

## **Kellogg College Graduate Middle Common Room Constitution**

### **1 Name**

- 1.1 The name of the association is Middle Common Room of Kellogg College of the University of Oxford, hereafter referred to as “MCR”.
- 1.2 Kellogg College will hereafter be referred to as the “College”. Kellogg College is formally a Society of the University of Oxford. It was founded on 1st March 1990 as the Rewley House Society, and changed its name to Kellogg College in 1994.
- 1.3 University of Oxford will hereafter be referred to as the “University”.

### **2 Objects**

- 2.1 The MCR’s Objects are:
  - (a) promoting and defending the academic, disciplinary, financial, recreational, communal, welfare-related and cultural interests of Students at Kellogg College,
  - (b) ensuring that the above-mentioned interests are represented equally for all Students,
  - (c) providing events and activities for Students and administering relevant facilities,
  - (d) representing and involving MCR Members in the government and administration of Kellogg College,
  - (e) representing its members in regard to the affairs of the University, and in other external affairs of importance to Students, through affiliated bodies,
  - (f) furthering all purposes which are charitable in law, and which are incidental or conducive to the main objects.

### **3 Reviewing and Amending the Constitution**

- 3.1 The MCR President and a delegate of the Governing Body of the College must review the provisions of the Constitution at intervals of no more than three years.
- 3.2 This Constitution shall be amended only after a resolution to that effect has been discussed at an MCR Committee Meeting, then passed by a two-thirds majority in a vote.
- 3.3 No amendment may be made to the Constitution without written confirmation of ratification by the Governing Body of the College.
- 3.4 If the interpretation of this Constitution is disputed in the day-to-day operation of the MCR, the matter should be referred to the Senior Tutor.

### **4 MCR Membership**

- 4.1 A MCR Member is anyone currently studying for a graduate degree at the College, who has not opted out of membership, and is:
- (a) a Student of the University as defined in sections four and five of Statute II of the University,
  - (b) admitted by the University to:
    - (i) the Register of Visiting Students, or
    - (ii) the Register of Recognised Students,
  - (c) studying for a certificate or diploma of the University.
- 4.2 An MCR Member studying for a degree has full rights to participate in the life of the MCR, use all the facilities of the MCR, and run as a Candidate in MCR elections or all available positions on the MCR Committee.
- 4.3 Any MCR Member who has suspended their studies at the College can use the facilities of the MCR and attend MCR events, but not vote or contest in MCR elections.
- 4.4 The MCR shall handle data in accordance with the College Data Protection Policy and the requirements of the General Data Protection Regulations.
- 4.5 Any MCR Member may opt out of MCR membership by sending written notice to the MCR President. Members who have opted out of MCR Membership should not be unfairly disadvantaged, with regard to the provision of services, but are not able to vote or contest in MCR elections or decision-making processes.

## **5 Removal of MCR Membership**

- 5.1 Any MCR Member who has violated the College's Code of Student Discipline and/or the rules and regulations set out in Statute IV of the College and is expelled by the College under that Code will also lose their MCR Membership. This refers to all members of the student body, both officers and general MCR members.

## **6 Standing Orders and By-Laws**

- 6.1 The MCR may make, repeal, or amend Standing Orders, Policies, and By-laws, which are consistent with this Constitution, to provide for matters relating to the MCR's governance and administration.
- 6.2 Standing Orders and By-Laws shall be amended only after a simple majority vote by the MCR Committee.

## **7 MCR Committee**

- 7.1 The MCR Committee consists of two sets of elected officers:
- (a) the Executive, and
  - (b) the Body of Officers.
- 7.2 The By-Laws must provide for the remits of all elected officers.
- 7.3 The membership of the Executive is:
- (a) The President,

- (b) Vice-President
- (f) Secretary
- (g) Treasurer
- (h) Diversity and Inclusion Officer
- (i) Strategy and Development Officer

If no part-time student is elected to the Executive, a member of the Executive must be given special responsibility for part-time students, ordinarily the Vice-President. Conversely, if no full-time student is elected to the Executive, then a special responsibility for full-time members must be allocated.

