

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 Article 13;

‘Computing Officer’ – the Non-executive Officer who is responsible for the duties outlined in Article 15.1(f);

‘Co-optee’ – a person appointed or elected pursuant to Article 14;

‘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 34;

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

‘General Meeting’ – as defined in Article 23.1;

‘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;

‘MCR Member’ – an Ordinary Member or a Special Member;

‘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 33;

‘Non-executive Officer’ – a member of the Committee who is not an Executive Officer;

‘Officer’ – a member of the Committee;

‘Ordinary General Meeting’ – a General Meeting conducted pursuant to Article 24,

‘Ordinary Member’ – as defined in Article 2;

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

‘Treasurer’ – the Executive Officer responsible for the duties outlined in Article 11;

‘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 15.1(a);

‘Special Member’ – as defined in Article 3;

‘Standing Order’ – an order made pursuant to Article 33 or Article 34;

‘Welfare Officer’ – any Non-executive Officer who is responsible for the duties outlined in Article 15.1(b); 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 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. It will not be within the competence of the MCR to elect other Honorary Members.

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 post-graduate 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 2.3(b) and Article 2.3(c) will be subject to approval by the Governing Body.
5. Associate Members will be allowed the following privileges:
 - (a) access to MCR and sports facilities;
 - (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. A charge of £35 per year will be made for Associate membership, payable to the College; the MCR has the right to raise a separate fee, the amount to be at its discretion and agreed at any General Meeting.

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 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 lie to 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 or in any other language or languages of its choice.

4. Article 5.1 does not preclude the requirement in Article 13.2 that the Committee must include a female Welfare Officer and a male Welfare Officer.

PART THREE: FINANCES

Article 6

The College must 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 must do the following:

- (a) coordinate the activities and chair all meetings of the MCR;
- (b) attend the Presidents' Conference and other meetings where the MCR is to be represented in University affairs;
- (c) represent the views of the MCR to the Tutor for Graduates; and
- (d) 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 Committee.

Article 11

The Treasurer must do the following:

- (a) manage the MCR finances;
- (b) coordinate the subvention supplied by the College with the Bursar;
- (c) make the accounts available to any member who wishes to inspect them during the academic year;
- (d) present a copy of the MCR accounts to the Bursar and the Tutor for Graduates once a year at the end of her or his tenure in office; and
- (e) attend those College committees concerned with fees and charges which are open to junior members on terms agreed with the Governing Body.

Article 12

The Secretary must 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 Archives at the end of Trinity Term;
- (f) conduct the housing ballot for returning graduates;
- (g) be responsible for the provision of periodicals and newspapers; and
- (h) 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.

Article 13

1. The Committee of the MCR will consist of all Executive and Non-executive Officers.
2. There will be at least four Non-executive Officers. These Non-Executive Officers will include one female Welfare Officer, one male Welfare Officer and normally two Social Secretaries.
3. Notwithstanding Article 13.2, the Non-executive Officer positions may be defined by the MCR as outlined in Article 16.3.

Article 14

1. The Committee may decide that Co-optees are required to help the Committee carry out the duties mandated in Article 15.
2. These Co-optees may be appointed or elected by a process determined by the Committee. This process and any appointments must be approved by the MCR in General Meeting.
3. Co-optees do not become Officers or members of the Committee.
4. Co-optees may be removed by the MCR in General Meeting.
5. Co-optee positions must be vacated when Committee positions are vacated pursuant to Article 16.1.

Article 15

1. The duties of the Committee include the following:
 - (a) Entertainments: at least one Officer must be responsible for planning and organising MCR entertainments and for forming an entertainments committee if necessary;
 - (b) Welfare: at least one Officer must:
 - (i) advise MCR Members on matters related to their physical, mental and financial well-being;
 - (ii) provide information on welfare and financial 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; and
 - (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;
 - (c) Women's Equality: at least one female Officer or Co-optee must:
 - (i) plan and co-ordinate MCR policy on women's issues;
 - (ii) assist individual members, on a strictly confidential basis, in matters such as harassment, discrimination and safety;
 - (iii) liaise with the JCR women's officer (or equivalent); and
 - (iv) represent the particular interests of female members to the Tutor for Graduates;
 - (d) LGBTQ Equality: at least one Officer or Co-optee must:
 - (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;
 - (iii) liaise with the JCR LGBTQ officer (or equivalent); and

