



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

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### **Preamble**

1. The Keble College Middle Common Room exists to serve the academic, financial and social interests of all its members.
2. It shall be operated in a just, legal, democratic, and positive manner, upholding the principle of equality of opportunity and rights of its members, without discrimination on any ground such as those outlined in the Equality Act (2010): age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation; and those outlined in the Human Rights Act 1998, Article 14: sex, race, colour, language, religion, political or other opinions, national or social origin, association with a national minority, property, birth or other status.
3. The MCR Committee shall at all times attempt to further the interests of its members, for the general good of the Keble College Middle Common Room and without regard to the personal achievement of any individual in favour of the majority.
4. The MCR Committee and members of the Keble College Middle 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.

5. The Keble College Middle 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.
6. The Keble College Middle Common Room shall at no time involve itself in any activities contrary to the aims of this Preamble and this Constitution.
7. The Keble College Middle Common Room shall uphold the value of informed consent.
8. The Keble College Middle Common Room will operate in line with the principles contained within UK data protection legislation.
9. The Keble College Middle Common Room will commit where possible and within its own scopes to fighting the climate emergency and aiming for targets of sustainability within the Standing Orders.

## 1. Name

1. The name of the Common Room as a body shall be the Keble College Middle Common Room (hereinafter referred to as 'MCR').
2. Keble College Oxford, as an institution, of which the MCR is a part, shall be hereinafter referred to as 'College'.
3. Collectively, members of the MCR shall be referred to as 'the MCR Community'.
4. The spaces inhabited by the MCR on the Parks Road site shall be referred to as the 'Parks Road MCR', those on the HB Allen Centre site shall be referred to as 'HBAC MCR'. Any further spaces inhabited by the MCR shall be referred to as MCR spaces.

## 2. Membership

1. The MCR has three categories of membership: Full, Associate, and Honorary membership.
2. The MCR Secretary shall at all times keep a list of all Full, Associate, and Honorary Members of the Common Room.
3. The IT officer should keep the mailing lists updated accordingly.
4. Members shall be entitled to attend and speak at meetings of the Common Room. Only Full Members shall be entitled to:
  - (a) Vote at meetings of the Common Room
  - (b) Vote in the election of Common Room Officers
  - (c) Hold executive offices in the Common Room
5. Any member may have their 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.

The particulars of each category of membership are as follows:

### 2.1 Full Membership

Full Membership of the MCR shall include all graduate junior members of the College 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 Senior Common Room (SCR).

1. 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 (which includes fourth to sixth-year medical students), who is reading for a further degree, postgraduate diploma or certificate.
2. 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 academic year. The member will then cease to be a Full Member of the MCR until they have notified the President of their desire to resume Full Membership. Individuals who have opted out of Full Membership may apply to become Associate Members of the MCR.

3. Full Membership of the MCR lasts until the first day of the subsequent term after completion of the postgraduate course (including viva/supplication if necessary).
4. Full Membership is agreed upon with the Academic Office.

## 2.2 Associate Membership

1. Those who belong to at least one of 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 the University of Oxford.
  - (c) Member of the College reading for a higher degree, postgraduate diploma, or postgraduate certificate.
  - (d) Member of the College engaged in an undergraduate course and in fourth or higher year of study.
  - (e) Member of the College with the status of Senior Student according to the provisions of the Examination Decrees.
  - (f) Member of the College who at the time of undergraduate study is significantly older than the average age of fellow students in their same year.
  - (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.
  - (i) Non-Keble University of Oxford Graduate Students living in Keble College Accommodation.
  - (j) Recognised Graduate Students registered with the University of Oxford who are not members of another University of Oxford Common Room.
2. Associate MCR Membership granted in this way shall be coterminous with the College's extension of such rights.
3. Associate Members shall pay to the Common Room such subscriptions as shall be demanded by the MCR Committee and may use such Common Room facilities that the Committee shall from time to time determine.
4. Associate memberships paid per academic year shall lapse on the first day of Michaelmas term of the academic year following payment.
5. Associate memberships paid per term shall lapse on the first day of the term following payment.
6. An Associate Member shall be deemed to have resigned their Membership if they have not paid their 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.
7. 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 subscription amount shall be decided by the Committee no later than Week -2 MT and shall be updated on the MCR webpage no later than three days after a decision has been made.
8. The decision of whether to grant an applicant Associate Membership of the Middle Common Room rests solely with the Committee, and the Committee retains the right to refuse Associate Membership to an applicant. The applicant may appeal to a meeting of the Common Room if the applicant is dissatisfied with the Committee's decision.
9. Application forms for Associate Membership, to be found on the on the MCR webpage, shall be sent to the MCR Secretary. The Secretary shall submit the application for consideration to the Committee.
10. 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 may include, but not strictly be limited to: a Battels account, access to the Hall's meals and booking system and a pigeonhole in College (subject to availability). Most of these additional privileges require the person to hold a current University of Oxford

card. The College may charge a fee 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.

