

## APPENDIX C

### CONSTITUTION OF THE GONVILLE AND CAIUS COLLEGE MCR

#### I. GENERAL

##### 1. Membership

- (a) Membership of the MCR comprises all graduate members of the GCSU.
- (b) Spouses of graduate members of the GCSU and undergraduate members of the GCSU in the fourth or later years of their course shall be honorary members of the MCR.
- (c) Honorary members of the MCR shall be entitled to participate in all MCR events but shall not contest Executive positions or vote at Open Meetings or elections.
- (d) Members of the MCR who have elected to opt out of membership of the GCSU under the provisions of the GCSU Constitution or under the provisions of the Education Act (UK) shall not for that reason be prevented from participating in the MCR's activities and facilities.

##### 2. MCR Members also members of GCSU

The members of the MCR, as members of the GCSU, are governed by all the regulations and procedures contained in the GCSU Constitution to which this forms an appendix.

##### 3. Object of MCR

The object of the MCR shall be the furtherance of the individual and collective welfare of all its members. The MCR shall represent graduates and facilitate graduate life within both College and the Wider University.

#### II. THE EXECUTIVE

##### 1. Conduct of the Executive

- (a) The Executive of the MCR is responsible for representing the interests and views of the members of the MCR within the College and university and in other appropriate fora and for administering the Annual MCR Grant provided by the College.
- (b) The Executive shall be responsible for all its actions, both individual and collective, to the Open Meeting.
- (c) A member or members of the Executive shall be dismissed if a motion of no confidence in that member or those members is proposed by the MCR President at an Executive meeting and passed by the MCR Executive in accordance with Part II(3)(e), or becomes a resolution of an Open Meeting in accordance with Part III(3)(f).

## **2. Membership of the Executive**

- (a) The Executive shall consist of the following voting members, with the following responsibilities:

**President:** Responsible for representing the interests of MCR members, coordinating the activities of the Executive, and maintaining the records of the MCR in good order. The President shall work closely with the Vice-President in attending College and external meetings, and in coordinating the Executive. The President shall take over the Vice-President's responsibilities in his or her absence.

**Vice-President External:** Responsible for working with the President to represent the interests of MCR members, coordinate the Executive, maintain MCR records. The Vice-President shall have particular responsibility for representing the MCR to external bodies, including the GCSU, CUSU and the GU, and for mentoring and coordinating the handover of Committee positions in February each year. The Vice-President shall take full Presidential responsibility in the President's absence.

**Treasurer:** Responsible for overseeing the MCR accounts and expenditure, keeping a record of the financial position of the MCR and providing accounts for audit as provided by Part VII below.

**Secretary:** Responsible for advertising Open Meetings, for convening meetings of the Executive, and recording the business discussed and resolutions made in meetings of the Executive and Open Meetings. The Secretary shall oversee the termly creation of a 'Term Card' with MCR events planned for the term, and send regular information bulletins by email to the MCR.

**Welfare Officer:** Responsible for representing the interests of MCR members, including the accommodation needs and the health and safety of MCR members, for providing welfare supplies, advertising appropriate events, and liaising with the Peer2Peer team. The Welfare Officer will work closely with the Women's Officer and International Officer.

**Social Secretary/ies:** Responsible for coordinating the organisation of social events within the MCR, including port nights, bops and the annual Summer X. Where there is more than one Social Secretary, responsibility for specific events will be agreed between them and communicated to the Executive.

**Women's Officer:** Responsible for representing the interests of women MCR members. The Women's Officer shall work closely with the Welfare Officer to provide female members of the MCR with welfare supplies, and with the International Officer.

**Married Students Officer:** Responsible for representing the interests of married MCR members.

**A Computing Officer:** Responsible for the maintenance of the Caius MCR Website and mailing lists, and for liaising with the Computer Office to represent graduate computing needs.

Dining Officer(s): Responsible for representing the interests of the MCR members in relation to the quality of College meals, and for organising MCR events in relation to dining, including exchange dinners, guest nights, Superhalls, Fellows dinners and Christmas dinner. Where there is more than one Dining Officer, responsibility for specific events will be agreed between them and communicated to the Executive.

- (b) The Executive may at any time and for any period co-opt members of the MCR to be non-voting members of the Executive. These shall include, with the following responsibilities:

One or more First Year Representative(s): Responsible for representing the interests of first year MCR members, organising Freshers' week in consultation with the President and Vice-President, and writing the Freshers' guide;

A Green Officer: Responsible for coordinating initiatives in the MCR in relation to the environment, organising and encouraging MCR recycling, and publicising environmental issues to MCR members; and

Sports Officer: Responsible for the co-ordination of sporting activities.

