Standing Orders of the
Keble College Middle Common Room

(Version – MT26)

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

The Committee shall be responsible for the smooth running of the Middle Common Room (hereafter referred to as the MCR), shall always act in a manner that best reflects the interests of the MCR 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 MCR, 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 them by the Committee or MCR. 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:
    a. Represent the MCR at all Governing Body and Finance Committee meetings.
    b. Represent the MCR at all meetings external to the College to which a representative of the MCR is invited.
    c. Alternatively, appoint an officer of the Committee to attend a meeting as given in subsections a) and b) in their stead, and debrief the officer after the meeting.
    d. 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 MCR.
    e. Work along with the Treasurer to propose a budget distribution.
    f. 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 MCR shall be discussed.

g. Chair all meetings of the Committee and direct the officers in fulfilling their roles.
h. Negotiate accommodation rents, alongside the Vice President and the Treasurer.
i. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
j. Support the Fresher's President in planning and delivering Freshers week.

B: Vice President

1. The Vice President shall:
    a. Manage the day-to-day running of the MCR, take care of domestic affairs and ensure all officers complete duties assigned to them.
    b. Chair all meetings of the MCR in accordance with the Constitution.
    c. Be the recognised MCR 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.
    d. Ensure the provisions of the Constitution, Standing Orders and appendices are followed where reasonably possible.
    e. 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 MCR and on the website. Any updates to these documents shall be published by the Vice President in a timely manner.
    f. Represent the MCR at all Governing Body, Academic and Domestic Committee meetings, and shall present a report to the MCR or conduct a survey on any topics that are relevant.
    g. Be responsible for liaising with College on academic matters and organising any academic events in the MCR.
    h. Negotiate accommodation rents, alongside the President and the Treasurer.
    i. Compose a list of Full Members who opt out of being battelled for the Charity Levy and submit it to the Bursary by the end of week 9 of each term.
    j. Specifically direct the Oxford SU Officer, and Environment Officer in fulfilling their roles.
    k. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
    l. Support the Fresher's President in planning and delivering Freshers week.

C. Treasurer

1. The Treasurer shall:
    a. Enter all MCR income and expenditure into the ledger as they are informed of it.
    b. Ensure accountability and transparency by recording and verifying all approved payments and reimbursements via the review and requirement of receipts, invoices and/or other proof of payments from all officers and MCR members spending on behalf of the MCR.
    c. Bare no responsibility for unapproved purchases made by MCR Committee or MCR members.
    d. Effect such controls over the finances of the MCR, as they think fit, pending approval of the Committee.
    e. Propose a budget distribution alongside the President and reimburse appropriate expenditure by approved MCR members accordingly.
    f. Present a financial report at each meeting of the MCR.
    g. Represent the MCR at the Finance Committee and on the Amalgamated Clubs Committee alongside the Sports Officer.
    h. Review the newspaper, magazine and television subscriptions annually and make changes to reflect the wishes of the MCR.
    i. If necessary, 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 MCR Members; they shall be payable directly to the winning charity.
    j. Arrange punt rent during Trinity term in conjunction with the JCR.
    k. Negotiate accommodation rents, alongside the Vice President and the President.
    l. Direct the Cellar Steward in fulfilling their role.
    m. Support the Fresher's President in planning and delivering Freshers week.
    n. Ensure a transitional budget period that will have a separate account as an outgoing treasurer with an incoming treasurer (only applies for Summer period June – September).

D. Secretary

1. The Secretary shall:
    a. Be responsible for keeping accurate minutes of all meetings of the MCR, including, but not limited to Ordinary and Emergency General Meetings and Committee meetings. Any such minutes will be written out legibly or typed and distributed to the MCR no later than one week after the meeting.
    b. Keep the minutes of all the previous MCR meetings and make them available to the MCR members on request.

c. Be responsible for all correspondence of the MCR and keep the MCR notice boards updated and tidy. This will include but not be limited to information related to meetings of the MCR and elections, and a weekly email with relevant information to the MCR Members (MCR Notices).
d. Have the list of MCR members and inform the MCR and College IT officers accordingly.
e. Represent the MCR in the Academic Committee alongside the Vice President.
f. Prepare the Charity Levy voting ballots as outlined in the Constitution and shall provide them to the present Members at the General Meeting when voting takes place.
g. Direct the IT officer in fulfilling their role.
h. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
i. Support the Fresher's President in planning and delivering Freshers week.

2. All motions for meetings of the MCR shall be submitted to the Secretary (as shall all official correspondence of the MCR) prior to its posting.

