

MCR Constitutional update

Lent Term MCR Open Meeting

11 February 2018, 15:00

MCR

Overview:

The MCR committee finds it necessary to update the MCR constitution on the grounds that the current version has typos, outdated information, and inconsistencies. Furthermore, we found that by elaborating certain processes (e.g., elections) we would improve efficiency and transparency within the MCR committee and the student body as a whole.

A working group within the MCR committee has put together the current proposal. This proposal was then approved in a quorate meeting of the committee. After discussing the proposed changes with college in the graduate liaison meeting, we will then bring the proposal to an open meeting of the MCR, after which we will bring the final proposal to the college council meeting.

Below, please find:

- A list of changes made.....page 2
- The proposed constitution.....page 5
- The original constitution.....page 12

List of changes

Primary changes (short list):

- Affiliate membership removed (section 3)
- Procedure for casual vacancies (section 5)
- Procedure for asking committee members to step down (section 5)
- Elections procedure (section 6)
- Changes to Treasurer reports (section 9)

All changes:

Overall changes in structure

- Sections 2 (membership) and 3 (functions) switched

Section 1: Constitution

Added:

- Defines MCR committee (1.2)
- Specify term dates (1.3)

Section 2: Functions

No change

Section 3: Membership

Removed:

- Affiliate membership (throughout section)

Changed:

- New Hall → Murray Edwards College
- Now using GU terms of membership (3.2.b, 3.3.b)

Added

- Allows for the committee to grant full (3.2.c) or associate (3.3.c) membership on an individual basis
- Gives committee flexibility to change associate member privileges on a yearly basis in communication with college (3.4.1)
- Allows MCR members to opt out of membership (3.5)
- Allows MCR committee to revoke membership based on a grievance policy (3.6)

Section 4: Officers

Added:

- Specifies one position per person (except Welfare/Green, as before) (4.2)
- Added optional titles for Social Secretaries (4.4)
- Maximum of 3 co-options (4.6)
- Exec Grad Tutor as Pres in absence of committee (4.8, moved from 6.10)

Removed:

- 4.6: terms of office and election times → moved to section 5, where it is changed

Section 5: Committee Selection and Terms of Office

Changed:

- *Both* pres and VP should be present for full year term (5.1.2)
- Term of office (5.3)
- Procedure to follow casual vacancy (5.7)

Removed:

- Co-presidency (5.4) Co-officers are not mentioned anywhere else. In practice if a position needs to be shared, the committee can co-opt anyone, and the president can delegate her functions to anyone.

Added:

- Term of office begins immediately (5.2)
- Procedure for the committee to ask members to stand down, and for said members to appeal, based on a code of conduct (5.6)

Section 6: Election Procedure

Added:

- Elections for President and Vice President to be held *before division* of Easter term (6.1.1)
- Clarify that all remaining positions will be elected in Michaelmas term

Changed:

- A clause allowing the committee to propose an election procedure each year. This allows some flexibility and also allows us to provide a much more detailed procedure to future office-bearers. Section 6.2

Section 7: Committee Procedure

Added:

- Clause specifying a quorum and option for remote participation in meetings eg: by Slack, Skype (7.2)

Changed:

- Meetings of the Committee shall be held...*at least once* during full term (7.1)
- open meeting *of the MCR* (7.4)

Removed:

- *The Committee shall determine its own procedure (as we are in fact specifying a procedure)*
- *The Committee shall give at least three days notice as to the time and place of any proposed meeting so that observers may attend. (Previously 7.3)*
- *The committee is required to consider financial arrangements to set against possible theft or destruction of property in the MCR. (Previously 7.7) (Moved to Section 9)*

Section 8: Open Meetings of the Society

Removed:

- *8.1 (c) The meeting shall not be called for any date when there is a JCR Open meeting.*

Added:

- 8.6.1 Specifies terms of the quorum.
- 8.8 A member may appoint another member as her proxy to vote and speak on her behalf at an open meeting of the MCR.
- 8.8.1 The appointment of a proxy must be in writing, signed by the member making the appointment and submitted to the Secretary of the MCR or her delegate before the commencement of the meeting.
- 8.8.2 The member appointing the proxy may give specific directions as to how the proxy is to vote on her behalf, otherwise the proxy may vote on behalf of the member in any matter as she sees fit