- (c) All officers shall also form part of the MCR Executive Committee and share responsibility for Committee initiatives. Officers will work closely with their relevant counterpart on the GCSU committee, and attend relevant College meetings in agreement with the President and Vice-President.
- (d) The GCSU Vice-President shall be a non-voting member of the committee. The MCR Vice-President shall, in turn, be a non-voting member of the GCSU committee.

### **3. Meetings**

- (a) The President or Vice-President shall chair meetings of the Executive and it shall meet at least four times in each term, and once in each vacation. The Secretary shall organise and convene Executive meetings.
- (b) Any voting member of the Executive who misses three or more of its meetings in the same term without giving apologies acceptable to the rest of the Executive shall be deemed to have resigned.
- (c) Any member of the MCR may attend meetings of the Executive and may speak at the discretion of the chairperson.
- (d) A meeting of the Executive shall be quorate when at least five voting members are present.
- (e) A motion shall be a resolution of the Executive if:

- (i) the meeting is quorate when the vote is taken; and
  - (ii) the number of members of the Executive voting in favour of the motion exceeds the number voting against.
- (f) The chairperson shall not vote except in the case of a tie.
- (g) The Secretary is responsible for posting the minutes of a meeting of the Executive on the Caius MCR Website.

### **III. OPEN MEETINGS 1. Ordinary**

#### **Open Meetings**

- (a) The Executive shall call at least one Ordinary Open Meeting a year. More meetings may be held at the discretion of the Executive, or at the request of two or more MCR members made in writing to the President or Vice-President.
- (b) At least seven days before an Ordinary Open Meeting the date, time and, venue of that meeting and the deadline for submission of motions shall be posted on the Caius MCR Website and emailed to the MCR by the Secretary.
- (c) Submission of motions:
  - (i) Ordinary motions may be submitted by any two members of the MCR, provided that they are received by the Secretary at least 72 hours before the publicised time for the start of the meeting.
  - (ii) Emergency motions may be submitted to the Secretary up to one hour before the publicised time for the start of the meeting. The substance of an emergency motion must in the opinion of the Executive be of such importance that it cannot reasonably be deferred until the next Ordinary Open Meeting.
- (d) The agenda for an Ordinary Open Meeting shall be posted on the Caius MCR Website at least 48 hours before the publicised time for the start of the meeting. It shall include the text of all ordinary motions together with the names of the proposers.

#### **2. Extraordinary Open Meetings**

- (a) An Extraordinary Open Meeting may be requisitioned by:
  - (i) a petition signed by at least 15 members of the MCR and delivered to the Secretary;  
or
  - (ii) a resolution of the Executive.
- (b) An Extraordinary Open Meeting shall be held within seven days of receipt of the requisition. The date, time and venue of the Open Meeting shall be decided by the Executive within 24 hours of the requisition, to be arranged by the Secretary.

- (c) As soon as possible after the date of an Extraordinary Open Meeting has been decided, the date, time and venue of that meeting, agenda (stating the matter to be discussed) and the text of any motions shall be posted on the Caius MCR Website and emailed to the MCR, by the Secretary.

### **3. General**

- (a) An Open Meeting shall be quorate when at least 30 members of the MCR are present.
- (b) Business at an Open Meeting shall be conducted in accordance with the Standing Orders annexed to this constitution.
- (c) The Open Meeting shall be chaired by the President, or by any other voting member of the Executive nominated by those voting members of the Executive present. The chairperson shall not, in this capacity, propose a motion at the meeting. The chairperson shall not vote on any motion except in the case of a tie.
- (d) Non-members of the MCR shall not vote and shall speak only with the permission of the chairperson.
- (e) With the exception of Part III(3)(f), a motion shall become a resolution of the Open Meeting if:
  - (i) the Open Meeting is quorate when the vote on the motion is taken, and
  - (ii) the number of members of the MCR voting in favour of the motion exceeds the number voting against.
- (f) A motion of no confidence shall become a resolution of the Open Meeting only if:
  - (i) the number of members of the MCR voting in favour of the motion is not less than 30; and
  - (ii) the number of members of the MCR voting in favour of the motion exceeds the number voting against.
- (g) This paragraph applies to any motion submitted for consideration at an Open Meeting after the budget has been approved which commits the MCR to incur any expenditure not provided for in the budget. Such a motion shall cover the reasons for the expenditure, its alternatives and its cost effectiveness. In addition it shall state what item or items in the budget are to be removed or varied so that the budget remains balanced.

Such a motion shall become a resolution of the Open Meeting only if:

- (i) the number of members of the MCR voting in favour of the motion is not less than 30, and
- (ii) the number of members of the MCR voting in favour of the motion represents at least a two-thirds majority of the number of members of the MCR

voting on the motion.