E. Welfare Officers

1. The Welfare Officers shall
    a. Be responsible for all matters pertaining to welfare, particularly funding and accommodation, and for liaisons with Oxford SU on such matters.
    b. Represent the MCR at all Student Support Committee meetings, including but not limited to Welfare Committee.
    c. Seek to encourage involvement in the MCR by all members particularly where there is evidence that a particular group is being directly or indirectly discouraged or discriminated against.
    d. Together with the Equality and Diversity Officer and the Disability Officer seek to raise issues that affect the welfare of all members.
    e. Liaise with such bodies as is necessary (including, but not limited to: Peer Supporters; VP Welfare & Equal Opportunities; JCR welfare officer(s); the College equality officer; the College Welfare Fellow) to ensure that the needs of all members are heard fairly at College and University level.
    f. Ensure representation of all members in all aspects of the MCR.
    g. Provided funds are available, run a weekly brunch on weekend mornings.
    h. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
    i. Support the Fresher's President in planning and delivering Freshers week.

2. Candidates for Welfare Officer are encouraged to seek out training to help them in their role, for instance Welfare Rep training provided by Oxford SU and Peer Support training.

F. Equality and Diversity Officer

1. The Equality and Diversity Officer shall:
    a. Be a source of advice for those who require support in 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.
    b. Act as a link between the MCR and the College's HR and Equality Committee, as well as University and inter-collegiate societies and groups relating to Equality (for example, Oxford University LGBTQ+ society).
    c. Represent the MCR at the College Human Resources & Equality committee.
    d. Encourage equal participation and representation of members in all aspects of the MCR and discourage discrimination against any particular group.
    e. Work with and consult the Disability Officer on any of the above areas relating to disability.
    f. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
    g. Support the Fresher's President in planning and delivering Freshers week.
2. In the event that the Accessibility and Disability Officer role is vacant its responsibilities shall be fulfilled by the Equality and Diversity Officer.

G. Accessibility and Disability Officer

1. The Accessibility and Disability Officer shall:
    a. Work alongside the Equality and Diversity Officer as a source of advice for those who require support in matters relating to disability, including but not limited to advocating for disabled access in college and improving the accessibility of MCR meetings and events.
    b. Act as a link between the MCR and College/University disability committees, groups, societies, and campaigns. They should refer to the College Disability Led and Disability Coordinator.
    c. Represent the MCR at the College Human Resources & Equality committee.
    d. Encourage equal participation and representation of members with a disability in all aspects of the MCR and discourage discrimination against any particular group.

e. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
f. Support the Fresher's President in planning and delivering Freshers week.

2. In the event that the Accessibility and Disability Officer role is vacant its responsibilities shall be fulfilled by the Equality and Diversity Officer.

H. Social Secretary

1. The Social Secretary shall:
    a. Manage the social budget, allocated by the Executive Committee each term, and submit termly financial reports to the MCR.
    b. Personally organise social events throughout the term.
    c. Be responsible for overseeing and implementing social events for the MCR.
    d. Be responsible for engaging the whole Committee in organising an appropriate social agenda.
    e. Publish and distribute a social calendar at the start of each term.
    f. Administer and regularly update the MCR's online calendar and oversee the inclusion of all MCR events. If social events are rescheduled or cancelled the online calendar shall be updated as soon as possible to reflect this.
    g. Coordinate with the Arts and Culture Officer, Sports Officer, Black-Tie Dinner Organiser, Exchange Dinner Organiser, Selwyn Exchange Officer in fulfilling their roles.
    h. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
    i. Support the Fresher's President in planning and delivering Freshers week.
2. With the approval of the Committee and President (see Section 7: Sub-Committee), the Social Secretary may appoint a sub-committee, known as the Social Committee, to assist them in fulfilling their duties. The Social Secretary 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.

I. Arts and Culture Officer

1. The Arts and Culture Officer shall:
    a. Be responsible for organising and advertising artistic and cultural events by cooperating with the Entertainment Officer.
    b. Liaise with appropriate College and University societies and events, such as Keble

Arts Festival, Keble College Music Society, The Martin Esslin Society (O'Reilly Theatre) or the Keble Association to organise or promote appropriate events that take place within College or the University.

c. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
d. Support the Fresher's President in planning and delivering Freshers week.

2. With the approval of the Committee and President (see Section 7: Sub-Committee), the Arts and Culture Officer may appoint a sub-committee to assist them in fulfilling their duties. Members appointed to the sub-committee are not automatically granted membership to the Committee.

