

Lincoln College Middle Common Room

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Lincoln College

Constitution of the Middle Common Room

PART ONE: DEFINITIONS AND INTERPRETATION

Article 1

1. The following terms are defined for the purposes of this Constitution:

‘Associate Member’ – as defined in Article 3;

‘the College’ – Lincoln College;

‘the Committee’ – the Committee of the MCR as defined in Part Four;

‘the Executive Committee’ – the Executive Committee of the MCR as defined in Article 8;

‘Executive Officer’ – an Officer who holds one of the positions listed in Article 8.2;

‘Executive Standing Order’ – a Standing Order made pursuant to Article 35;

‘Extraordinary General Meeting’ – a General Meeting conducted pursuant to Article 26;

‘General Meeting’ – as defined in Article 24.1;

‘the Governing Body’ – the Governing Body of the College;

‘Honorary Member’ – as defined in Article 3;

‘the MCR’ – the community known as the Middle Common Room of the College;

‘the MCR email list’ – the email list with an address defined by Executive Standing Order;

‘MCR Standing Order’ – a Standing Order made pursuant to Article 34;

‘Non-Executive Officer’ – an Officer fulfilling the duties of Welfare Officer or Social Secretary;

‘Officer’ – includes Executive Officers and Non-Executive Officers;

‘Ordinary General Meeting’ – a General Meeting conducted pursuant to Article 25;

‘Ordinary Member’ – as defined in Article 2;

‘President’ – the Executive Officer responsible for the duties outlined in Article 10;

‘Representative’ – a person elected pursuant to Article 14;

‘Returning Officer’ – the person appointed by the Executive Committee under Article 19;
‘Secretary’ – the Executive Officer responsible for the duties outlined in Article 12;
‘Social Secretary’ – any Non-Executive Officer who is responsible for the duties outlined in Article 13.3(b);
‘Special Member’ – as defined in Article 3;
‘Standing Order’ – an order made pursuant to Article 34 or Article 35;
‘Treasurer’ – the Executive Officer responsible for the duties outlined in Article 11;
‘Welfare Officer’ – any Non-Executive Officer who is responsible for the duties outlined in Article 13.3(a); and
‘the University’ – the University of Oxford.

2. Subject to Article 1.3, the Executive Committee will be the interpreter of this Constitution.
3. If a Member believes that the Executive Committee is or appears to be biased in its interpretation of this Constitution, a General Meeting of the MCR will appoint three Ordinary Members to interpret the Constitution with respect to the issue about which the Executive Committee is or appears to be biased.
4. No member of the Executive Committee may be appointed under Article 1.3.

PART TWO: MEMBERSHIP

Article 2

The Ordinary Members of the MCR are:

- (a) all graduates of the University and other universities who are members of the College and who are undertaking a definite course of advanced study, or who are reading for a Final Honour School at the University, or who are reading for a second undergraduate course (e.g. 2nd BA, 2nd BM);
- (b) all visiting graduate students who are members of the College;

- (c) all undergraduate members of the College engaged in the final year of a four-year degree course; and
- (d) all members of the College granted senior status by the University.

Article 3

1. The Special Members of the MCR include Honorary Members and Associate Members.
2. Fellows and Lecturers of the College will be Honorary Members of the MCR. In addition:
 - (a) It will be within the competence of the MCR to elect other Honorary Members at General Meetings. A majority of two-thirds is required.
 - (b) To be eligible for nomination, Honorary Members must have made an outstanding contribution to MCR life.
 - (c) Honorary members will have the following privileges:
 - (i) Use of the MCR;
 - (ii) Right to attend (but not to participate during votes at) MCR General Meetings;
 - (iii) Right to attend MCR-led events, at the MCR Committee's discretion.
3. The MCR President and the Tutor for Graduates may approve the following as Associate Members of the MCR:
 - (a) former members of the College engaged in postgraduate or post-doctoral work in Oxford within 10 years of matriculation;
 - (b) spouses or partners of Ordinary Members; and
 - (c) visiting graduate students and other mature scholars who are working with a Fellow of the College.
4. The decision to grant Associate Membership to candidates under Article 3.3(b) and Article 3.3(c) will be subject to approval by the Governing Body.
5. Associate Members will be allowed the following privileges:

- (a) access to the MCR;
 - (b) the right to dine in Hall; and
 - (c) a battels account at a level agreed with the Bursar and reported to Governing Body.
6. Associate membership is subject to a fee. The fee comprises two components; one, to be paid to the MCR, which will be agreed in a General Meeting, and another, to be paid to the College, to be agreed at Finance Committee.

Article 4

1. In case of misconduct and/or violation of MCR rules, the Executive Committee may move to suspend a member's rights at a General Meeting.
2. Any member whose rights are in question must be notified of the motion, by letter or email from the Executive Committee, not later than 10 days before the General Meeting at which the motion is to be discussed.
3. Any member whose rights are in question must be given the opportunity to appeal against the tabling of the motion before the posting of the agenda for General Meeting at which the motion is to be discussed. This appeal will be determined by the Executive Committee.
4. If the motion is tabled, any member whose rights are in question will have the right to be heard at the General Meeting and to appeal to the Tutor for Graduates against any adverse decision.