## 2.3 Honorary Membership

1. Honorary Membership is equivalent to an associate membership in terms of rights. It is granted without membership fees to individuals and does not need to meet the set requirements of 2.2.
2. Honorary Membership may be conferred in special circumstances at the discretion of the Common Room. Such memberships shall lapse at the commencement of Michaelmas term of the academic year after membership has been granted and requires reapplication every year. An Honorary Member may use such Common Room facilities that the Committee shall from time to time determine.
3. Honorary Membership may be withdrawn at the discretion of the Common Room.
4. Honorary Membership is granted to the JCR President during their term of office.
5. Lifetime Honorary Membership is granted to past MCR Committee members having held office for at least two terms. This applies to former MCR Committee members prior to the academic year of 2025/2026, current and future ones. This membership shall lapse after one year, with the possibility to be renewed on an annual basis.

## 3. Election of the Committee

1. The Committee of the Common Room shall consist of the following positions:
  - (a) President
  - (b) Vice President
  - (c) Treasurer
  - (d) Secretary
  - (e) Welfare Officers
  - (f) Equality and Diversity
  - (g) Accessibility and Disability
  - (h) Social Secretary
  - (i) Arts and Culture Officer
  - (j) Sports Officer
  - (k) Black-Tie Dinner Officer
  - (l) Exchange Dinner Officer
  - (m) Selwyn Exchange Officer
  - (n) Freshers' Week President
  - (o) Games Officer
  - (p) Environmental Officer
  - (q) Cellar Steward
  - (r) IT Officer
2. Each position can only have a maximum of one holder at any one time except for Social Secretary and Welfare Officers, which may be held jointly with multiple holders.
3. Each position shall be allocated a yearly budget under the responsibility of the Officer holding the positions stipulated in 3.1.
4. The MCR Committee Members shall be the Officers holding at least one of the above positions as stipulated in 3.1.
5. In addition to these roles, three members of the MCR Committee may be appointed: Gender Minorities Officer, Women's Officer and Men's Officer. They shall be chosen from amongst the Committee following the order of priority:
  - (a) The Welfare Officers;
  - (b) The Welfare Team (Welfare Officers, Equality and Diversity Officer, and Accessibility and Disability Officer)

(c) The entire Committee.

These positions shall be appointed by the President in conjunction with the Welfare Officers, Welfare Team, Exec Committee and relevant officers willing to accept these additional roles.

6. The Gender Minorities, Women's and Men's Officers shall have particular regard to welfare and equality matters pertaining specifically to the sex/gender specified by their title and liaise with relevant College and Oxford SU bodies. To ensure equality, all three roles must have holders at any one time, if it is not possible for any one of the three roles to have a single holder, then the Equality and Diversity Officer and Accessibility and Disability Officer will jointly default in sharing the responsibilities of all three roles.
7. The executive officers may jointly appoint MCR members to the following extra-committee roles:
  - (a) MCR Bar Officer
8. The role of Freshers' Week President shall be held by no more than one person— this role can also be jointly held by any member of the MCR Committee.
9. The role of the MCR Bar Officer is not considered a full MCR Committee and is not entitled to a budget from the MCR – Bar Officers are considered to enjoy the rights and access to MCR committee meetings and MCR committee meal.
10. The role of MCR Bar Officer must be appointed in consultation with Domestic Committee. The role may be held jointly by no more than two persons at any time.
11. 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.
12. With the exception of Executive Officers, one person can hold more than one position if other suitable candidates cannot be determined via election or appointments.
13. The election of the Executive Officers shall take place annually over an election period to consist from Sunday 3rd week to Sunday 5th week of Trinity term, with the remainder of the committee being elected biannually during an election period to consist from Sunday 5th week to Sunday 7th week of Michaelmas term and from Sunday 3rd week to Sunday 5th week of Trinity term.
14. 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.
15. The election procedure shall be as stated in Section 3 of the Standing Orders and shall be followed as if it were stated herein.
16. 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.
17. 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:
  - (a) The most senior officer of the Committee shall be empowered to appoint such person or persons as they deem fit to hold the office or offices concerned, at their 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.
  - (b) The most senior officer of the Committee will be obliged to hold an election according to Section 3 of the Standing Orders upon a simple majority vote by the Committee or MCR in favour of a motion to this effect.
18. Removal from Office
  - (a) Any member of the Committee shall resign from office forthwith if a two thirds majority at a meeting of the MCR passes a motion of no confidence in their ability to fulfil the roles and duties of their office (as stated in Section 1 of the Standing Orders). At this meeting, quorum is defined as the numerical population of the MCR Committee in addition to a number of non-committee members equal to half of the total committee population plus one. Where this value is not an integer it should be rounded up to the nearest integer. At current of 2025/2026 this quorum would be calculated as 32 (21 MCR Committee members plus 11). At least half of the MCR Committee is required to be present (either in person or online) at this meeting. MCR Members who wish to vote must be present at the vote and the process should be arbitrated by sub-dean.

