

UNIVERSITY OF CAMBRIDGE

CONSTITUTION

Corpus Christi College
Middle Combination Room

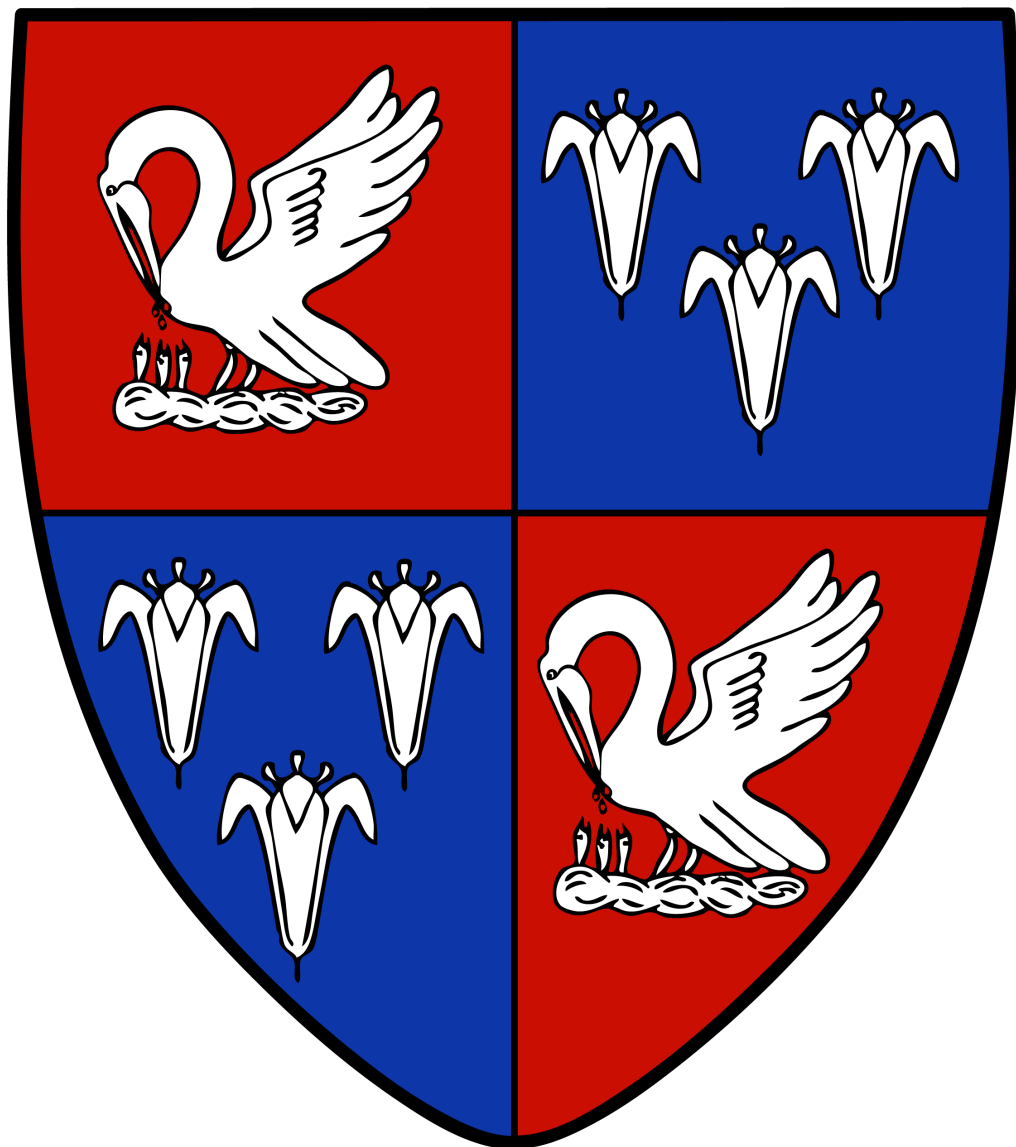


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1. Name and Membership

- 1.1 There shall be an association known as ‘the Middle Combination Room of the College of Corpus Christi and the Blessed Virgin Mary in the University of Cambridge’ (“**MCR**”). *Name*
- 1.2 The MCR is a subset of the Junior Combination Room of the College of Corpus Christi and the Blessed Virgin Mary in the University of Cambridge (“**JCR**”). *See cl 15(a) of the JCR constitution*
- 1.3 All members of the JCR who are classified by the University of Cambridge as a graduate student, affiliated student or mature student will automatically be members of the MCR (“**MCR Members**”). *MCR membership is automatic based on University status*
- 1.4 A person who would automatically be an MCR a member under cl 1.3 may elect not to be an MCR Member by providing written notice to the MCR Secretary at which point they are deemed no longer to be an MCR Member for the purpose of this constitution (the “**Constitution**”). Such a person forfeits all rights to be exercised in the governing of the MCR, but may attend social events and receive the benefit of all services provided by the MCR available to the MCR Members and MCR Associates (as defined below). *Right not to be a member*
See s 22(2)(c) of the Education Act 1994 and cl 1(h) and 1(j) of the JCR
- 1.5 The following persons may become **MCR Associates** upon approval by the MCR committee *MCR Associates*
- (i) spouses and partners of MCR Members;
 - (ii) visiting fellows of the College of Corpus Christi and the Blessed Virgin Mary in the University of Cambridge (“**Corpus Christi College**”);
 - (iii) spouses and partners of visiting fellows of Corpus Christi College;
 - (iv) undergraduate members of the JCR in their fourth year of study or later; and
 - (v) other persons suggested by the Senior Tutor.
- MCR Associates are not MCR Members and (unless otherwise provided in this Constitution) may not stand for MCR Committee Positions or vote in MCR Open Meetings (each as defined below), election or referendums. MCR Associates may benefit from the social advantages offered to MCR Members.
- 1.6 The aims of the MCR must at all times be pursued without a discrimination especially with regard to the race, gender, sexual orientation, ethnic origin, religion, creed or physical ability of its members or any other person or group (except insofar as such discrimination shall arise directly from those parts of this Constitution pertaining to the Welfare Officers and LGBTQ Officer, each as defined below). *Non-discrimination*

- 1.7 The MCR shall always be independent of any party, political organisation or religious body. The MCR shall not form affiliations with the meaning of s 22 (8) of the *Education Act 1994* (see cl 10.5 below). *MCR to be independent*

2. The MCR Committee

- 2.1 The MCR shall be governed by a committee (the “**MCR Committee**”) comprised of those MCR Members who are elected or appointed in accordance with cl 2.6. *Composition of the MCR Committee*

- 2.2 The primary aims of the MCR Committee are; *MCR Committee aims and duties*

- (i) to represent the interests of the MCR to the governing body of Corpus Christi College (the “**Governing Body**”) and officials of Corpus Christi College, the University of Cambridge and other authorities or persons;
- (ii) to advise MCR Members on all matters relating to the individual and corporate welfare; and
- (iii) to administer the allocation of funds as made available for public or private bodies or individuals, or from other sources to the general benefit of the MCR.