Section 9: Financial Provisions

Added:

- Treasurer annual report must include list of donations (9.2)
- Treasurer annual report must be available to all students (9.2)

Changed:

- Treasurer monthly report has been changed to termly report (9.3)

Section 10: Record of the Constitution

No changes made

Proposed constitution

Section 1: Constitution

- 1.1 There shall be a body corporate, to be called The Murray Edwards College MCR, herein referred to as "The MCR".
- 1.2 The MCR Committee, herein referred to as the "Committee", shall be the executive body of the MCR.
- 1.3 Must define Council
- 1.4 The academical year and term dates are defined according to the Statutes and Ordinances of the University of Cambridge.

Section 2: Functions

- 2.1 The functions of the MCR shall be:
 - (a) to provide social and recreational facilities and activities for its Members,
 - (b) to represent the interests of its Members,
 - (c) to nominate the graduate representative(s) for the appropriate College Committees.

Section 3: Membership

- 3.1 The MCR shall consist of Full MCR Members and Associate MCR Members.
- 3.2 The following are automatically granted Full MCR Membership
 - (a) any registered graduate student of Murray Edwards College
 - (b) any Member of Murray Edwards College who is eligible for full Membership of the University of Cambridge Graduate Union.
 - (c) clinical students in years 4-6 of their course
 - (d) such other individuals as the Committee decides
- 3.3 The following are granted Associate MCR Membership
 - (a) any Member of Murray Edwards College who is eligible for Non-Graduate Membership of the University of Cambridge Graduate Union and who is not eligible for Full MCR Membership.
 - (b) such other individuals as the Committee decides
- 3.4 Associate Members enjoy the same amenities and privileges as Full Members except that:
 - (a) they are not eligible for MCR Travel/Sport Grants,
 - (b) they may not vote at the MCR Elections,
 - (c) they may not stand at the MCR Elections.
- 3.4.1 The Committee may further restrict the access of Associate Members to these amenities and privileges at any time and will communicate this to College and to all Members.

3.5 Any Member of the MCR may opt out of Membership, in accordance with the Education Act 1994, by notifying the Executive Graduate Tutor in writing.

3.6 The Committee may revoke the Membership of any Full or Associate Member according to the Grievance Policy and Disciplinary Procedures and in consultation with the Executive Graduate Tutor.

Section 4: Officers

4.1 The MCR Committee shall consist of Officers including:

(a) President,

(b) Vice President,

(c) Treasurer,

(d) Secretary,

(e) Social Secretary (x4),

(f) College Liaison/Computer Officer,

(g) Welfare Officer (see 4.2),

(h) Green Officer (see 4.2),

(i) LGBT+ Officer (see 4.3),

(j) General Member (x2) (see 4.4).

4.2 No Committee Member may concurrently hold two Committee positions, with the exception of the positions Welfare Officer and Green Officer which may be held by the same person if she is elected or co-opted to both positions.

4.3 The position of LGBT+ Officer must be filled by a Member who self-identifies as LGBT+.

4.4 Any person filling the position of Social Secretary may, in consultation with the rest of the MCR Committee, choose to use a title which reflects their specific area of interest and activity. Examples include, but are not restricted to, Internal Social Secretary, External Social Secretary, Social Event Secretary or Arts and Academic Social Secretary.

4.5 Any person filling the position of General Member may, in consultation with the rest of the MCR Committee, choose to use a title which reflects their specific area of interest and activity. Examples include, but are not restricted to, Arts Officer, Sports Officer, External Officer or International Officer.

4.6 The Committee may co-opt any Member of the MCR to assist in the execution of its functions up to a maximum of three co-opted Members at any one time.

