

Grey College Middle Common Room Standing Orders



These Standing Orders were put forward for ratification on 19th October 2017 following a review of the previous Constitution by the President and Executive Committee

1. DEFINITIONS

- 1.1. The body hereinafter referred to as the MCR is the Middle Common Room of Grey College, Durham University
- 1.2. The body hereinafter referred to as the College is Grey College, Durham University
- 1.3. The body hereinafter referred to as the JCR is the Junior Common Room of Grey College, Durham University
- 1.4. The body hereinafter referred to as the Exec is the executive committee of Grey College MCR
- 1.5. The Annual General Meeting of the MCR shall hereinafter be referred to as the AGM

2. FUNCTION

The function of the MCR shall be:

- 2.1. To provide a social, intellectual and supportive infrastructure within which postgraduate and fourth year undergraduate students affiliated with College may enhance their time in Grey and contribute to the greater College life
- 2.2. To maintain and acquire or dispose of equipment in order to maximise the assets of the MCR to the benefit of all its members
- 2.3. To provide a mechanism through which its members might be active within the wider University community and have their opinions represented within College and the University

3. MEMBERSHIP

- 3.1. Membership runs for one academic year upon payment of the membership fee at the start of the Michaelmas term
 - 3.1.1. Postgraduate membership fees will be charged to individuals' college battels accounts, unless they choose to opt out of MCR membership
 - 3.1.2. Postgraduates wishing to opt out of MCR membership must do so before the date determined and published by the Exec in collaboration with the College accounts office. The date will depend on when battels bills will be prepared and distributed
- 3.2. The MCR shall be set a budget by the JCR Financial and Commercial Services Officer (FACSO) every year, to be reviewed annually based on the previous year and considering the financial requirements of the MCR
 - 3.2.1. The money provided in this budget shall be sourced from a portion of the membership levies of MCR members
 - 3.2.2. For the avoidance of doubt, this value shall be set at 1/3 of membership levies for the 2015-16 academic year
- 3.3. All members shall familiarise themselves with, and abide by, the Code of Conduct as laid out in Appendix A. Continued behaviour contrary to the Code of Conduct will lead to action being taken against those responsible by the Exec or, where appropriate, by College officers
- 3.4. At the discretion of the Exec, membership may cover a shorter duration, e.g. summer membership, for a reduced fee
- 3.5. Fourth year and mature undergraduates will be invited to become associate members upon payment of a reduced rate, again determined by the Exec, in recognition that they will already have paid their JCR levy
 - 3.5.1. Fourth year membership fees shall be paid on an 'opt in' basis via the JCR
 - 3.5.2. Fourth year membership shall cease at the end of the summer congregation week
- 3.6. Third year undergraduates who are in their fourth year or more of study at Durham University may apply in writing to the Exec for associate membership of the MCR. Such applications will be reviewed on an individual basis and membership offered at the discretion of the Exec

- 3.7. Membership of the MCR may be extended to other members of the University, at the discretion of the Exec, where appropriate
- 3.8. Honorary Life Memberships (HLMs) may be awarded by the President, subject to approval by the Vice President, at events throughout the year (including, but not limited to, Winter Graduation, MCR PGN, the Summer OGM), to members who have made an outstanding contribution to the life and running of the MCR
 - 3.8.1. An Honorary Life Member shall be entitled to attend social events and meetings of the MCR
 - 3.8.2. An HLM shall not be entitled to attend MCR formals, except by invitation
 - 3.8.3. An HLM shall not be entitled to vote in elections
 - 3.8.4. An HLM shall not be entitled to stand for election to any Exec position
 - 3.8.5. Any current or former member may only hold one HLM of the MCR
- 3.9 Phoenix Awards may be awarded by the President to members who have made a significant contribution to the MCR during the year

