



**Kellogg College**  
University of Oxford

# Kellogg College Middle Common Room Constitution

Last Revised: Trinity Term 2018





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## **Article I. Name**

Section 1: The name of the organisation shall be the Kellogg College Middle Common Room (the "MCR.")



## **Article 2. Purpose**

Section 1: The purpose of the MCR shall be to arrange for the provision and orderly administration of those communal facilities and activities which its members elect to enjoy, and to act as the representative student body of students in the corporate life of Kellogg College (the “College”) and the University of Oxford (the “University.”)



## **Article 3. Membership**

Section 1: All students of the College shall be members of the MCR (“Members”).

Section 2: A Member may resign at any time by delivering written notice to the Dean of the College or to the President of the MCR.

Section 3: A person who has formerly resigned MCR Membership may, at the beginning of an academic year, again become a Member by delivering written notice to the Dean of the College or to the President of the MCR.

## **Article 4. Officers**

Section 1: The President of the MCR shall be elected to be the Chief Executive Officer of the MCR; to serve as the primary representative of the MCR to the College and the University; to appoint, with the advice and consent of the MCR Committee, all elected offices which fall vacant during a term, all other officers deemed necessary to the functioning of the MCR, and the chairs of all subcommittees except the Welfare Subcommittee; and to preside over all meetings of the MCR Committee.

Section 2: The Vice President of the MCR shall be elected to assist the President in operation of the MCR; 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.

Section 3: The Secretary of the MCR shall be elected to coordinate and schedule all meetings of the MCR Committee; to compile and circulate an agenda of business for each meeting; to moderate discussion and keep time during all meetings; to take minutes at all meetings; to keep and maintain the Constitution and Standing Rules of the MCR; and to serve as parliamentarian during all meetings.

Section 4: The Treasurer of the MCR shall be elected to maintain MCR finances, the MCR budget, and to ensure the fiscal health of the MCR.

Section 5: Five Social Secretaries shall be elected to organise and execute MCR events and activities; and to maintain a Term Card of all such events and activities.

At least four of the five elected social secretaries shall be ordinarily resident in Oxford during term time, as specified in Article 5, Section 12.

Section 6: The Academic Officer shall be elected to raise awareness of academic resources and assistance made available to students by the College and University.

Section 7: The Arts and Culture Officer shall be elected to enhance the aesthetic and cultural life of the MCR and the College.



Section 8: The Communications Officer shall be elected to advertise and disseminate information about MCR societies and events; and to enhance the MCR's media presence.

Section 9: The Information Technology ("IT") Officer shall be elected to cultivate the MCR's technological presence; and to maintain all technological equipment and resources owned by the MCR.

Section 10: The Sports Officer shall be 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.

Section 11: The Welfare and Equality Officer shall be 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.

Section 12: The Green Officer shall be elected to promote sustainability within the MCR and the College; and to disseminate information concerning environmentalism and sustainable practices to students of the College.

Section 13: The Development Officer shall be 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.

Section 14: The Domestic Officer shall be elected to support student needs relating to College and University owned accommodation; to monitor MCR rooms and spaces in the College.

Section 15: The International Students Representative shall be elected to represent the interests of MCR members who are not citizens of the United Kingdom.



Section 16: The Postgraduate Certificate in Education (“PGCE”) Representative shall be elected to represent the interests of MCR members completing the University’s PGCE program.

Section 17: The Charities and Campaigns Officer shall be elected to liaise with OUSU, raising awareness of ongoing campaigns in college and to encourage the organisation of charitable events within the college.

Section 18: The Part-time Students Representative shall be elected to represent the interests of part-time members of the College, and to liaise with the Social Secretaries with this intention.

Section 19: The Bar Manager shall be 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.

Section 20: The Junior Deans of the College shall serve as *ex officio* officers of the MCR.

## **Article 5. Election of Officers**

Section 1: A Returning Officer shall conduct elections twice per academic year, once each during Michaelmas and Trinity Terms. The Returning Officer shall certify the results of elections by means of a written communication to all Members containing, at minimum, the total votes cast for each option listed on the provided ballot.