Article 5

1. Any discrimination based on any ground, such as sex or gender, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other

opinion, membership of a national minority, property, birth, disability, age or sexual orientation will be prohibited.

2. Article 5.1 does not prevent the MCR from and does not require the MCR to implement or support affirmative action, positive discrimination or related action.
3. Article 5.1 does not prevent the MCR from conducting its business and otherwise operating only in English.
4. The MCR committee will try to the best of its ability to ensure that the resources and events provided by the MCR do not exclude or disadvantage, directly or indirectly, any groups (as described in Article 5.1).

PART THREE: FINANCES

Article 6

The College will give the MCR a subvention each term, based on a per-capita amount to be at the discretion of the Governing Body (per agreement by Governing Body, Week 5, MT09).

Article 7

1. Distribution of expenditure will be determined by the Executive Committee, although Ordinary Members will retain the right to amend executive decisions through motions at General Meetings.
2. The President and the Treasurer shall be responsible to the College and to the MCR for all expenditure.

PART FOUR: OFFICERS, COMMITTEES AND DUTIES

Article 8

1. The Executive Committee of the MCR will consist of all Executive Officers.
2. There will be three Executive Officers. In order of precedence, they will be the President, the Treasurer and the Secretary.

Article 9

1. The Executive Committee will be deemed competent to make regulations for the day-to-day running of the MCR.
2. The activities of the Executive Committee, including the interpretation of this Constitution, are subject to revision by the MCR in General Meeting.

Article 10

The President will do the following:

- (a) The President shall conduct the MCR's relations with College and with various external bodies and may designate other officers from the Committee to assist with these responsibilities;
- (b) The President shall be responsible for informing the MCR of all relevant College and University business;
- (c) The President shall oversee the MCR, its activities and business;
- (d) The President shall direct policy for the MCR throughout their term;
- (e) The President shall regularly report to the MCR and MCR Committee;
- (f) The President shall be one of the MCR's representatives at the Oxford Student Union;
- (g) The President shall be the direct report of the following positions: the Treasurer, the Secretary, the Welfare Officers, the Social Secretaries, the Academic Representatives, the Communication and Website Representative, the Alumni

Representative, the Charities Representative, the Oxford Union Representative, the Sports Representatives, the Environmental Representative, the Food Representative, the Freshers Representative, and any other position that is subsequently created, unless otherwise specified;

- (h) The President shall take the necessary actions to ensure that students who do not wish to be part of the MCR may exercise this right and have it appropriately reflected during their time at Lincoln College;
- (i) The President shall be trained in the College's 'Prevent' duty and procedures;
- (j) The President may liaise with the Development Office to coordinate an annual MCR Committee Retreat wherein constitutional reforms, budgetary and planning measures for the coming 12 months and any other business they deem pertinent shall be taken up;
- (k) The President, in conjunction with related representatives, will be responsible for actively promoting anti-racism, diversity, and inclusion throughout all committee positions and within the entire MCR community;
- (l) The President shall assume or delegate the responsibilities of Executive Committee members in the event of resignation, vacancy or dereliction of duty until such time that the aforementioned issue(s) are addressed;
- (m) For their service, the President shall receive the following: an invitation to some alumni networking events through the Development Office; a lunch provided by the Rector for the outgoing JCR and MCR executive committees (plus the MCR Social Secretaries); 5 free lunches and 5 free dinners for the President and members of the MCR Executive Committee (plus the MCR Social Secretaries) during Freshers' week; payment of the termly Kitchen Charge by College along with the Executive Officers; invitation to Guest Night(s) with the Rector or any other Fellow; Invitation to the Lord Crewe Supper; and invitation, along with the entire MCR Committee, to an annual transition event with dinner in Hall and a reception with the Rector, paid for by College.
- (n) The President shall coordinate the activities and chair all meetings of the MCR;
- (o) The President shall attend the Presidents' Conference and other meetings where the MCR is to be represented in University affairs;
- (p) The President shall represent the views of the MCR to the Tutor for Graduates; and

- (q) The President shall attend those College committees open to junior members on terms agreed with the Governing Body, or ensure that such College committees are attended by a member of the MCR Committee.