- (iv) represent the particular interests of LGBTQ members to the Tutor for Graduates;
 - (e) Environment: at least one Officer or Co-optee must be responsible for the recycling scheme of the MCR and for planning and co-ordinating policy on environmental issues for the MCR;
 - (f) Computing: at least one Officer must:
 - (i) liaise with the JCR and College computing officers;
 - (ii) represent the computing interests of the MCR to the College; and
 - (iii) be responsible for the maintenance of the MCR website;
 - (g) Continuity: at least one Officer or Co-optee must be responsible for advising the Executive Committee on questions that affect the MCR in the long term and providing the Executive Committee with information about past practices of the MCR and the College;
 - (h) Food: at least one Officer or Co-optee must be responsible for liaising with the butler and the chef employed by the College on behalf of the MCR; and
 - (i) Other Duties: at least one Officer or Co-optee must be responsible for any other duties which the MCR in General Meeting determines under Article 15.2.
2. A General Meeting of the MCR may determine that the Committee must be responsible for any other duties it thinks appropriate.
 3. Each Officer may be responsible for more than one duty under Article 15.1.
 4. There may be more than one Officer responsible for each duty under Article 15.1.
 5. The Committee may decide that a Co-optee should be responsible for a duty or duties under Article 15.1
 6. Each Officer or Co-optee must consult with the Executive Committee and with the Committee generally regarding the duties for which she or he is responsible.
 7. The Computing Officer(s) will be appointed on an annual basis by the Executive Committee.
 8. The Computing Officer(s) will earn an hourly wage for the duties outlined in Article 15.1(f). That hourly wage will be determined by the College and paid to the MCR and amalgamated with the general funds of the MCR.

PART FIVE: ELECTION OF OFFICERS

Article 16

1. All Committee positions must be vacated on an annual basis at a time to be determined by MCR Standing Order.
2. The positions of President, Treasurer and Secretary must be filled on an annual basis as outlined in this Part.

3. The Non-executive Officer positions to be open for election must be determined by the MCR in General Meeting not less than one week before notice is given under Article 20.2.
4. If the MCR in General Meeting does not determine which Non-executive Officer positions will be open for election, the Non-executive Officer positions which will be open for election will be those listed in Article 13.2.

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.

Article 18

1. The election of Officers must be by secret ballot.
2. The method or methods of voting are to be determined by MCR Standing Order.
3. A method of voting must be included that allows any Ordinary Member to vote who 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 Officers must not be Officers and do not become Officers 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, must select no fewer than one period of not less than three hours during which ballots may be cast.
2. Not less than three weeks before the commencement of the first period selected under Article 20.1, the Returning Officer 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 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 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 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, or if the MCR moves that another Officer or Officers should be elected to the Committee, a by-election must be held.
2. 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 which 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.

PART SIX: REMOVAL 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 President not later than 84 hours in advance of the General Meeting. The said motions must be included in the agenda and posted not later than 72 hours in advance of the General Meeting.
3. If the motion for removal is approved, two Returning Officers shall be appointed by majority vote at the same General Meeting. The Returning Officers shall call a by-election for the vacated post within seven days.

PART SEVEN: MEETINGS

Article 23

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 24

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 25

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 26

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 27

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.

Article 28

1. Proposed amendments to this Constitution shall be included on the agenda provided to the Tutor for Graduates.

2. 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.
3. Motions for amending the Constitution must be received by the President no later than 84 hours before the meeting in which they will be discussed.

PART NINE: COMPLAINTS PROCEDURE

Article 29

1. The President of the MCR will be responsible to all members for the conduct of the Officers and for the operation of the common room.
2. Any complaints, questions, or suggestions must, in the first instance, be sent directly to the President.
3. The President must distribute the various complaints, questions, and suggestions to the Officers concerned.
4. The President will be ultimately responsible for addressing the matters raised.
5. MCR members not satisfied by the internal common room complaints procedure may address their concerns to the relevant College officers.

PART TEN: FACILITIES AND EVENTS

Article 30

1. The College provides for the use of the MCR the L-shaped set X:II, and storage space for the MCR cellar; 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. The Mary Lasker Room and the Quincentenary Room will be available to the MCR when neither is in use for purposes approved by the Dean.
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 31

On four 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 32

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 33

1. The MCR in General Meeting may make Standing Orders.
2. Any Ordinary Member may propose a Standing Order to be made pursuant to this Article by notifying the President not later than 84 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.
5. Unless otherwise stated, any Standing Order made pursuant to this Article may be altered or removed by a new Standing Order made pursuant to this Article.

Article 34

1. The Executive Committee may make Standing Orders.
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 be altered or removed by the MCR in General Meeting. Such proposal must be made by notice to the President no later than 84 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.
6. The MCR in General Meeting may make a Standing Order as if it has been made pursuant to this Article.
7. Any Standing Order made pursuant to this Article, or which is deemed to be made pursuant to this Article under Article 34.6, may be altered or removed by the Executive Committee by a new Standing Order made pursuant to this Article.