- (b) A motion of no confidence may be proposed at either an Ordinary or Emergency General Meeting of the MCR. In either case, notification of the impending vote of no confidence shall be:
    - i. Posted on the MCR notice board and circulated to the MCR mailing list by the most senior officer not involved.
    - ii. Given in writing or by email to the officer concerned not less than 48 hours before the meeting.
- 19. If an Emergency General Meeting is held for this purpose, it shall be held not less than 48 hours after the concerned officer receives the notification.
  - (a) The procedure when any vote of no confidence is proposed shall be as stated in Section 4 of the Standing Orders.
  - (b) 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 the by-election procedure outlined in Section 3.9 of the Standing Orders.
- 20. Resignation from Office
  - (a) Should an officer be unable to discharge the duties and responsibilities of their role due to unforeseen or personal extenuating circumstances, they shall have the option to resign their office.
  - (b) The officer wishing to formally resign must inform the President (or most senior officer not resigning) as soon as possible.
  - (c) The President (or most senior officer not resigning) is obliged to notify the MCR of the resignation as soon as possible, but in any case, no later than one week after the officer has tendered their resignation.
  - (d) In the event of a resignation from office, the most senior officer of the Committee will be obliged to hold an election for the vacated office according to the by-election procedure outlined in Section 3.9 of the Standing Orders.
- 21. 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 Chief Returning Officer (CRO) and Deputy Returning Officers (DROs), the election shall be declared null and void to the extent of such proof.
- 22. Each Officer may appoint a subcommittee for their Office at the discretion of the executive and president.
- 23. The roles and duties of the officers of the MCR, and the duties and powers of the Committee, shall be those stated in Section 1 of the Standing Orders.

## 4 Finance

### 4.1 Principles

1. All MCR expenditure shall be of direct benefit to the members of the MCR.
2. Full details of MCR finances, including the ledgers and other books and documents, shall be made available by the Treasurer, for inspection by any member of the MCR, within one week of receiving a written or emailed request.
3. To ensure accountability and transparency all payments and reimbursements are to be recorded and verified.
4. The MCR shall not be responsible for debts incurred by Members in its name and without the approval of the Committee. Outgoing committee members are responsible for removing personal details from accounts and subscriptions.

### 4.2 Mechanisms

1. The outgoing Treasurer shall prepare a statement of accounts of the MCR and a balance sheet for their administered financial year ending 30th June. This is to be verified by the incoming Treasurer.
2. A transitional period for the outgoing and incoming treasurer will be established and defined by the complete handover of the accounts.

3. At the first meeting of the MCR in Michaelmas Term, the incoming Treasurer shall present the statement of accounts referred to in the Clause above. The Treasurer shall also submit to the MCR, for approval, provisional estimates of expenditure for the forthcoming year.
4. Officers of the MCR shall give detailed accounts, including details of income and expenditure, to the Treasurer by the end of 9th Week of each term, together with an estimate of their proposed expenditure for the next term.

## 5. Meetings

1. General Meetings of the MCR shall be held during Full Term only.
2. Two statutory General Meetings of the MCR shall be held per term, one in each half of the eight-week period. The dates and times of these meetings shall be determined at the discretion of the Secretary.
3. The Secretary shall post and send to the MCR mailing list an announcement at least seven days before the meeting, and the agenda at least 48 hours before the meeting.
4. All official meetings shall be held in-person and online simultaneously.
5. Emergency Meetings
  - (a) 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 MCR. 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 MCR.
  - (b) The Secretary shall post the announcement of such meetings within 48 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.
  - (c) No business may be conducted at such meeting that does not appear on the notice of the announcement.
6. Quorum
  - (a) At any general meeting of the MCR there must be either a quorum of the numerical value of at least half of all MCR committee members plus ten non-committee MCR Members. Where this value is not an integer it should be rounded up to the nearest integer. The Chair shall check quorum at the beginning of every meeting.
  - (b) 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. In the event that an inquorate vote has been held, the vote may be contested within one week of the results being published.
7. 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 MCR mailing list not less than 48 hours before the start of the meeting. Where a motion is submitted by email, the Secunder must also be copied in the email sent to the Secretary. The Proposer must always be present at the meeting in order for the motion to be considered. The presence of the Secunder at the meeting can be excused at the discretion of the Chair.
8. The Vice President or, in their 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, they shall relinquish the chair to the next most senior officer, or, if there is no such officer, a Full Member of the MCR approved by a simple majority of the meeting.
9. The Chair shall not vote on any issue except in the event of a tied vote where a simple majority is required, in which case the Chair shall vote in favour of the status quo.
10. The Committee, including the Vice President as their capacity as Chair, may invite any member of the University to any meeting of the MCR subject to the approval of the majority of Full Members present at the meeting,
11. The Vice President shall determine the procedure at all meetings of the MCR.

