



**WORCESTER COLLEGE MCR**  
**CONSTITUTION**

**Last Updated Following MCR General Meeting November 26<sup>th</sup>, 2018**

## **INTRODUCTION**

---

The Middle Common Room (MCR) of Worcester College (the College) comprises a body of graduate students and other eligible members studying at Oxford University (the University). MCR members enjoy the use of College services and facilities. The MCR Committee (the Committee) makes executive decisions regarding the management of the MCR and its services and facilities and represents the interests of MCR members in discussions with the College, the University and the Oxford University Student Union (OUSU).

## **CONTENTS**

---

ARTICLE I	MEMBERSHIP
A	FULL MEMBERSHIP AND OPTING OUT
B	ASSOCIATE MEMBERSHIP
C	HONORARY MEMBERSHIP
ARTICLE II	THE MCR COMMITTEE
A	COMPOSITION OF THE COMMITTEE, OFFICERS, AND RESPONSIBILITIES
B	COMMITTEE MEETINGS, EXPENDITURES AND AFFILIATIONS
ARTICLE III	COMMITTEE ELECTIONS
A	CANDIDACY AND HOLDING OFFICE
B	CONDUCT OF ELECTIONS
C	BY-ELECTIONS
ARTICLE IV	GENERAL MEETINGS
A	SCHEDULING
B	CONDUCT
ARTICLE V	INTERPRETATION & AMENDMENT
APPENDIX	
A	COMMITTEE AND OFFICER ROLES AND RESPONSIBILITIES
B	CONDUCT OF ELECTIONS

## **ARTICLE I - MEMBERSHIP**

---

### **A. FULL MEMBERSHIP AND OPTING OUT**

1. Membership of the MCR is enjoyed by the following students of the College:
  - a) those reading for a higher degree;
  - b) those reading for a second first degree; and
  - c) visiting graduates.
2. All members, other than those who opt out, shall be Full Members and thereby entitled to the following:
  - a) to attend general meetings;
  - b) to propose or second motions and to vote on them;
  - c) to propose or second nominations for a committee office;
  - d) to stand for committee offices; and
  - e) to vote in committee elections.
3. Members may opt out of Full Membership by notifying the Tutor for Graduates in writing no later than the end of second week of Michaelmas term.
4. Opting out does not affect:

- a) the right to full access to MCR services and facilities;
- b) the obligation to pay MCR subscriptions; or
- c) the right to lodge a complaint against the MCR.

## **B. ASSOCIATE MEMBERSHIP**

1. Associate membership of Worcester College MCR is open to:
  - a) spouses and long-term partners (typically co-habitees), or long term carers of MCR members;
  - b) undergraduates who are in their 4th year of studying at Worcester College;
  - c) previous JCR or MCR members who still have an academic connection to Oxford University or Oxford Brookes University or who are living and working in Oxford;
  - d) a limited number of post-doctoral researchers within the University of Oxford who have a departmental association with, and are recommended by a member of Worcester College's SCR, such applicants cannot be considered if they already have an association with an Oxford college;
  - e) Graduate students not currently full members of the Worcester College MCR and employed by the Dean and Worcester College as the Assistant Dean or as a Junior Dean.
  
2. Associate Membership will be extended to applicants upon:
  - a) confirmation of their eligibility by the Tutor for Graduates; and
  - b) approval by the MCR President, and
  - c) a guaranteeing signature from either:
    - i. the Dean (for current and former Worcester members and for those eligible under 1(e)), or
    - ii. their spouse or partner (for those eligible under 1(a))
    - iii. a relevant member of the SCR (for those eligible under 1(d))confirming that they know of no reason why they should not be granted associate membership.
  
3. If applicants are not able to satisfy 2.c) i), ii) or iii), either:
  - a) have the right to withdraw their application; or
  - b) can give permission for any relevant details to be passed (in confidence) to the MCR President and VP & Secretary by those stated in 2.c) i), ii) or iii).The decision to confer associate membership will then be made by the MCR President and VP & Secretary after further consultation with the applicant.
  
4. Associate Members are entitled to such access to College and MCR facilities as is determined by the College and the Committee.
  
5. Associate Members are obliged to pay membership fees as determined by the College and MCR subscriptions.
  
6. When Associate Members cease to fulfil the requirements above, they shall cease to be Associate Members.

## **C. HONORARY MEMBERSHIP**

1. Any person or creature – alive or dead, animate or inanimate, real or fiction – may become entitled to honorary membership upon approval of two-thirds vote of a quorate general meeting. Such membership does not confer the rights of full membership or associate membership, as explained above, on the honorary member. The name of the honorary member, along with approval date, shall be inscribed into the final appendix, currently Appendix C, of the constitution. Honorary membership shall be lost under a two-thirds vote of a quorate general meeting.

