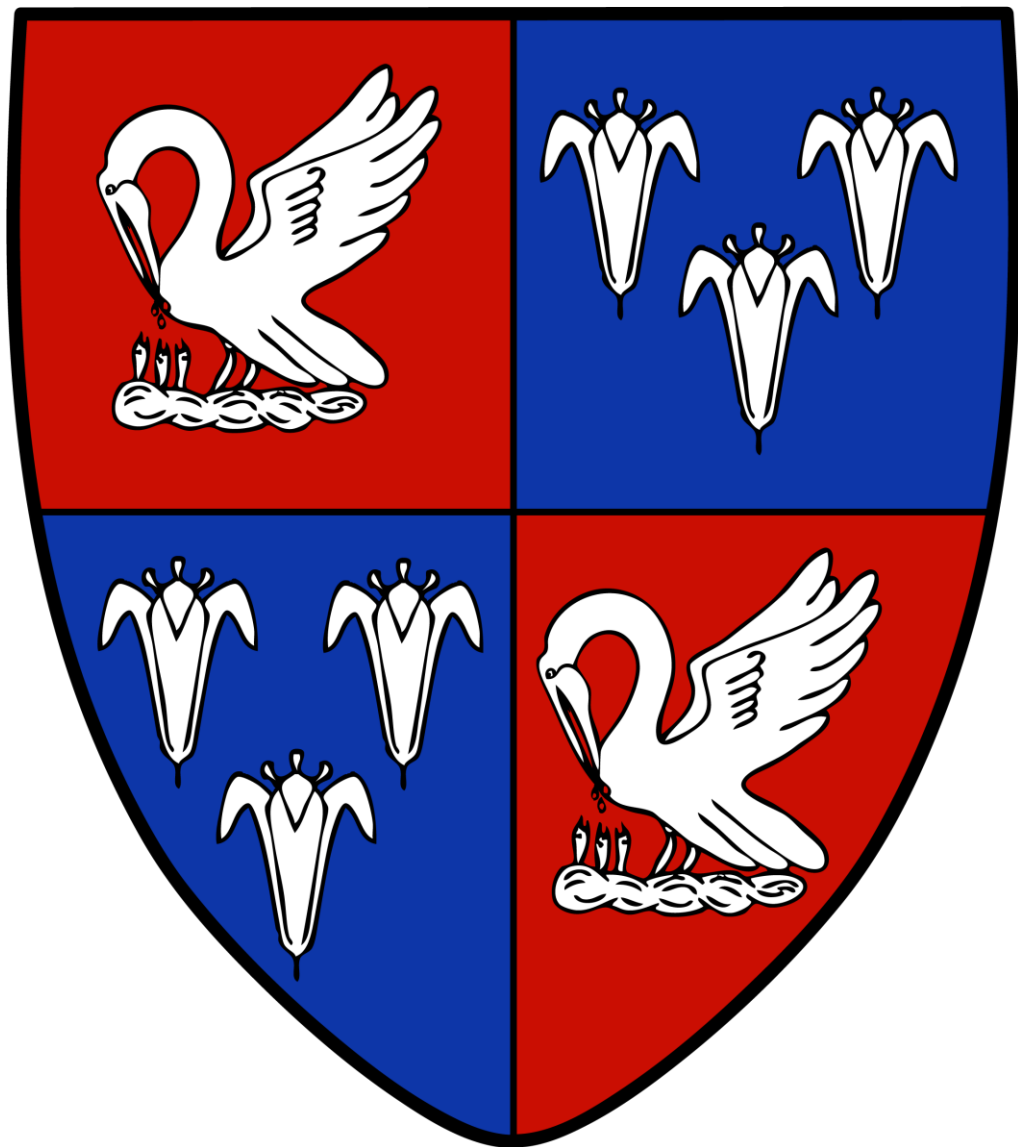


UNIVERSITY OF CAMBRIDGE

Corpus Christi College

Middle Combination Room



CONSTITUTION

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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 (the “**College**”) in the University of Cambridge’ (“**MCR**”).
- 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**”).
- 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**”).
- 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 without discrimination of all services provided by the MCR that are available to the MCR Members and MCR Associates (as defined below).
- 1.5 Undergraduate members of the JCR in their fourth year of study or later will automatically be **MCR Associates**.
- 1.6 The following persons may also become MCR Associates upon approval by the MCR committee
- (i) spouses and partners of MCR Members;
 - (ii) other persons recommended by the Senior Tutor or the Warden of Leckhampton.
- 1.7 MCR Associates are not MCR Members and (unless otherwise provided for 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 stand as non-voting officers of the MCR.

- 1.8 The aims of the MCR must always be pursued without discrimination regarding the race, gender, sexual orientation, ethnic origin, religion, creed or physical ability of its members or any other person or group (except for affirmative action arising directly from those parts of this Constitution pertaining to the Welfare Officers, LGBTQIA+ Officer, Ethnic Diversity Officer, and Disabled Students Officer, each as defined below).
- 1.9 The MCR shall always be independent of any political party, political organisation, or religious body. The MCR shall not form affiliations with the meaning of s 22 (8) of the *Education Act 1994*.

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.

- 2.2 The primary aims of the MCR Committee are:

- (i) to represent the interests of the MCR to the Executive Body and Governing Body of Corpus Christi College (the “**Governing Body**”) and senior College officers of Corpus Christi College, the University of Cambridge and other authorities or persons.
- (ii) to advise MCR Members on all matters relating to individual and corporate welfare; and
- (iii) to administer the funds of the MCR.

- 2.3 The MCR Committee may be comprised of the following positions (“MCR Committee Positions”). Note offices may be held in plurality.

- (i) President