- (h) Any resolution of an Open Meeting shall become the policy of the MCR and shall supersede all previous conflicting policy.
- (i) Members and honorary members of the MCR shall only speak at Open Meetings when recognised by the chairperson.
- (j) The Secretary shall be responsible for ensuring that the resolutions of the Open Meeting are posted on the Caius MCR Website within 48 hours of the meeting.
- (k) The minutes of the Open Meeting shall be posted on the Caius MCR Website within seven days of the Open Meeting.

#### **IV. ELECTION OF THE EXECUTIVE 1. General**

- (a) The Executive positions listed in Part II(2)(a) shall be filled by election. An election shall be held for each individual position at the beginning of the Lent Term, and before 1 February. The persons elected shall take office on 1 February, starting with a two-week handover period shared with the outgoing Executive, to be mentored and coordinated by the Vice-President.
- (b) Members of the MCR may cast one vote for each contested position. Both contested and uncontested positions shall offer the opportunity to re-open nominations (RON).
- (c) The winner shall be the candidate who receives the most votes. If that candidate is 'RON' the Returning Officer shall call another election for that position.
- (d) Any member of the MCR may stand for election to any post except as provided in (h), (i) and (j) below.
- (e) Members may stand as pairs for the positions of President and Vice-President, Dining Officers and Social Secretaries. In these cases, members may vote once for each pair.
- (f) Any member of the MCR may vote for any post except as provided in (h) and (i) below.
- (g) A candidate may only stand for election to one Executive post at any one time. However a candidate for President or Vice-President may also stand for election to one other Executive post being elected at the same time, if eligible to stand for that other post pursuant to (h) and (i) below. If elected to the post of President or Vice-President he or she shall be deemed to withdraw from the election to that other post. The winner of that other post shall be the remaining candidate with the most votes.
- (h) A member of the Executive may not hold more than one post on the Executive at any one time. Members may hold other non-voting positions if agreed by the Executive.
- (i) Only female members of the MCR may stand and vote for the post of Women's Officer.

- (j) Only married members of the MCR may stand and vote for the post of Married Students Officer.

## **2. Conduct of Elections**

- (a) The Returning Officer shall be the President or his or her nominee but shall not be a member of the MCR seeking election.
- (b) The Returning Officer shall draw up and advertise procedures under which the election shall be conducted. The procedures shall be open, fair and conform to the provisions set out in this section.
- (c)
  - (i) Details of the forthcoming election shall be advertised to the MCR at the end of Michaelmas term, by the Returning Officer.
  - (ii) Details of the date of the election, the posts to be filled in a forthcoming election, the date for close of nominations and a copy of Part IV of the MCR Constitution shall be posted on the Caius MCR Website, and emailed to the MCR, by the Returning Officer at least fourteen days before the date of the election.
  - (iii) A period of at least seven days shall be allowed for receipt of nominations, each of which must be signed by the nominee and two sponsors, and accompanied by a short manifesto. Both sponsors must be members of the MCR. Nominations shall be given to the Returning Officer.
  - (iv) A further period of seven days shall elapse between close of nominations and the election ballot. At close of nominations, the candidates' names and manifestos shall be posted on the MCR website, and emailed to the MCR, by the Returning Officer.
  - (v) Hustings shall be held in the MCR on the night before elections, at which candidates may speak about their manifesto and be questioned by members of the MCR.
  - (vi) On the date of the election the ballot shall take place online for at least twelve hours. These shall include the hours between midday and 2 pm and between 6 and 7 pm. The Returning Officer shall make the online voting procedure clear to the MCR.
- (d) Each candidate or his or her nominee, who must be a member of the MCR, may be present at the count but no candidate or sponsor may participate in the count. For this purpose, the Returning Officer shall announce to the candidates the date and hour at which the count will take place.
- (e) Members unable to vote on the day of the election, may, after the close of nominations, cast their vote by obtaining from the Returning Officer a ballot paper and giving it to the Returning Officer in person on or before the date of the election.

(f) The Returning Officer shall announce and advertise the results of the election.

### **3. By-election**

- (a) A by-election shall be held if any member of the Executive resigns or is the subject of a successful motion of no confidence, except that a by-election shall not be held if the annual election is due to take place later that term. In this case, the duties of the vacant post shall be re-allocated at the discretion of the Executive.
- (b) If the President resigns, the Executive shall appoint, from among the voting members of the Executive, an acting-President to administer the responsibilities of that post until a by-election or the annual election is held.
- (c) By-elections shall be governed by the same provisions as apply to annual elections, as set out above.