## **ARTICLE II – THE MCR COMMITTEE**

---

### **A. COMPOSITION OF THE COMMITTEE, OFFICERS, AND RESPONSIBILITIES**

1. The Committee shall consist of the following:
  - a) President;
  - b) VP Treasurer;
  - c) VP Secretary;
  - d) Two Welfare Representatives: one male, one female;
  - e) Two Social Secretaries, preferably with interests different from one another;
  - f) Computer Representative;
2. In addition, based on need and availability, further positions may also be filled, as set out in the Appendix.
3. In addition, there may be a number of ‘Officer’ positions who contribute to the life of the MCR, but do not serve on the committee. Such positions may be freely filled by the Committee without formal elections. Such positions are set out in the Appendix.
4. The roles and responsibilities of the Committee members and Officers are set out in the Appendix.

### **B. COMMITTEE MEETINGS, EXPENDITURES AND AFFILIATIONS**

1. The President shall convene Committee meetings termly or more often if they deem necessary; the President shall also convene a meeting within ten days of receiving the written requisition of a majority of the committee members.
2. Committee meetings may be convened only upon reasonable notice to its members; Committee meetings are quorate when at least four members are present.
3. Committee decisions, including those involving the allocation of funds to groups and clubs, require approval of a majority of members present at a quorate Committee meeting.
4. Committee approval for expenditures exceeding five percent of the projected annual MCR income may be given only if
  - a) upon notice to full members, no seconded objection is received within five days; or

- b) upon timely objection, the expenditure is nevertheless approved by a majority present at a quorate general meeting.
5. The MCR may become affiliated or cease to be affiliate with another organisation, including OUSU, by the vote of two-thirds of those present at a quorate general meeting.
6. Upon approving an affiliation, the Committee shall give notice to Full Members and inform the College Governing Body of the name of the organisation and the details of any monies to be paid to it.
7. The Committee shall present the annual MCR budget, including details of monies paid to other organisations, at a quorate general meeting during Hilary term.

### **ARTICLE III – COMMITTEE ELECTIONS**

---

#### **A. CANDIDACY AND HOLDING OFFICE**

1. All Full Members are eligible to stand for committee office.
2. All Associate Members who are current students of Worcester College are eligible to hold Committee positions other than President, VP & Secretary or VP & Treasurer.
3. The Committee may appoint committee members or full members to fulfil the responsibilities of other Committee members during brief absences.
4. Committee representatives or officers may be removed by a secret ballot of two thirds of those present at a quorate general meeting.

#### **B. CONDUCT OF ELECTIONS**

1. Elections shall be held annually during Hilary term following Hustings at a general meeting during which all candidates shall address those present.
2. The VP & Secretary shall serve as Elections Officer unless they are a candidate in the election.
3. If the VP & Secretary is a candidate, the Committee shall appoint another Committee member to serve as Elections Officer; if all members are candidates, the Committee shall appoint another full member.
4. Elections shall be conducted as set out in the Appendix.
5. Every effort shall be made to ensure that votes may be cast anonymously.
6. Following the elections, any vacant positions may be filled according to the by-election process.
7. The Committee shall take office at the end of Hilary term.

### **C. BY-ELECTIONS**

1. Unfilled or vacated Committee positions may be filled by conducting a by-election.
2. If a Committee office becomes vacant, the VP & Secretary shall announce the vacancy as soon as possible.
3. The VP & Secretary shall accept applications from full members submitted during the following week.
4. If more than one candidate is nominated, the VP & Secretary shall conduct a vote of the MCR membership to determine the elected candidate.
5. The elected candidate shall take office immediately and hold office until the next election.

## **ARTICLE IV – GENERAL MEETINGS**

---

### **A. SCHEDULING**

1. General meetings shall be held annually or more often if deemed necessary by the Committee or if the President is so petitioned by 15 full members.
2. The VP & Secretary shall announce the date of the next general meeting at least 10 days prior to it.
3. Motions in writing, proposed and seconded by full members, may be submitted to the VP & Secretary no later than 3 days prior to a general meeting and if so, submitted shall be placed on the agenda for that meeting.
4. The VP & Secretary shall announce the agenda at least 2 days prior to a general meeting.

### **B. CONDUCT**

1. General meetings are quorate with the presence of 15 full members.
2. The VP & Secretary or a Committee member designated by the VP & Secretary shall conduct the meeting.
3. The President shall report on matters arising since the last general meeting.
4. Motions listed on the agenda shall be discussed and voted upon followed by motions for matters to be placed on the agenda for the next general meeting.
5. Motions shall be declared carried by a majority vote of those present at a quorate general meeting except the following, which require approval of two-thirds of those present:
  - a) motions to become or cease to become affiliated with another organisation,
  - b) motions to permit a person to hold more than one committee office,
  - c) motions to remove a committee member or officer, and
  - d) motions to amend this Constitution.

