

APPENDIX C

CONSTITUTION OF THE GONVILLE AND CAIUS COLLEGE MCR

This Constitution was last amended on the 15th of November 2018.

I. GENERAL

1. Membership

(a) Membership of the MCR comprises all graduate members of the GCSU.

(b) Long-term partners and spouses of graduate members of the GCSU 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 Committee 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.

(e) Undergraduate members of the GCSU in the fourth or later year of their course shall be full members of the MCR.

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.

II. THE COMMITTEE

1. Conduct of the Committee

(a) The MCR Committee 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 Committee shall be responsible for all its actions, both individual and collective, to the Open Meeting.

(c) A member or members of the Committee shall be dismissed if a motion of no confidence in that member or those members is proposed by the MCR President at a Committee meeting and passed by the MCR Committee in accordance with Part II(3)(c), or becomes a resolution of an Open Meeting in accordance with Part III(3)(f).

2. Membership of the Committee

(a) The Committee shall consist of the following voting members:

President: Responsible for representing the interests of MCR members before the College, co-ordinating the activities of the Committee, and maintaining the records of the MCR in good order. Note that only members of the MCR that comply with Section II(2)c are eligible to run.

Vice-President: Responsible for representing the interests of MCR members before the College, co-ordinating the activities of the Committee, and maintaining the records of the MCR in good order. The Vice-President will be acting-President in any cases where the President is absent.

Treasurer: Responsible for keeping a record of the financial position of the MCR and providing accounts for audit as provided by Part VII below. The Treasurer is also responsible for approving expenses and reimbursing members of the Committee for approved expenses.

Secretary: Responsible for advertising Committee meetings, Open Meetings, MCR events, recording the business discussed and resolutions made in meetings of the Committee and Open Meetings. This Officer is also in charge of liaising with the College and GCSU Communications Officers, as well as putting information relevant to Graduate students on the Venn.

Women's Welfare Officer: Responsible for representing the interests of self-identifying female and non-gender binary MCR members, including the the health and safety of self-identifying female and non-gender binary MCR members. Should there not be any Male Welfare Officers, this Officer will also take on that function until a by-election is organised.

Men's Welfare Officer: Responsible for representing the interests of self-identifying male MCR members, including the health and safety of self-identifying male MCR members. Should there not be any Women's Welfare Officers, this Officer will also take on that function until a by-election is organised.

Social Secretary: Responsible for co-ordinating the organisation of social events within the MCR.

Partners and Families' Officer: Responsible for representing the interest of MCR members with long-term partners; spouses; and/or child(ren) or other dependents.

Computing Officer: Responsible for the maintenance of the Caius MCR Website.

Dining Officer: 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.

First Year Representative: Responsible for representing the interests of first year MCR members and organising the Fresher's Fortnight. They will also be responsible for welcoming any MCR members arriving at the start of the Lent and Easter terms.

Housing and Sustainability Officer: Responsible for co-ordinating initiatives in the MCR in relation to the environment, and of publicising environmental issues to MCR members; particularly as it relates to College accommodation. This Officer is also in charge of accommodation needs of members of the MCR, and is their first point of contact for accommodation-related issues.

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

LGBT+ Officer: Responsible for the welfare of the wider self-identifying LGBT+ community at Caius, as well as representing its interests on the MCR Committee.

MCR-SCR Representative: Responsible for organising the MCR-SCR events, such as MCR-SCR talks and the graduate conference. Will be responsible for liaising with the Fellows' MCR-SCR rep.

International Officer: Responsible for the welfare and inclusion of students coming from outside the United Kingdom.

BME Officer: Responsible for the welfare of the wider black and minority ethnic community at Caius, as well as representing its interests on the MCR Committee.

(b) Certain Committee positions may be occupied by more than one voting member, as follows:

(i) The positions of Social Secretaries and Dining Officers may be occupied by up to 5 full members of the MCR.

(ii) The positions of Fresher's Reps, Men's Welfare and Women's Welfare Officers may be occupied by up to 2 full members of the MCR.

(c) Only full members of the MCR who are NOT in their final year (therefore excluding students undertaking a Master's course, regardless of Doctorate commitments at the end of said Master's), are allowed to run for the position of President of the Committee, due to the importance of the role.

(d) Any member of the Committee may resign at any point in time by notifying the President. They are required to give two weeks' notice at least before vacating their position to allow time to organise a by-election and handover.

3. Meetings

(a) The President shall convene meetings of the Committee and it shall meet at least six times in a year. In their absence, meetings of the Committee may be convened by the Vice-President.

(b) Any voting member of the Committee who misses three or more of its meetings in the same term without giving apologies acceptable to the rest of the Committee shall be deemed to have resigned.

(c) Any member of the MCR may attend meetings of the Committee and may speak at the discretion of the chairperson.

(d) A meeting of the Committee shall be quorate when at least ten voting members are present (or half the total number of members elected to the committee should that prove to be less than ten).

(e) A motion shall be a resolution of the Committee if:

(i) the meeting is quorate when the vote is taken; and

(ii) the number of members of the Committee voting in favour of the motion exceeds the number voting against.