4. GENERAL MEETINGS

- 4.1. The President will convene at least one Ordinary General Meeting (OGM) per term, plus one held during the summer vacation
 - 4.1.1. The AGM will be the first OGM of the Michaelmas term, normally during October
 - 4.1.2. Motions to be proposed at an OGM should be communicated in writing to the Secretary at least 48 hours before the meeting. These should be reviewed by the President and in the case of financial matters, by the Treasurer
 - 4.1.3. The Secretary shall collate and distribute a written agenda at least twenty-four hours in advance of an OGM
 - 4.1.4. The Secretary shall minute all business (as per point 5.1.4.1 below)
 - 4.1.5. All full members shall have the right to speak and vote at all OGMs
 - 4.1.6. All associate members may speak at meetings, but may only stand for positions as indicated in point 6.1
 - 4.1.7. At the President's discretion, and with permission of the meeting, other persons may attend and speak at all of, or at specific points during an OGM
 - 4.1.8. The President may order any person disrupting an OGM to leave the OGM. That person must leave
 - 4.1.9. The MCR shall be closed for general use during OGMs, provided notice is given 24 hours in advance

5. EXECUTIVE COMMITTEE

There shall be an executive committee elected by the members of the MCR, consisting of the following:

5.1. OFFICIAL POSITIONS

- 5.1.1. **President** – who shall:
 - 5.1.1.1. Co-ordinate the work of the Exec
 - 5.1.1.2. Represent the MCR in dealings with College in conjunction with the JCR Executive Committee and JCR Trustees (see point 5.1.1.2.1), JCR, SCR, University and other Colleges through MCR Presidents Committee
 - 5.1.1.2.1. This representation will be through sitting on College Council, as well as attendance at operations other such meetings and endeavouring to attend wider College events as support and to represent the MCR
 - 5.1.1.3. Be accountable to the membership for attendance at meetings and in the case of dissatisfaction shall be liable for removal subject to points 7.3 and 7.4 below
 - 5.1.1.4. Chair OGMs and Exec Meetings
 - 5.1.1.5. Be responsible for all MCR activities

- 5.1.1.6. Be spokesperson in cases of any newsworthy events
 - 5.1.1.7. Be responsible for all sponsorship activities
 - 5.1.1.8. Organise an annual Inter-MCR Formal
 - 5.1.1.9. In the event that a post on the Exec is not filled at election, the President shall either fill the post themselves or request that the previous post-holder remains in office (unless formal objections are made) until the post can be put up for re-election at the next General Meeting as per point 6.12 below
 - 5.1.1.10. With the assistance and final approval of the Exec, work with the College and the Social Secretary to organise the updating and distribution of info packs and the fourth year letter annually during August to new and current members
 - 5.1.1.11. Note any recommendations for the standing orders to be considered at the next review
- 5.1.2. **Treasurer** – who shall:
- 5.1.2.1. Be responsible for the keeping of accurate financial records and accounts
 - 5.1.2.2. Be responsible for all correspondence concerning financial matters
 - 5.1.2.3. Maintain an accurate and up to date list of current and Honorary Life members
 - 5.1.2.4. Be responsible for the collection of monies owing by members for any MCR formals or other activities
 - 5.1.2.5. Oversee all sponsorship activities
 - 5.1.2.6. Present an annual report of the MCRs finances at the AGM and at College Council held at the end of the summer term
 - 5.1.2.7. Present a written summary of the MCR’s finances at Exec meetings
 - 5.1.2.8. Be a signatory on the MCR bank account
 - 5.1.2.9. Be responsible for locker administration
 - 5.1.2.10. Present a quarterly report of the MCR finances to the JCR FACSO
- 5.1.3. **Vice President** - who shall:
- 5.1.3.1. Support the President in carrying out official duties, including representation of the MCR at meetings or activities
 - 5.1.3.2. Chair OGMs and Exec Meetings (at the President’s request)
 - 5.1.3.3. Be a signatory on the MCR bank account
 - 5.1.3.4. Be responsible for counting votes in MCR elections/referenda with one other Exec member present (unless the position of Vice President is for election, in which case the President shall be called upon to fill this role)
 - 5.1.3.5. Be responsible for posting manifestos of election candidates on the MCR website (in collaboration with the Web Designer), or circulating the manifestos via email, after the close of nominations
 - 5.1.3.6. Note any recommendations for the standing orders to be considered at the next review as per point 5.1.1.12 above
- 5.1.4. **Secretary** – who shall:
- 5.1.4.1. Minute meetings of the MCR or groups within the MCR at the request of the President
 - 5.1.4.2. Circulate minutes of any OGM /Exec Meeting to all MCR members, no more than 72 hours after such meetings have taken place
 - 5.1.4.3. Circulate election or referendum results to the MCR within 24 hours as per point 6.11.1.1. below
 - 5.1.4.4. With the assistance and final approval of the Exec, be responsible for compiling and distributing the termly electronic newsletter
 - 5.1.4.5. Be responsible for all correspondence other than in point 5.1.2.2 above, subject to point 12.4. below
 - 5.1.4.6. To collate and distribute agendas for OGMs and Exec Meetings as per point 4.1.3. above