Article 11

The Treasurer shall do the following:

- a) manage the MCR finances, including, but not limited to, managing and communicating officer budgets, communicating with the bank and reimbursing committee members for expenses approved by the executive committee;
- b) coordinate with the Bursar the subvention supplied by the College;
- c) liaise with the College Accounts Officer regarding MCR battels;
- d) make the accounts available to any member who wishes to inspect them during the academic year;
- e) present a copy of the MCR accounts and budgets for the coming year to the Bursar and the Tutor for Graduates once a year at the end of their tenure in office;
- f) draft a termly budget to be presented to and voted upon by the Executive Committee during Weeks 0 or 1;
- g) reimburse completed and pre-approved payments made on behalf of the MCR to purchasers within 5 business days of submitting a reimbursement form and receipts;
- h) in the event of an approved expenditure, agree with the applicant a timeframe for the funds to be transferred in advance if required, and restitutions settled;
- i) attend those College committees concerned with fees and charges which are open to junior members on terms agreed with the Governing Body; and
- j) organise the MCR Punt Scheme for Trinity Term.

Article 12

The Secretary shall do the following:

- (a) keep records of MCR meetings;
- (b) be responsible for the orderly arrangement of all minutes and documents;
- (c) make all minutes and documents available to any member who wishes to inspect them;
- (d) within a week of an MCR meeting, email the minutes of that meeting to the MCR email list;
- (e) submit a complete copy of the year's minutes to the Library or College Archive at the end of Trinity Term;
- (f) conduct the housing ballot for returning graduates, according to the procedure outlined in the MCR housing policy;
- (g) ensure that the housing policy is reviewed annually by the MCR; changes may be made by a standing order in an MCR General Meeting before the ballot;
- (h) liaise with the College to manage affairs relating to the provision of accommodation for the MCR;
- (i) organise the termly Lord Florey Talk, in collaboration with the Academic Representative;
- (j) co-ordinate a professional photograph to be taken of the MCR during Trinity Term;
- (k) manage Committee elections;
- (l) attend those College committees concerned with the domestic management of the College which are open to junior members on terms agreed with the Governing Body;

- (m) serve as the MCR Data Privacy Representative to ensure compliance with the College' Privacy Policy; and
- (n) manage the MCR website.

Article 13

1. The Committee of the MCR will consist of all Executive and Non-Executive Officers.
2. There will be up to four Non-Executive Officers. These Non-Executive Officers will include two Welfare Officers, and two Social Secretaries.
3. The Non-Executive Officer positions are defined as follows:
 - (a) The two Welfare Officers will:
 - (i) advise MCR Members on matters related to their well-being;
 - (ii) provide information on welfare matters;
 - (iii) act as a link between MCR Members and support services within the College and University;
 - (iv) co-ordinate a mentor scheme for new MCR Members, including Lincoln Links, the rainbow peers network, alongside the LGBTQ+ Representative, and the peers of colour network alongside, the Diversity Representative;
 - (v) attend those College committees concerned with the welfare of MCR Members which are open to junior members on terms agreed with the Governing Body;
 - (vi) provide welfare supplies to the MCR, including but not limited to condoms and pregnancy tests;
 - (vii) assist individual members, on a strictly confidential basis, in matters such as harassment, discrimination and safety; and
 - (viii) liaise with the JCR welfare team.

- (b) The Social Secretaries will:

- (i) be responsible for planning, organising and attending MCR social events;
- (ii) produce a term card of Social Events for each term, including but not limited to:
- (iii) an Emily Carr party at the start of each term; 2 Wine and Cheese events per term; 2 MCR Dinners per term; 4 MCR Lunches per term; 2 Exchange Dinners with other Colleges' MCRs per term, Term specific events (detailed in point iv);
- (iv) liaise with MCR Treasurer regarding budget management, including reviewing budgets for existing events as well as negotiating budgets for new events;
- (v) liaise with College to organise and carry out additional term specific events including but not limited to: Freshers' Week (0th Week MT), The MCR Christmas Dinner (MT), the Downing Exchange (MT/HT), the Venison Feast (HT), the Garden Party in the Rector's garden (TT), The Boat Party (TT – alternate years to avoid coinciding with the College Ball) and the Leavers' Dinner (TT);
- (vi) ensure the MCR events are accessible to all members, and ensure nonalcoholic options are provided at every event;
- (vii) coordinate with the Social Rep(s) as well as other Committee positions to produce additional events (e.g Movie Nights, MCR Brunches) and delegate duties and/or responsibilities for these events as deemed appropriate.

Article 14

1. The Committee may decide that Representatives are required to help the Committee carry out the duties mandated in Article 15.
2. These Representatives may be elected by a process determined by the Committee. This process and any appointments must be approved by the MCR in General Meeting.
3. Representatives do not become Officers but are members of the MCR Committee.

4. Representative positions must be vacated when Committee positions are vacated pursuant to Article 16.1.
5. There shall be a maximum of two individuals that fulfil singular Representative Committee positions.