J. Sports Officer

1. The Sports Officer shall:
    a. Be responsible for arranging and advertising sports events for the MCR, and for liaising with the various JCR sports clubs.
    b. Be responsible for the setting up and maintaining of the annual Paul Hayes Award and 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.
    c. Advertise available sporting clubs and facilities via the MCR webpage (asking the MCR IT Officer to update it when appropriate) as well as by email.
    d. Act as first point of contact for members of the MCR regarding sports-related enquiries
    e. 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. Furthermore, the Sports Officer shall also advise the Club Captains/Presidents on the application for an increase in funding for their societies or clubs through the senior Amalgamated Clubs member.
    f. Maintain, and replenish, the sports equipment (including pool and foosball tables) for the MCR.
    g. Represent the MCR at the Amalgamated Clubs Committee alongside the Treasurer
    h. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
    i. Support the Fresher's President in planning and delivering Freshers week.
2. With the approval of the Committee and President (see Section 7: Sub-Committee), the Sports Officer may appoint a sub-committee to assist them in fulfilling their duties. Members appointed to the sub-committee are not automatically granted membership to the Committee.

K. Black-Tie Dinner Officer

1. The Black-Tie Dinner Officer shall:
    a. Work with the Entertainment Officer and the Exchange Dinner Officer to plan and implement social events for the MCR.
    b. Organise at least one black-tie dinner per term.
    c. Organise the Welcome Dinner during Freshers Week alongside the Freshers Week President.
    d. Organise the annual MCR photograph in Trinity Term.
    e. During the summer break between get in contact with the College Steward (or relevant member of the College Domestic or Catering Team) to select the dates when the MCR black-tie dinners will take place.
    f. Inform the Hall about the food requirements of the MCR members and guests attending the Black-Tie Dinners and ask the Bursary to charge them through their battels.
    g. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
    h. Support the Fresher's President in planning and delivering Freshers week.

L. Exchange Dinner Officer

1. The Exchange Dinner Officer shall:
    a. Work with the Entertainment Officer and the Black-Tie Dinner Officer to plan and implement social events for the MCR.
    b. Organise at least two exchange dinners with other colleges per term. Each exchange will have a "home" leg and an "away" leg.
    c. During the break between terms, coordinate with the officer(s) responsible for exchange dinners from the other colleges to plan the exchanges,
    d. During the break between terms, get in contact with the College Steward (or relevant member of the College Domestic or Catering Team) to select the dates when the "home" legs will take place.
    e. Inform the MCR of the Exchange Dinners available each term and their dates. Afterwards, they will assign the places as fairly as possible to those members that showed interest.
    f. Inform the Hall about the food requirements of the MCR members and guests attending the dinners and ask the Bursary to charge them through their battels.
    g. Ensure they provide legible receipts, invoices or proof of purchase for

reimbursement of payments and purchases made on behalf of the MCR.

2. The Exchange Dinner Organiser may, using their discretion, ban a member from attending further exchange dinners if they are absent from a dinner for which they had previously registered, and fail to provide a valid reason for their absence.

M. Selwyn Exchange Officer

1. The Selwyn Exchange Officer shall:
    a. Keep in contact with Selwyn College MCR and shall aim to build and maintain a cordial relationship between the Keble College MCR and the Selwyn College MCR.
    b. If possible, shall organise an annual visit to Cambridge for Keble MCR members in conjunction with the committee member(s) of Selwyn College MCR responsible for the Keble relationship.
    c. If possible, organise an annual visit from Selwyn MCR members to Keble in conjunction with the committee member(s) of Selwyn College MCR responsible for the Keble relationship.
    d. Be responsible for all the arrangements and activities that the exchange may include (coach, sports matches, formal dinners, pub crawls etc.).
    e. Have a list of the Keble MCR members attending the exchange and ask the Bursary to charge them through their battels.
    f. Endeavour to be a source of information and advice for any member(s) of Selwyn College visiting Oxford.
    g. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.

N. Freshers' Week President

1. The Freshers' Week President shall:
    a. Have overall responsibility for the management and organisation of Freshers' Week events, acting as one of the MCR's main point of contact and liaising closely with college in coordination with Executive officers and the MCR committee.
    b. Aid the executive committee in the production of the Freshers' Week pack, and the Black-Tie Dinner Officer in the organisation of the MCR Welcome Dinner.
    c. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
2. With the approval of the MCR committee, the Freshers' Week President may appoint a subcommittee to aid them in their duties; appointment to this subcommittee does not grant membership to the full MCR committee.

O. Games Officer

1. The Games Officer shall:
    a. Have overall responsibility for the management and expansion of the games collection owned by the MCR, including but not limited to board games, video games, and garden games.
    b. Organise recurring events each term that encourage the use of the MCR's game collection.
    c. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.
    d. Support the Fresher's President in planning and delivering Freshers week.