5.1.5. **Social Secretary**– who shall:

- 5.1.5.1. Be responsible for ensuring a full social calendar in addition to formals; liaising where appropriate with College and JCR officers
- 5.1.5.2. Promote and administer formals subject to the conditions within the almanac as prescribed by College and any discretionary rules voted for by the Exec
- 5.1.5.3. Organise drinks in the MCR before and/or after formals
- 5.1.5.4. Ensure a full social calendar for the upcoming term is updated on the MCR website, (in collaboration with the Web Designer), Grey Facebook Postgrad Group, and/or circulated via email
- 5.1.5.5. At the discretion of the Exec, two persons may be elected to hold this office at any one time. Individual candidates will still be subject to the conditions outlined in point 6

5.1.6 **Welfare Officer** – who shall:

- 5.1.6.1 Be responsible for the provision of welfare to members of the MCR
- 5.1.6.2 Liaise with members of the JCR welfare team to ensure full circulation of welfare events run through college
- 5.1.6.3 Two persons may be elected to hold this office at any one time, where possible one male and one female. The elections may be run separately for the two positions, or as one election – the Returning Officer for this election must specify this clearly. Individual candidates will still be subject to the conditions outlined in section 6.

5.2. NON-EXECUTIVE POSITIONS

5.2.1. **Fourth Year and Mature Students Representative** – who shall:

- 5.2.1.1. Be responsible for relaying all information particularly relating to fourth year members and mature students to the same
- 5.2.1.2. Raise points concerning fourth year members and mature students to the Exec

5.2.2. **Web Designer** – who shall:

- 5.2.2.1. Be responsible for all matters relating to the maintenance and updating of the MCR web pages, subject to the requirements of the MCR Exec
- 5.2.2.2. Maintain the MCR email lists in collaboration with the Treasurer

5.3 RECOGNIZED EX-OFFICIO COMMITTEE MEMBERS

- 5.3.1 JCR President
- 5.3.2 JCR Representatives Officer
- 5.3.2 Postgraduate Tutor

6. ELECTION OF THE COMMITTEE

- 6.1. Eligibility to stand for election to the Exec is as follows:
 - 6.1.1. Postgraduate and mature undergraduate members without restriction, may stand for the positions of Treasurer, Secretary, Social Secretary, Vice President, Web Designer and Welfare Officer
 - 6.1.2. Only postgraduates and mature undergraduates guaranteed to be normally resident in Durham throughout the entire term of office may stand for the position of President
 - 6.1.3. Associate members may only stand for the positions of Fourth Year Rep and Web Designer, notwithstanding points 6.1.1 and 6.1.2
 - 6.1.4. A member may not hold more than one position simultaneously

