6. Nominations
- i) Nominations for candidates for all MCR Committee offices shall be proposed and seconded by any Full Member of the MCR.
 - ii) The Election Officers shall not nominate or second any candidate for office.
 - iii) The Election Officers shall call for nominations at the beginning of the election period.
 - iv) The MCR Secretary shall send out a call for nominations at the start of the election period. The nomination period shall last one week until Saturday 8pm of 5th week. The Secretary shall continuously inform the MCR about the nominated Candidates.
 - v) Nominated candidates may submit manifestos to the DRO while nominations are open. Manifestoes will be posted in the MCR and sent to all MCR members.
 - vi) The Committee, with approval of the Dean, has the power to reasonable alter the timetable in Section 3.3. Any such alteration shall not render the election void.
7. Hustings
- i) The Committee shall hold hustings for all candidates on Sunday 6th week.

- ii) CRO will chair the hustings.
 - iii) Voting members present at hustings, other than the candidates, shall be entitled to ask questions of the candidates. All such questions must be directed to all the candidates and must be phrased as to be equally answerable by all candidates. A candidate who is unable to attend the hustings may authorise another Full Member to represent them at hustings which may include either or both of reading out the candidate's manifesto or answering questions on behalf of the candidate.
 - iv) Minutes shall be taken at the hustings and posted on the MCR notice board and sent to all voting members prior to ballot period.
8. Ballot
- i) The ballot will be hosted online on the MCR website and will be accessible for 72 hours, from 8pm Thursday 6th Week to 8pm Sunday 7th Week.
 - ii) A Full Member may request in writing to the CRO to vote by post or email during the open Ballot period.
9. Procedure for a by-election is as follows:
- i) In the event of the resignation of any Committee member, an election for a successor shall be held within fourteen days of such resignation or, if the resignation occurs during a vacation, within the first two weeks of the next-following Full Term. The most senior officer shall distribute the duties of the vacated office amongst the Committee until the election.
 - ii) The CRO shall decide whether the election will take place over the course of one meeting, with nominations, hustings and then a secret ballot in accordance with subsections 3.6 and 3.7, or whether the meeting with nominations and hustings will be followed by an online ballot. Results will be announced at the end of the count. Although this meeting will be announced by both public posting and e-mail at least 7 days in advance of the date by the DROs, no notice of nominations is required. The CRO will chair the election meeting.
 - iii) The newly elected officer shall hold office until the next annual election.

Section 4: Procedure for Votes of No Confidence

1. The procedure at a meeting under Part III, Clause 8 of the Constitution, where a motion of no confidence is proposed, shall be as follows:
 - i) The proposer of the vote shall address the meeting for not more than ten minutes. The officer concerned shall address the meeting for not more than ten minutes, save in that the Chair of the meeting may, at her/his absolute discretion, extend this period by not more than five minutes on the appeal of the officer concerned.
 - ii) The Chair shall permit questioning of the proposer and the officer for a total period of time not exceeding thirty minutes.
 - iii) The period in subsection ii) above may be terminated by a 'Call for the Question' carried by a vote of not less than two-thirds of the members present.

- iv) At the end of the period mentioned in subsection ii) above, the Chair shall permit the proposer and officer to sum up for not more than three minutes each.
 - v) The matter shall then be decided by secret ballot.
2. A Full Member, who is not a member of the Committee but who shall be approved by a simple majority of members present, shall take the Chair in a meeting or part of a meeting at which a vote of no confidence is being considered.

Section 5: Election Tribunals

1. In the event of an allegation of malpractice in elections of the Common Room, a petition, in writing and signed by not less than ten Members of the Common Room, must be presented to the President or the highest uninvolved officer within seven days of the election. The President shall, in accordance with the terms of this Section, appoint an election tribunal to investigate the allegation.
2. An election tribunal shall be appointed and shall sit not more than seven days after the receipt of the allegation of malpractice, or in the event of such allegation being received during the vacation, within the first week of the next following term.
3. An election tribunal shall consist of:
 - i) The Vice-President, who shall be the tribunal's Chair
 - ii) The Secretary
 - iii) The CRO of the election

Unless any of the above listed persons are alleged to have been involved in the alleged malpractice, in which case the President shall appoint a suitable replacement of similar standing.

4. Procedures
 - i) The Chair of the election tribunal shall determine its procedure, save insofar as it will, at a minimum, receive representations either written or oral from parties who have alleged wrong-doing and provide an opportunity for the rebuttal of these accusations by a similar form or representation.
 - ii) Meetings of the election tribunal shall be held in camera, save insofar as such tribunal shall receive oral representations as it thinks fit from the interested parties.
 - iii) The election tribunal's findings shall be stated in a written report posted on the Common Room notice board.
5. In the event of malpractice being found by an election tribunal, the election shall be declared null and void to the extent of the tribunal's findings, and new elections shall be held at the first available opportunity in accordance with the provisions of Part III of the Constitution.

Section 6: Referenda

1. The President shall, on being mandated to do so by any meeting of the Common Room, carry out a referendum of all members of the Common Room.

2. Any referendum, as is referred to in subsection 1 above, shall be carried out as soon as is practicable, and in any event, not later than in the corresponding week of the next term.
3. The President, Vice-President, and Secretary shall oversee any referendum of the Common Room.
4. The majority in any such referendum shall be determined by the nature of the issue according to the corresponding meeting majorities stated in the Constitution.
5. The decision of the referendum, which shall be posted on the Common Room notice board not less than 72 hours after the close of voting, shall be binding on the Common Room as if it had been carried at a General Meeting of the Common Room.

Section 7: Sub-Committee

1. Establishment of sub-committees
 - i) Any member of the Common Room may, with the approval of the Committee, establish and set up a sub-committee to deliberate on any matter that the Committee considers relevant to the operation of the Common Room.
 - ii) In approving the establishment of any sub-committee, the Committee shall always have regard to the interests of the Common Room.
 - iii) Where any such sub-committee is established, the President, who shall be an ex-officio member thereof, shall approve terms of reference for that sub-committee which shall apply as if they were stated in the Standing Orders.
2. Members of a sub-committee
 - i) The President may:
 - (a) Name a member who shall chair the sub-committee;
 - (b) Place limits on the number of persons serving on the sub-committee;
 - ii) The Committee may prohibit any potential sub-committee member from serving on the sub-committee.
3. The sub-committee shall present its findings to the Common Room as soon as possible in a typed report, in accordance with Part V, Clause 6 of the Constitution.
4. The Common Room may adopt all or any part of the report of a sub-committee as it thinks fit.
5. No sub-committee shall be empowered or permitted to make proposals which conflict with, derogate or contradict any of the principles of the Common Room stated in the Preamble to the Constitution.
6. The President may, from time to time, ask the Chair of the sub-committee to provide interim verbal or written reports for the Committee or Common Room.
7. The President may, if s/he considers it to be in the interests of the Common Room, enlarge or reduce the terms of reference of the sub-committee, or, with the approval of the Committee, dissolve the sub-committee.

As updated: 12 May 2010 (Ricklef Wohlers, Lucy Power, Philipp Schmidt)
 3 January 2009 (Lucy Power)
 2 November 2008 (Lucy Power)

1 December 2006	(Shefali Virkar)
22 July 2003	(Justin Walker)
10 November 2002	(Jelena Nedić)