Section 2: The Returning Officer shall be a Junior Dean serving the College at the time of the election, as selected by the President. If all Junior Deans are standing for election to MCR office, or for other reason are ineligible as certified by the Dean of the College and the MCR President, the order of succession shall be: the MCR President; another Member appointed for such purpose by the Dean of the College, in consultation with the Junior Deans and the MCR President.

Section 3: Elections in Michaelmas Term shall be conducted during Third Week, with ballots opening at 12 noon on Monday of Third Week, and closing at 12 noon on Monday of Fourth Week. Prior to the conduct of elections, the Returning Officer will conduct a nomination period from 12 noon on Monday of Second Week to 12 noon on Thursday of Second Week.

Elections in Trinity Term shall be conducted during Fourth Week, with ballots opening at 12 noon on Monday of Fourth Week, and closing at 12 noon on Monday of Fifth Week. Prior to the conduct of elections, the Returning Officer will conduct a nomination period from 12 noon on Monday of Third Week to 12 noon on Thursday of Third Week.

Section 4: Any Member who intends to remain a student of the College and the University throughout the Member's proposed term in office, including a member who has received a conditional offer of continuation from the College, may be elected to any office. However, no member who has previously resigned an elected office, or who has been removed from office, shall be eligible to stand for election for the following academic year (with the exception of a resignation under the circumstances specified in section 11).

Section 5: 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, following the Nomination period, shall be invited to submit a written manifesto of no longer than 300 words to the Returning Officer, who shall disseminate all such manifestos to the MCR prior to the opening of ballots by posting in the College and by written communication.

Section 6: To be elected to an office, a nominated candidate must gain a plurality of votes cast. Balloting shall be by secret ballot, in a form as determined by the Returning Officer.

Section 7: Alongside all nominated candidates for office, an option to reopen nominations shall be listed on the ballot. Should this option gain a plurality of votes cast, none of the nominated candidates shall be elected to the office.

Section 8: The term of office for all offices shall conclude with the election of a new set of officers in the Trinity Term following their election.

Section 9: All elected offices shall be open for election during Trinity Term, however the offices of all Representatives shall not appear on the ballot until the following Michaelmas Term, and no more than three of five Social Secretaries may be elected during a given Trinity Term election, and shall remain vacant until the following Michaelmas Term. Following a Trinity Term election, should an office remain vacant, and the President does not wish to appoint an eligible Member, the office shall be open for election during the election in the following Michaelmas term, except that the office of Treasurer must be filled during Trinity Term. Under no circumstances shall the office of President remain vacant.

Section 10: Should an elected office remain vacant following an election, except as specified in Article 5, Section 9, or should fall vacant due to the resignation or removal of an officer, the MCR President may appoint any eligible Member to that office with the advice and consent of the MCR Committee. The President shall open and advertise a nomination period to the MCR lasting no fewer than three days prior to any such appointment, following the procedure for nominations as specified in Article 5, Section 5, and shall inform all members of the MCR Committee of any such nominations.

Section 11: No person shall hold more than one elected office simultaneously. Should a person be elected to two or more offices, they will be required to submit resignations for any offices in excess of one to the



MCR President before assuming the powers and responsibilities of any office. Section 12: At least four of the five Social Secretaries elected to the committee shall be ordinarily resident in Oxford during term time. Where more than one of the five candidates gaining the highest number of votes in an election are not ordinarily resident in Oxford, and there are at least four resident candidates, only the non-resident candidate with the highest number of votes shall be elected, and the votes for the remaining non-resident candidates shall be redistributed in list fashion. If there are fewer than four candidates standing for Social Secretary in Trinity Term who are ordinarily resident in Oxford, the residual positions shall remain open for election in Michaelmas Term. If there are fewer than four candidates standing for Social Secretary in Michaelmas Term who are ordinarily resident in Oxford, this clause shall be void for that election only.

## **Article 6. Removal of Officers**

Section 1: Upon receipt by the MCR President of proposed charges signed by no fewer than twenty Members, the MCR President shall call a meeting to consider an elected officer's removal, providing no less than one week's notice prior to the convention of such a meeting, and governed by the full meeting procedure as laid out in the parliamentary authority.

Section 2: Any officer so charged and under consideration for removal shall be given full opportunity for self-defence, by whatever means adjudged suitable by a two-thirds vote of the MCR Committee.