Article 15

1. The list of Representatives and their duties is as follows:
 - (a) Social Representatives: alongside the Social Secretaries, up to four Social Representatives may be elected to assist the Social Secretaries with their duties, as outlined in 13.3(b).
 - (b) LGBTQ+ Representative will:
 - (i) plan and co-ordinate MCR policy on LGBTQ+ issues;
 - (ii) assist individual members, on a strictly confidential basis, in matters such as harassment, discrimination and safety liaise with the JCR LGBTQ+ officer (or equivalent);
 - (iii) represent the particular academic interests of LGBTQ+ members to the Tutor for Graduates;
 - (iv) plan social and academic events for the LGBTQ+ MCR community and allies when appropriate; and
 - (v) co-ordinate a rainbow peers network alongside the Welfare Representatives.
 - (c) Environment Representative will be responsible for the recycling scheme of the MCR and for planning and co-ordinating policy on environmental issues for the MCR;
 - (d) Food Representative will:
 - (i) Liaise with the butler and the Chef employed by the College, on behalf of the MCR;
 - (ii) Stock the MCR with tea, coffee and biscuits; and
 - (iii) Distribute the weekly menu provided by the Kitchen by Sunday night.
 - (e) Charities Representative will:
 - (i) organise the election of charities to be supported by the MCR; and

- (ii) organise fundraising activities and incentives to support the elected charities.
- (f) Academic Representative(s) will organise academic talks, including but not limited to, talks given by members of the MCR and the termly Lord Florey Talk. The Lord Florey Talk in Hilary term may be replaced by another event that provides opportunities for MCR speakers to present.
- (g) First Year Representative will:
 - (i) represent the views and interest of all first-year MCR Members;
 - (ii) work with the College to organize anti-racism and unconscious bias training for all first years during Freshers' Week;
 - (iii) oversee the annual updating and distribution of the Freshers' Handbook prior to Michaelmas Term;
 - (iv) work to establish an inclusive community among first years and work to ensure the integration of first years starting in terms beyond Michaelmas; and
 - (v) be responsible for stash, although with the consent of the Freshers' Representative, the Executive Committee may delegate this role to another individual or should the role of Freshers' Representative not be filled, the Executive Committee may also delegate to another individual.
- (h) Diversity Representative will:
 - (i) attend those College committees concerned with equality issues which are open to junior members on terms agreed with the Governing Body;
 - (ii) represent the views and interests of underrepresented groups within the MCR, including but not limited to ethnic minorities, disabled students, LGBTQ+ students and women.
- (i) Access and Outreach Representative will promote academic access on behalf of the MCR and liaise with the College Access Officer and JCR outreach reps to achieve this.
- (j) The Alumni Representative will:

- (i) help represent the interests of MCR Members in coordinating events and initiatives with Alumni. This should be done through collaboration with the Development Office
 - (ii) work on short-term initiatives within the current academic year as well as long-term initiatives in collaboration with the Development Office, including but not limited to, scholarships and speaker series.
- (k) The Disabilities Representative will:
- (i) represent the views and interests of disabled students (referring to students who self-define and/or include, but are not limited to, students with physical, sensory, cognitive or developmental disabilities and those with chronic illnesses, mental health conditions, autism or specific learning difficulties, such as dyslexia) within the MCR;
 - (ii) provide resources, support and solidarity to disabled students;
 - (iii) hold events (i.e events that create a safe space for disabled students to discuss or decompress) as the Representative sees fit.
- (l) The Sports Representative will:
- (i) strive to make all MCR Members feel comfortable and welcome in any sport they choose;
 - (ii) connect any MCR Members with Lincoln sports captains;
 - (iii) inform the MCR of upcoming Lincoln sports matches or games; and
 - (iv) organize events for the MCR, including but not limited to, exercise sessions, watch parties for sporting events, charity runs
 - (v) distribute health and nutrition information.
- (m) The Website and Communication Representative will:
- (i) attend the Website Working Group with College every term;
 - (ii) update and maintain content on social media; and
 - (iii) ensure that the Lincoln MCR standing banner(s) is accessible for MCR events; monitor the loan and proper storage of the MCR banner(s) when not in use (following Executive Committee approval of expenditure in February 2022).

2. Other Duties: at least one Officer or Representative will be responsible for:

- (i) Organising MCR subscriptions to newspapers and magazines.

3. A General Meeting of the MCR may determine that the Committee should be responsible for any other duties it thinks appropriate.
4. Each Officer or Representative should consult the Executive Committee and the Committee generally regarding the duties for which she or he is responsible.

PART FIVE: ELECTION OF OFFICERS

Article 16

1. All Committee positions must be vacated on an annual basis at the start of Trinity Term.
2. The positions of President, Treasurer and Secretary must be filled on an annual basis in the last three weeks of Hilary Term, as outlined in this Part.
3. All Non-executive Officer positions must be open for election in the last three weeks of Hilary Term.
4. All Representative positions must be open for election on an annual basis at a time determined by the Executive Committee.

Article 17

1. Only Ordinary Members are eligible to stand for election as an Officer.
2. Only Ordinary Members are entitled to vote in elections for Officers.
3. Eligible candidates may run as joint slates of no more than two individuals to fill Representative Committee roles. Single Representative Committee roles may only be filled by two individuals if candidates run together as a joint slate of two.