## **ARTICLE V – INTERPRETATION AND AMENDMENT**

---

1. Full members may submit seconded proposals for amendments to this Constitution and/or the Appendix in writing to the Committee for approval at the next scheduled general meeting.
2. Notice of motions proposing changes to this Constitution and/or the Appendix shall be sent to each member of the MCR.
3. Amendments to this Constitution and/or the Appendix must be approved by two-thirds of those present at a quorate general meeting, and:
  - a) The Joint Consultative Committee shall be notified of any amendments to the constitution
4. Subject always to the general law, the Committee's interpretation of this Constitution and the Appendix shall be authoritative unless a different interpretation is approved by a majority present at a quorate general meeting.

## **APPENDIX**

---

### **A. COMMITTEE AND OFFICER ROLES AND RESPONSIBILITIES**

1. The President will:
  - a) convene Committee meetings and general meetings;
  - b) represent the interests of the MCR to the College, the University, and OUSU.
  
2. The VP & Treasurer will:
  - a) maintain MCR accounts in co-operation with the College Bursar and College Accountant;
  - b) represent the MCR at Joint Consultative and Joint Domestic Committee meetings;
  - c) jointly serve as acting President in case of the President's absence.
  
3. The VP & Secretary will:
  - a) record the minutes of Committee meetings and distribute them to other Committee members in a timely fashion;
  - b) record the minutes of general meetings and publish them within five days;
  - c) conduct the annual Committee elections, unless a candidate therein;
  - d) represent the MCR at Joint Consultative and Joint Domestic Committee meetings, and OUSU meetings;
  - e) jointly serve as acting President in case of the President's absence.
  
4. The Welfare Representatives will:
  - a) represent the MCR to the OUSU Welfare Committee and the College's Joint Welfare Committee;
  - b) address MCR members' welfare and security concerns.
  
5. The Social Secretaries will organise MCR social events and publish a term card describing them.
  
6. The Computer Representative will:
  - a) arrange for the acquisition and maintenance of MCR computing equipment and supplies in liaison with the College IT department;
  - b) represent the MCR on the IT Standing Committee;
  - c) be responsible for the maintenance and purchase of electrical equipment in the MCR;
  - d) maintain the MCR website.
  
7. The following additional positions may be filled based on need and availability:
  - a) A Sports Representative, who organises MCR sports teams and events;
  - b) An Environment Representative, who undertakes and organises, independently or in conjunction with a Junior Common Room Representative, projects for the



benefit of the environment;

- c) A Bar Manager, who purchases supplies for and organises the MCR Bar in conjunction with the Social Secretaries;
- d) An Accommodation and Food Rep, who:
  - i. conducts the annual student accommodation review towards the start of the academic year;
  - ii. acts as a point of contact to channel students' issues with accommodation to the College;
  - iii. liaises with the catering department on issues of food policy and provision.
- e) A Charities Representative, who organises charity donations and promotes charitable causes.

8. The following Officer positions may be filled:

- a) A Franks Society Organiser, who organises speakers for the Franks Society and liaises with college to provide a venue and food;|
- b) A Film Club Organiser, who organises MCR film nights;
- c) An Arts Officer, who in conjunction with the social secretaries organises events of artistic, cultural, and musical merit.

## **B. CONDUCT OF ELECTIONS**

1. The Elections Officer shall:
  - b) give notice of the elections at least 14 days in advance of the Hustings;
  - c) moderate the Hustings and conduct the elections; and
  - d) not vote unless required to do so by a tied vote.
2. Written nominations for Committee offices, signed by the nominee, the Nominator, and the Secunder must be submitted to the Elections Officer prior to the Hustings.
3. Members may only be nominated for one position on the Committee.
4. Full members may submit ballots to the Elections Officer until the end of the second day following the day of Hustings.
5. For any given Committee office, votes can be cast for nominated candidates or "None". A vote for "None" indicates that the member does not wish to elect any of the nominees to the office.
6. In order to win an election, a candidate must receive a majority of the votes cast for the given Committee office.

7. The Elections Officer shall announce the results by the end of the third day after the day of the Hustings.

### **C. HONORARY MEMBERS**

In accordance with Article I C. 1. of the Constitution of Worcester College Middle Common Room, the following have been accorded the honour of honorary membership by the members of the Common Room.

#### **Zoom**

*Membership from 22/01/17*

Honorary membership was conferred to Zoom and Shelly in recognition of their services to the Oxford tortoise race and their statuses as the fastest tortoises of all Oxford college tortoises.

#### **Shelly**

*Membership from 22/01/17*

Honorary membership was conferred to Zoom and Shelly in recognition of their services to the Oxford tortoise race and their statuses as the fastest tortoises of all Oxford college tortoises.

#### **Daisy**

*Membership from 26/11/17*

Honorary membership was conferred to Daisy in recognition of exemplifying the ideals of friendliness