- 2.3 The MCR Committee may be comprised of the following positions (“**MCR Committee Positions**”): *MCR Committee Positions*

- (i) President*
- (ii) Vice President*
- (iii) Treasurer*
- (iv) Secretary*
- (v) Bar Manager (I)*
- (vi) Bar Manager (II)
- (vii) Lodgings Officer*
- (viii) Catering Officer*
- (ix) Social Secretary (I)*
- (x) Social Secretary (II)
- (xi) Social Secretary (III)
- (xii) Female Welfare Officer
- (xiii) Male Welfare Officer
- (xiv) Sports Officer
- (xv) Lesbian Gay Bisexual Transgender and Queer Officer (“**LGBTQ Officer**”)
- (xvi) International Students’ Officer
- (xvii) Computer Officer
- (xviii) Greening and Charities Officer
- (xix) Logistics Officer
- (xx) Partners’ and Families’ Officer
- (xxi) Library Officer
- (xxii) Secretary of the Leckhampton Society
- (xxiii) Ethnic Minorities’ Officer

- 2.4 Those MCR Committee Positions marked with an asterisk (*) in cl 2.3 are the **Mandatory MCR Committee Positions**. Persons elected to those positions (including person appointed under cl 2.9 to replace persons previously elected to those positions) are the **Mandatory MCR Committee Members**. *Mandatory MCR Committee Positions
See cl 2.6*
- 2.5 The duties of each MCR Committee Position are provided in cl 9 below. *Duties*
- 2.6 MCR Committee Positions (except the Partners’ and Families’ Officer) may only be filled by an MCR Member, subject to the following: *Committee Positions to be filled by MCR Members*
- (i) Only a female MCR Member may be elected Female Welfare Officer. *Special provisions for Welfare Officers and the Spouses’ and Partners Officer*
 - (ii) Only a male MCR member may be elected Male Welfare Officer.
 - (iii) The Partners’ and Families’ Officer may be filled by an MCR Member or spouse or partner of an MCR Member. The Partners’ and Families’ Officer, once elected or appointed, shall be considered an MCR Member for the purposes of this Constitution until they vacate their position.
- 2.7 There must be an annual election for the MCR Committee in the last four weeks of Michaelmas Term to elect the MCR Committee for the next calendar year (“**Annual MCR Committee Elections**”). All MCR Committee Positions must be opened for election. The procedure for forming the MCR Committee is as follows: *Annual MCR Committee Elections*
- (i) An election must first be held for the position of MCR President in accordance with cl 6 in the fourth week prior to the end of Michaelmas Term. The person elected to the position of MCR President will be known as the **MCR President-elect** until the new MCR Committee is formed. *MCR President to be elected first*
 - (ii) An election must then be held in the last 3 weeks of Michaelmas Term for the remaining MCR Committee Positions in accordance with cl 6. The Mandatory MCR Committee Positions must be filled by an elected candidate. *MCR Committee election to follow*
 - (iii) The MCR President–elect and the persons selected to MCR Committee positions will become MCR Committee (“**MCR Committee Members**”) on the 1st of January in the following calendar year. The MCR Committee will initially be formed of those elected MCR Committee Members. *New MCR Committee takes office on 1 January*
 - (iv) The new MCR Committee may appoint additional MCR Members to fill any vacant MCR Committee Positions in accordance with cl 2.8. *Unfilled positions may be filled by appointment if uncontested*

The Mandatory MCR Committee Positions must be filled in order for an MCR Committee to form. For the avoidance of doubt, those MCR *Mandatory MCR Committee Positions must be filled, and by an elected candidate.*

Committee Positions that are not Mandatory MCR Committee Positions need not be filled in order for an MCR Committee to form.

- 2.8 The MCR Committee may appoint MCR Committee Members according to the following procedure:
- Appointment to unfilled MCR Committee Positions*
- (i) The MCR Secretary must notify the MCR via email of the vacant MCR Committee position(s) and call for nominations.
 - (ii) At least 4 days must be given for nominations to be received.
 - (iii) If there is only one nominee for a vacant MCR Committee Position, that person will become an MCR Committee Member upon approval by the existing MCR Committee.
 - (iv) If there is more than one nominee (with nominations having closed) for a vacant MCR Committee Position, the MCR Secretary must arrange for an election in accordance with the procedure in cl 6.
- 2.9 If an MCR Committee Member resigns (including resignations mid-calendar year for MCR Committee Members undertaking a one-year Masters or in their final year), the MCR Secretary will be responsible for organising the replacement of the MCR Committee Member in accordance with cl 2.8. For the avoidance of doubt, if a Mandatory MCR Committee Member resigns or is removed, they must be replaced in accordance with the procedure designated in cl 2.8.
- Procedure when MCR Committee Members resign*
- 2.10 An MCR Committee Member may be removed by the Governing Body or a motion of no confidence passed at an MCR Open Meeting (as defined below).
- Removal of MCR Committee Members*
- 2.11 The duties attaching to any unfilled MCR Committee Position are to be allocated among the existing MCR Committee Members by the MCR Committee or given to a non-voting Officer of the MCR (as defined below) at a meeting of the MCR Committee as soon as practicable. Until that allocation is made, all MCR Committee Members will jointly be responsible for the performance of the unallocated duties.
- Duties of unfilled MCR Committee Positions*
- 2.12 The MCR Committee must contain at least two students in their first year as MCR Members
- Must be at least two-first-year students*
- (i) If fewer than two first-year students are elected as MCR Committee Members, the MCR Committee must appoint two first-year students to any two vacant MCR Committee positions under the procedures provided for in cl 2.8.
 - (ii) If and only if there are fewer than two vacant MCR Committee Positions after the Annual MCR Committee Elections, MCR Committee must appoint either one or two MCR Committee Members (such that there are a minimum of two first-year MCR Committee Members) to be known as “**First-Year Officers**” who shall have the
- First-Year Officer(s)*