Article 18

1. The election of Officers must be by secret ballot.

2. The method or methods of voting are detailed in the corresponding MCR Standing Order.
3. A method of voting must be included that allows any Ordinary Member to vote if they cannot attend the place or places at which ballots may be cast during the period or periods of time selected under Article 20.1.

Article 19

1. The Executive Committee must appoint a Returning Officer and a Deputy Returning Officer.
2. The Returning Officer and the Deputy Returning Officer must not be Officers of the MCR and do not become Officers of the MCR by virtue of their appointments as Returning Officer and Deputy Returning Officer.
3. The Returning Officer and the Deputy Returning Officer may not stand for election as Officers.
4. The Returning Officer and Deputy Returning Officer must retire from their respective positions when the results of the election are final.

Article 20

1. The Executive Committee, in consultation with the Returning Officer or MCR Secretary, must select at least one voting period during which ballots may be cast. The sum of all voting periods must equate to at least three hours.
2. Not less than three weeks before the commencement of the first period selected under Article 20.1, the Returning Officer or MCR Secretary must give all Ordinary Members notice of the period or periods selected under Article 20.1.
3. Not less than two weeks before the commencement of the first period selected under Article 20.1, the Returning Officer or MCR Secretary must give all Ordinary Members notice of the place or places where they may cast their ballots during the

period or periods selected under Article 20.1, and of the manner in which they may vote under Article 18.3.

4. Not less than two weeks before the commencement of the first period selected under Article 20.1, the Returning Officer or MCR Secretary must call for nominations for all positions open for election under Article 16.
5. Nominations under Article 20.4 must close not less than one week before the commencement of the first period selected under Article 20.1.
6. The Returning Officer or MCR Secretary must give all Ordinary Members notice of the candidates who are standing for elections not less than one week before the commencement of the first period selected under Article 20.1.
7. All candidates who are standing for elections must provide statements about their candidacy. These statements must be distributed to all Ordinary Members not less than six days before the commencement of the first period selected under Article 20.1.

Article 21

1. If an Officer is removed or resigns (under Part Six), a by-election must be held.
2. In the case of a by-election, the Executive Committee must appoint a Returning Officer and a Deputy Returning Officer under Article 19, subject to Article 22.3.
3. The Executive Committee and the Returning Officer must determine a procedure for the by-election that reflects the procedure outlined in this Part as closely as possible.
4. If the office of President becomes vacant, the Treasurer will occupy the Chair until a new President is elected.
5. In the event that a representative position remains vacant following an election, the MCR Committee may appoint individuals who express interest to fill vacant positions until the next election period specified in article 16. A two-thirds majority of the MCR Committee must vote to approve the appointment of the individual to the representative position.

PART SIX: REMOVAL AND RESIGNATION OF OFFICERS

Article 22

1. Any Officer may be removed from office at any time by the MCR in General Meeting, following the procedure outlined in this Article.
2. Motions for the removal of any Officer must be proposed and seconded, and submitted to the Executive Committee not later than 96 hours in advance of the General Meeting. The motions must be included in the agenda and posted not later than 72 hours in advance of the General Meeting.
3. The Returning Officers or MCR Secretary shall call a by-election for the vacated post within seven days.

Article 23

1. Any member of the Committee who chooses to resign must inform the Executive Committee and must remain in their position for one week after giving notice.
2. A by-election must be held in accordance with Article 21.
3. Until the vacated position is filled, the relevant duties will be carried out by the remainder of the Committee.

PART SEVEN: MEETINGS

Article 24

1. A General Meeting is a meeting of which all Ordinary Members have been given notice in accordance with this Part.

2. Ten Ordinary Members, excluding the Executive Committee, will constitute a quorum for any General Meeting.

Article 25

At least two Ordinary General Meetings shall be called by the President each term, with not less than one week's notice given to all Ordinary Members.

Article 26

1. An Extraordinary General Meeting may be called by the President or by a written request signed by 10 Ordinary Members of the MCR. The request and notice shall stipulate the reason or reasons for the meeting.
2. Notice of not less than 72 hours must be given to all Ordinary Members of an Extraordinary General Meeting.

Article 27

1. An Executive Officer must give all Ordinary Members of the MCR notice of any motions not less than 24 hours before the General Meeting at which the motion is to be considered.
2. A simple majority of those present and voting is required to pass a motion.
3. Detailed procedures for meetings must be in accordance with MCR Standing-Orders.

PART EIGHT: AMENDMENTS TO THIS CONSTITUTION

Article 28

1. Amendments to this Constitution may only be made by the MCR in General Meeting.

2. A two-thirds majority of those present and voting is required to pass an amendment to this Constitution.
3. Amendments are subject to the approval of the Governing Body. Proposed amendments to these articles are to be presented by the MCR President to the Junior Relations Committee.