(f) The Secretary is responsible for sending the minutes of a meeting of the Committee to the MCR within seven days of the meeting.

(g) Meetings of the Committee shall be chaired by the President, or, in his or her absence by a voting member of the Committee elected by the Committee at that meeting.

(h) Should more than two Social Secretaries or Dining Officers be present at a meeting, they shall not cumulatively vote more than twice.

(i) Should a member of the Committee hold two positions, that member may neither vote more than once, nor count more than once towards quorum.

III. OPEN MEETINGS

1. Ordinary Open Meetings

(a) The Committee shall call at least two Ordinary Open Meeting a year; one between February and July, and one between September and December.

(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 sent to the MCR by email.

(c) Submission of motions:

(i) Ordinary motions may be submitted by any member of the MCR, provided that they are received by the Secretary at least 48 hours before the publicised time for the start of the meeting; and provided that the motion is seconded by any other member of the MCR.

(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 Committee 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 sent by email to the all the members of MCR at least 24 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.

(e) The agenda shall end on 'Any other business', which, with permission of the Chair, will allow any members of the Committee to discuss additional items to the meeting.

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) by decision of the President; or

(iii) by a resolution of the Committee.

(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 Committee within 24 hours of the requisition.

(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 sent by email to all members of the MCR.

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 as deemed appropriate by the Chair.

(c) The Open Meeting shall be chaired by the President, or in their absence by the Vice-President. 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. The Committee retains a right to elect an alternative chair, either in the case of the absence of both the President and Vice-President, or if it does not deem it appropriate for the President or Vice-President to chair the meeting. The Chair may not be someone targeted by a motion of no-confidence.

(d) Non-members of the MCR shall not vote and shall speak only with the permission of the Chair.

(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 member of the MCR Committee targeted by a motion of no confidence shall not chair or vote during the portion of the Open Meeting dealing with the motion of no confidence. 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 is responsible for sending the minutes of the meeting by email to the entire MCR within 48 hours of the meeting.

IV. ELECTION OF THE COMMITTEE

1. General

(a) The Committee 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.

(b) Full members of the MCR may cast one vote for each contested position.

(c) The winner of contested positions shall be the candidate who receives the most votes.

(d) Any member of the MCR may stand for election to any post except as provided in (g), (h), (i) and (j) below.

(e) Any member of the MCR may vote for any post except as provided in (h), (i) and (j) below.

(f) A candidate may only stand for election to one Committee post at any one time. However, a candidate for President may also stand for election to one other Committee 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, they shall be deemed to withdraw from the election to that other post – unless the other post is LGBT+ Officer, Sports Officer, Computing Officer or International Officer. The winner of that other post shall be the candidate with the most votes.

(g) A member of the Committee may not hold more than one post on the Committee at any one time, except for the posts of LGBT+ Officer, Sports Officer,

Computing Officer or International Officer, which may be cumulated on top of another, at the discretion of the Returning Officer.

(h) Only self-identifying female or non-gender-binary members of the MCR may stand and vote for the post of Women's Officer.

(i) Only members of the MCR with long-term partners or child(ren) may stand and vote for the post of Partners and Families Officer.

(j) Only LGBT+ members of the MCR may stand and vote for the post of LGBT+ Officer.

(k) Only BME members of the MCR may stand and vote for the post of BME Officer.

(k) Each candidate shall run against the RON option ('Re-open nominations').

2. Conduct of Elections

(a) The Returning Officer shall be the Vice-President, or in their absence shall be elected by the MCR Committee, 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.

(i) Details of the date of the election, the name of the Returning Officer, 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 sent by email by the Returning Officer at least fourteen days before the date of the election.

(ii) A period of at least seven days shall be allowed for receipt of nominations, each of which must be signed by the nominee and one sponsor. Both sponsor and nominee must be members of the MCR. Nominations shall be given to the Returning Officer.

(iii) A further period of seven days shall elapse between close of nominations and the election ballot.

(iv) On the date of the election the ballot shall take place for at least twenty-four hours.

(d) 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.

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

(f) All outgoing members of the Committee have a duty to handover to the incoming Officer: the outgoing member shall explain the duties of the Office in detail, and present them with all the advice necessary for a successful transition.

3. By-elections

(a) A by-election shall be held if one of the committee positions is not filled during the general election or in the case of a motion of no-confidence or resignation;

(b) Should a by-election be due to happen between the 1st of January and 1st of February, the by-election shall be cancelled, and replaced by the general election of the Committee. Until such a time as a general election is organised, governance of the MCR is at the discretion of the Committee.