- (ii) Vice-President
- (iii) Treasurer
- (iv) Secretary
- (v) Catering & Bar Officer
- (vi) Social Secretary (three positions: one of which is mandatory, see cl 2.4)
- (vii) Welfare Officer (two positions)

- (viii) Sports Officer
- (ix) Lesbian Gay Bisexual Transgender Queer/Questioning Intersexual and Asexual/Agender Officer (“LGBTQIA+ Officer”)
- (x) International Students Officer
- (xi) Computer Officer
- (xii) Sustainability and Charities Officer
- (xiii) Partners’ and Families’ Officer
- (xiv) Library Officer
- (xv) Secretary of the Leckhampton Society
- (xvi) Ethnic Diversity Officer
- (xvii) Disabled Students Officer

2.4 The following positions are **Mandatory MCR Committee Positions: President, Vice-President, Treasurer, Secretary, Catering & Bar Officer, Social Secretary x1**. Persons elected to those positions (including person appointed under cl 2.9) are the **Mandatory MCR Committee Members**.

2.5 The duties of each MCR Committee Position are provided in cl 9.

2.6 There shall be an **MCR Executive Committee** composed of the President, Vice-President, Treasurer, and Secretary. The MCR Executive Committee shall have no executive power, save for powers as specified by cl 4.3.

2.7 MCR Committee Positions may only be filled by an MCR Member, subject to the following:

- (i) The two Welfare Officers must between them represent more than one gender identity.
- (ii) Only a MCR member identifying as LGBTQIA+ may be elected as LGBTQIA+ Officer.
- (iii) Only a MCR member identifying as belonging to an underrepresented ethnic group may be elected as Ethnic Diversity Officer.
- (iv) Only a MCR member with a disability may be elected as Disabled Students Officer.

2.8 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 open for election. The procedure for forming the MCR Committee is as follows:

- (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.
- (ii) An election must then be held in the last three 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.
- (iii) The MCR President–elect and the persons selected to MCR Committee positions will become the MCR Committee ("**MCR Committee Members**") on the 1 January in the following calendar year. The MCR Committee will initially be formed of those elected MCR Committee Members.
- (iv) The new MCR Committee may appoint additional MCR Members to fill any vacant MCR Committee Positions in accordance with cl 2.9.