Article 29

1. Notice of proposed amendments to this Constitution must be given to all Ordinary Members not less than 72 hours in advance of the General Meeting at which they will be discussed.
2. Motions for amending the Constitution must be received by the President no later than 96 hours before the meeting in which they will be discussed.

PART NINE: COMPLAINTS PROCEDURE

Article 30

1. The President of the MCR will be responsible to all members for the conduct of the Officers and Representatives and for the operation of the Common Room.
2. Any complaints, questions or suggestions must, in the first instance, be sent directly to the Executive Committee.
3. The President will distribute the various complaints, questions and suggestions to the Officers concerned.
4. The President will be ultimately responsible for addressing the matters raised.
5. Article 30 does not prevent MCR Members from raising concerns directly with the relevant Committee members.

PART TEN: FACILITIES AND EVENTS

Article 31

1. The College provides for the use of the MCR; a room, and secure storage space for the MCR cellar and other equipment; heat and light; maintenance and refurbishing; and the cost of cleaning for the same.
2. Alterations to these arrangements will not be considered by the Governing Body without thorough consultation with the MCR Executive Committee.
3. The MCR will not make any material change in the furnishing or decoration of those facilities without the consent of the College.
4. Function rooms in College are bookable by the MCR Committee in accordance with the By-Laws which govern room bookings.
5. The MCR itself will normally provide refreshment and media facilities for the use of its members. These facilities include, but are not limited to, newspapers and periodicals, tea and coffee, and a television.

Article 32

1. On two evenings each term, an appropriate College dining room will be reserved for a dinner to which members of the MCR may come and bring guests.

Article 33

1. MCR facilities will be open to Members during vacations.
2. The facilities provided during the vacations may be restricted at the discretion of the Executive Committee, in consultation with the College.

PART ELEVEN: STANDING ORDERS

Article 34

1. The MCR in General Meeting may make Standing Orders. A Standing Order is a motion relating to the procedure and conduct of the MCR.
2. Any Ordinary Member may propose a Standing Order to be made pursuant to this Article by notifying the President not later than 96 hours before the General Meeting at which the Standing Order is to be discussed.
3. The President must give notice of any proposed Standing Orders not less than 72 hours before the General Meeting at which the Standing Orders are to be discussed.
4. A simple majority of those present and voting is required to pass a Standing Order made pursuant to this Article.

Article 35

1. The Executive Committee may make, amend or remove a Standing Order, subject to the approval of the majority of those voting at a General Meeting,
2. The President must give all Ordinary Members notice of any Standing Order made by the Executive Committee. Such notice must be given not less than one week before the first General Meeting following the making of the Standing Order.
3. Any Ordinary Member may propose that any Standing Order made pursuant to this Article may be altered or removed by the MCR in a General Meeting. Such proposal must be made by notice to the President no later than 96 hours before the General Meeting at which the Standing Order is to be discussed.
4. The President must give all Ordinary Members notice of any proposal under Article 34.3. Such notice must be given not less than 72 hours before the General Meeting at which the Standing Order is to be discussed.
5. Any Ordinary Member may request that a Standing Order be made by the Executive Committee pursuant to this Article.

APPENDIX

STANDING ORDERS OF LINCOLN COLLEGE MIDDLE COMMON ROOM

Part One: PROCEDURE FOR ELECTIONS

Elections will be held during the last three weeks of Hilary Term.

A. Hustings

Hustings will be held for all positions for which an election is to be held.

B. Ballots

1. Ballot papers must list candidates for each office, with corresponding boxes for indicating preferences, and must instruct voters as follows:
“Voters must put the figure ‘1’ against the Candidate (or Candidate Pair for Social Secretaries) for each office who is their first choice, ‘2’ against their second preference, ‘3’ against their third preference etc., continuing to indicate preference until they have no remaining candidates (or Candidate Pair for Social Secretaries).”

A ballot paper will be VOID if the figure ‘1’ appears more than once for each office, or if it is not indicated at all, or if the preference is not reasonably determinable.

Each ballot paper must be placed by the voter into the ballot box during the time set aside for this purpose. Voters must present photo identification before being issued with a ballot paper. The Returning Officer must make a distinctive mark on the ballot paper upon issue. Voters must sign a sheet against their name as they vote.”

2. Different Procedures will apply for voting *in absentia*. Article 18(1) requires election of Officers by secret ballot. It also requires as per Article 18(3) a method whereby voting can occur for those who are unable to attend to vote in person.
3. *In absentia* voting is only possible through two routes;
 - (a) by secret double-sealed envelope left in the Secretary’s pigeon hole. An email from an ‘.ox.ac.uk’ address must be sent to the Secretary stating an intention to vote in absentia. A ballot paper will be left by the Secretary in that person’s pigeon hole. The voter must complete the ballot and seal it in an envelope, which is sealed inside another envelope, clearly stating their name and placed back into the Secretary’s pigeon hole before the start of the election. The RO will then be given the sealed envelopes which will be counted once amalgamated with the votes cast on the day of the election, in accordance with the procedure outlined below.
 - (b) for those not in Oxford, by waiving the right to the secret ballot. This is for purely operational reasons. Waiving of the secret ballot is necessary to allow students not in Oxford to vote. A significant proportion of the graduate population may not be in

Oxford on the stipulated day and this provides for a flexible voting mechanism. The voters must email the Returning Officer from an '.ox.ac.uk' address along with their preferences for candidates. The email must be sent during the period stipulated when the intention to hold an election is declared. The only person(s) who will see the voting preferences of those *in absentia* are the Returning Officer and Deputy Returning Officer(s). The votes will then be counted once amalgamated with the votes cast on the day of the election, in accordance with the procedure outlined below.