- 6.1.5. A member may not stand for more than one position at any round of elections
- 6.2. Hustings for the election of the official and ex-officio positions take place during the AGM, with the exception of hustings for elections for the position of Vice President and Treasurer which will be held during the summer OGM
- 6.3. All nominations must be in the possession of the Vice President not less than twenty-four hours in advance of the AGM, or in the case of nominations for positions elected in the summer OGM, in the possession of the President
- 6.4. Order of husting at the AGM is; President, Secretary, Social Secretary, Fourth Year Representative, Web Designer
- 6.5. Order of husting at the summer OGM is; Vice President, Treasurer
- 6.6. All those standing must hust in their name for a maximum of five minutes. Questions will then be invited from members
- 6.7. Hustings for the election of the official and ex-officio positions during the AGM will be chaired by the Vice President and hustings during the summer OGM will be chaired by the President
- 6.8. Candidates should present a short manifesto of no more than 100 words to be posted on the MCR Website or circulated via email, after hustings have taken place
- 6.9. Minutes of the hustings and questions will be taken and circulated to all members via email, indicating that voting has opened
- 6.10. Members should express their preference via the voting system according to the STV principles, explained in Appendix B
- 6.11. Voting for all Exec positions will be by single-transferable vote (STV), an explanation of which is available in Appendix B, subject to the conditions as per point 11
- 6.11.1. Voting will open as soon as the email has been sent out (as per point 6.9 above) and will close 120 hours (5 days) later
- 6.11.1.1. The results will then be counted, and sent out to all members by the Secretary within 24 hours of the close of voting
- 6.11.2. The quorum for voting is 15 members or greater of the membership (including the committee)
- 6.11.2.1. In the event that the vote for a position or positions do not achieve quorum, then it should be treated as if the position has not been filled and becomes subject to point 6.12 below
- 6.12. In the event that a post on the Exec is not filled at election, the President shall either fill the post themselves or request the previous post-holder to remain in office (unless formal objections are made), until the post can be put up for re-election at the next OGM

7. TERMS OF OFFICE

- 7.1. Each member of the Exec with the exception of Fourth Year Rep, shall take office immediately upon the announcement of the election result. This would normally be for a year, with the exception of a by-election when it shall be suitably adjusted
- 7.2. Fourth Year and Mature Students Rep shall hold office for the period immediately upon announcement of the election result, until the summer congregation week
- 7.3. Any member of the Exec may be removed from office by a resolution which is supported by at least 2/3 of the members present at an OGM of the MCR attended by at least 15 members
- 7.4. Any member of the Exec may be suspended from office by a unanimous vote of the Exec, whereupon the officeholder must appeal the suspension by a resolution which is supported by at least 2/3 of the members present at an OGM of the MCR attended by at least 15 members
- 7.5. Any member of the Exec may resign their position, this must be in writing and addressed to the general membership

- 7.6. In the event of the resignation or removal from office of the President, the Vice President shall fill the post, pending a new election at the next General Meeting
- 7.7. In the event of any other Exec member leaving a position before the end of their term of office, the remainder of the Exec shall nominate a replacement, to which confidential objections will be invited
- 7.8. Upon election of any Exec member, they shall be presented with a copy of the Standing Orders (by the Secretary) and shall make themselves aware of any responsibilities pertaining to their position contained within the document

8. BUSINESS OF THE EXECUTIVE COMMITTEE

- 8.1. The Exec shall be aware of, and deal with, all matters affecting the MCR
- 8.2. The President shall convene at least two Exec meetings in each term, plus two during the summer vacation, the quorum for which is three Exec members
 - 8.2.1. Agenda items should be communicated in writing to the Secretary at least 48 hours before the meeting. These should be reviewed by the President and, in the case of financial matters, by the Treasurer
 - 8.2.2. The Secretary shall collate and distribute a written agenda at least twenty-four hours in advance of an Exec Meeting
 - 8.2.3. The Secretary shall minute all members and business (as per point 5.1.3.1 above), except where Reserved Business is taken
 - 8.2.3.1. Reserved Business is any item that is deemed sensitive or inappropriate for general knowledge
 - 8.2.3.2. For any item of business to be termed 'reserved', there must be agreement between the President and Vice President and, where appropriate, the member who brought it to the meeting
 - 8.2.4. All Exec members shall have the right to speak and vote at all Exec Meetings
 - 8.2.5. At the President's discretion, and with permission of the meeting, other persons including Ex-Officio Members may attend and speak at an Exec meeting
 - 8.2.6. The President may order any person disrupting a meeting to leave the meeting. That person must leave
- 8.3. The Exec has the power to co-opt members of the MCR to perform duties of a temporary nature, such as the organisation of sports fixtures, visits or other special events
- 8.4. The Code of Conduct (Appendix A) shall be reviewed on an annual basis