P. Environmental Officer

1. The Environmental Officer shall:
    a. Be responsible for devising systems to facilitate recycling schemes within the MCR. The Environment Officer is responsible for drink-can, white paper, newspaper and magazine recycling. The Environmental Officer is also responsible for coordinating such actions with the JCR Environmental Officer and/or the Warden's PA (if applicable).
    b. Be responsible for the maintenance of the plants within the MCR.
    c. Help to promote general environmental consciousness within the MCR body including (but not limited to) the promotion of conservation of utilities (electricity, water, heat), resource management (double-sided printing, purchasing reusable containers, purchase and use of recycled/recyclable materials), and the avoidance of food waste at MCR events.
    d. Represent the MCR at the College Sustainability Committee.
    e. Shall liaise with appropriate College and University societies, events, and campaigns.
    f. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.

Q. Cellar Steward

1. The Cellar Steward shall:
    a. Manage the funds of the MCR Cellar and shall prepare accounts each time that the Cellar needs stocking.
    b. Be responsible for stocking the goods in the Cellar (and for enlisting help to complete these tasks).

c. Endeavour to keep the Cellar in stock according to the wishes of the MCR and in coordination with the treasurer.
d. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.

R. IT Officer

1. The IT Officer shall:
    a. Be responsible for setting up and maintaining the website of the MCR, and for answering or directing queries received from the Internet regarding the MCR.
    b. Be responsible for the MCR-owned IT equipment, including but not limited to any printer(s) and monitor(s).
    c. Update the content of the website on a termly basis at minimum, communicating regularly with the committee on any required updates.
    d. Provide general IT support to the committee, including but not limited to password management, event ticketing, and maintaining administrative access lists.
    e. Administer the email list service of the MCR.
    f. Administer the online ballot system for MCR elections.
    g. Ensure they provide legible receipts, invoices or proof of purchase for reimbursement of payments and purchases made on behalf of the MCR.

Section 2: Procedure at meetings of the MCR

1. Except where the Constitution stipulates otherwise, all disputed matters shall be settled by a simple majority vote. Simple majority is defined as more than half of the total votes excluding abstentions.
    a. The outcome of a motion vote shall not be retrospectively interpreted after it is incorporated into MCR Governance.
2. The agenda for all meetings of the MCR shall include, but not be limited to:
    a. An overview of the conventions and procedures of MCR meetings.
    b. The reading and approval of the minutes of the previous meeting of the MCR and a discussion of any matters arising therewith.
    c. The presentation of reports by the officers of the MCR.
    d. Issues tabled from previous meetings of the MCR.
3. Wherever any motion is before the MCR within a meeting (General or Emergency) as stipulated by the Constitution:
    a. The Proposer of the motion shall have not more than five minutes to propose the motion.
    b. The Opponent (if there be any) shall have not more than five minutes to oppose the motion.
    c. Where subsection b) applies, the Seconder of the motion shall have not more than two minutes to reply to the Opponent.
    d. In any floor speeches, no speaker shall be permitted to address the MCR for more than three minutes.
4. The Chair may at their discretion apply time limits to the debate, save that:
    a. Any voting member may request an extension of debate time limits, which the Chair may accept at their discretion.
    b. Any voting member may propose a motion of closure, which the Chair may accept if they are of the 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.
    c. Any voting member may propose 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 MCR.
5. On the closure of debate, the Chair shall call for a vote on the motion without further discussion.
    a. Digital voting via Forms on Microsoft Teams shall be used as default, though physical ballots should also be provided for those without immediate access to

relevant digital access. Voting by default is anonymous. In the case that digital options are unavailable then subsection *b)* applies.

b. In the case that voting is unable to be conducted via digital or hybrid means, voting shall be by show of hands save where subsection or *b. ii.)* applies.
    i. 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.
    ii. The Chair may, at their discretion, decide that any particular vote shall be conducted by secret ballot.