- same rights and privileges as the other MCR Committee Members
- (iii) The MCR Committee may allocate to the First-Year Officer(s) any such duties as it sees fit including duties belonging to the other MCR Committee Members.
- 2.13 No person may be elected or appointed an MCR Committee Member to the same MCR Committee Position more than twice (ie, a maximum of two years the same position). *Two-year term limit See s 22(2)(f) of the Education Act 1994*
- 2.14 Upon election of a new MCR Committee, the outgoing MCR Committee Members must: *Outgoing Committee to assist the incoming Committee*
- (i) Conduct a handover meeting for each of the incoming MCR Committee Members; and
- (ii) Provide each incoming MCR Committee Member with a detailed handover document outlining the current state of affairs for the relevant MCR Committee Position.
- 2.15 The MCR Committee may appoint **non-voting Officers of the MCR**, by ordinary decision under cl 3.1, for example, (if needed) a BBQ Officer or Admiral of Punts. Non-voting Officers of the MCR shall have such duties as specified by the MCR Committee. For the avoidance of doubt, officers appointed under this clause are not MCR Committee Members, although they have the privilege of attending MCR Committee meetings as non-voting observers (in accordance with cl 3.4 below). *Creation of non-voting Officers*
- ### 3 MCR Committee Meetings
- 3.1 Unless otherwise specified, the MCR Committee may act by taking a majority vote of MCR Committee Members: *MCR Committee may act through meeting or by email*
- (i) at an MCR Committee meeting; or
- (ii) by email, taking effect from the time the last vote necessary to make a majority is received by the MCR Secretary, and with the decision to be minuted at the next MCR Committee meeting.
- 3.2 An MCR Committee meeting requires a quorum of 7 MCR Committee Members, including at least 3 of the Mandatory MCR Committee Members. No decision of an inquorate meeting is to be considered an act of the MCR Committee under cl 3.1(i) above. *Quorum for MCR Committee Meetings*
- 3.3 All MCR Committee Members are entitled to one vote on the MCR Committee. Should there be a tie under cl 3.1(i), a tiebreaker vote must be taken from a poll of the Mandatory MCR Committee Members. Should there still be a tie, the MCR President shall break the tie. *Voting rights of Committee Members*

- 3.4 The following persons have the privilege of attending MCR Committee meetings as non-voting observers: *Non-voting observers*
- (i) the MCR President-elect;
 - (ii) the Master of Corpus Christi College, the Warden of Leckhampton, the Senior Treasurer to the JCR or any nominated representative of the Governing Body;
 - (iii) the JCR President or any person nominated by the JCR Committee;
 - (iv) non-voting Officers of the MCR; and
 - (v) any MCR Member who has provided the MCR Secretary, a minimum of 24 hours before the start of the meeting, with written notice that they wish to attend the meeting.

- 3.5 There must be at least two MCR Committee meetings per term and at least one MCR Committee meeting over the **Long Vacation** (as defined by the University of Cambridge). Further meetings must be held as soon as practicable if requested by any MCR Committee Member by written application to the MCR Secretary, subject to approval by the MCR Committee. *Frequency of MCR Committee Meetings*

- 3.6 The MCR Secretary should inform all MCR Committee Members of the convening of a MCR Committee meeting no later than 5 days before each meeting (unless the MCR Committee decides otherwise). The Secretary must also give notice to the MCR that the meeting is to take place no less than 3 days before the MCR Committee meeting. *Notice required for a meeting*

- 3.7 The MCR Secretary must take full and accurate minutes of all MCR Committee meetings. The minutes must be made available to the MCR by the MCR Secretary no later than 3 days after the meeting, either through email or a publically displayed written notice for one week or more. The minutes shall be regarded as provisional until ratified at the next MCR Committee meeting. *Minutes*

4 MCR Open Meetings

- 4.1 There must be an **MCR Open Meeting** at least once a term and once during the Long Vacation at a date agreed by the MCR Committee. Further meetings ("**Extraordinary MCR Open Meetings**") may be called if: *Frequency of MCR Open Meetings*
- (i) upon decision of the MCR Committee;
 - (ii) upon the receipt of a written petition of at least 10 MCR Members calling for an Open Meeting by the MCR Secretary, in which case an Extraordinary MCR Open Meeting must be held within two weeks; or
 - (iii) the MCR Secretary, in consultation with the MCR President, calls an Extraordinary Open Meeting pursuant to cl 4.3. *Calling Extraordinary MCR Open Meetings*

- 4.2 The MCR Secretary must give at least one week’s notice to the MCR via email of each MCR Open Meeting (except when called under cl 4.3 below). The notice must include the date, location and time at which the MCR Open Meeting is to take place, and must invite submission of issues for discussion, motions, written questions and other material from MCR Members.
- Notice required for an Open Meeting*
- (i) All issues for discussion, motions, written questions and other agenda items must be received by the MCR Secretary no later than 72 hours before the MCR Open Meeting at which they are to be discussed.
 - (ii) The MCR Secretary must prepare an agenda to be provided to the MCR via email no later than 24 hours before the start of the MCR Open Meeting.
- 4.3 If MCR Committee Members believe a decision of an MCR Open Meeting is needed urgently, upon consultation may be called with the MCR President, the MCR Secretary in consultation with the MCR President may call an “**Urgent Extraordinary MCR Open Meeting**”, dispensing with the notification requirements under this Constitution, but with at least 24 hours’ notice given by email to the MCR.
- Urgent Extraordinary Open Meetings may be called*
- 4.4 Decisions at the MCR Open Meeting must be made by a majority of MCR Members present together with registered proxy votes, provided that there is a quorum of MCR Members present. In the event of a tie, a vote will be considered to have been defeated. All decisions of the MCR Open Meeting are binding upon the MCR Committee unless and until overridden by a later MCR Open Meeting, a decision of the Governing Body or a referendum.
- Decisions of the MCR Open Meeting*
- (i) Only MCR Members have a right to attend and vote in MCR Open Meetings. MCR Associates and JCR Committee Officers may only attend and participate in discussion with leave of the chair, but may not vote.
 - (ii) All MCR Committee Members should, save for good reason, be present at all MCR Open Meetings.
 - (iii) The quorum for all MCR Open Meetings will be 12 per cent of the total number of MCR Members on the first day of Michaelmas Full Term in the current academic year. Proxy votes do not count towards the quorum. No action of an inquorate MCR Open Meeting will be binding on the MCR or MCR Committee.
 - (iv) For the avoidance of doubt, no MCR Open Meeting decision will be binding if it is inconsistent with a provision of this Constitution.
- Quorum*
- 4.5 Any MCR Member who cannot be present at an MCR Open Meeting (“**Absentee**”) may appoint another MCR Member to act as proxy voter to vote on their behalf (“**Proxy**”) by providing to the MCR Secretary, no later
- Proxy Votes*

than 24 hours before the MCR Open Meeting, written notice specifying the name of the MCR Member appointed as Proxy.

- (i) No MCR Member may act as a Proxy for more than one Absentee.
- (ii) When a vote takes place, the votes of those present shall be taken, followed immediately by proxy votes.
- (iii) The Proxy may not delegate or transfer the right to vote on behalf of the Absentee.
- (iv) The Proxy must vote in accordance with the wishes of the Absentee.
- (v) If an Urgent Extraordinary MCR Open Meeting has been called, the deadline for providing notice to the MCR Secretary of the appointment of a Proxy shall be 2 hours before the meeting.