The Mandatory MCR Committee Positions must be filled for an MCR Committee properly to be constituted. For the avoidance of doubt, those MCR Committee Positions that are not Mandatory MCR Committee Positions need not be filled for an MCR Committee properly to be constituted.

2.9 The MCR Committee may appoint MCR Committee Members according to the following procedure:

- (i) The MCR Secretary must notify the MCR via email of the vacant MCR Committee position(s) and call for nominations.
- (ii) At least four working 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.

2.10 If an MCR Committee Member resigns (including resignations mid-calendar year for MCR Committee Members undertaking a one-year Master's degree or in their final year of a longer

course), the MCR Secretary will be responsible for organising the replacement of the MCR Committee Member in accordance with cl 2.9. If a Mandatory MCR Committee Member resigns or is removed, they must be replaced in accordance with the procedure designated in cl 2.9.

- 2.11 An MCR Committee Member may be removed by a motion of no confidence passed at an MCR Open Meeting (as defined below).
- 2.12 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.
- 2.13 The MCR Committee must contain at least two students in their first year as MCR Members
- (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 2.9.
 - (ii) If and only if there are fewer than two vacant MCR Committee Positions after the Annual MCR Committee Elections, the 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 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, including duties belonging to the other MCR Committee Members.
- 2.14 No person may be elected or appointed an MCR Committee Member to the same MCR Committee Position more than twice (i.e., for a maximum of two years in the same position).

- 2.15 Upon election of a new MCR Committee, the outgoing MCR Committee Members must:
- (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 situation for the relevant MCR Committee Position.
- 2.16 The MCR Committee may appoint **non-voting Officers of the MCR** by ordinary decision under cl 3.1. 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 may attend MCR Committee meetings as non-voting observers in accordance with cl 3.4 below.

3. MCR Committee Meetings

- 3.1 Unless otherwise specified, the MCR Committee may make a “**decision**” by taking a majority vote of MCR Committee Members:
- (i) at an MCR Committee meeting; or
 - (ii) by electronic communication, taking effect from the time the last vote necessary to make a majority is received by the MCR Secretary, and with the decision minuted at the next MCR Committee meeting.
- 3.2 An MCR Committee meeting requires a quorum of seven MCR Committee Members, including at least four of the Mandatory MCR Committee Members. Determinations of an inquorate meeting are not considered to be decisions of the MCR Committee under cl 3.1(i) above.
- 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.
- 3.4 The following persons may attend MCR Committee meetings as non-voting observers:
- (i) the MCR President-elect;
 - (ii) the Warden of Leckhampton, the Senior Tutor, the Senior Treasurer to the JCR or any representative of the College’s Governing Body nominated by the Master;

- (iii) the JCR President, JCR Vice-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 at least 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 **Research Period/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.

3.6 The MCR Secretary shall inform all MCR Committee Members of the convening of a MCR Committee meeting no later than five working 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 three working days before the MCR Committee 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 three working days after the meeting, through email. The minutes shall be regarded as provisional until ratified at the next MCR Committee meeting.

4. MCR Open Meetings

4.1 There must be an **MCR Open Meeting** at least once a term and once during the Research Period/Long Vacation at a date agreed by the MCR Committee. Further meetings ("**Extraordinary MCR Open Meetings**") may be called:

- (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) if the MCR Executive committee calls an Extraordinary Open Meeting pursuant to cl 4.3.

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.

- (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 the MCR Executive Committee have good reason to believe a decision of an MCR Open Meeting is needed urgently, the MCR Executive Committee 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.

4.4 Decisions at the MCR Open Meeting must be made by a majority of MCR Members present, including 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 College’s Executive Body or Governing Body or a referendum.

- (i) Only MCR Members may 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) No MCR Open Meeting decision will be binding if it is inconsistent with a provision of this Constitution.