6. In the event of a meeting becoming inquorate, the Chair may, at their 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 MCR who is unable to attend a meeting of the MCR shall be entitled to vote in absentia by placing an indication of voting preference (IVP) with the Chair of the meeting in advance of the meeting itself.
    a. The IVP must be placed with the Chair of the meeting (this will usually be the Vice President of the MCR and can be assumed to be so unless otherwise indicated) prior to the meeting taking place. This may be done by either the transfer of a physical document to the Chair (i.e., by physically handing it to them or through pigeon post) or through the college email network.
    b. The IVP must contain the following elements:
        i. the name of the absent member who wishes to vote;
        ii. if it is a physical document (not an email) it must be signed and dated in the absentee member's own hand;
        iii. the specific motion upon which the absentee member wishes to vote;
        iv. the absentee member's voting preference.
    c. Absentee votes shall not count towards quorum and will not be admitted during the annual and biannual election procedure.
    d. If, over the course of the debate, there are any amendments to the original motion it will be left to the judgment of the Chair of the meeting 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 spirit, intent, or wording, it will be within their 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
    a. The Executive Officers of the Committee and the Freshers' President 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.
    b. The Non-Executive Officers of the Committee (excluding the Freshers' President) 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.
    c. Candidates for election to the Committee must intend to serve the full term of office. The candidate agrees to this condition in submitting their nomination.
    d. In the event of the resignation or removal of a Committee member in accordance with Part III, Clauses 10 and 11 of the Constitution, a by-election shall be held, in accordance with subsection 3.9 of this document, within fourteen days (excluding days which are in vacation) under conditions applicable to other Committee elections save those referring to dates.
2. Eligibility
    a. Candidates for office must be either Full or Associate Members of the MCR.
    b. Candidates for executive office must be Full Members of the MCR.
3. Election Period
    a. The election period in Michaelmas Term will be two weeks long from Sunday 5th week to Sunday 7th week.
    b. The election period in Trinity Term will be two weeks long from Sunday 3rd week to Sunday 5th week.
4. Election Officers
    a. The President shall act as Chief Returning Officer (CRO) for the election unless they are themselves involved as a candidate, in which case the next most senior Committee Member not so involved shall be the CRO.
    b. The CRO may nominate any two Full Members of the MCR as Deputy Returning Officers (DROs).
    c. The CRO and DROs shall be referred to as the Election Officers.
    d. The Election Officers shall be ratified during the General Meeting prior to the election period.
5. Notification of Election
    a. At least 14 days prior to an election, the Secretary will notify the MCR of the Committee positions up for election, the date of the election, and the Election Officers.

b. Any election not publicised will be considered invalid.

6. Nominations
    a. Nominations for all candidates running for MCR Committee office(s) shall be proposed and seconded by any Full Member of the MCR.
    b. The Election Officers shall not nominate or second any candidate for office.
    c. The Election Officers shall call for nominations at the beginning of the election period.
    d. 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 8 pm of 5th week in Michaelmas Term and 3rd week in Trinity Term. The Secretary shall continuously inform the MCR about the nominated candidates.
    e. Nominated candidates shall submit manifestos to either or both of the CRO and DROs while nominations are open. Manifestos will be sent to all MCR members via email.
    f. The Committee, with approval of the Dean, has the power to make reasonable alterations to the timetable in subsection 3.3. Any such alteration shall not render the election void.
7. Hustings
    a. The Committee shall hold hustings for all candidates on Sunday 6th week during Michaelmas Term and 4th week during Trinity Term.
    b. The CRO will chair the hustings.
    c. 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 Member (who, in the case that the candidate is running for an Executive Office, must be a 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.
    d. Minutes shall be taken at the hustings and posted on the MCR noticeboard and distributed to all voting members prior to ballot period.
8. Ballot
    a. The ballot will be hosted securely online and will be accessible for 72 hours, from 8 pm Thursday 6th Week to 8 pm Sunday 7th Week in Michaelmas Term and 8 pm Thursday 4th Week to 8 pm Sunday 5th Week in Trinity Term.
    b. Any 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:
    a. In the event of the resignation or removal of any Committee member, an election for a successor shall be held within fourteen days of such resignation, 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.
    b. 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 email 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.
    c. The newly elected officer shall hold office until the next scheduled election for that office.

Section 4: Procedure for Votes of No Confidence

1. The procedure at a meeting under the Constitution, where a motion of no confidence is proposed, shall be as follows:
    a. 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 their absolute discretion, extend this period by not more than five minutes on the appeal of the officer concerned.
    b. The Chair shall permit questioning of the proposer and the officer for a total period of time not exceeding thirty minutes.
    c. The period in subsection b) above may be terminated by a 'Call for the Question' carried by a vote of not less than two-thirds of the members present.
    d. At the end of the period mentioned in subsection b) above, the Chair shall permit the proposer and officer to sum up for not more than three minutes each.
    e. 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 MCR, a petition, in writing and signed by not less than ten Members of the MCR, 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.

    If any of the above listed persons are alleged to have been involved in the malpractice, the President shall appoint a suitable replacement of similar standing, unless the President is facing allegations of malpractice under investigation by the Tribunal, in which case either the CRO of the election will appoint a suitable replacement of similar standing, or if the President is the CRO, an emergency MCR meeting shall be called. During

this meeting the MCR will elect, by simple majority, a Full Member of the MCR to be on the election tribunal in the place of the CRO of the election.

4. Procedures
    a. 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 wrongdoing and provide an opportunity for the rebuttal of these accusations by a similar form or representation.
    b. Meetings of the election tribunal shall be held in private, save insofar as such tribunal shall receive oral representations as it thinks fit from the interested parties.
    c. The election tribunal's findings shall be stated in a written report that shall be distributed to the MCR and posted on the MCR notice board within one month of the tribunal's formation.
    d. 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 MCR, carry out a referendum of all members of the MCR.
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.
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 distributed to the MCR and posted on the MCR notice board not less than 72 hours after the close of voting, shall be binding on the MCR as if it had been carried at a General Meeting of the MCR.