4.6 The procedure at MCR Open Meetings shall be as follows:

Procedure for Open Meetings

- (i) A chair must first be elected. Any MCR Member may be nominated as chair. Proxy votes are not to be counted when electing the chair.
- (ii) The chair is responsible for maintaining order and conducting procedure at the meeting. Procedural decisions of the Chair may be overridden by a majority of MCR Members present at the meetings (proxy votes are not to be counted).
- (iii) The Chair will take a count of all MCR Members present and call for any registered Proxies to identify themselves. The MCR Secretary shall make note of the total number of votes eligible to be cast (MCR Members present and Proxies) and inform the MCR Open Meeting of the number of votes required for a majority.

Powers of the Chair

4.7 Unless otherwise provided in the agenda, the order of business should be:

Default agenda

- (i) Election of the chair.
- (ii) Apologies for absence.
- (iii) Ratification of the minutes of the last meeting.
- (iv) Matters arising from the minutes.
- (v) Notices and reports from MCR Committee Members.
- (vi) Questions to MCR Committee Members (according to cl 4.8)
- (vii) Motions (according to cl 4.9).
- (viii) Any other business.

4.8 Written questions may be put to any MCR Committee Member, provided that the questioner gives a copy of each question to the relevant MCR Committee Member and to the MCR Secretary no later than 72 hours before the MCR Open Meeting.

Written questions

4.9 Motions must be submitted in writing to the MCR Secretary.

Motions

- (i) Motions should be worded as follows:
‘Whereas: [followed by one or more points outlining the background and motivation behind the motion].’
‘This MCR resolves: [followed by one or more points giving the formal text of the motion].’
- (ii) Any other clauses in the motion should be similarly worded. The chair may refuse consideration of motions or amendments that are incorrectly drafted.
- (iii) All motions must bear the name(s) and signature(s) of one or more proposers and one or more seconders. All proposers and seconders must be MCR Members.
- (iv) Motions may be amended at the MCR Open Meeting.
- (v) Any motion calling for the expenditure of more than £200 must be provided to the MCR Treasurer no less than 72 hours prior to the MCR Open Meeting. (For the avoidance of doubt, there is no requirement that the MCR Treasurer approve the expenditure.)

4.10 Procedural motions may be proposed at any time, except during a speech or during a vote. The procedural motions available for proposal are as follows:

Procedural Motions

- (i) To suspend the operation of one or more parts of cl 4 of this Constitution.
- (ii) To move immediately to a vote on the matter under discussion.
- (iii) To adjourn the MCR Open Meeting immediately.
- (iv) To censure one or more MCR Committee Members.
- (v) To take the motion under discussion in parts.
- (vi) To lay the motion under discussion on the table. If this is passed, all amendments already made to the motion shall be disregarded and the original motion shall be reinstated.
- (vii) That the motion under discussion not be put to a vote.
- (viii) To move immediately to the next item of business.
- (ix) To put the motion under discussion to a referendum.
- (x) To change the order of the agenda.

4.11 Motions of no confidence in MCR Committee Members must be received by the MCR Secretary no later than 72 hours before the MCR Open Meeting.

Motions of no confidence to remove MCR Committee Members

- (i) A copy of the motion must be submitted by the MCR Secretary to the MCR President and to the MCR Committee Member(s) who is/are the subject of the motion.
- (ii) Each motion of no confidence must carry the names of at least 2 proposers who are MCR Members. The total

number of proposers and seconders must be at least 10 MCR Members.

- (iii) The MCR Committee Member has the right to speak in their defence or issue a written statement in their defence.
- (iv) Upon the passing of a motion of no confidence in accordance with the decision procedures of cl 4.4 above, the relevant MCR Committee Member is deemed to be removed from their MCR Committee Position immediately.

- 4.12 The MCR Secretary must take full and accurate minutes of all MCR Open Meetings. The minutes must be made available to the MCR by the MCR Secretary no later than one week after the meeting, either through email or a publically displayed written notice for one week or more. These minutes shall be provisional until ratified at the next MCR Open Meeting.

Minutes

5 MCR Referendums

- 5.1 A referendum may be called in the following ways:

Calling a referendum

- (i) by written petition of at least 15 MCR Members carrying the full text of the referendum issue and submitted to the MCR Secretary;
- (ii) by the MCR Committee;
- (iii) by the MCR Secretary in consultation with the MCR President, calling an immediate referendum under cl 5.3 below; or
- (iv) by procedural motion at an MCR Open Meeting.

Simple majority for ordinary referendum.

Two thirds majority for Constitutional referendum

- 5.2 The procedure for referendums shall be as follows:

*Procedure for conducting a referendum
See s 22(2)(d) of the Education Act 1994*

- (i) The MCR Secretary must no less than 5 days before the referendum date inform the MCR via email or publically displayed written notice of the date of the referendum, the proposed method of voting (online or paper ballots) and the text of the referendum.
- (ii) A **“Returning Officer”** must be appointed for the vote by the MCR Committee or MCR Open Meeting. If no Returning Officer has been appointed, the MCR Secretary shall act as Returning Officer. The Returning Officer shall be responsible for administering the referendum.
- (iii) The MCR Secretary must prepare the ballot papers or set up the online ballot (in consultation with the Computer Officer).
- (iv) The referendum must be held by secret ballot.
- (v) The referendum may be by online voting (according to cl 6.3 below) or paper ballots (according to cl 6.5 below), but not both.

- (vi) The referendum must not be held on weekends or bank holidays.
- (vii) After the time for casting votes has expired, the Returning Officer must count the votes, certify the results and inform the MCR Secretary of the results.
- (viii) If the result of the referendum is a tie, the question will be considered to have been defeated or answered “no”.
- (ix) The Returning Officer must give public notice of the result as soon as the results are certified.

5.3 If a referendum is required urgently in order to obtain the opinion of the MCR, upon consultation with the MCR President, the MCR Secretary may call an immediate referendum, dispensing with the notification requirements under this constitution.

Urgent referendums may be called

- (i) The referendum shall be by online vote.
- (ii) The period for casting votes must be at least 9am to 9pm in a single day or a period of 24 hours.
- (iii) The MCR Secretary will be the Returning Officer unless the MCR Committee decides otherwise.
- (iv) A referendum amending the MCR Constitution may not be held under this clause.

5.4 The result of a referendum shall be decided by a simple majority of votes cast, except where changes to the MCR Constitution are proposed in which case a two-thirds majority of votes cast is required. Results that achieve the required majority shall be binding upon the MCR until overturned by a later referendum or by the Governing Body. A referendum will prevail over any inconsistent MCR Committee decision or MCR Open Meeting decision.