C. Procedures for the Ballot Count

It should be noted that when only two candidates contest an office, this single-transferable vote procedure will not differ in results from a simple majority voting system.

1. The Returning Officer (henceforth RO) and Deputy Returning Officer(s) (henceforth DRO), appointed as per Article 19(1) of the *Constitution*, shall sort the ballots for each office as follows:
 - (a) The total number of first-preference votes of all candidates (excluding empty, spoilt, or void ballots) is divided by two. This result is known as the 'Quota', and is indicated on the Results Sheet.
 - (b) Each candidate is assigned a score representing the sum of their first-preference votes. These totals are placed on a Results Sheet.
2. If any candidate's score exceeds the Quota, the candidate is elected.
3. If no candidate's score exceeds the Quota, then the candidate with the lowest score is eliminated from the election. The second-preference votes among the ballots indicating a first-preference vote for the eliminated candidate are indicated on the Results Sheet and added at single unit value to the scores of the preferred remaining candidates. If any candidate's score then exceeds the Quota the candidate is elected.
4. Rounds will continue until a candidate's score exceeds the Quota, and that candidate is elected.

D. Counts and Recounts

1. Ballot counts for all offices must be performed once by the DRO and a second time by the RO. If the same result is obtained each time, the result may be announced. If not, counts must proceed until two successive counts achieve the same to result.
2. The RO may initiate a recount at their discretion at any time within 72 hours of the close of voting.
3. Any candidate shall be granted a full recount of the ballots pertaining to the office for which they ran, if the request for such a recount is delivered by the candidate by email to the RO within 24 hours of the announcement of the election results.

E. By-elections

1. If an Officer for any reason must resign their post, or is removed from office using the procedure outlined in Article 22 of the *Constitution*, the most senior MCR officer remaining assumes the vacant post until a Returning Officer can be named and an election held.
2. If the office is vacated before the end of Michaelmas Term, a by-election must be held; otherwise, the most senior remaining Officer may hold the vacant post until the Hilary Term elections.
3. At the discretion of the most senior remaining Officer, a by-election may be held for the vacant post after it is vacated in accordance with the election procedure.

Part Two: STANDING ORDERS PASSED BY ORDINARY MOTIONS

1. Each year the MCR will set aside a per capita amount, to be put in a fund earmarked for maintenance. This fund will be used only for maintenance and the purchase of furniture. The College will match the amount to be used from the fund each time a major purchase is contemplated. [as per the Governing Body Minutes of the College] [14.February.1990]
2. The MCR will provide a television and a DVD player for the use of its members on a yearly basis. [01.June.2008]
3. MCR members may vote *in absentia* at General Meetings. This must be done through a Proxy. Each person wishing to vote *in absentia* must find a Proxy and seek their permission for this person to vote on their behalf at the MCR meeting. Each MCR member may only act as a Proxy for one person; this includes the MCR Committee. If you are voting as a Proxy for the person *in absentia*, you must make this clear before the vote on the issue at hand is taken. The person *in absentia* must inform the Secretary of their intention to have a Proxy vote on their behalf by email, 24 hours before the meeting at which the Proxy will vote. [04.June.2008]
4. The Executive Committee has the power to alter grammatical and spelling mistakes of the Constitution and Standing Orders without having to seek permission from the MCR in General Meeting. [04.June.2008]
5. Any person presenting a motion to the MCR for discussion and decision during a General or Extra-Ordinary Meeting must be present. The person seconding the motion may represent the person who forwarded the motion. This is to ensure an informed debate can be had and to prevent the same issue re-arising at multiple meetings. Any motion which does not conform to the *2008 Constitution's* specific rules regarding motions will be dropped from the agenda. A short statement by the Committee outlining why this has occurred should be made to the MCR. [04.June.2008]

6. The voting ballot for elections will be open for 90 minutes to fit with the time constraints of an evening election. [02.February.2009]
7. Each Ordinary Member of the MCR is allotted an amount for the benefit of the "MCR Charity Fund" at the beginning of Michaelmas Term. Members can opt out by asking the MCR committee before the set deadline. MCR members are invited to put forward "Charity Motions", by which they propose a charity they think the MCR should support, and indicate the amount they need. Motions can be put forward to the Charities Representative (*Article 15.1e*) and/or members of the Charity Committee or to the MCR Committee if the Charities Representative position is not filled. In the eventuality that all the money raised in a year is not entirely spent, the balance is brought forward at the beginning of the next academic year. Any additional money raised for charity or donated to the MCR specifically to be used for charity will be added to the "MCR Charity Fund". The "MCR Charity Fund" balance cannot be negative. [19.October.2009]