- 7.4 The membership of the Body of Officers is listed below and may include the following:

Social Secretaries (5)  
 Academic Officer  
 Arts and Culture Officer  
 Communications Officer  
 Information Technology (“IT”) Officer  
 Sports Officer  
 Disabilities Officer  
 Green Officer  
 Domestic Officer  
 International Students Representative  
 Postgraduate Certificate in Education (“PGCE”) Representative  
 Charities and Campaigns Officer  
 Ball Officer

- 7.5 All Committee Members shall accept the duty to promote the expressed wishes of the MCR on or to other bodies, as well as duties enumerated elsewhere in this Constitution.

- 7.6 All Committee Members are responsible for the training of their successors, including but not limited to the making of handover notes. The incoming President is responsible for notifying the Kellogg College President of the membership of the new MCR committee. The College undertakes to provide induction for the incoming MCR Committee, including but not limited to the following:

- An updated list of college contacts and introductions to key staff members
- Notes on the role of Governing Body and other College meetings
- A checklist and guidelines for successfully hosting and holding events
- Guidelines on how to deposit minutes and other records [see article 14]

- 7.7 In the case of vacancy, the duties of the vacant position shall be taken by a delegate of the President (but not the President themselves). If the vacancy is the President, then the Vice-President would be expected to act as President.

## **8 MCR Committee Meetings**

- 8.1 MCR Committee Meetings are a platform to share information, ideas, feedback, and concerns on all matters related to College life.
- 8.2 There shall be a minimum of two MCR Committee Meetings every Term.
- 8.3 The By-Laws must provide for the procedures of MCR Committee Meetings.

## **9 Conduct, Complaints against Officers, and Resignation of Officers**

- 9.1 The MCR is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all students are respected. Harassment or victimisation is regarded as unacceptable behaviour and is not tolerated in any form. All members of the University are expected to treat each other fairly and with respect, courtesy and consideration.
- 9.2 Complainants against Officers should be referred to the College Complaints Procedure, in the first case seeking to resolve conflict informally.
- 9.3 The removal of an Elected Officer shall occur only as the outcome of a College Complaints Procedure.
- 9.4 Any Elected Officer(s) shall have the full right to step down from their positions after consultation with the President.

## **10 Elections and Referenda**

- 10.1 There must be a Returning Officer responsible for the fair and proper running of Elections and Referenda whose appointment, election, or selection must be provided for in the By-Laws. The process for elections in general should be provided for in the By-Laws.

## **11 Finances**

- 11.1 The College shall give the MCR a budget in consultation with the MCR Treasurer and MCR President, and the College Bursar shall be responsible for overseeing this process, which is to be reported to the College Finance Committee.
- 11.2 Spending powers and access to the MCR bank account are restricted to the MCR Executive.
- 11.2 The distribution of expenditure will be decided by the MCR Treasurer every Term in consultation with the MCR Executive Members.
- 11.3 The MCR Treasurer shall be responsible for keeping a full record of all MCR income and expenditures and present it every Term to the College and the MCR Executive Members.

- 11.4 There shall be no remuneration for the roles on the MCR Committee, which are voluntary. Expenses can be refunded for reasonable costs incurred during MCR work, as agreed with the Treasurer in advance of expenditure.

## **12 Clubs and Societies**

- 12.1 All Clubs and Societies affiliated with the MCR shall adhere to the provisions set out in this Constitution.
- 12.2 Ordinarily, clubs and societies will be funded at the discretion of the Governing Body and at the expense of the College, and not through the MCR budget.

## **13 Affiliation**

- 13.1 To further the objectives the MCR may choose to affiliate itself with an external organisation including, but not limited to, Oxford SU and NUS.
- 13.2 Decisions on affiliations must be discussed openly by the MCR and supported by a majority of the MCR Committee.
- 13.3 Annually the affiliations of the MCR must be published to all Members. The MCR will maintain a register of current affiliations with details of the subscriptions or fees paid, or donations made, and this will be available for inspection by any student on application to the MCR President.

## **14 Record Keeping and Communications**

- 14.1 Documents relevant to the MCR such as this constitution shall be made available to students on the College website and the MCR Website.
- 14.2 It is the responsibility of the Secretary to see that records of the MCR, including financial reports, minutes of meetings and reports to Governing Body, are deposited with the College Administrator. These should be the minutes of mandatory formal MCR Committee meetings, not informal MCR meetings. These minutes are held by the College for the purpose of storage and record keeping only. They should be maintained by the College for at least 5 years electronically. They should be available for any member of the MCR to consult on request.