Returning officer must be appointed

5.5 If the total number of votes cast in a referendum is less than the quorum of an MCR Open Meeting, no decision taken by the referendum shall be binding upon the MCR.

Referendum required a quorum

6 Elections

6.1 All elections must be conducted in accordance with the following principles:

Principles for MCR elections

See s 22(2)(d) of the Education Act 1994

- (i) MCR Members only have the right to stand for elections and vote in elections and referendums.
- (ii) All election candidates must have assented to nomination.
- (iii) Elections must be held by secret ballot.
- (iv) Elections may be by online voting or paper ballots, but not both.
- (v) Elections must be conducted according to the Alternative Vote System (as defined in cl 6.4 below).
- (vi) Elections must not be held on weekends or bank holidays.

6.2 The procedure for an election shall be as follows:

Election Procedure

- (i) The MCR Secretary must no less than 7 days before the election date inform the MCR via email or publically displayed written notice of the date of the election and the proposed method of voting (online or paper ballots).
- (ii) Nominations must open no less than 7 days before the election and must close 3 days before the election. The MCR Secretary may choose the appropriate manner in which to accept nominations. Nominations for MCR Committee Positions must be received on a paper form displayed on the Leckhampton Noticeboard, where each nominee to an MCR Committee Position must be proposed and seconded by an MCR Member in writing. Each MCR Member may only propose and/or second a maximum of two candidates in the same election (ie, each MCR Member may only do one of the following: propose two candidates, second two candidates, or propose one candidate and second another candidate).
- (iii) Candidates may, if they desire, submit a written manifesto (of no more than 300 words) to the MCR Secretary before the close of nominations. All manifestos must be displayed simultaneously by the Secretary after the close of nominations.
- (iv) A Returning Officer must be appointed for each election by the must be MCR Committee or MCR Open Meeting. The Returning Officer appointed may not stand for an elected position.
- (v) The Returning Officer must arrange for hustings to be conducted. Hustings must take place for each position, no later than one day before the election. The Returning Officer will chair the hustings. All candidates are expected to be present, except with good reason.
- (vi) The MCR Secretary must prepare the ballot papers or set up the online ballot (in consultation with the Computer Officer). The name of the candidates should be ordered in alphabetical order by surname and grouped by the MCR Committee Positions for which they are standing.
- (vii) After the time for casting votes has expired, the Returning Officer must count the votes, certify the results and inform the MCR Secretary of the results.
- (viii) The Returning Officer must give public notice of the result as soon as the results are certified.

7 days' notice to be given before election

Nominations to be received 3 days before the elections

Candidates may submit a manifesto

Hustings must take place at least one day before the election

Secretary to prepare the ballot

Returning Officer to count the results

Returning Officer to notify the results

6.3 Online voting must be arranged and conducted according to the following principles:

*Online voting
See s 22(2)(d) of the Education Act 1994*

- (i) It must, so far as possible, be a secret ballot.
- (ii) The system must be as secure as is reasonably possible.

- (iii) The system must ensure that only MCR Members may vote and that no MCR Member may vote more than once.
- (iv) The technology used should be explained by the Computer Officer on request by any MCR Member, though the code and database scheme need not be revealed.
- (v) Online voting must be made available to all MCR Members between 9am and 9pm of the date of election or for a period of 24 hours.

6.4 The Alternative Vote System shall proceed as follows:

Alternative Vote System

- (i) For each position to be elected, the voter should number the candidates in order of preference. The voter may number as many or as few candidates as he or she wishes.
- (ii) A candidate receiving more than 50 per cent of the first preferences cast for that position is elected.
- (iii) If no candidate receives more than 50 per cent of first preferences, the candidate receiving the fewest first preferences shall be eliminated and the second preferences given on that candidate's ballot papers, where there are any, shall be added to the remaining candidates' first preferences (having the same weight as first preferences and being treated from that point onwards as first preferences).
- (iv) After the redistribution of preferences in (iii) above, a candidate receiving more than 50 per cent of the first preferences (counting the included second preferences as first preferences) is elected.
- (v) If no candidate has received more than 50 per cent of first preferences as in (iv) above, the candidate with the fewest remaining first preferences shall be eliminated from the ballot, and the process in (iii) repeated until a candidate has received more than 50 per cent of first preferences or no further preferences remain to be allocated.

Procedure for a tie

6.5 Voting by paper ballots must take place according to the following:

Voting by Paper ballots

- (i) The ballot box must be open for at least four hours between 9am and 9pm on the day of the election. It must always be open between 12pm and 2pm at a location in the Old House and between 6pm and 8pm in Leckhampton House. It must be staffed at all times by the Returning Officer and at least one MCR Committee Member who is not standing as a candidate in the election.
- (ii) A complete list of all MCR Members must be kept by the ballot box. When the MCR Member casts their vote, their name must be crossed off the list by the staff at the ballot box. The voter must then sign their name next to the deletion.

- (iii) Postal votes may be submitted to the Returning Officer in a sealed envelope at any time before the day of the election. The postal vote itself shall not be signed, but the voter must sign the envelope on the back, across the seal. At close of balloting, the Returning Officer must open the envelope and place the ballot paper in the ballot box. The Returning Officer must ensure that MCR Members who have submitted postal votes are crossed off the list of voters before the ballot box is opened and that postal voters have not voted in person. Postal votes shall not be accepted for an online vote.
- (iv) Upon closure, the ballot box(es) must remain in the custody of the Returning Officer until the result has been announced to the MCR.
- (v) At the earliest possible moment after the close of balloting, the Returning Officer must open the ballot boxes and, with the assistance of at least two MCR Committee Members (who have not been candidates in the election), count all the votes cast.
- (vi) The Returning Officer shall adjudicate where it is believed that a ballot paper has been spoiled. If a clear preference has been expressed for a candidate, but an invalid mark has been made on the ballot paper (such as a cross or tick), the Returning Officer shall consider that vote to be valid as if it were a first preference.

6.6 Any MCR Member who feels that proper procedure has not been followed in the election may lodge a complaint in writing to the Returning Officer. Any complaint must be lodged within 72 hours after the result has been declared. The Returning Officer, in consultation with those MCR Committee Members who were not candidates in the election, shall adjudicate on the matter.

6.7 The Returning Officer may be subject to a vote of no-confidence in accordance with cl 4.11 above, but this shall not affect the conduct or the result of the election.

Returning Officer may be subject to a vote of no-confidence

7 MCR Finances

7.1 The MCR Bank Account must be managed according to the following:

MCR Bank Account

- (i) MCR funds must be deposited in a bank account to which the MCR Treasurer, the MCR President, the Vice-President and/or the MCR Secretary shall be the signatories.
- (ii) Money may only be withdrawn or spent with the approval of two of (a) the President, (b) the Secretary, (c) the Treasurer, or (d) the Vice-President, or by the sole signature of the Senior Treasurer (as defined below) with the approval of the MCR Committee.