4.8 The Executive Graduate Tutor shall be invited to act as President in the absence of any Committee.

Section 5: Committee Selection and Terms of Office

5.1 The Committee shall be selected by election.

5.1.1 All Full Members of the MCR are entitled to vote in elections for the Committee.

5.1.2 All Full Members of the MCR are entitled to stand for election to the Committee positions defined in Section 4, with the exception that candidates for President and Vice President must demonstrate their intention to remain eligible Members of the MCR for the full term of their office, and with the exception of Members excluded by Section 5.5.

5.2 The elected Officers' term of office shall commence immediately following her election or co-option.

5.3 Elected Officers will serve for a full calendar year or until they cease to be a Member of the MCR or until an election has been conducted as per section 6.1, whichever of these is sooner.

5.4 Any Officer may resign by giving written notice to the Committee.

5.5 Any Officer who fails to meet the requirements of the Committee Code of Conduct, including but not limited to attendance at Committee meetings and performance of duties required of her position, without reasonable excuse in the view of the rest of the Committee, may be removed from office by a two-thirds vote of a quorate meeting of the Committee and shall be ineligible to stand for a Committee position.

5.5.1 The Committee Code of Conduct will provide a process of appeal for Officers so removed.

5.6 Any Officer position vacated by resignation or otherwise may be filled at the Committee's discretion either by recount of the original ballot, or by co-option, or left vacant until the next scheduled election, at the Committee's discretion, subject to section 4.5 and the election procedures defined in section 6.

Section 6: Election Procedure

6.1 Two elections shall be held per year to fill the posts described in Section 4.

6.1.1 The President and Vice President, and any other vacant positions, shall be elected in Easter term at an election held before division of Easter term.

6.1.2 All Officers other than President or Vice President, and any other vacant positions, shall be elected in Michaelmas term at an election held before the division of Michaelmas term.

6.2 The MCR Committee shall submit an electoral scheme for approval to the College Council or their delegate each year no later than the start of Michaelmas term for the conduct of elections for the following academical year.

6.2.1 The scheme shall provide for the appointment of an impartial Returning Officer(s), and for the Council to receive from the Returning Officer(s) a report on the conduct of each election.

6.2.2 If no such scheme is submitted, the scheme used in the previous academical year shall be followed.

6.2.3 For any elections other than those specified in Section 6.1, the Committee may submit a revised electoral scheme for approval to the College Council or their delegate.

Section 7: Committee Procedure

7.1 Meetings of the Committee must be held at least once each term before the division of the term.

7.2 No business may be conducted at a Committee meeting unless a quorum of a majority of Officers is present, or is participating in the meeting by the use of technology that allows all Officers present at the meeting to communicate clearly and simultaneously with each other.

7.3 Meetings shall be chaired by the President or in her absence by an Officer elected by the Committee from among themselves.

7.4 The Committee will use a consensus decision-making process; in the event of a dispute, the matter shall be decided by an open meeting of the MCR.

7.5 A copy of the minutes of each Committee meeting shall be circulated to all Officers. Any objections to the minutes should be raised at or before the next Committee meeting. After any necessary corrections a copy should be given to the Executive Graduate Tutor and be made available to all Members.

Section 8: Open Meetings of The MCR

8.1 An Open Meeting of The MCR refers to a meeting to which all Members are invited in accordance with the following rules:

(a) the Committee shall call an Open Meeting of the The MCR at least once during each full term,

(b) at least ten days notice shall be given by the President or any Member of the MCR intending to hold a meeting informing all Members via their pigeonhole or by email, and by notice posted in the Middle Combination Room.

8.2 The Committee and The MCR shall be bound by the decisions of the Open Meeting.

8.3 Motions may be submitted for debate at Open Meetings. These motions are of four sorts:

(a) Committee motions, proposed and seconded by the Committee at a meeting of the Committee;

(b) Private motions, proposed and seconded by Members of The MCR, submitted to the President and displayed in the Middle Combination Room at least three days before the meeting is due to take place;

(c) Constitutional motions, proposed and seconded by Members of The MCR, proposing amendment(s) to this document, submitted to the President and displayed in the Middle Combination Room at least three days before the meeting is due to take place;

(d) Emergency motions submitted in writing to the Chairperson at any time before the Chairperson declares the meeting closed, which may not propose any donation or expenditure of The MCR finances or change to this Constitution.