## **15 Free Speech**

- 15.1 The College adheres to the University's policy on free speech, recognising the vital importance of free expression for the life of the mind and that a university may make rules concerning the conduct of debate but should never prevent speech that is lawful.
- 15.2 The holding of MCR events will comply with the University's policy on free speech.

## **Glossary of Terms**

**Academic Year** means the combination of Michaelmas, Hilary, and Trinity terms as reckoned according to the dates fixed by the Council of the University and published in the Oxford University Gazette.

**Body of Officers** includes, but is not limited to, the positions under 9.3.

**By-Laws** means rules and code of conduct predicated on the principles of this Constitution that outline the actions and responsibilities of MCR Members.

**Candidate** means a MCR Member seeking to be considered for a position on the MCR Committee.

**Code of Practice** means the document that establishes the relationship between the College and the MCR, listing out their responsibilities to each other.

**Common Room** means a physical shared space that students can access and use for multiple purposes.

**Dean of the College** means the representative appointed by the College who oversees welfare support and disciplinary conduct.

**Executive** means the highest executive body of elected officers on the MCR Committee.

**Honorary Membership** means the process and title by which non-members of the College may be granted Partial MCR Membership.

**Issues of Affiliation** means any decision to affiliate or disaffiliate from an external organisation.

**Middle Common Room** means the student union of all Students at the College.

**Governing Body** means the sovereign body of the College, which holds responsibility for all the activities, policies, finances and staffing of the College.

**Management Executive Team** means the body responsible for the preparation of the budget, day to day administrative issues and the recommendations for academic appointments.

**Member of College** means Governing Body Fellows, Senior Members, Staff, and Students as defined by the College

**NUS** means the National Union of Students.

**Objects** means the aims and guiding principles of the MCR.

**Oxford SU** means the Oxford University Student Union.

**Standing Orders** mean the rules adopted by resolution of the Members that govern the MCR, subject to the provisions of this Constitution.

**Student** means a person who is a student member of the University as defined in sections 4 and 5 of Statute II of the University

**Term** means the period of Michaelmas Term, Hilary Term or Trinity Term, as reckoned according to the dates fixed by the Council of the University and published in the Oxford University Gazette.

## **Proposed Standing Orders and By-laws**

### **1. Process of Elections**

A Returning Officer or Officers shall conduct elections twice per academic year, once each during Michaelmas and Trinity Terms. The Returning Officer or Officers will be members of the College staff.

The Returning Officer(s) shall certify the results of elections by means of a written communication to all Members stating the total votes cast for each candidate listed on the ballot.

To be nominated for election to an office, an eligible Member's name must be submitted by a Member to the Returning Officer in a form of the Returning Officer's choosing during the nomination period. All nominees, after confirmation of nomination, are invited to submit a written manifesto of no longer than 300 words to the Returning Officer. These statements are circulated to the MCR prior to the opening of ballots.

No person shall hold more than one elected office simultaneously.

The office of MCR President should not remain vacant.

### **2. Remit of Elected Officers**

Elected Officers have a responsibility to attend College Committees as specified below. An MCR Officer, or their delegate, should be present at the Unreserved business of College Committee meetings in order to present student views to the meeting, and in order to relay information and actions to the student body.

The President of the MCR is elected as the primary representative of the MCR to the College and the University, sets the strategic direction of the MCR and is appointed to chair meetings of the MCR Committee, and is elected to uphold the ethos and values of Kellogg College. The MCR President ordinarily attends the Governing Body meeting of the College.

The Vice President of the MCR shall be elected to assist the President; to serve as President in the event of the President's absence or incapacity; and to succeed to the office of President should it fall vacant during a term. The Vice-President has a particular remit to advocate for part-time students.

The Secretary of the MCR has responsibility for minuting meetings and record keeping. It is the responsibility of the Secretary to see that records of the MCR, including financial reports, minutes of meetings and reports to Governing Body, are deposited with the College Administrator.

The Treasurer of the MCR is elected to maintain MCR finances and has responsibility for the termly report of expenditure. The Treasurer ordinarily attends Finance Committee.

Five Social Secretaries are elected to organise and execute MCR events and activities; and to maintain a Term Card of all such events and activities. At least three of the five elected social secretaries shall be ordinarily resident in Oxford during term time. At least two of the social secretaries shall ordinarily be part-time students.

The Academic Officer is elected to raise awareness of academic resources and assistance made available to students by the College and University. The Academic Officer ordinarily attends Academic Committee.

