Hughes Hall MCR Constitution

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**Article 1: Name**

1.1. Throughout this document MCR shall stand for *Hughes Hall Middle Common Room*.

**Article 2: Objectives**

2.1. To promote the well-being of the membership.

2.2. To foster and make provision for the intellectual, cultural, recreational, social and sporting activities of the membership.

2.3. To represent the opinions of members to the appropriate bodies, both within and outside the College.

2.4. To do all such things as agreed by the membership at General or Extraordinary Meetings.

**Article 3: Democracy**

3.1. The MCR shall operate in a fair and democratic manner.

**Article 4: Membership**

4.1. The members of MCR are the current full-time and part-time students of Hughes Hall, as determined by the College authorities. Membership entitles full use of College facilities and a vote in MCR General and Extraordinary Meetings.

**Article 5: Withdrawal of members**

5.1. A member may declare by written notice to the MCR President that they do not wish to be a member, and their membership will be withdrawn.

**Article 6: Committee officers**

The MCR Committee shall comprise the following officers.

6.1. The President shall be responsible for compliance with this Constitution, and make it available to any member on request, chair Committee and General Meetings and ensure representation of the MCR on College Committees as required by College Ordinances. The President has final responsibility for the management of MCR property. The President shall also sit as ex officio on meetings of the May Ball Committee.

6.2. The Secretary shall give notice of all meetings and circulate agendas in advance, keep the minutes of all meetings and make them available to any member on request, be responsible for the archives of the MCR, be responsible for the communications of the MCR including the website.
6.3. The Treasurer shall be responsible for managing all financial transactions of the MCR in consultation with the Senior Treasurer, as appointed by the College Council, prepare the budget and the budget audit, keep the accounts of the MCR and make them available to any Member on request.

6.4. The Vice President shall fulfil the duties of External Officer and represent the MCR at Cambridge University Students Union (CUSU) Council and other committees and meetings external to the college. The Vice President shall take over the duties of the MCR President in the event that the latter is unable to complete their term. The Vice-President sits ex officio on all subcommittees of the MCR.

6.5. The Internal Social Secretary shall be fully responsible for the organization of all social events for students, including all bops and the Freshers’ month, in conjunction with the social subcommittee. The Internal Social Secretary shall liaise with the Bar Manager regarding any MCR events held in the MCR Clubroom.

6.6. Two Welfare Officers, one for each sex, shall be responsible for welfare support and advice, and for promoting equal opportunities in conjunction with the College. They shall further advise the MCR committee on privacy and health-related concerns amongst the members of the MCR, and deal confidentially with the welfare problems of members.

6.7. The External Social Secretary shall be responsible for formal swaps with other colleges (normally at least 3 a term) and for the involvement of members of the MCR in intercollegiate social events. They shall be responsible for organising the yearly visits to and from Linacre, our sister college in Oxford.

6.8. The Academic Affairs Secretary shall lead an academic affairs subcommittee with the aim of keeping track of the academic and learning resources’ needs of the members. The subcommittee shall consist of representatives of each of the substantial academic constituencies within the College, as assessed by the MCR Committee. The Academic Affairs Officer shall sit on the College’s Academic Committee and all relevant subcommittees. The Academic Affairs Officer shall organise the Academic Evening in conjunction with the Hat Club president, as well as attend all relevant CUSU meetings on behalf of the MCR committee.

6.9. The Ethical and Environmental Officer shall be responsible for formulating and enacting MCR green and ethical policies. They shall sit on the College’s Green Committee, and attend all relevant CUSU meetings, to encourage the College to carry out university-wide policies. The Ethical and Environmental Officer shall also be the RAG rep for Hughes Hall.

6.10. The Sports and Societies Officer shall be the point of contact in the MCR Committee for all MCR Sports Clubs and Societies.

Article 7: Vacant and new posts

7.1: Ad Interim arrangements. In the eventuality of any of the following posts failing to be filled, they shall be re-advertised for election a month later and covered ad-interim as follows:

• President post covered ad-interim by Vice-president or Secretary (MCR committee to decide)
• Secretary post covered ad-interim by Treasurer or Vice-president (MCR committee to decide)
• Treasurer post covered ad-interim by Secretary or Vice-president (MCR committee to decide)
• Vice President post covered ad-interim by the President
• Internal Social Secretary post covered ad-interim by any member of the MCR committee (MCR President to decide)
• External Social Secretary post covered ad-interim by any member of the MCR committee (MCR President to decide)

No individual on the MCR Committee can cover ad-interim two or more of the following posts: President, Secretary, Treasurer, Vice President, Internal Social Secretary.