## 6. Charity Levy

1. Full MCR members are solicited for charitable donations in Michaelmas Term, Hilary Term and Trinity Term each year.
2. The nominations for charities shall be considered at the second of the two statutory General Meetings of the MCR in each term. Only Full Members qualify to nominate charities and any nominations must be seconded by another Full Member of the MCR.
3. Procedure for Charity Levy selection is detailed in the Standing Orders
4. The voted upon 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.
5. Full Members may opt-out from the levy by informing the Vice President via email, digital form or pigeon post before the opt-out deadline.
6. After the opt-out deadline the Vice President shall compose a list of Members who opt-out and shall send this list to the College Bursary and by the end of week 9 of the corresponding term.
7. 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.
8. The Treasurer shall request the Levy from the College Bursary and provide the chosen charity with the collected funds.
9. Once a nominated charity wins a levy allocation, it is only eligible for re-nomination from the following Michaelmas Term.
10. 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 College Bursary.
11. No Oxbridge College, with the exception of Keble College, nor any private education institution may be nominated for charity levy.

## 7. External Organisations

1. The MCR 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 MCR.
3. Organisations to which the MCR 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 MCR 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 MCR. The duties of that officer, as they pertain to the organisation, will be added to the Standing Orders.

## 8. External Events

1. External events are also subject to the College's regulations reflected in the College Handbook, particularly if they involve an external speaker.
2. When holding events in the MCR, priority will be given to university affiliated societies and organisations at the discretion of MCR President and Executive.
3. An application to hold an event must be made to the MCR President by a current MCR member on behalf of the society or organisation.
4. The following notice must be given. Large events (more than 20 people): 2 weeks. Small events (fewer than 20 people): 1 week.
5. The organisers of the event are responsible for any damage or theft incurred and for cleaning up the MCR after the event. Large events are subject to a returnable £50 deposit.

6. If the event is intended to make a profit, either a fee or a share of the profits will be paid to Keble MCR.
7. The decision on whether to allow an event to take place will be made by the MCR President. A decision of the MCR President allowing an event can be overruled by a two thirds majority of the Committee.
8. The total number of people attending an event must be below the restrictions of the College Fire and Health and Safety regulations.
9. MCR members cannot be forbidden from entering or using the MCR by virtue of any such events.

## 9. Committee Meals

1. Twice a year (Michaelmas and Trinity terms), the MCR will contribute towards the cost of a meal (£20 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.
2. In the event that only one Committee meal can be held in one academic year, the option of using budgets per head can be rolled over from an unused meal within the academic year – invitations should then be extended to all those who held committee office positions within the academic year.
3. In the event that only one Committee meal can be held but more than half of the committee has changed in terms of Office holders after the Michaelmas election period, then the above clause (9. 2) regarding budget rollover cannot be utilized.
4. Future (after 2025/2026 academic year) contributions from the MCR shall be adjusted yearly based on inflation upon recommendation from the MCR Treasurer.

## 10. Constitution and Standing Orders

1. A two thirds majority of Full Members voting at a meeting of the MCR, shall be required to pass an amendment to this Constitution. At this meeting, quorum is defined as the numerical population of the MCR Committee in addition to a number of non-committee members equal to half of the total committee population plus one. Where this value is not an integer it should be rounded up to the nearest integer. At current of 2025/2026 this quorum would be calculated as 32 (21 MCR Committee members plus 11).
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:
  - (a) Shall be determined, in the first instance, by the Vice President.
  - (b) Shall be determined definitively, on the appeal of any member, by a simple majority vote at a meeting of the MCR.
  - (c) Shall be such that 'member' shall mean any Full Member unless otherwise stated.
  - (d) A copy of this Constitution, the Standing Orders, and the appendices shall be displayed on the MCR webpage at all times.
4. This Constitution shall supersede the previous Constitution of the MCR and all previously passed resolutions that violate this Constitution.
5. 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.
6. This Constitution:
  - (a) Shall take effect from week 5 TT26 – as agreed upon in Governing Body Meeting week 4 TT26 and MCR GM-1 TT26.
  - (b) Supersedes previous versions.
  - (c) Shall be reconsidered in its entirety, including the Standing Orders of the Keble Middle Common Room herein appended, by the MCR no later than the end of TT29 during the academic year of 2028/2029.