The Arts and Culture Officer is elected to enhance the aesthetic and cultural life of the MCR and the College.

The Communications Officer is elected to advertise and disseminate information about MCR societies and events; and to enhance the MCR's media presence. The Communications Officer ordinarily attends Communication Committee.

The Information Technology ("IT") Officer is elected to support the MCR's technological presence; and to maintain all technological equipment and resources owned by the MCR. The IT Officer ordinarily attends IT Committee.

The Sports Officer is elected to enhance the sporting and athletic life of the MCR and the College; to oversee all MCR sporting organisations; and to serve as student representative in all sporting organisations coordinated by other colleges to which students at the College are entitled to membership. The Sports Officer ordinarily attends Sports Sub-Committee.

The Welfare and Equality Officer is elected to serve as first point of contact for students requiring welfare assistance; to direct students to appropriate sources of welfare support as necessary; to disseminate information concerning welfare within the College; to ensure the provision of welfare supplies; to serve as Chair of the Welfare Subcommittee; and to promote diversity and inclusion within the MCR and the College. The Welfare and Equality Officer ordinarily attends Welfare and Equality Committee meetings.

The Green Officer is elected to promote sustainability within the MCR and the College; and to disseminate information concerning environmentalism and sustainable practices to students of the College. The Green Officer ordinarily attends the Environmental Sustainability Committee.

The Development Officer is elected to promote a student focus in College use of donations, funding, and major gifts; and to enhance the financial support available to College students. The Development Officer ordinarily attends the Development and Alumni Relations Committee.

A Diversity and Inclusion Officer is elected to lead initiatives to promote diversity and inclusion at the College.

The Domestic Officer is elected to support student needs relating to College and University owned accommodation; to monitor MCR rooms and spaces in the College. The Domestic Officer ordinarily attends Domestic Committee.

The International Students Representative is elected to represent the interests of MCR members who are not citizens of the United Kingdom.

The Postgraduate Certificate in Education (“PGCE”) Representative is elected to represent the interests of MCR members completing the University’s PGCE programme.

The Charities and Campaigns Officer is elected to liaise with OUSU, raising awareness of ongoing campaigns in college and to encourage the organisation of charitable events within the college.

Part-time Students Representative(s) are elected to represent the interests of part-time members of the College, and are to liaise with the President, Vice-President and Social Secretaries with this intention.

The Disabilities Officer is elected to act as a point of contact for disability-related issues to future and current Kellogg graduate students.

The Bar Manager is appointed by the MCR Committee to hold a personal alcohol license which provides for a Student-run Bar and to manage the daily operations of the same, including arranging a staff rota; stock procurement and inventory, maintaining the standard set up and shut down procedures; and responsibility for the financial account of the bar to the MCR treasurer and to the college Financial Bursar. The Bar Manager cannot hold another position on the Committee.

The Ball Officer is responsible for the successful administration and running of the College Ball, and liaison with the College about this event. This includes associated planning, including bookings, ticketing and post-event management.

The Junior Deans of the College serve as ex officio officers of the MCR. The Junior Deans are resident students at Kellogg College and a useful first point of contact for students. They are available to offer welfare support and provide on-site assistance out-of-hours and on weekends.

### **3. Procedure of MCR Committee meetings**

A complete set of papers, plus a separate copy of the agenda (so that the agenda and papers can be open side by side) should be sent to MCR Committee members by 5pm the day before the meeting.

If recommendations are being brought, then there needs to be a clear wording of the recommendation(s) in the papers.

During the meeting the MCR Secretary will act as note-taker during the meeting, with these notes being used by the Secretary to compile the minutes after the meeting.

The Chair will manage the meeting and introduce the speaker for each item (or set of items) on the agenda. The Chair will also ask members to vote on any recommendations in the papers as per standing orders.

MCR Committee members should indicate they wish to speak. The hand function and the chat facility can be used in MS Teams. If members wish to suggest an amendment to the wording of a recommendation, this should be stated clearly or inserted into the chat facility so that everyone is fully aware of the details of what is being suggested.

Any motion, and any amendment, rider or addendum to a motion, must be proposed and seconded by a member of the MCR Committee.

Unless otherwise stated in these Standing Orders, a motion shall be carried if it obtains a simple majority of those voting. The Chair of the meeting shall have a vote and a casting vote.

Meetings should not exceed two hours.