The following committee posts can be covered ad-interim by any member of the MCR committee, or by the MCR committee as a whole, and should be re-advertised for election a month later:

• Ethical and Environmental Officer
• Welfare Officer(s)
• Sports and Societies Officer
• Academic Affairs Officer
7.2: Creation of new posts. The MCR Committee has the power to create new posts for its year of office. Proposal to introduce a new MCR post shall be submitted to or by the President in a document detailing the role specification. This document shall (then) be submitted to the whole committee during term and at least a week before the end of full term, and a vote taken on the creation under the procedure for motion.

7.3: Subcommittees. Any member of the MCR Committee may propose a subcommittee to assist with their workload. The subcommittee shall be approved by the MCR committee by majority vote. Members of a subcommittee are not members of the MCR Committee, but they shall be given appropriate credit for their work.

Article 8: Elections

8.1: Election mode. Appointment to the MCR Committee shall be by election in a secret ballot in which all members are entitled to vote, and at which a Fellow on the College Council shall be the returning officer.

8.2: Vote. Election shall be by single transferable vote and include the choice to Re-Open Nominations (RON).

8.3: Manifestos. Candidates should communicate their manifestos at least three days prior to the election.

8.4: Seconding. Candidates must be members and seconded by members.

8.5: Period of service. The MCR Committee elections shall be advertised in Lent Term week 6. All those elected except the Vice President shall serve from the beginning of the Easter Term until the end of the following Easter vacation. The Vice-President shall serve from the beginning of the Summer vacation until the end of the following Easter Term, to give some overlap between old and new committees.

8.6: Hustings. There shall be a hustings meeting where candidates may present themselves and answer questions from members.

8.7: Ballot. Following formal nominations and the hustings, a secret ballot shall be conducted. No proxy votes shall be permitted.

8.8: Ties. In the event of a tie for any MCR Committee post a recount shall be taken followed by a coin toss by the MCR President if the votes are still equal.

Article 9: Resignation of an officer

9.1. Officers may voluntarily resign during their term of office, having given their reasons to the MCR Committee. Officers are required to resign following the passing of a motion of No Confidence at a duly notified and quorate General or Extraordinary General Meeting.

Article 10: Finance

10.1: Membership fee. Membership fees shall be drawn from College Fees at a rate determined by the College Council.

10.2: Annual accounts. The MCR Treasurer shall present to the Bursar annually the accounts for the previous year for submission to the College auditors.

10.3: Financial report. The MCR shall publish annually to all members a financial report, which shall include details of any donations by the MCR to external organisations.

10.4 Transparency. The MCR shall set down in writing, and make freely accessible to all members and to the College Council a statement of the procedure for allocating resources to groups and clubs.

10.5: Administration of funds. The MCR Committee shall have the authority to administer the funds of the MCR in accordance with its Objectives. No money belonging to the MCR may be allocated without the prior authorisation of the MCR Committee. In cases of emergency, the President of the MCR shall have the power to allocate money not exceeding 5% of the budget without the prior authorisation of the Committee. The emergency spending must be ratified by the next Committee meeting if deemed necessary the Committee or the Senior Treasurer may refer a decision on any financial matter to a General Meeting or to College Council.
**Article 11: Bank accounts**

There shall be the following bank accounts.

11.1: **Amalgamated Clubs account.** All membership fees shall be paid into this account, which acts as the college holding account for MCR Funds. The Senior Treasurer and Bursar shall be the signatories to this account.

11.2: **Senior Treasurer's account.** Ten per cent of the income of the MCR shall be set aside for the MCR Senior Treasurer's account on which the MCR Senior Treasurer shall be the sole signatory.

11.3: **MCR No. 1 account.** This shall be the MCR current account, and the MCR President, Secretary, Vice-President, Treasurer and Senior Treasurer shall be joint signatories. Any two signatures are sufficient, but agreement on part of the Senior Treasurer is necessary for expenditures over 1000€.

**Article 12: Communication of Business**

12.1. Notices, agendas and minutes of all Committee Meetings shall be communicated to all members of the MCR Committee. Notices, agendas and minutes of all General and Extraordinary General Meetings and notices of all elections shall be communicated to all members of the MCR and to the Senior Treasurer. Communication shall normally occur both by email and by posting on the MCR Noticeboard.