Section 3: Quorum for a meeting to consider an officer's removal shall be no fewer than twenty Members. The motion to remove an officer shall require a two-thirds vote of Members present. A successful motion to remove an officer is final.

Section 4: All appointed officers may be terminated at the discretion of the officer who appointed them.

Section 5: Any officer who ceases to be a student of the College shall immediately and automatically resign that office.

Section 6: Any removed officer with concerns about the removal process shall contact the President of the College in the first instance.

Section 7: If any officer fails to attend three Committee meetings in succession, without sending apologies, after a warning issued from the secretary upon the second absence, the Committee reserve the right to vote for the removal of this officer, and appoint a successor upon the third meeting in accordance with article 5, section 10.

Section 8: The Committee reserve the right to vote to remove any officer who has failed to attend at least one meeting per term without making prior arrangements with the MCR President.

## **Article 7. MCR Committee**

Section 1: The executive powers and responsibilities of the MCR shall be vested in a MCR Committee (the “Committee”). The Committee shall be composed of the President of the MCR, the Vice President of the MCR, the Secretary of the MCR, the Treasurer of the MCR, the Social Secretaries, the Academic Officer, the Arts and Culture Officer, the Communications Officer, the IT Officer, the Sports Officer, the Welfare and Equality Officer, the Charities and Campaigns Officer, the Green Officer, the Development Officer, the Domestic Officer, the International Students Representative, the Part-time Students Representative, the Bar Manager, and the PGCE Representative. The Junior Deans of the College shall serve as as *ex officio* Officers of the MCR. All members of the MCR Committee shall be eligible to vote on any matter or motion before the Committee, except that Junior Deans shall have no vote on any matter before the Committee.

Section 2: The Committee shall be empowered to conduct the business of the MCR; to organise and fund activities, events, organisations, and societies of the MCR; to give advice and consent to appointments made by the President and the chairs of Subcommittees; to maintain any and all bank and financial accounts on behalf of the MCR; and to represent the MCR at meetings of the College and its Committees.

Section 3: The Committee shall set the time and place for its own meetings, as certified by the MCR Secretary, taking place no less than once every other week during Full Term. Should it fail to do so, the MCR President may summon it at discretion, providing no less than 72 hours’ notice before such meeting should take place.

Section 4: Prior to any meeting of the Committee, the MCR Secretary shall confirm the time and place of the meeting to members of the Committee, solicit points of business from members of the Committee, combine them into an agenda, and shall disseminate that agenda to members of the Committee.

Section 5: Once per Term, the MCR President shall open a meeting of the Committee to all interested Members, announcing such intention to members of the Committee no fewer than two weeks before such meeting is to take place, and shall advertise to all Members no less than one week before such meeting is to take place. Any Member may submit points of business to the MCR Secretary for the process described in Article 7, Section 4.



Section 6: Quorum for a meeting of the Committee shall be a majority of members of the Committee including the President or, in the event of the President's declared absence or incapacity, the Vice President, not including any offices contemporaneously vacant.

Section 7: The MCR President, MCR Vice President, MCR Secretary, and MCR Treasurer shall constitute the Executive Board of the Committee. The MCR President shall be empowered to call closed meetings of this Board at discretion to deliberate on sensitive matters or those matters concerning the conduct of other officers of the Committee. Any matter that comes for a vote before the Executive Board requires the support of at least three members of the Board. The President may, at discretion, invite other members of the Committee to attend meetings of the Board as guests, but under no circumstances shall they have a vote.

## **Article 8. Finances**

Section 1: The MCR shall operate on a fiscal year commencing 1 August and concluding 31 July.

Section 2: At minimum, the MCR Treasurer and no fewer than one member of the College Finance Team shall serve as signatory on any bank and financial accounts maintained on behalf of the MCR.

Section 3: All other account signatories and persons empowered to use account financial instruments shall be appointed by the MCR President, with advice and consent of the Committee.

Section 4: The MCR President may approve any requests for expenditure not exceeding £250, in consultation with the Treasurer, to be paid from any bank or other financial account maintained on behalf of the MCR, or by the requestor, with reimbursement provided by the MCR or the College. All requests for expenditure in excess of £250 must be specially authorized by a two-thirds vote of the Committee, as must all requests for expenditure made by the MCR President.

Section 5: All requests for expenditure, regardless of the method of approval, must be accompanied by appropriate supporting documentation.