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 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 two hours before the meeting.

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

- (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.

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

- (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.
- 4.9 Motions must be submitted in writing to the MCR Secretary.
- (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 worded similarly. 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. 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:
- (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 is not 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.

- (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 two 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, through email. These minutes shall be provisional until ratified at the next MCR Open Meeting.

5. MCR Referendums

5.1 A referendum may be called in the following ways:

- (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 procedural motion at an MCR Open Meeting.

5.2 The procedure for referendums shall be as follows:

- (i) The MCR Secretary must no less than five days before the referendum date inform the MCR via email of the date of the referendum, the proposed method of voting (online) 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 set up the online ballot in consultation with the Computer Officer.
- (iv) The referendum must be held by secret ballot.
- (v) The referendum shall be by online voting (according to cl 6.3 below).
- (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 notice of the result by email to the MCR as soon as the results are certified.

5.3 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 College Governing Body. A referendum will prevail over any inconsistent MCR Committee decision or MCR Open Meeting decision.

5.4 If the total number of votes cast in a referendum is less than the quorum of an MCR Open Meeting, no decision shall be deemed to have been taken.

6. Elections

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

- (i) MCR Members only may 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. Elections shall be by online voting.
- (iv) Elections must be conducted according to the Single Transferable Vote System (as defined in cl 6.4 below).
- (v) Elections must not be held on weekends or bank holidays.

6.2 The procedure for an election shall be as follows:

- (i) The MCR Secretary must no less than seven working days before the election date inform the MCR via email of the date of the election and the proposed method of voting (online or paper ballots).
- (ii) Nominations must open no less than seven working days before the election and must close three working days before the election. The MCR Secretary may choose the appropriate way to accept nominations. Each candidate for election must be proposed and seconded by MCR members. Each MCR Member may only propose and/or second a maximum of two candidates in the same election (i.e., 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 to the MCR Secretary before the close of nominations. All manifestos must be displayed in the MCR simultaneously by the Secretary after the close of nominations.
- (iv) A Returning Officer must be appointed for each election by the MCR Committee or MCR Open Meeting. The Returning Officer appointed may not stand for an elected position. The Returning Officer will have responsibility for ensuring that the behaviour of the candidates is such as to allow a fair and equitable election.
- (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 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) For the purpose of counting the votes, the 're-open nominations' (hereafter 'RON') option shall be treated as if it is a candidate. If at any stage of the count the RON candidate gains the required number of votes to be elected, it shall be deemed to have been elected and any surplus or further votes transferred to a further RON candidate. This stage shall be repeated as required. The Returning Officer shall declare unfilled the number of RON candidates deemed to have been elected, if any.
- (ix) In cases where candidates are tied for votes, the election will be decided by the flip of a coin, coordinated by the Returning Officer.
- (x) The two Welfare Officers must between them represent more than one gender identity. Where a person is elected to the first position of 'Welfare Officer' and their excess votes have been transferred, all votes to the candidates of the same gender identity shall be transferred and those candidates will be eliminated. The votes for the affected candidates shall be transferred to remaining candidates, starting with the affected candidate that received the fewest votes in the round of Single Transferable Vote in which the first Officer was elected. Should the quota not then be reached, the votes for affected candidates will continue to be redistributed before the normal process of STV elimination resumes. RON shall be treated as having a different gender identity to all other candidates in these elections.
- (xi) The Returning Officer must give notice by email to the MCR of the result as soon as the results are certified.

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

- (i) the ballot must be secret;
- (ii) the online voting arrangements must be as secure as is reasonably possible;
- (iii) the online voting arrangements must ensure that only MCR Members may vote and that no MCR Member may vote more than once;
- (iv) the technology used for online voting should be explained by the Computer Officer on request by any MCR Member; and
- (v) online voting must be made available to all MCR Members at least between 9am and 9pm of the date of election.