Section 7: Sub-Committee

1. Establishment of sub-committees
    a. Any member of the MCR 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 MCR.

   b. In approving the establishment of any sub-committee, the Committee shall always have regard to the interests of the MCR.
   c. 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
   a. The President may:
      i. Name a member who shall chair the sub-committee;
      ii. Place limits on the number of persons serving on the sub-committee;
   b. 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 MCR as soon as possible in a typed report, in accordance with the Constitution.
4. The MCR may adopt all or any part of the report of a sub-committee as it sees 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 MCR 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 MCR.
7. The President may, if they consider it to be in the interests of the MCR, enlarge or reduce the terms of reference of the sub-committee, or, with the approval of the Committee, dissolve the sub-committee.

Section 8: Charity Levy Selection Procedure

1. This Section is directly informed by the MCR Constitution section on Charity Levy.
2. A reminder of the nomination procedure and deadline will be emailed to the MCR mailing list or as part of a larger “informative” email from the President or the Vice President no later than one weeks prior to the nomination deadline.
3. All nominations must be submitted in writing or by email 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.
4. The person nominating a charity, or a Full Member of the MCR who they have chosen to represent them in their absence, must be present at the second General Meeting of the term, when their nomination will be heard. Each person will briefly speak before the members present at the General Meeting on behalf of their submitted nomination.

5. Once all the nominations have been heard, the allocation of funds will proceed as follows:
    a. A ballot listing all the nominated charities and a "no levy" option will be printed or digitally distributed by the Secretary after the General Meeting and those charities which are not represented in person will be stricken from the ballot;
    b. Ballots will be distributed to all Full Members and they will vote by ranking the candidate charities according to their preference;
    c. Rankings will be tallied according to the methodology currently used in MCR Committee elections;
    d. The chosen charity will be entitled to receive all the funds collected later that term via the levy;
    e. In the case there is a tie between nominated charities then the total collected sum will be divided equally among the top chosen charities;
    f. If "no levy" wins then no levy will be raised that term.

Section 9: Current and Previously Recorded Subcommittees and their Terms of Reference

Find below a list of current active and past subcommittees and their Terms of Reference and brief record. If a subcommittee is deemed passed purpose it should be moved to the past subcommittee's subsection (9.2) of these Standing Orders:

1. Active Subcommittees

a. **Socials Subcommittee 2026-2027**

i. The Keble MCR Socials Subcommittee consists of up to two co-chairs (the Social Secretaries or, in their absence, the President) and at least two additional members chosen from the MCR Community. Members may co-opt another MCR Community member from the MCR Community to serve on the subcommittee in place of those unable to attend.

ii. The Keble MCR Socials Subcommittee's role is to ensure that the social secretaries are adequately supported in the organisation of the MCR's large social events. This includes, but is not limited to, Big Organised Parties (BOPs), bar exchanges, and the garden party. In the absence of social secretaries, this subcommittee shall ensure that the expectations of the social secretaries, listed in Section 1.H Social Secretary, are met.

iii. This subcommittee should keep a record (at the discretion of the cochairs) of

meetings, in addition to minutes if they can be recorded. As such, this subcommittee can also be called upon to provide reports to the MCR's Executive Committee or at General Meetings of the MCR upon request.

iv. Founding date: **MT26** – Added into Standing Orders as result of motion in MT26 – GM 1 (2026-10-26), *Introduce Socials Subcommittee*.

v. **Current Chair – William Gillow**

b. Arts and Culture subcommittee

i. The Keble MCR Arts and Culture Subcommittee consists of the Arts and Culture officer (chair), or in their absence the President, and at least one additional member chosen from the MCR community.

ii. The subcommittee's role is to ensure the Arts and Culture officer is adequately supported in the organising and running of all arts and culture events. In the absence of an arts and culture officer, this subcommittee should ensure that the expectations of the Arts and Culture Officer, listen in Section 1.I Arts and Culture Officer, are met.

iii. This subcommittee should keep a record (at the discretion of the chair) of meetings, in addition to minutes if they can be recorded. As such, this subcommittee can also be called upon to provide reports to the MCR's Executive Committee or at General Meetings of the MCR upon request.

iv. Founding date: **MT26** – Added into Standing Orders as result of motion in MT26 – GM 1 (2026-10-26), Creating *an arts and culture subcommittee*.

v. **Current Chair – Elena Tybulewicz**

2. Past Subcommittees

a. Constitution Revision Subcommittee 2022-2023

i. The Constitution Revision Subcommittee 2022-2023 consisted of the Chair (MCR Vice President), MCR Secretary, MCR President, MCR Treasurer and Equality and Diversity Officer. Members could co-opt another MCR Community member from the MCR Community to serve on the subcommittee in place of those unable to attend.