8.4 The Committee shall circulate by email a copy of the agenda for the meeting on or before the day preceding the meeting, including exact statements of all motions to be debated and copies of reports compiled by the Committee.

8.5 If no motions have been submitted, the Committee shall notify Members that the meeting has been cancelled via their pigeonhole or by email, and by notice posted in the Middle Combination Room.

8.6 Meetings shall be chaired by the President of The MCR, except when she is contributing to the motion under consideration, in which case another Officer of the Committee shall take the chair temporarily.

8.7 The meeting is considered quorate if at least one-eighth of the total Members are present in person or represented by proxy.

8.7.1 If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

8.8 A Member may appoint another Member as her proxy to vote and speak on her behalf at an open meeting of The MCR.

8.8.1 The appointment of a proxy must be in writing, signed by the Member making the appointment and submitted to the Secretary of the MCR or her delegate before the commencement of the meeting.

8.8.2 The Member appointing the proxy may give specific directions as to how the proxy is to vote on her behalf, otherwise the proxy may vote on behalf of the Member in any matter as she sees fit.

8.9 The agenda for the meeting will take the following form:

(a) Minutes and matters arising from the last Open Meeting, which may be taken as read if the meeting so approves. Opportunity should be given to Members to question and amend the minutes

(b) Committee reports. Opportunity shall be given to Officers to inform The MCR of any new business undertaken on behalf of The MCR or to make any general announcements or suggestions. Opportunity should also be given to Members to direct any questions to Committee Members.

(c) Motions will then be debated in order of receipt.

8.10 Customary debating practice should apply but particular note should be taken of the following:

(a) Any motion can be amended at any time before the motion is voted upon but an amendment is not permissible if the Chairperson considers that the proposed amendment substantially changes the content of the existing motion;

(b) Any amendment, if accepted by the Chairperson, should then be debated and voted upon if formal opposition be registered;

(c) The Open Meeting may pass any motion by a simple majority except constitutional motions which must pass by a two-thirds majority.

8.11 In addition to Open Meetings required by the Constitution, Extraordinary Open Meetings can be called at any time during full term.

(a) The Committee can call an Extraordinary Open Meeting provided that all Members notified of the business to be discussed at least three days in advance of the Meeting, via their pigeonhole or by email, and by notice posted in the Middle Combination Room.

(b) If a petition signed by at least fifteen Members of The MCR and stating the business to be discussed is submitted to the President and displayed in the Middle Combination Room then The Committee shall call an extraordinary general meeting to be held within seven days of receipt, notifying all Members of the business to be discussed at least three days in advance of the Meeting, via their pigeonhole or by email, and by notice posted in the Middle Combination Room.

Section 9: Financial Provisions

9.1 The financial year of the MCR will end on 30 September.

9.2 The Treasurer of The MCR will present the annual budget and accounts, including a list of donations made, to a meeting of The MCR Committee as close as possible to the start of the financial year, and in any case no later than the end of Michaelmas term; in accordance with the Education Act 1994 this report shall be made available to all Members of the MCR.

9.3 The Treasurer will submit a termly report to the Committee detailing the transactions and remaining balance of the MCR account; between full terms, the Treasurer will submit this report no less frequently than once every two months.

9.4 Accounts for the financial year must be approved by the College auditors and College Council along with the budgets, in accordance with the Education Act 1994.

9.5 The College must have access to the accounts at any time in full accordance with the Education Act 1994; the Treasurer will provide the College with termly statements and provide assistance to the College where required.

9.6 The College will appoint a Senior Treasurer who will inspect MCR accounts on behalf of the college and liaise with the MCR treasurer as required in section 9.5.

Section 10: Record of the Constitution

10.1 The original of the Constitution together with any amendment shall be held by the Graduate Tutor and President. All Members have a right of inspection of the Constitution. A copy shall be displayed permanently upon the notice board in the Middle Combination Room.

10.2 If any question arises as to the interpretation or effect of any of the constitution, it shall be determined by the Committee.