- 6.4 The essential features of the Single Transferable Vote System shall be defined as:
- (i) A single vote, whereby each elector can choose their prospective representative from a number of candidates.
 - (ii) Several representatives elected together to enable different viewpoints and opinions to be reflected.
 - (iii) Election by quota, being the minimum number of votes which if attained by as many candidates as there are places to be filled leaves at most a quota of votes unused.
 - (iv) The single vote to be transferable according to preferences expressed by the elector to enable the surpluses of candidates who exceed the quota and the votes of the candidates with no possibility of election to be transferred to the continuing candidates until the required number of representatives is elected.
- 6.5 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.
- 6.6 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.

7. MCR Finances

- 7.1 The MCR Committee shall have a Senior Treasurer who shall be a Fellow of the College, and who shall have been appointed to the position of Senior Treasurer of the JCR by the Executive Body.
- 7.2 The Treasurer, assisted by the Committee, and supervised by the Senior Treasurer, shall administer the Committee's funds, composed of—
- (i) the annual allocation from the JCR;
 - (ii) all other income raised by Committee activities or contributed by external bodies; and
 - (iii) the contingency fund.

- 7.3 Any donations to charitable causes must be approved by a referendum.
- 7.4 Donations to political causes are prohibited. The meaning of 'political' for the purposes of this provision being determined, in consultation with the Senior Treasurer, with reference to—
- (i) the status of the College as a charitable institution; and
 - (ii) the views of the MCR at an Open Meeting or Emergency Open Meeting.
- 7.5 All Officers and MCR Committee members shall be liable jointly and severally for any expenditure they incur in excess of that authorised by the Committee or by an Open Meeting or Emergency Open Meeting.
- 7.6 The Treasurer shall, in consultation with the Senior Treasurer and the Treasurer of the JCR Committee propose a budget for the following year for the Committee. The budget shall be proposed at an Open Meeting or Emergency Open Meeting during the Lent Term, no later than one week prior to the last scheduled Executive Body meeting of the Lent Term. The MCR President shall invite submissions and suggestions for the composition of the MCR budget from all members of the MCR in Michaelmas Term. Such submissions must be made to the MCR Treasurer before the MCR Open Meeting in Lent Term.
- 7.7 Any proposed budget must be published (normally by e-mail to all members of the MCR) no later than a week prior to the Open Meeting or Emergency Open Meeting at which it will be presented. 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 or Emergency Open Meeting.
- 7.8 The MCR account must contain a minimum of £5000 as a contingency fund to be used for emergencies only. Any decision by the MCR Committee to withdraw money from the contingency fund shall be subject to the approval of the Senior Treasurer. The Committee may appeal to the Executive Body if the Senior Treasurer refuses such a request.
- 7.9 A proposed budget must be approved first by a majority in a quorate Open Meeting or Emergency Open Meeting but will not take effect until approval from the Executive Body has been given.
- (i) A budget approved by an Open Meeting or Emergency Open Meeting must be submitted to the Executive Body for approval. The Treasurer should also submit to the Executive Body a brief narrative description of the budget,

highlighting any significant changes in allocations from the previous year's budget.

- (ii) Prior to the submission to the Executive Body, the Treasurer must discuss the budget with the Senior Treasurer and the Head of Finance/Chief Clerk.