9. FINANCES

- 9.1. At the discretion of the Treasurer and with the approval of the MCR President and the JCR FACSO, the Exec may be paid for their expenses. The MCR shall have a separate bank account to the JCR.
- 9.2. The Treasurer shall inform the Exec of all financial dealings concerning MCR funds
- 9.3. Signatories for the MCR bank account other than those with it in their job description may be assigned from the Exec. The mandate for the bank account will be altered as soon as possible following the elections of President, Vice President and Treasurer
- 9.4. A fourth signatory on the MCR bank account will be the JCR FACSO, whilst a fifth signatory may be the JCR President or a member of the College Accounts Office

10. THE STANDING ORDERS

- 10.1. Any amendments to the standing orders must be brought to an OGM and be emailed out for voting upon via the voting system to the Vice President
- 10.2. In order for the amendments to be approved, the motion must carry by a 2/3 majority with a quorum of 15 members or greater

- 10.3. It is the responsibility of the President and the Vice President, with reference to any notes made as per points 5.1.1.12 and 5.1.3.8 above, to review the standing orders each summer vacation and present any amendments at the summer term OGM for voting, subject to points 10.1 and 10.2 above
- 10.3.1. Amendments to the standing orders that are not carried despite quorum being reached (as per point 10.2 above) shall be noted and considered during the next scheduled review of the standing orders
- 10.3.2. Amendments to the standing orders that are not carried because quorum is not reached (as per point 10.2 above) shall be presented for voting upon at the next OGM

11. VOTING

- 11.1. Voting for all Exec positions shall contain the candidate 'R.O.N.' (Re-Open Nominations) alongside those who stand
- 11.1.1. Should R.O.N. win an election outright, the position shall remain vacant subject to point 6.12 above
- 11.2.1. Voting for amendments to the standing orders shall always contain the options 'Accept amendments' and 'Reject amendments', the result of the vote being subject to point 10.2 above
- 11.2.2. Voting for referenda on the MCR-JCR relationship (as laid out in section 13) shall always contain the options 'Yes' and 'No', the result of the vote being subject to point 10.2 above
- 11.3. Abstentions shall be allowed

12. COMMUNICATIONS

- 12.1. Formal language shall be used in all forms of MCR correspondence
- 12.1.1. Email correspondence that may be read by a College officer should be written in an appropriate manner and not be of an offensive or derogatory nature
- 12.2. All correspondence shall be reviewed to ensure all relevant content is included and correct before publication
- 12.3. Any correspondence sent on behalf of, or by, the MCR Exec should be appropriately written as it represents the MCR as an official body
- 12.4. Where appropriate, correspondence shall be reviewed and collated by the Secretary to avoid repetition and omission of information and reduce the volume of correspondence
- 12.5. Correspondence relating to the new academic year, including the info pack and fourth year letter shall be prepared as per point 5.1.1.11 before the deadline prescribed by the College for timely distribution by the same to postgraduates and fourth years

13. REFERENDA

- 13.1. The MCR must hold a referendum on membership of the JCR at least every two years
- 13.2. If a 2/3 majority of the Exec vote in favour of holding a referendum on the MCR-JCR relationship at any point in time, a referendum may be held following the next OGM
- 13.3. The Exec will decide on the wording of the motion put forward in any referenda, so long as this wording corresponds to the voting options set out in 11.2.2 above
- 13.4. If quorum, subject to point 10.2 above, is not reached in any referendum, the status quo will be maintained and another referendum held at the next OGM