10.3 The constitution along with any amendment has to be approved by the college and The Committee, in accordance with the Education Act 1994, and by a two-thirds majority of an Open Meeting of the MCR, in accordance with Section 8.10 (c).

Accompanying documents

(to be drafted after approval of the current proposal)

- Request to opt out of Membership
- Committee Code of Conduct
- MCR Grievance Policy and Disciplinary Procedure
- Election Procedure
- Committee Handbook

Original constitution

SECTION ONE: CONSTITUTION

1.1 There shall be a body corporate, to be called The Murray Edwards College MCR (and hereinafter referred to as "The MCR").

SECTION TWO: MEMBERSHIP

2.1 The MCR shall consist of Full MCR Members, Associate MCR Members and Affiliate MCR members.

2.2 The following are granted Full MCR Membership:

- (a) any registered graduate student of New Hall;
- (b) any graduate student of any university other than Cambridge who holds an affiliated status and is working for a B.A. (Cantab) degree in New Hall;
- (c) any mature undergraduate in New Hall.

2.3 The following are eligible for Associate MCR Membership:

- (a) the Graduate Trainee Librarian during her term of employment at New Hall;
- (b) the Lectrices during their term of employment at New Hall
- (c) such other individuals as the MCR Committee decides.

2.4 The following are eligible for Affiliate MCR membership:

- (a) any member of New Hall JCR who is eligible to take her BA degree but has not yet done so.

2.5 The Associate and Affiliate Members enjoy the same amenities and privileges as Full Members except for the following points:

- (a) they are not eligible for MCR Travel/Sport Grants;
- (b) they may not vote at the MCR Elections;
- (c) they may not stand at the MCR Elections.

And for Affiliate Members only:

- (d) they do not receive free formal hall;
- (e) they cannot use the MCR computers.

SECTION THREE: FUNCTIONS

3.1 The functions of the MCR shall be:

- (a) to provide social and recreational facilities and activities for its members,
- (b) to represent the interests of the members of The MCR,
- (c) to nominate the graduate representative(s) for the appropriate College committees.

SECTION FOUR: OFFICERS

4.1 The MCR Committee, herein referred to as the “Committee”, shall be the executive body of the MCR and shall consist of:

- (a) President,
- (b) Vice President,
- (c) Treasurer,
- (d) Secretary,
- (e) Social Secretary (x4),
- (f) College Liaison/Computer Officer,
- (g) Welfare/Green Officer (see 4.3),
- (h) LGBT+ Officer (see 4.2),
- (i) General Member (x2) (see 4.4).

4.2. The position of LGBT+ Officer must be filled by a member who self-identifies as LGBT+.

4.3 The position of Welfare/Green Officer may be filled by one member or by two members, with one designated as Welfare Officer and the second as Green officer.

4.4 Either or both of the members filling the position of General Member may, in consultation with the rest of the MCR Committee, choose to use a title which reflects their specific area of interest and activity. Examples include, but are not restricted to, Arts Officer, Sports Officer, External Officer and International Officer.

4.5 The Committee may co-opt any member of the Society to assist in the execution of its functions.

4.6 Terms of Office and Election Times

Two election shall be held per year to fill the posts described in Section 4.1, once at the division of Michaelmas term (approximately four weeks into Michaelmas), and once in Easter Term. The elected officers' terms of office shall commence two weeks after her election. Those elected will serve for a full calendar year.

SECTION FIVE: SELECTION OF COMMITTEE

5.1 Entitlement to vote.

All full members of The MCR are entitled to vote.

5.2 Entitlement to stand.

All full members of The MCR, as defined in Section 2.2, are eligible to stand for election to the Committee posts defined in Section 4.1, except for the following conditions:

a) One Member standing for either the post of President or Vice President must declare an intention to remain an eligible member of The MCR throughout her term of office (if this is impossible, due to lack of nominations, at least one member of the Committee should take responsibility to pass on duties to the incoming MCR)

5.3 In the event of two persons standing as Co-Presidents, only 1 person may be President at a time. The other will have the position 'Committee member' where she will assist the Committee in the execution of its duties either generally or in a co-opted capacity.