ii. The Constitution Revision Subcommittee 2022-2023 was created as a requirement to review the constitution as mandated by the constitution by HT23.

iii. This subcommittee should publish all recommended changes and notify the MCR Community of Recommendations. As such, this subcommittee can also be called upon to provide reports to the MCR's Exec Committee or at General

Meetings of the MCR upon request.

iv. As established in MT22 by presidential mandate (under Kevin Wang MCR President 2022/23), this committee achieved its goals in TT23 and is therefore **defunct as of the end of TT23**.

v. History of Chairs: Ellen Falkingham (MT22-TT23)

b. COVID Surplus Subcommittee

i. The COVID Surplus Subcommittee consists of the Chair (anyone chosen from the MCR Community including the MCR Committee), MCR Treasurer, and at least two additional members chosen from the MCR Community (ideally from the COVID effected years – with focus on 2019/20, 2020/21 and also 2021/22 cohorts if able).

ii. The COVID Surplus Subcommittee's role is to manage the initial £12,000 budgeted for alumni events – working with the MCR Treasurer and MCR Committee.

iii. This subcommittee should keep records of purchases made and meetings collated, in addition to minutes if they can be recorded. As such, this subcommittee can also be called upon to provide reports to the MCR's Exec Committee or at General Meetings of the MCR upon request.

iv. In **MCR Committee meeting – 09/02/2021** – the subcommittee was allocated £12,000 from the years of 2019/20 and 2020/21. With no recorded expenditure in 2021/22, but recorded expenditure in 2022/23 largely initiated by President 22/23 and Treasurer 22/23.

v. Founding date: **TT20** – as confirmed in **Referendum passed on 22/06/2020** – notified by Annie Welden (MCR President 2019/20).

vi. History of Chairs:

1. **MT23-TT24 – Youri Tamitegama**
2. **MT22-TT23 – Natalia Hong**
3. **MT21-TT22 – Grace Henry**
4. **MT20-TT21 – Chloe Tubman**

vii. This Subcommittee will expire after 1-year post the spending of all the originally provided funds.

c. Video and Board Games Subcommittee

i. The Video and Board Games Subcommittee consists of the Chair (anyone chosen from the MCR Community including the MCR Committee), MCR Treasurer, and at least two additional members chosen from the MCR Community. Members may co-opt another MCR Community member from

the MCR Community to serve on the subcommittee in place of those unable to attend.

ii. The Video and Board Games Subcommittee's role is to keep under review the Video and Board Games in the MCR and buy new games where appropriate – working with the MCR Treasurer and MCR Committee.

iii. This subcommittee should keep records of purchases made and meetings collated, in addition to minutes if they can be recorded. As such, this subcommittee can also be called upon to provide reports to the MCR's Exec Committee or at General Meetings of the MCR upon request.

iv. As presented in the **first GM of TT23** – **dated 2023-05-08** – the subcommittee should be formally created in MT23 with an initial termly budget of £200.00 – the aim of the budget is to cover the purchase of video games and board games but should not cover sports and outdoor games. From MT24, the termly budget for the boardgame subcommittee shall be agreed together with the remainder of the MCR budget.

v. Founding date: **TT23 – as result of motion in TT23 – GM 2 (2023-06-05)** *Formalisation of Video and Board Games and adding into section 9 of Standing Orders*

vi. History of Chairs:

1. **MT24-TT25 – Michal Staniaszek**
2. **MT23-TT24 – Michal Staniaszek**
3. **Interim Chair (for TT23) – Kevin Wang**

d. Keble MCR EDI Subcommittee

i. The Keble MCR EDI Subcommittee consists of two co-chairs (in general the Equality and Diversity Officer and Accessibility and Disability Officer) and at least two additional members chosen from the MCR Community. Members may co-opt another MCR Community member from the MCR Community to serve on the subcommittee in place of those unable to attend.

ii. The Keble MCR EDI Subcommittee's role is to ensure and advance accepted goals of the MCR as a welcoming and inclusive space for everyone, where any member of the community participate and engage. These goals of equality, diversity, and inclusion (EDI) span many dimensions, including but not limited to sex, gender, sexuality, race, ethnicity, disability, religion, class/resources, diet, and culture. The subcommittee, therefore, ensures, by working with the MCR Community, in developing strategies and initiatives to further bring into light issues and areas for discussion and improvement surrounding EDI issues

and the goals mentioned above. The subcommittee acts as one form of designated safe space to have these discussions.

iii. This subcommittee should keep a record (at the discretion of the co-chairs) of meetings, in addition to minutes if they can be recorded. As such, this subcommittee can also be called upon to provide reports to the MCR's Exec Committee or at General Meetings of the MCR upon request.