7.2 MCR Budget allocation.

*MCR budget process
See s 22(2)(g) of the
Education Act 1994)*

- (i) The MCR Treasurer shall work in conjunction with the JCR Treasurer to plan the MCR budget.
- (ii) The MCR President shall publicly invite submissions and suggestions for the composition of the MCR budget in Michaelmas Term. Such submissions may be made to the MCR Treasurer before the MCR Open Meeting in Lent Term.
- (iii) The MCR Treasurer shall publish a budget proposal no later than the day the MCR Secretary gives notice for the MCR Open Meeting in Lent Term under cl 4.2 above. The budget proposal must be provided to the MCR by email. A copy of the budget proposal shall be deposited with the Senior Treasurer.
- (iv) The budget shall be passed at the MCR Open Meeting in Lent Term. The budget may be amended at the MCR Open Meeting.
- (v) If the budget is not passed it must be redrafted by the MCR Treasurer and submitted at an Extraordinary MCR Open Meeting or to a referendum within two weeks.
- (vi) Once passed, the budget shall be submitted to the JCR for approval. Any amendments to the budget proposed by the JCR shall be submitted to an Extraordinary MCR Open Meeting or to a referendum within one week.

7.3 Operation of the MCR finances:

*MCR Finances
See s 22(2)(i) of the
Education Act 1994*

- (i) The MCR Treasurer shall be responsible for the payment of budgeted expenditures that occur during their term of office.
- (ii) The MCR Treasurer shall be responsible for the reimbursement of individuals or groups who have occurred expenses on behalf of the MCR Committee or for MCR activities only upon being given receipts or other evidence of such expenses.
- (iii) MCR funds must not be used for overtly political purposes.
- (iv) Any applicant for funds from the MCR shall have the right to attend and to speak at an MCR Committee Meeting or MCR Open Meeting.
- (v) The MCR account must contain a minimum of £5000 as a contingency fund to be used for emergencies only. For clarity, the MCR Committee along with the Senior Treasurer will decide whether or not a particular instance is defined as an emergency.
- (vi) Any amendment to the MCR budget exceeding 5 per cent of the total budget for that academic year shall be subject to the approval of an MCR Open Meeting.

- (vii) Any amendment to the MCR budget exceeding 25 per cent of the total budget for that academic year must be submitted to the next MCR Open Meeting in the form of an amendment to the budget.

7.4 Preparation of the accounting statements of the MCR:

*MCR Accounting
See s 22(2)(h) of the
Education Act 1994*

- (i) The outgoing MCR Treasurer is required to produce full accounts of their term of office no later than one calendar month after leaving office.
- (ii) The MCR Treasurer shall present to the Senior Treasurer before the first MCR Open Meeting of every term the MCR accounts for the previous term, and shall present to the Corpus Christi College Bursar annually the accounts for the previous year for submission to the Corpus Christi College auditors.
- (iii) The final accounts (as amended) and the auditors' report shall be emailed to the MCR or displayed on the Leckhampton Noticeboard for no fewer than three weeks. Copies of the accounts shall be deposited with the incoming MCR Treasurer and the Senior Treasurer.

8 Complaints Procedure

*Procedure for
complaints in
accordance with s
22(2)(m) of the
Education Act 1994*

8.1 For the purposes of this clause only, "days" shall refer to days in Full Term (as defined by the University of Cambridge).

8.2 All graduate, affiliated or mature student members of Corpus Christi College or groups of such members who are dissatisfied in their dealings with the MCR, including in dealings with the MCR Treasurer during the process of budget allocation, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the MCR under cl 1.4 above, may lodge a complaint under this clause. This complaint shall be handled in three stages, as outlined below.

*See also ss 22(2)(c) &
(i) of the Education
Act 1994*

8.3 At first instance, the complainant shall have the right to lodge a complaint with MCR Committee Member whose position is most closely linked with the matter under complaint, or an MCR Committee Member who has had previous dealings with the complainant regarding the source of the complaint, or (if no such MCR Committee Member can be found) to the MCR President.

*First instance complaint
lies to the relevant MCR
Committee Member*

- (i) The MCR Committee Member will be given 7 days to reply to the complaint, in written or oral form.
- (ii) The reply must specify whether, if the complaint is upheld there will be a remedy and what form the remedy might take.

- (iii) Reasons must be given for the decision reached.

8.4 If the complainant thinks that their complaint was not dealt with satisfactorily, or that the remedy instituted by the MCR Committee Member was not an effective one, a complaint may lie at second instance to the MCR Committee as a whole.

Second instance complaint lies to the MCR Committee

- (i) The MCR Committee will be given 14 days to reply to the complaint in written form.
- (ii) The reply must specify whether, if the complaint is upheld there will be a remedy and what form that remedy shall take.
- (iii) Reasons must be given for the decision reached.

8.5 If the complainant thinks that their complaint was not dealt with satisfactorily, or that the remedy instituted by the MCR Committee was not an effective one, a complaint may lie at third instance in written form to the Governing Body.

*Third instance complaint lies to the Governing Body
See also ss 22(2)(m)-(n) of the Education Act 1994*

- (i) The decision of the Governing Body shall be final.
- (ii) The Governing Body may decline to deal with the complaint if it feels that the manner in which the MCR Committee dealt with the complaint was reasonable, that the finding was adequate, and that the remedy instituted, if any, was effective.
- (iii) The Governing Body may appoint an independent person from outside Corpus Christi College to investigate the complaint and recommend course of action.
- (iv) The Governing Body will be given 21 days to reply to the complaint in written form.
- (v) The reply must specify whether, if the complaint is upheld there will be a remedy and what form the remedy shall take.
- (vi) Reasons must be given for the decision reached.
- (vii) If a remedy is instituted, it must be in force and effective within 21 days of its institution. An effective remedy will be commensurate to the gravity of the complaint (if found to be true), and may range from a public apology through to dismissal of a relevant person from office.

See also ss 22(2)(c) & (i) of the Education Act

9 Duties of the MCR Committee Positions

9.1 The President shall have the following duties:

Duties of MCR President

- (i) To represent the policies, decisions and interests of the MCR on behalf of the MCR Committee.
- (ii) To chair MCR Committee Meetings.
- (iii) To assist the Social Secretaries in the organisation of social events.
- (iv) To be the second signatory to the MCR bank account.

- (v) To represent the MCR at Governing Body, Executive Body and Joint Consultative Committee meetings, and to report to the MCR on such meetings, in consultation with the Vice-President.
- (vi) To adjudicate in all matters pertaining to MCR activities not covered by this Constitution.