- 7.10 The Treasurer shall present to the Senior Treasurer a statement of the Committee's accounts of the preceding term before the first Open Meeting of each term.
- 7.11 Where a new Committee is elected, the Constitution is amended, or the Committee uses a new bank account, the Treasurer shall review processes for making payments with the Senior Treasurer and the Head of Finance/Chief Clerk.
- 7.12 The Senior Treasurer shall have access to the Committee's bank account(s).
- 7.13 The Committee's financial year shall be the same as the College's financial year, which is from the 1st of July to the 30th of June.
- 7.14 At the beginning of the Michaelmas Term, the Committee shall submit to the Executive Body for its approval, and then publish to the MCR, an annual financial report and accounts for the financial year just ended. Prior to submission to the Executive Body, the annual financial report and accounts shall have been approved by the Senior Treasurer and reviewed by a qualified accountant satisfactory to the Bursar. The accounts must include any donations made by the Committee to external organisations.
- 7.15 All income received by the Committee shall be paid into a bank account or bank accounts held in the name of the Committee.
- 7.16 Monies may only be withdrawn with the approval of any two of the Treasurer, President, or Vice-President, except where the amount withdrawn exceeds £1000, in which case, one of the authorising signatories must be the Senior Treasurer.
- 7.17 Monies may be transferred between accounts held in the name of the Committee by either the Treasurer or the Senior Treasurer.
- 7.18 This section sets out how MCR funds which has not been allocated in the budget may be re-allocated (or additional funds spent), recognising that not all expenses are foreseeable at the time of drafting the annual MCR budget. The following process must be adhered to in order for

the MCR to authorise a 'one-off purchase' which is not included in the budget or the re-allocation of funds previously allocated in the budget.

- (i) Any member of the MCR may apply to the Treasurer for a one-off purchase or re-allocation of the budget.
- (ii) This request, with the Treasurer's opinion on its reasonableness, will be presented to the MCR Committee who will vote on whether to approve the expenditure. The vote need not take place in a Committee meeting and may be conducted via email, provided all Committee members are informed and the Treasurer keeps a record of the vote. Committee members with a conflict of interest must abstain from the vote. The vote should not be counted until 48 hours have elapsed from the Treasurer first sharing details of the request with the Committee.
- (iii) The one-off purchase/re-allocation shall be authorised if approved by a simple majority of the Committee. The quorum for this vote shall be half of the elected members of the Committee, rounded up to the next whole number.
- (iv) Any amendment to the MCR budget exceeding five per cent of the total budget for that academic year shall also be subject to the approval of an MCR Open Meeting.
- (v) As one-off purchases are outside the budget process, any one-off purchase over £500 will only be authorised if also approved by an MCR Open Meeting and the Senior Treasurer.
- (vi) Committee meeting minutes shall detail all approved one-off purchases/budget re-allocations that have been made since the last Committee meeting.

7.19 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.

8. Complaints Procedure

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

- 8.2 All student members of Corpus Christi College, including associate members of the MCR, groups of such members who are dissatisfied in their dealings with the MCR, any of its Committee members (including with the MCR Treasurer during the process of budget allocation), or anyone alleging that they have been 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. The complaint shall be handled in accordance with the procedure below.
- 8.3 At first instance, the complainant shall have the right to lodge a complaint in writing 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.
- (i) The MCR Committee Member must reply to the complaint in writing within seven days.
 - (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 considers that their complaint was not dealt with satisfactorily, or that the remedy instituted by the MCR Committee Member was not an appropriate or effective one, a complaint may appeal against the decision to the MCR Committee as a whole.
- (i) The MCR Committee will be given 14 days to reply to the complaint in writing.
 - (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.

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 be lodged using the procedure set out in Annex 9 of the JCR Constitution.

9. Duties of the MCR Committee Positions

9.1 The President shall have the following duties:

- (i) To represent the policies, decisions, and interests of Postgraduate students of the College 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 represent the MCR at Governing Body, Executive Body, Joint Consultative Committee meetings, and Buildings Committee meetings and to report to the MCR in written form by email at least termly.
- (v) To adjudicate in all matters pertaining to MCR activities not covered by this Constitution.
- (vi) To meet (at least termly) with the Warden of Leckhampton to discuss matters pertaining to the MCR community.

9.2 The Vice-President shall have the duties:

- (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 in written form by email at least termly.
- (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 in written form by email at least termly.
- (v) To meet at least termly with the Warden of Leckhampton to discuss matters pertaining to the MCR community.