## **Article 9. Welfare Subcommittee**

Section 1: The Welfare Subcommittee shall advise and support the work of the Welfare and Equality Officer; assist in the coordination of Welfare and Equality related events and activities in the MCR and the College; and serve as a point of contact for students of all identity groups within the College.

Section 2: The Welfare Subcommittee shall consist of the Welfare and Equality Officer, who will serve as chair of the Subcommittee, all Junior Deans, the International Students Representative, and no fewer than three Representatives for various identity groups, as determined by the Welfare and Equality Officer.

Section 3: The chair of the Subcommittee shall be empowered to appoint members of the Subcommittee at discretion.

Section 4: The Welfare Subcommittee shall exist on a continuous basis. The chair of the Subcommittee shall be empowered to call meetings of the Subcommittee, to be held no less than once per month during Full Term.

Section 5: The chair of the Subcommittee shall submit a report to the Committee of all discussion and decisions made during a meeting of the Subcommittee during the immediately following meeting of the Committee.

## **Article 10. Subcommittees**

Section 1: Nothing in this article shall apply to the Welfare Subcommittee.

Section 2: The MCR President shall be empowered to create Subcommittees at discretion and shall appoint their chairs with the advice and consent of the Committee.

Section 3: The chairs of subcommittees shall be empowered to appoint members of their Subcommittees at discretion.

Section 4: Each Subcommittee will be governed by a charter signed by the MCR President and approved by majority vote of the Committee, which will specifically outline its purpose, responsibilities, powers, privileges, and date of dissolution. No Subcommittee shall have any power not so delegated to it by the Committee.

Section 5: The Charter of any Subcommittee may be amended by approval of the MCR President with advice and consent of the Committee.

Section 6: The MCR President shall be empowered to disband any subcommittee or to replace its chair with the advice and consent of the Committee.



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## **Article 11. Meetings of the College and its Committees**

Section 1: The MCR President, or a delegate as outlined in Article 4, in Standing Orders, or designated by the MCR President, shall attend all meetings of the College and its committees as a liaison from the MCR, and report on the content of those meetings to the Committee.

## **Article 12: Representation at OUSU Council**

Section 1: The President, Vice-President and Charities and Campaigns Officer shall represent the MCR at OUSU Council and may vote on behalf of the MCR.

Section 2: In the event that one or more of the President, Vice-President or Charities and Campaigns Officer is unable to attend OUSU council they then may appoint another member of the MCR committee to attend on behalf of the MCR.

Section 3: Should the MCR delegation remain unfilled after exhausting all members of the committee, then the MCR committee may give consent for a non-committee member to attend on behalf of the MCR.



## **Article 13. Parliamentary Authority**

Section 1: The following definitions shall be observed in interpreting this Constitution, any Standing Orders, and the Parliamentary Authority:

Subsection a: A Term or Full Term is a term of activity of the University, as defined by the University, being Michaelmas, Hilary, or Trinity Terms;

Subsection b: Advice and consent of the Committee is a majority vote of all Committee members present;

Subsection c: Public notice not otherwise defined in this Constitution or in any Standing Orders shall consist of informing all members of the Committee or all Members, as relevant, by written communication, at least 72 hours in advance of the event in question.

Section 2: The MCR Secretary shall be empowered to explicate, clarify, and enforce all rules, regulations, procedures, and processes laid out by this Constitution, all Standing Orders, and the parliamentary authority.

Section 3: In all instances in which the Constitution, Standing Orders, and parliamentary authority are silent on a matter put in question before the Committee, the MCR President shall be empowered to issue a Special Rule governing that question. Any Special Rule so created shall remain in force until the overruled by a Constitutional Amendment, new Standing Order, or changes to the parliamentary authority.



## **Article 14. Amendments and Standing Orders**

Section 1: Standing Orders may be created or altered on proposal by the MCR President, with advice and consent of the Committee.

Section 2: Proposed amendments to the Constitution must be submitted in writing to all members of the Committee with no less than one week's notice before a meeting of the Committee where the amendment will be considered. The Amendment shall pass through Committee by a two-thirds vote of all Committee members, and shall take effect with approval by the College's Governing Board.

Section 3: All records of the MCR and the Committee shall be made available upon request to the MCR Secretary.