Part Three: STANDING ORDERS BY DECISION OF THE EXECUTIVE COMMITTEE

1. Viewing of broadcast television programmes is granted preference over the viewing of DVDs, except on previously scheduled MCR film nights. [01.June.2008]
2. Part Two and Part Three Standing Orders will be reviewed by the Executive on a yearly basis. Changes may be proposed in a General Meeting. [01.June.2008]

Housing policy;

This housing policy outlines the order of precedence for the annual housing ballot for returners, and is subject to review each year by the MCR to best reflect the views of the MCR and honour scholarships offered by Lincoln College.

The MCR Secretary serving in Hilary term is responsible for collecting the names of those interested in joining the housing ballot, and ranking the entered students according to the policy. During Trinity term, the incoming MCR Secretary is responsible for conducting a housing ballot for returning graduates.

The order of precedence for the housing ballot is as follows:

1. MCR Executive Committee
2. MCR Social Secretaries
3. MCR Welfare Representatives
4. the remainder to a maximum of 10 reserved spots for MCR committee members, following previously laid out order of precedence, with a randomized equation to select remaining committee representatives wishing to ballot
5. Those who have never lived in Lincoln accommodation
6. Those who have lived in Lincoln accommodation for 1 year
7. Those who have lived in Lincoln accommodation for 2 years
8. Those who have lived in Lincoln accommodation for 3 years etc.

Senior Scholars of the incoming year will be given guaranteed accommodation by College whenever possible

All students who have entered the ballot and are not a member of the MCR committee or awarded a Senior Scholarship are randomly ranked within their designated band (e.g. amongst the other students who have lived in Lincoln accommodation for the same number of years as themselves).

A total of 10 spots are available for MCR committee members. They follow the order of precedence for the first 3 bands, and all remaining spots to a total of 10 spots will be reserved for MCR representative committee members wishing to ballot. If more than 10 committee members wish to ballot, the unselected representatives will be placed into their appropriate band based on their years in Lincoln accommodation, and randomly ranked with their fellow students.

Students also have the right to ballot with a group of friends to ensure they can select housing as a group. In the case of students balloting together but occupying different bands in the ballot, students will be placed in a group in the band of the lowest ranked student of their group (e.g. 3 friends occupying bands 4, 5, and 7 will all be put together in band 7).

The list of students as they have been ranked will be circulated to the MCR in advance of the housing ballot.

LINCOLN COLLEGE
TERMS OF REFERENCE FOR THE MCR

1. Background

- 1.1 The MCR is established under its constitution.
- 1.2 The MCR has authority under its constitution in respect of the functions and powers set out in that constitution.
- 1.3 The MCR may delegate its functions under its constitution to one or more of the members of its committee, including, the establishment of sub-committees that are to report back to the MCR.
- 1.4 Lincoln College (the College) provides funding to the MCR subject to these terms of reference.

2. Role

- 2.1 The role of the MCR is to represent and advance the interests of its members as students of the university, and of Lincoln College.
- 2.2 Subject to the MCR's compliance with these terms of reference, the College shall contribute to the finances of the MCR and support and oversee the MCR in relation to its activities and the application of the funds contributed.
- 2.3 The amount of the funds to be contributed shall be confirmed to the MCR by the College at the beginning of each academic year.

3. MCR Obligations

The MCR shall as consideration for receiving funds from the College:

- (a) abide by its constitution;
- (b) ensure elections are fairly and properly conducted;
- (c) that no student holds an office for more than two years;
- (d) allow a student to choose not to be a member of the MCR without prejudice
- (e) provide a budget to be approved by the Governing Body;
- (f) publish annually a financial report and make it available to the Governing Body and all students;
- (g) on request from the Bursar, to provide minutes of MCR meetings

- (h) in addition to its affiliation with OUSU, disclose any affiliation with any other external organisations;
- (i) have a fair procedure for allocation of resources to groups or clubs, set out in writing an accessible to all students;
- (j) have an effective complaints procedure available to students dissatisfied in their dealings with the MCR which includes a provision for an independent person appointed by the Governing Body to investigate and report on complaints. The MCR shall ensure complaints are dealt with fairly and properly.
- (k) comply with the with the By-Laws of the College and the student handbook, as amended and updated from time to time and give due consideration to laws, regulations and any published guidelines or recommendations as may be relevant to its activities. In particular, the MCR agrees to comply with the College’s policies on data protection and information security.

Adopted by the College and MCR on

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Bursar

For and on behalf of the College

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MCR President