9.3 The Treasurer shall have the following duties:

- (i) To take general responsibility for the control and transparency of MCR finances.
- (ii) To take responsibility for the operation of the MCR bank account in accordance with cls 7.11 and 7.12 above.
- (iii) To report to every MCR Open Meeting on the state of MCR finances if requested.

- (iv) To prepare budgets and accounts in accordance with cls 7.6 and 7.8 above.
- (v) To be responsible for the MCR cheque book.
- (vi) The MCR Treasurer shall be responsible for the payment of budgeted expenditures that occur during their term of office.
- (vii) The outgoing MCR Treasurer is required to produce full accounts of their term of office no later than one calendar month after leaving office.
- (viii) To publish annually to all MCR Members a financial report, which shall also be presented to the Executive Body. The report must include details of any donations made by the MCR to any external organisations in the period to which it refers.
- (ix) To maintain the snack fridge and make sure it is well stocked, and to assist the Social Secretaries in ordering food and drink for social events.

9.4 The Secretary shall have the following duties:

- (i) To take full and accurate minutes of all MCR Committee Meetings and MCR Open Meetings.
- (ii) To issue notice of and organise all matters pertaining to all meetings, elections, and referendums in accordance with the relevant sections of this Constitution.
- (iii) To maintain a complete and up-to-date record of this Constitution.
- (iv) To prepare the weekly Leckhampton Notices emails.
- (v) To collate reports on College meetings attended by officers of the MCR.

9.5 The Catering & Bar Officer shall have the following duties:

- (i) To represent the MCR at relevant Corpus Christi College meetings, and to report in writing to the MCR at least termly.
- (ii) To be principally responsible for arranging MCR social event dinners, as part of the social team.
- (iii) To work with the Bar Manager to organise events run by the bar and represent the community's needs.
- (iv) To work closely with the College Catering Manager to ensure students' catering needs are met.

9.6 The MCR Social Secretary/ies shall have the following duties, to be divided between them as they see fit:

- (i) To organise all social events held under the auspices of the MCR, in conjunction with the MCR Committee and in consultation with the Warden of Leckhampton, the Senior Tutor (as appropriate) and the Dean of College.
- (ii) To co-operate with the JCR in all joint JCR-MCR social events.
- (iii) To arrange social activities with other colleges.

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

9.7 The Welfare Officers shall have the following duties:

- (i) To be available for consultation on, and to be aware of, all matters pertaining to student welfare, and promote equality amongst all members of the MCR, independent of their personal identities.
- (ii) To liaise with the Senior Tutor and Tutors on matters related to the welfare of MCR Members, without at any stage compromising the confidentiality of information received from any MCR Member without that member's prior consent.
- (iii) To ensure representation of the MCR on welfare committees at the Cambridge Students' Union.
- (iv) To raise any concerns relating to College Policy on discrimination and harassment with the College Harassment Officer and/or the Senior Tutor.
- (v) To publicise matters related to the interests and/or welfare of MCR Members.
- (vi) To ensure that new students are encouraged to integrate with the MCR by implementing a mentoring scheme.
- (vii) To organise regular welfare events.

9.8 The Sports Officer shall have the following duties:

- (i) To organise all MCR sports days and tournaments, such as the annual croquet tournament.
- (ii) To organise gym inductions for MCR Members and Associate Members for the College Gym.

- (iii) To be responsible for the keeping and maintenance of all MCR sports equipment and clothing.
- (iv) To liaise with the JCR and with the grounds staff on matters relevant to any MCR-organised sporting fixtures.
- (v) To liaise with the JCR Sports Officer in organising the Corpus Challenge.

9.9 The LGBTQIA+ Officer shall have the following duties:

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

9.10 The International Students Officer shall have the following duties:

- (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 Diversity 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.

9.11 The Computer Officer shall have the following duties:

- (i) To attend Corpus Christi College Information Services and Technology Committee meetings.
- (ii) To attend to problems in the Leckhampton computer room.
- (iii) To administer the Corpus postgraduate mailing list.
- (iv) To administer the MCR website.
- (v) To assist the Secretary with online voting.