9.2 The Vice-President shall have the duties:

Duties of MCR Vice-President

- (i) To assist the President in all matters arising from their duties.
- (ii) To represent the MCR at Governing Body, Executive Body and Joint Consultative Committee meetings, and to report to the MCR on such meetings, in consultation with the President.
- (iii) To stand in for the President where the President is unavailable or has resigned.
- (iv) To represent the MCR as MCR Officer at JCR meetings and to report to the MCR on such meetings.
- (v) To be the third signatory to the MCR bank account (with or without the Secretary, according to the President and Treasurer's decision).

9.3 The Treasurer shall have the following duties:

Duties of MCR Treasurer

- (i) General responsibility for the accurate control and charting of MCR finances.
- (ii) Operation of the MCR bank account in accordance with cll 7.1 and 7.3 above.
- (iii) To report to every MCR Open Meeting on the state of MCR finances if requested.
- (iv) Preparation of budgets and accounts in accordance with cll 7.2 and 7.4 above.
- (v) To be the principal signatory to the MCR bank account, and to be responsible for the MCR cheque book.
- (vi) To publish annually to all MCR Members a financial report, which shall also be presented to the Governing Body. The report must include details of any donations made by the MCR to any external organisations in the period to which it refers.

9.4 The Secretary shall have the following duties:

Duties of MCR Secretary

- (i) The full and accurate minuting of all MCR Committee Meetings and MCR Open Meetings.
- (ii) Notification of and organisation of all matters pertaining to all meetings, elections and referendums in accordance with the relevant sections of this Constitution.
- (iii) The maintenance of a complete and up-to-date record of this Constitution, and of all current MCR policies.

- (iv) To be the third signatory to the MCR bank account (with or without the Vice-President, according to the President and Treasurer's decision).
- (v) The full and accurate minuting of Joint Consultative Committee meetings.
- (vi) To prepare the weekly Leckhampton Notices emails.
- (vii) To invite fourth year undergraduates to apply to become MCR Associates.

9.5 The Bar Manager(s) shall have the following duties:

Duties of MCR Bar Manager(s)

- (i) To manage the bar responsibly and order and keep records of stock for the bar.
- (ii) To organise the work schedule and training for those volunteering to work on the bar.
- (iii) To work with the Treasurer in submitting a report, including information concerning the financial position of the bar, to the committee at the first committee meeting of each term.
- (iv) To assist the Social Secretaries in planning and organising any social activities that make use of the bar.

9.6 The Lodgings Officer shall have the following duties:

Duties of Lodgings Officer

- (i) To be available for consultation on all matters pertaining to student accommodation.
- (ii) To represent the MCR at Corpus Christi College Building Committee meetings.
- (iii) To assist MCR Members in the organization of meetings to discuss accommodation matters.
- (iv) To ensure the MCR social space in the Corpus Christi College Old House (e.g. the Graduate Parlour) is clean and tidy.

9.7 The Catering Officer shall have the following duties:

Duties of Catering Officer

- (i) To represent the MCR at relevant Corpus Christi College meetings, and to report to the MCR on such meetings.
- (ii) To be principally responsible for arranging MCR social event dinners, as part of the Social team.

9.8 The MCR Social Secretaries shall have the following duties, to be divided between them as they see fit:

Duties of Social Secretaries

- (i) Organisation of all social events held under the auspices of the MCR, in conjunction with the MCR Committee and the Corpus Christi College authorities.
- (ii) Co-operation with the JCR in all joint JCR-MCR social events.
- (iii) Arrangements of social activities (eg, formal swaps) with other colleges.

Where there is more than one MCR Social Secretary, any one may be considered to be the Mandatory MCR Committee Member for the purposes of this Constitution.

9.9 The Female Welfare Officer shall have the following duties:

Duties of Female Welfare Officer

- (i) To be available for consultation on, and to be aware of, all matters pertaining to student welfare, and particularly the welfare of female MCR Members.
- (ii) To work with the Male Welfare Officer to liaise with Corpus Christi College authorities on matters related to the welfare of MCR Members, and particularly of female members, without at any stage compromising the confidentiality of information received from any MCR Member without that member's prior consent.
- (iii) To sit on the JCR welfare and discipline committee.
- (iv) To ensure, together with the Male Welfare Officer, representation of the MCR on welfare committees at the Graduate Union and CUSU.
- (v) To encourage Corpus Christi College to adopt, and to adhere to the University of Cambridge's policy on discrimination and harassment of all kinds.
- (vi) To encourage the maintenance of an Equal Opportunities Policy within the MCR and Corpus Christi College.
- (vii) To publicise matters related to the interests and/or welfare of MCR Members, and particularly female MCR Members.
- (viii) To ensure that new students are encouraged to integrate by implementing a mentoring scheme.
- (ix) To work with the Male Welfare Officer in organising Sunday Tea.

9.10 The Male Welfare Officer shall have the following duties:

Duties of Male Welfare Officer

- (i) To be available for consultation on, and to be aware of, all matters pertaining to student welfare, particularly to the welfare of male MCR Members.
- (ii) To work with the Female Welfare Officer to liaise with Corpus Christi College authorities on matters related to the welfare of MCR members, and particularly of male MCR Members, without at any stage compromising the confidentiality of information received from any MCR Member without that member's prior consent.
- (iii) To sit on the JCR welfare and discipline committee.
- (iv) To ensure, together with the Female Welfare Officer, representation of the MCR on welfare committees at the Graduate Union and CUSU.
- (v) To encourage Corpus Christi College to adopt, and to adhere to, the University of Cambridge's policy on discrimination and harassment of all kinds.

- (vi) To encourage the maintenance of an Equal Opportunities Policy within the MCR and Corpus Christi College.
- (vii) To publicise matters related to the interests and/or welfare of MCR Members, and particularly male MCR Members.
- (viii) To ensure that new students are encouraged to integrate by implementing a mentoring scheme.
- (ix) To work with the Female Welfare Officer in organising Sunday Tea.

9.11 The Sports Officer shall have the following duties:

Duties of Sports Officer

- (i) To organise all MCR sports days and tournaments, such as the annual croquet tournament.
- (ii) To organise gym inductions for the Leckhampton gym.
- (iii) To be primarily responsible for the keeping and maintenance of all MCR sports equipment and clothing.
- (iv) To liaise with the JCR and with the ground staff on matters relevant to the above sporting fixtures.
- (v) To liaise with the JCR Sports Officer in organising the Corpus Challenge.

9.12 The LGBTQ Officer shall have the following duties:

Duties of LGBTQ Officer

- (i) To be available for consultation and support for all students, particularly with respect to issues of gender or sexuality.
- (ii) To work with both of the Welfare Officers as well the Social Secretaries to provide comprehensive support for the LGBTQ community and allies.
- (iii) To organise regular social events, in order both to promote visibility and awareness of the LGBTQ community and to create a culture of inclusiveness, comfort and community.
- (iv) To network with CUSU, other College LGBT/Diversity representatives and other Cambridge LGBTQ organisations, to facilitate larger patterns of networks for student benefit.
- (v) To remain constantly aware of Corpus Christi College, the University of Cambridge, the city of Cambridge and UK-wide LGBTQ issues and campaigns, and to inform the student community where appropriate, including of actions and options available to them (regarding politics and social equality, health, etc).