5.4 Any member of the Committee may resign by giving written notice to the President. The MCR is obliged to call for nomination(s) and call an extraordinary open meeting within two weeks of any member resigning from the Committee. Any member, other than an ex-officio member, of the committee, who fails to attend any three meetings of the Committee in one term, of which the long vacation counts as one, without reasonable excuse in the view of the rest of the Committee, shall be deemed to have resigned, and shall be ineligible to restand for a Committee position.

5.5 Any post vacated by resignation or otherwise shall be filled in accordance with the appropriate election procedures.

5.6 In the event of one or more members of the MCR Committee proving unsuitable, an extraordinary open meeting shall be called on receipt by the President of written requests from three or more members of the MCR. At such a meeting, the individual in question may be deselected by a quorum of the MCR.

SECTION SIX: PROCEDURE FOR ELECTIONS

6.1 Either the retiring or the current president, as appropriate, shall act as Returning Officer in Society elections.

6.2 At least ten days before a poll, the Committee shall advertise the poll by notice to all members via their pigeonhole or by email, and also invite nominations signed by a proposer and seconder, who shall be full members of The MCR, and signed by the nominee.

6.3 Nominations for any post on the Committee becoming vacant should be given to the President and displayed in the Middle Combination Room at least two days before the forthcoming election.

6.4 Canvassing shall be permitted.

6.5 All elections shall be by online voting, with the option to re-open nominations for each position.

6.6 The Returning Officer shall be responsible for supervising the election and shall, with two witnesses who are members of The MCR, advertise the result.

6.7 If, at close of nominations, only one candidate has stood for any given Committee post, an election is still required.

6.8 In the event of any post remaining vacant after the election, nominations for such a post shall remain open until it is subsequently filled. Until such a time, members of the Committee shall be co-opted in to the post.

6.9 No Committee member may concurrently hold two Committee positions, with the exceptions detailed in Section 6.9 above.

6.11 Any complaint concerning malpractices shall be made in writing to the Returning Officer within 7 days of the election; the Returning Officer shall investigate the complaint and may order a new election if they are satisfied that there have been malpractices.

SECTION SEVEN: COMMITTEE PROCEDURE

7.1 The Committee shall determine its own procedure. Meetings of the Committee shall be held as often as the Committee considers necessary, and in any case not fewer than three times during Full Term, with at least one meeting before the division of each term.

7.2 At any meeting of the Committee all members of the Committee should be present.

7.3 The Committee shall give at least three days notice as to the time and place of any proposed meeting so that observers may attend.

7.4 Meetings shall be chaired by the President or, in her absence, a member elected by the Committee from among themselves.

7.5 All decisions of the Committee shall be made by consensus. In the event of a dispute, the matter shall be decided by an open meeting.

7.6 A copy of the minutes of each Committee meeting shall be circulated to all Committee members. Any objections to the minutes should be raised at the next Committee meeting. After any necessary corrections a copy should be given to the Graduate Tutor and circulated to the MCR.

7.7 The committee is required to consider financial arrangements to set against possible theft or destruction of property in the MCR.

SECTION EIGHT: OPEN MEETINGS OF THE SOCIETY

8.1 An Open Meeting of The MCR refers to a meeting to which all members of the Society are invited in accordance with the following rules:

- (a) the Committee shall call an Open Meeting of the Society at least once during each full term,
- (b) at least ten days notice shall be given by the President informing all members via their pigeon-hole or by email and on the Middle Combination Room notice board,
- (c) The meeting shall not be called for any date when there is a JCR Open meeting.

8.2 Motions may be submitted for debate at general meetings. These motions are of four sorts:

- (a) Committee motions, proposed and seconded by the Committee at a meeting of the Committee.
- (b) Private motions, proposed and seconded by MCR members. Private motions should be submitted to the President and displayed in the Middle Common Room at least three days before the meeting is due to take place.
- (c) Constitutional motions, proposed and seconded by MCR members. A constitutional motion is taken as one proposing amendment(s) to this document. These motions should be submitted at least 3 days before the meeting is due to be held.
- (d) Emergency motions (see 8.8(d)).