9.12 The Sustainability and Charities Officer shall have the following duties:

- (i) To attend the meetings of the Corpus Christi College Sustainability Committee.
- (ii) To promote energy conservation, recycling, and the sustainable use of resources at Leckhampton.
- (iii) To ensure that the MCR prioritises sustainability in its decision-making and activities.
- (iv) To ensure MCR events are run in a sustainable way.
- (v) To arrange for charitable donations to appropriate charities when required by the MCR.

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

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

9.14 The Library Officer shall have the following duties:

- (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, Deputy Housekeeping Manager (Leckhampton), Clerk of Works, and/or Tutorial Office).
- (iii) To check at least weekly on the orderliness and cleanliness of the Leckhampton Library and to notify the Deputy Housekeeping Manager (Leckhampton) if the Library is in need of cleaning or maintenance.
- (iv) To order and coordinate new accessions to the Leckhampton Library with the Taylor Librarian and the Fellow responsible for the Taylor Library.
- (vii) To organise events which engage the Leckhampton community with the library and raise awareness of the resources available.

9.15 The Secretary of the Leckhampton Society shall be responsible for organising talks, food and drink for Leckhampton Society events.

9.16 The Ethnic Diversity Officer shall have the following duties:

- (i) To be available for consultation and support of all students, particularly those who identify as belonging to an underrepresented ethnic group.
- (ii) To ensure representation of those members who identify as belonging to an underrepresented ethnic group within the MCR and to promote relevant interests and issues.
- (iii) To work with the College's Race and Equality Champion and EDI Lead, and 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.
- (iv) To be a point of contact and support in case of racial complaints within the College.

- (v) To work with the JCR Ethnic Minorities' Officer to raise awareness of areas of concern for students identifying as belonging to an underrepresented ethnic group within Corpus Christi College as a whole.

9.17 The Disabled Students Officer shall have the following duties:

- (i) To be available for consultation and support by all students on matters pertaining to disabilities.
- (ii) To ensure representation of those members with disabilities within the MCR and to promote relevant interests and issues.
- (iii) To work with the College Disability Champion and EDI lead, and with the Welfare Officers to promote the welfare of disabled students and to provide pertinent support and advice to all members of the MCR community.
- (iv) To network with the JCR Disabled Students Officer, Cambridge Student Union and other Cambridge Disability organisations, to facilitate larger patterns of networks for student benefit.
- (v) To remain constantly aware of disability issues and campaigns at Corpus Christi College, the University of Cambridge, in the city of Cambridge, and in the UK, and to inform the student community, where appropriate, of these, including of actions and options available to them.

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. The following order of precedence applies:

1. Provisions of the Education act 1994;
2. The JCR Constitution;
3. The Constitution;
4. Active Policies passed by the JCR (See JCR constitution). 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.

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 (on the recommendation of the Executive

Body) of Corpus Christi College. The Executive Body as well as the MCR Committee must review this Constitution no less than once every five years. It is the responsibility of the MCR to ensure that reviews take place in accordance with this clause.

Interpretation disputes are for the MCR Committee advised by the Senior Tutor, subject to the opinion of Governing Body

10.3 Notwithstanding cl 10.2, the following amendments to this Constitution may be made by decision at an MCR Open Meeting, subject to the approval of the Senior Tutor and reported to the Executive Body:

- (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 proving 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 correct drafting errors such as spelling mistakes; and
- (vi) consequential changes required due to alterations made to other written instruments to which this Constitution refers

10.4 Any amendments as defined by cl 10.3 must be reported to the Executive of the College.

10.5 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 and the Dean of the College before deciding the answer. The question of interpretation may be referred to the Executive Body for its final decision by any member of the MCR Committee or by a decision at an MCR Open Meeting.

10.6 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.

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.

s means section.

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

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

10.7 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.

10.8 This Constitution must be revised during or before 2027.