**Article 13: Committee Meetings**

13.1: **Frequency and Notice.** The MCR Committee shall meet at least three times each term. Notice of a meeting and the agenda shall be communicated not later than 24 hours beforehand. The minutes shall be displayed not more than 14 days after a meeting.

13.2: **Quorum.** Six officers including MCR President or Vice President shall constitute a quorum for a meeting.

13.3: **Voting.** Decisions shall be made by simple majority vote of the officers present at the meeting, abstentions not counted. In the event of a tie, the President shall have a further deciding vote. Any MCR Committee officer may abstain from voting, but may not later cast a vote to break such a tie.

13.4: **Record.** Records of all decisions taken shall be entered in the MCR committee archive, available on the MCR website.

13.5: **Official positions of the MCR Committee.** Any motion put forward in an MCR Committee meeting requires a vote in order to become an official position of the MCR Committee.

**Article 14: General Meetings**

14.1: **Notice.** There shall be a General Meeting at least once during each Full Term. Notice of a General Meeting shall be displayed at least five days beforehand. The agenda shall be displayed not later than 24 hours beforehand. Minutes shall be displayed not more than 14 days after the meeting.

14.2: **Quorum.** Thirty members shall constitute a quorum for a General Meeting, and no decision shall be binding if the meeting is not quorate.

14.3: **Motions.** Meetings are open to all members of the MCR. Motions may be proposed and seconded by any member. Motions and resolutions shall be decided by simple majority vote of the members present at the meeting, abstentions not counted.

14.4: **Visitors.** Visitors may be invited at the discretion of the MCR Committee.

**Article 15: Extraordinary General Meetings**

15.1: **Notice.** In Full Term up to Tuesday of Week 7, upon a majority decision of the MCR Committee or if requested in writing by fifteen members, the President shall call an Extraordinary General Meeting to take place within 10 days. After Tuesday of Week 7 or out of Full Term, the President shall exercise their discretion as to whether and when to call an Extraordinary General Meeting, taking account of the urgency of the matter and the
principle of fairness. The notice of such a meeting and the agenda shall be communicated at least two days beforehand.

15.2: Procedure. The quorum, voting procedure and communication of minutes shall be as for General Meetings.

Article 16: Motions

16.1: Motions for general meetings. Motions for General Meetings shall be submitted to the Secretary not later than two days before the meeting. They should be in writing and indicate the proposer and seconder.

16.2: Motions of No Confidence. A Motion of No Confidence against one or more officers shall include a detailed statement of the reason(s).

16.3: Binding motions and AOB. No binding motion can be taken under Any Other Business.

Article 17: Motions to change the MCR Constitution

17.1. A motion to change this Constitution shall be brought to the MCR Committee, circulated to all members for consultation, passed at a General or Extraordinary Meeting, and receive ratification from College Council.

17.2. Any proposed change shall be presented in a document including the current wording, the proposed new wording and the rationale for change. It shall first be brought to the MCR Committee for discussion and perhaps emendation. It shall then be communicated to all members by the Secretary, indicating whether the Committee supports the proposal.

17.3. Members shall be invited to comment in writing within 3 working days. The Committee will consider these comments, perhaps circulate them for further comment and perhaps emend the proposal. It shall then send the original or emended proposal with notice of the meeting at which a vote will be taken.

17.4. The quorum, voting procedure and communication of the result shall be as for General Meetings.

17.5. If passed, the change shall then be presented to the next College Council meeting for ratification.

Article 18: May Ball President

18.1. The position of May Ball President for the following year shall be advertised in Lent Term, for election at the beginning of Easter Term by a panel consisting of: the MCR President and another Committee member nominated by the President, two members of the previous and/or current May Ball committee, the college’s Bursar and Domestic Bursar.

18.2. Members of the previous or current May Ball Committee or MCR committee may stand for May Ball President, as long as they will be students at the time of the Ball.

Appendix: a note on subcommittees

Relevant officers are encouraged to form subcommittees for appropriate consultation, e.g.

Internal Social Secretary: social subcommittee (DJ experience/contacts, experience in electronics and sound systems, Tea& Cakes and more in general an adequate number of subcommittee members to help with the social workload).  
Academic Affairs Secretary: academic affairs subcommittee Undergraduate, Mphil, LLM, MBA, PGCE, PhD reps).  
Welfare Officer: welfare subcommittee (LGBT, International reps).