8.3 The Committee should circulate by email a copy of the agenda for the meeting on or before the day preceding the meeting, including exact statements of all motions to be debated, and copies of reports compiled by The Committee.

8.4 If no motions have been submitted, The Committee shall notify members by posting a notice in the Middle Combination Room or by email that the meeting has been cancelled.

8.5 Meetings shall be chaired by the President of The MCR, except when she is contributing to the motion under consideration, in which case another member of the Committee shall take the chair temporarily.

8.6 The meeting is considered quorate if at least one-eighth of the total Society members, are present (represented in person or by proxy).

8.6.1 If a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such time and place as the Directors may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting those present and entitled to vote shall be a quorum.

8.7 The order paper will take the following form:

- (a) Minutes and matters arising from the last open meeting. These may be taken as read if the meeting so approves. Opportunity should be given to members to question and amend the minutes.
- (b) Committee reports. Opportunity shall be given to Committee members to inform The MCR of any new business undertaken on behalf of The MCR or to make any general announcements or suggestions. Opportunity should also be given to Society members to direct any questions to Committee members.

(c) Motions will then be debated in order of receipt.

8.8 Customary debating practice should apply but particular note should be taken of the following:

(a) Any motion can be amended at any time before the motion is voted upon. An amendment is not permissible if the Chairperson considers that the proposed amendment substantially changes the content of the existing motion.

(b) Amendment, if accepted by the Chairperson, should then be debated and voted upon if formal opposition be registered.

(c) The proposer of any motion has the right to invite just one guest speaker to deliver the speech of proposal in her stead.

(d) An emergency motion can be submitted at any time before the Chairperson declares the meeting closed provided that the motion proposes no donation or expenditure of The MCR finances or proposes a change to the Constitution. An emergency motion must be submitted in writing. Emergency motions shall be debated in order of receipt, after the last motion.

(e) The open meeting may pass any motion by a simple majority except constitutional motions which shall be carried if the number of members present and voting is quorate and the resolutions are supported by a two-thirds majority.

8.9 In addition to the termly open meeting, extraordinary open meetings can be called for at any time during full term.

(a) The Committee can call an extraordinary open meeting provided that all members are notified by email with at least three days' notice of the business to be discussed.

(b) If a petition, signed by at least fifteen members of The MCR, stating the business to be discussed, is submitted to the President and displayed in the Middle Combination Room, then The Committee shall call an extraordinary general meeting to be held within seven days of receipt, giving at least three days notice of such a meeting to all members by pigeon-hole.

8.10 The Committee and Society shall be bound by the decisions of the Open Meeting.

SECTION NINE: FINANCIAL PROVISIONS

9.1 The financial year of The MCR shall end on the 30 September.

9.2 The Treasurer of The MCR will present the annual budget and accounts to a meeting of The MCR committee as close as possible to the start of the financial year, and in any case no later than the end of Michaelmas term.

9.3 The Treasurer will submit a monthly report to the Committee, detailing the transactions, and balance remaining, of the MCR account.

9.4 Accounts for the financial year have to be approved by the college auditors and council along with the budgets, in accordance with the 1994 Education Act.

9.5 The college must have access to the accounts at any time full accordance with the 1994 Education Act. The Treasurer will provide the college with termly statements and provide assistance to the college where required.

9.6 The College will appoint a Senior Treasurer who will inspect MCR accounts on behalf of the college and liaise with the MCR treasurer as required in section 9.5.

SECTION TEN: RECORD OF THE CONSTITUTION

10.1 The original of the Constitution together with any amendment shall be held by the Graduate Tutor and President. All members have a right of inspection of the Constitution. A copy shall be displayed permanently upon the notice board in the Middle Combination Room.

10.2 If any question arises as to the interpretation or effect of any of the constitution, it shall be determined by the Committee.

10.3 The constitution along with any amendment has to be approved by the college and The Committee, in accordance with the 1994 Education Act.