iv. Founding date: **TT22 –** *refer to EDI Subcommittee Initial Notes for discussion – 2022-07-22* – via a discussion between Sierra Sparks (Equality and Diversity Officer 22/23), Ajantha Abey (Accessibility and Disability Officer 22/23) and Kevin Wang (MCR President 22/23). Added into Standing Orders **– as result of motion in TT23 – GM 2 (2023-06-05)** *Adding EDI Subcommittee into section 9 of Standing Orders.*

v. History of Chairs:

1. **MT24-TT25 – Suleika Norrbom and Andrew Garrett.**
2. **MT23-TT24 – Sierra Sparks**
3. **HT23-TT23 – Sierra Sparks and Eleanor Warrington**
4. **TT22-MT22 – Sierra Sparks and Ajantha Abey**

e. **MCR Pulse Subcommittee**

i. The MCR Pulse Subcommittee was founded as a direct result of the "MCR Pulse" survey that was circulated in HT25, where a large proportion of MCR students expressed their opinion of their experience of College. The Subcommittee consists of one chair (from the MCR Executive Committee) and at least one other member from the MCR Committee.

ii. The Subcommittee's primary objective is to transform College and Keble space, where possible, to better fit and serve the MCR Community. The Subcommittee shall analyse and act on the MCR Pulse results, which surveyed the MCR's experience of both core spaces for the MCR (such as both MCRs and the QCR) as well as College spaces (such as the Hall, the Bar, the Library, and so on). The Subcommittee additionally aims to improve the services provided by the Committee and College to the MCR Community.

iii. The Subcommittee can, in time, probe again the Community's opinion by circulating a new survey.

iv. The Subcommittee should keep records of purchases made and meetings collated, in addition to minutes if they can be recorded. As such, this Subcommittee can also be called upon to provide reports to the MCR Executive Committee or at General Meetings of the MCR upon request.

v. Founded in HT25 as a result of a Committee meeting vote, as proposed by

Amaury Genovese (MCR President 2024/25). This committee achieved its goals in MT25 and is now defunct as of that date.

vi. History of chairs:

1. HT25-TT25 – Amaury Genovese

Section 10: Sustainability

As voted in TT23 GM – 1, the MCR Resolves to commit to where possible and within the scope of the MCR as an institution to fighting the climate emergency. The constitution refers to this section of the Standing Orders in terms of the targets of sustainability – in terms of the environment. These being listed below:

1. The MCR commits to reach net-zero where within its scope for latest 2035.
2. A commitment to a general time of reaching net zero well before 2050.

Update and Revision Record

This version is named:

Standing Orders of the Keble MCR (Version - MT26) – 20261102– and was revised on *2nd November 2026*.

- 2nd November 2026 (**Vice-President:** Thomas Higham) - Standing Orders updated to include, Socials Subcommittee, Arts and Culture Subcommittee, changes to the Section 3, retiring EDI Subcommittee.
- 20th of May 2026 (**Vice-President**: Amaury Genovese) – Standing Orders and Constitution approved at week 4 TT26 Governing Body Meeting.
- 11th of May 2026 (**Vice-President:** Amaury Genovese) – Removed Oxford SU Officer, Added Games Officer. Retired MCR Board Games Subcommittee, Pulse Subcommittee and Environment and Sustainability Subcommittee. Reworked Section A.1.b.
- 26th of February 2025 (**President**: Amaury Genovese) – retired COVID Surplus Subcommittee and added MCR Pulse Subcommittee
- 20th of February 2025 (**President**: Amaury Genovese) – added environment and sustainability subcommittee
- 18th of November 2024 (**President**: Amaury Genovese) – simple majority definition & board games budget clarification
- 15th June 2024 (**IT Officer**: Kevin Wang, **Environmental Officer:** Tino Lukas) – *retrospective update as voted on in TT23 GM 1 – Specifics to net zero target as inferred in the constitution*
- 29th October 2023 (**IT Officer**: Kevin Wang) – *as voted on to update subcommittees in MT23*

GM 1

- 6th June 2023 (**President:** Kevin Wang)
- 29th April 2023 (**President:** Kevin Wang, **VP:** Ellie Falkingham, **Secretary:** Youri Tamitegama)
- 3rd March 2019 (**Chair:** Carolin Schulte, **Secretary:** James Kohout)
- 14th June 2015 (**President:** Paul Mabey, **VP:** Luis Henrique, **Secretary:** Scott Rata)
- 12th May 2010 (Ricklef Wohlers, Lucy Power, Philipp Schmidt)
- 2nd November 2008 and 3 January 2009 (Lucy Power)
- 1st December 2006 (Shefali Virkar)
- 22nd July 2003 (Justin Walker)
- 10th November 2002 (Jelena Nedić)