### **4. Complaints regarding conduct of elections**

- (a) Complaints shall normally be brought to the Returning Officer.
- (b) In the alternative, or if the complainant is unsatisfied with the response of the Returning Officer, a complaint may be submitted in accordance with the complaints provisions of the GCSU Constitution.

## **V. COMPLAINTS**

Members of the MCR who are dissatisfied with their dealings with the MCR Executive may seek redress in accordance with the complaints procedures set out in Part IX of the GCSU Constitution. In interpreting that section for the purposes of such complaints "the Executive" shall be deemed to mean the MCR Executive.

## **VI. AMENDMENT OF MCR CONSTITUTION**

- (a) This constitution cannot be amended under the GCSU Constitution.
- (b) A proposal for an amendment to the MCR Constitution (including this Part) shall be forwarded as a motion for an Open Meeting (as provided in Part III).
- (c) Such a motion shall become a resolution of the MCR only if:
  - (i) the number of members of the MCR voting in favour of the motion is not less than 20; and
  - (ii) the number of members of the MCR voting in favour of the motion represents at least a two-thirds majority of the number of members of the MCR voting on the motion.

## VII. ACCOUNTS

### 1. General

- (a) The financial year of the MCR shall be from 1 February to 31 January ("**MCR Financial Year**").
- (b) The MCR shall open and operate such bank or building society accounts as the Executive from time to time determines to be appropriate. The President, Treasurer, Social Secretary and one other voting member of the Executive shall be signatories on any such account ("**Authorised Signatories**"). Each payment shall require the signature of the Treasurer and any one of the other Authorised Signatories.
- (c) All funds raised by the MCR shall be paid into one of its accounts.
- (d) The Treasurer shall be responsible for maintaining the financial records of the MCR.
- (e) The Treasurer shall maintain the financial records of the MCR in such a state that he or she is able to present the accounts or a summary of the accounts to the Executive or an Open Meeting within seven days of when requested to do so by the Executive or an Open Meeting.
- (f) In order to enable the Treasurer to comply with his or her obligations under this Part, persons authorised to expend MCR funds or to incur debts on its behalf shall, no later than three days after the expenditure or debt is incurred, present to the Treasurer all receipts received and a statement of the amounts and cheque numbers involved.

### 2. MCR Budget

- (a) In the Lent Term of each year, the Treasurer shall, in conjunction with his or her predecessor, prepare a summary of the accounts of the MCR for the preceding financial year and a summary of the expenditure proposed by the Executive for the remainder of the current financial year. The Treasurer shall use this information to support and prosecute an application to the Senior Treasurer for the Annual MCR Grant from the College.
- (b) The Treasurer shall at the same time prepare a budget of the proposed activities of the MCR for the remainder of the financial year. The budget shall be posted on the Caius MCR Website, and emailed to the MCR, together with notice of the opportunity to call an Open Meeting in accordance with Part III at which the budget is to be discussed. Motions proposing amendment of the budget may be submitted as ordinary motions in accordance with Part III(1). Such a motion shall cover the reasons for the expenditure, its alternatives and its cost effectiveness. Any such proposed amendment which provides for the MCR to incur any expenditure shall not increase the MCR's aggregate expenditure by more than 5% and shall if necessary specify consequential amendments to other items of expenditure to bring the budget back within this limit.
- (c) Expenditure of MCR funds shall be authorised by resolution of the Executive and shall be in accordance with the budget.

### **3. Audit of the MCR accounts**

The Treasurer shall arrange for the accounts of the MCR to be audited at the end of each MCR Financial Year.

## **VIII. DEFINITIONS**

Throughout this MCR Constitution, the following definitions apply:

**Annual MCR Grant** means the annual grant of funds from College for the exclusive use of the MCR

**Authorised Signatories** has the meaning given in Part VII(1)(b)

**Caius MCR Website** means the website located at <http://www.caiusmcr.com>, which is maintained by the MCR Executive

**College** means Gonville and Caius College, University of Cambridge

**CUSU means the Cambridge** University Students' Union

**Executive** means the members of the MCR elected to the positions listed in Part I(2)(a)

**Extraordinary General Meeting** means a meeting of the MCR convened in accordance with Part III(2)

**GCSU** means the Gonville and Caius Students' Union

**GCSU Constitution** means the constitution of the GCSU, dated April 2009

**GU means the Graduate Union of Cambridge University**

**MCR** means the Middle Combination Room of Gonville and Caius College

**MCR Constitution** means the constitution of the Gonville and Caius College MCR

**MCR Financial Year** has the meaning given in Part VII(1)(a)

**Open Meeting** means a meeting of the MCR convened in accordance with Part III

**Ordinary Open Meeting** means a meeting of the MCR convened in accordance with Parts III(1) and (3)