(c) By-elections shall be governed by the following principles;

(i) Should there not be a Vice-President to designate a Returning Officer, the identity of the Returning Officer will be at the discretion of the MCR Committee – provided the Returning Officer is not a member of the MCR seeking election;

(ii) The Returning Officer shall announce the date, time and place of the by-election at least two weeks in advance;

(iii) The candidates running in the by-election are under no requirement to provide a manifesto;

(iv) On the appointed time and day of the by-election, the candidates running will be given at least 5 minutes to give a short speech;

(v) On the appointed time and day of the by-election, members of the MCR will be allowed at least 20 minutes to ask questions to the candidates;

(vi) Voting shall occur immediately followed the hustings described in IV(3)(c)(iv) and IV(3)(c)(v) by show of hands;

(vii) The candidates with most votes shall be elected to the Committee position;

(viii) The vote shall be quorate if at least 15 voting members of the MCR are present;

4. Complaints regarding the conduct of elections

(a) Complaints shall normally be brought to the Returning Officer. The Returning Officer has three days to reply to the complaint.

(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 Committee may address a Formal Complaint to the MCR President. The MCR President then has a maximum of 5 days to reply to the Formal Complaint. In cases where the MCR President is the cause of said complaint, the Formal Complaint may be sent to the MCR Vice-President. Members of the MCR may also direct their complaints to the Graduate Tutors, Senior Tutor or Academic Dean.

If the dissatisfied member of the MCR is not satisfied with the reply, they 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 Committee" shall be deemed to mean the MCR Committee.

VI. Online Ballots

(a) All votes and elections referred to in this Constitution may be conducted online, as long as the following provisions are respected;

(i) Votes and elections must be conducted on CUSU's online voting system.

(ii) The ballots shall be open for at least twenty-four hours.

(iii) In cases of an election, the Returning Officer shall be the same as provided for in IV(2)(a). In cases of a vote, the Returning Officer shall be the President, or in their absence the Vice-President. In cases where the President or the Vice-President are the target of a vote (such as a motion of no-confidence), the MCR Committee shall elect a Returning Officer. Only members of the MCR Committee are eligible.

(iv) The results of the vote shall only be deemed valid if the number of voters is equal to or exceeds the number of members of the MCR necessary for a physical vote to be quorate, as provided for in this Constitution.

(v) Complaints regarding the conduct of the online vote or elections may be brought in accordance to III(4) and V.

VII. 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.

VIII. ACCOUNTS

1. General

(a) The financial year of the MCR shall be from March 1st to the last day of February (“**MCR Financial Year**”).

(b) The MCR shall open and operate such bank or building society accounts as the Committee from time to time determines to be appropriate. The President and Treasurer shall be signatories on any such account (“**Authorised Signatories**”). Each payment shall require the signature of the Treasurer. For the purposes of administrative continuity the MCR Committee may nominate a senior member of the College to become an Authorised Signatory.

(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 they are able to present the accounts or a summary of the accounts to the Committee or an Open Meeting within seven days of when requested to do so by the Committee or an Open Meeting.

(f) In order to enable the Treasurer to comply with their obligations under this Part, persons authorised to expend MCR funds or to incur debts or expenses on its behalf shall present to the Treasurer all receipts received and a statement of the amounts and cheque numbers involved. The Treasurer shall have no obligation to settle a debt or an expense incurred by a person so authorised unless the claim for the expenditure is received by the Treasurer within 14 days after the debt or expense was incurred.

(g) Payments of under £150 shall only require the approval of the Treasurer. Payments above £150 must also be approved by either the President or Vice-President.

(h) The annual accounts shall be presented to the Senior Bursar of the College for audit and review.

(i) The annual accounts shall be presented to the College Council before 31st May each year.

2. MCR Budget

(a) The (outgoing) Treasurer shall prepare annual accounts of the MCR for the preceding financial year showing the income and expenditure for the year to the last day of February and the state of affairs of the MCR at that date.

(b) The newly elected President, Vice-President and Treasurer shall at the same time prepare a budget of the proposed activities of the MCR for the remainder of the new financial year.

(c) The annual accounts for the preceding financial year shall be presented to the Senior Bursar of the College for audit and review by no later than 31st March of the following financial year.

(d) The (incoming) Treasurer shall use the annual accounts for the preceding year and the budget for the following year to support an application to the Senior Bursar for the college for the Annual MCR Grant from the College.

(e) The budget shall be put forward as a motion at an Ordinary meeting of the MCR Committee. 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.

(f) The annual accounts shall be presented to the College Council no later than 31st May each year, together with the budget agreed by the MCR Committee and supported by the Senior Bursar.

(g) Expenditure of MCR funds shall be authorised by resolution of the Committee and shall be in accordance with the budget.

(h) Expenditure comprising grants to other college clubs and societies may only be authorised by the MCR Committee if the MCR Committee is satisfied that (i) the constitution of the recipient club or society includes prohibitions on any grant by the club or society of the college's intellectual property (including logos); and (ii) the club or society demonstrates compliance with the General Data Protection Regulation.

(i) The breakdown of the MCR Grant shall be made available to any full member of the MCR upon request.

3. Audit of the MCR accounts

The incoming Treasurer shall arrange for the accounts of the MCR to be audited during the month of February.

IX. 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.mcr.cai.cam.ac.uk>, which is maintained by the MCR Committee.

College means Gonville and Caius College, University of Cambridge.

Committee 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, the last in date.

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).