9.13 The International Students' Officer shall have the following duties:

Duties of International Students Officer

- (i) To provide advice for international students in settling in as students in Cambridge and Corpus Christi College.
- (ii) To organise social events for international students.

- (iii) To work with the MCR Ethnic Minorities' Officer and Welfare Officers to promote diversity and provide support and advice to all members of the MCR community, and to interact with and promote relevant Corpus Christi College, the University of Cambridge, the city of Cambridge, and UK-wide events and activities of interest.

9.14 The Computer Officer shall have the following duties:

Duties of Computer Officer

- (i) To attend Corpus Christi College Computer Committee meetings.
- (ii) To attend to problems in the Leckhampton computer room.
- (iii) To administer the Corpus post-graduate mailing list.
- (iv) To administer the MCR website.

9.15 The Green and Charities Officer shall have the following duties:

Duties of Green and Charities Officer

- (i) To attend the meetings of the Corpus Christi College Green Committee.
- (ii) To work at promoting energy conservation, recycling and sustainable resource use at Leckhampton.
- (iii) To arrange for charitable donations to appropriate charities when required by the MCR.

9.16 The Logistics Officer shall have the following duties:

Duties of Logistics Officer

- (i) To maintain the snack fridge and make sure it is well stocked.
- (ii) To work with the Treasurer to ensure accurate book-keeping and MCR members are charged appropriately.
- (iii) To assist the Social Secretaries in ordering food and drink for social events.

9.17 The Partners' and Families' Officer shall have the following duties:

Duties of Partners' and Families' Officer

- (i) To be available for consultation on all matters pertaining to the involvement of partners and families (including for the avoidance of doubt, children) of MCR Members in the Leckhampton community.
- (ii) To organise social events for partners and families of MCR Members, including for example, an event on the evening of Matriculation Dinner.

9.18 The Library Officer shall have the following duties:

Duties of the Library Officer

- (i) To be available for all kinds of enquiries and consultations pertaining to the use and the resources of Leckhampton Library.
- (ii) To maintain the usability of Leckhampton Library and liaise with the responsible positions at college (e.g., the

- Warden of Leckhampton, Leckhampton Site Manager, Clerk of Works, or Graduate Office).
- (iii) To order and coordinate new accessions to the Leckhampton Library with the librarians of Taylor Library and any custodians appointed by the Governing Body.
 - (vi) To organise events which engage the Leckhampton community with the library and raise awareness of the resources available.
- 9.19 The Secretary of the Leckhampton Society shall be responsible for organising talks, food and drink for Leckhampton Society events. *Duties of Secretary of Leckhampton Society*
- 9.20 The Ethnic Minorities' Officer shall have the following duties: *Duties of the Ethnic Minorities' Officer*
- (i) To be available for consultation and support of all students, particularly those who identify as minority ethnic.
 - (ii) To ensure representation of those members who identify as minority ethnic within the MCR and to promote relevant interests and issues.
 - (iii) To work with the International Students' Officer and Welfare officers to promote diversity and provide support and advice to all members of the MCR community, and to interact with and promote relevant Corpus Christi College, University of Cambridge, city of Cambridge and UK-wide events and activities of interest.
 - (vii) To work with the JCR Ethnic Minorities' Officer to raise awareness of areas of concern for ethnic minorities students within Corpus Christi College as a whole. *Interpretation disputes are for the MCR Committee advised by the Senior Tutor, subject to the opinion of Governing Body*

10. Interpretation and Amendment

- 10.1 This document constitutes the entire written Constitution for the MCR. This Constitution must be interpreted in conformity with s 22 of the Education Act 1994. If a provision of this Constitution is inconsistent with a requirement in s 22 of the Education Act 1994, the inconsistent provision of the MCR Constitution is to be considered inoperative and the relevant provision of s 22 of the Education Act 1994 deemed part of this Constitution, until this Constitution is amended. *Conformity with Education Act 1994*
- 10.2 All amendments to this Constitution, except those made under cl 10.3, must be made by referendum and approved by the Governing Body (as defined below). The Governing Body as well as the MCR Committee must review this Constitution no less than once every five years. *Amendment of MCR Constitution*
- 10.3 Notwithstanding cl 10.2, the following amendments to this Constitution may be made by decision at an MCR Open Meeting, subject to approval by the Senior Tutor: *See s 22(2)(a) of the Education Act 1994 and the JCR Constitution*
- See s 22(2)(b) of the Education Act 1994*
- Minor amendments to the constitution*

- (i) changes to the names and duties of the MCR Committee Positions, including the renaming, addition or removal of positions or duties;
- (ii) changes to the dates for the MCR budget process;
- (iii) methods of providing electronic notice to MCR Members;
- (iv) any amendments required by changes in the law (including the Education Act 1994) or required to remove an inconsistency with the Education Act under cl 10.1;
- (v) changes to the marginal notes;
- (vi) changes to correct drafting errors such as spelling mistakes; and
- (viii) consequential changes required due to alterations made to other written instruments to which this Constitution refers.

10.4 Any question of the interpretation of a provision of this Constitution must first be referred to the MCR Committee for an answer. The MCR Committee must seek the opinion of the Senior Tutor before deciding the answer. The question of interpretation may be referred to the Governing Body for its final decision by any member of the MCR Committee or by a decision at an MCR Open Meeting.

10.5 In addition to those items defined herein, the following definitions are to be used in the interpretation of the MCR Constitution unless the context of the clause requires otherwise.

Definitions

Affiliations (for the purpose of cl 1.7 only) refer any form of membership of, or formal association with, an organisation whose purposes are not confined to purpose connected with that establishment.

Cl means clause.

Graduate, affiliated and mature students has the meaning defined by the University of Cambridge.

Old House refers to the main site of Corpus Christi College. Relevant locations in the Old House for MCR purposes include the JCR Bar and the Graduate Parlour.

Publically displayed written notice means a printed notice affixed to the noticeboard in Leckhampton House and the noticeboard outside the Graduate Parlour.

Senior Treasurer or Senior Treasurer to the JCR has the meaning provided therefor in the JCR Constitution.

Written notice or **Writing** includes email or other forms of electronic written communication.

10.6 Marginal notes and footnotes (if any) to the clauses of this Constitution are not operative clauses of this Constitution and are provided for informational purposes only.

Status of Marginal notes

10.7 The next revision must take place by 2020.

Next revision due