

---

# CONSTITUTION FOR THE HOMERTON MIDDLE COMMON ROOM (MCR)

---

## 1 PREAMBLE

---

### 1.1 What is Homerton MCR

---

The Homerton MCR (MCR) is a democratic student society that represents all postgraduate and PGCE members (called graduates hereafter) at Homerton College (HC).

Every graduate student in HC shall be a member of MCR, unless they choose to opt out. No student who has opted out of the MCR will be disadvantaged as a consequence of opting out.

MCR is part of Homerton Union of Students (HUS) and will have formal links with CUSU (Cambridge University Students Union), the GU (Graduate Union) and NUS (National Union of Students) by agreement with the student body.

### 1.2 The aims of the MCR

---

The MCR shall represent all graduate students on the Council of HC and its committees and on the HUS.

The MCR shall provide a variety of services to student members. These services shall include: representation in the University and beyond, welfare advice and support, entertainment, publications and the support of college societies.

There shall be an elected President and an elected Executive Committee (EC) who shall take responsibility for carrying out the aims and activities of MCR. EC members will sit on committees of the Council to ensure that graduate concerns are taken into consideration in decision making.

## 2 CODE OF PRACTICE:

---

- 2.1.1 The MCR will at all times operate in a fair and democratic manner.
- 2.1.2 The MCR will maintain a written Constitution approved by the College Council and members of MCR. This constitution will be reviewed at intervals not exceeding five years.
- 2.1.3 The College Senior Tutor will be responsible, on behalf of the College Council, for monitoring compliance with the Constitution of the MCR, and to report compliance to the College Council. College Council has the right to impose sanctions on the MCR if there is just cause.
- 2.1.4 The MCR is accountable to its members and to HUS for the management of its finances. The MCR is part of HUS which will have its accounts, as part of the HUS overall accounts, and financial results audited by the college Finance Department as per arrangements with the HUS Administrator and thereafter by an external auditor reporting directly to the Bursar. Specifically the MCR will:
  - a) Submit Budget proposals agreed at HUS level to the College Council by 30 November each year;

- b) Co-operate in preparing and publishing the audited annual accounts of HUS (which will incorporate the MCR) and make them available to all members and to the College Council.
  - c) Publish in conjunction with HUS financial reports that will include all organisations to which the MCR has made donations and the amount of any such donations;
  - d) Permit the monitoring of expenditure by the College Council as and when required to do so.
- 2.1.5 All matriculated graduates of the College shall be deemed to be members of the MCR unless they decide to relinquish their membership. Members will have the following rights:
- a) To vote in the relevant MCR elections as set out in this document.
  - b) To participate in the democratic government of MCR.
  - c) To vote at MCR Open Meetings.
  - d) To stand for positions on the MCR Committee.
  - e) To use all the facilities and services provided by MCR, CUSU, NUS and where appropriate the GU.
  - f) To participate in the MCR; to attend MCR Open Meetings; and on request any other governing or policymaking bodies of MCR.
- 2.1.6 Students will have the right to opt out of the MCR. No student who has opted out of the MCR will be disadvantaged as a consequence of opting out save that they will forfeit voting rights in MCR elections and Open Meetings.
- 2.1.7 Appointments to MCR Executive Committee will be by election in a secret ballot of all members. The Senior Tutor alongside the Returning Officers shall ensure the fairness and proper conduct of such elections.
- 2.1.8 The procedure for the allocation of resources to groups and clubs will be fair and maintained as part of The MCR Constitution; it will be agreed with the HUS.
- 2.1.9 Any affiliations to external organisations will be published in a report annually, and made available through the HUS to students and the Council, with the name of the organisation concerned and details of any subscriptions, fee or donation. Students will be given the opportunity to approve the list of affiliations annually.
- 2.1.10 Copies of this constitution will be on public display in the Homerton College Library and the Middle Common Room and will be available on request to any member free of charge. The Constitution and its accompanying regulations will contain job descriptions of the MCR Executive, clubs and societies constitutions and electoral regulations. All other policy and regulatory details of the government of MCR will be in this constitution.

## **3 MCR COMMITTEE**

---

### **3.1 Executive Committee (EC)**

---

The MCR EC shall consist of 6 elected positions and 4 co-opted positions:

Elected:

- President (member of HUS F&GP Committee)
- Vice President Internal
- Treasurer(member of HUS F&GP Committee)
  
- Vice President External
- Entertainments Officer
- Events Officer
- Communications Officer
- Male Welfare officer
- Female Welfare Officer

### 3.1.1 Responsibilities of MCR EC members

- a) Fulfil their individual job description (see Section 5).
- b) Manage the MCR budget and use resources sensibly.
- c) Attend MCR EC meetings and Open Meetings, or send apologies.
- d) Represent graduate students and the further objectives of the union outlined in Section 4.
- e) Submit end of year reports to the President.
- f) Respond to requests for information and take action in a timely fashion.
- g) Help out at all MCR functions.
- h) Implement MCR policy and carry out mandates of Open Meetings.
- i) Review the constitution and bring any necessary proposed changes to Open Meetings.

### 3.1.2 Elections

There shall be two elections per year, in the Easter and Michaelmas Terms.

The following positions are to be elected in the Easter term and shall serve until next Easter elections:

- President
- Treasurer
- PGCE officer
- Events Officer
- Communications Officer

The following positions are to be elected in the Michaelmas Term and shall serve for the duration of the academic year, and if not graduating until the next Michaelmas elections:

- Vice President Internal
- Vice President External
- Entertainments Officer
- Female Welfare Officer
- Male Welfare Officer

## 3.2 Support Officers

---

Support officers role will be specified by the executive committee. They shall not be entitled to vote in EC meetings except those open to all members of MCR. They will be accountable to the MCR EC and MCR Open meetings. Candidates for these positions can be co-opted by majority vote in EC meeting to serve until Michaelmas elections the following year. The support officers are required to give a suitable handover in person, or where not possible, by way of a written document.

Some recommended support officer positions are as follows (for suggested roles see Appendix):

- Sports Representative
- Environment Officer
- Bar and Common Room Officer
- IT Representative

## 3.3 MCR EC Meetings

---

3.3.1 The meeting should be chaired by the President, or failing him/her the Treasurer, or the next senior officer in turn.

3.3.2 The Chair

The Chair will be responsible for keeping order, making sure the argument is balanced and everyone wishing to speak gets a chance to do so. Also they must ensure that the Executive is presented with all pertinent details before moving to a vote. The Chair will summarise the feelings of the meeting and each point (if possible).

3.3.3 Order of business

Business can be taken in the following order:

- a) Apologies and changes to membership
- b) Minutes of the previous meeting
- c) Matters arising from the minutes
- d) Reports and statements (every two weeks)
- e) Questions
- f) Proposals/Motions
- g) Any Other Business
- h) Date, time and Chair of next meeting

- 3.3.4 MCR EC Meetings shall be held at least every second week during term time and monthly outside term time and shall be run to an agenda.
- 3.3.5 The role of the Secretary for the EC meetings will be executed by the Vice president or in their absence, another member of the EC appointed by the President
- 3.3.6 The agenda shall be drawn up by the Secretary.
- 3.3.7 Minutes shall be taken by the Secretary during the meeting, typed up and emailed to all MCR members.
- 3.3.8 Decisions shall be made by a majority vote of those present.
- 3.3.9 The quorum shall be half the Executive Members.

### **3.4 Motion of No Confidence**

---

A member of the MCR EC who fails to carry out any of the responsibilities listed in Section 3.1.1 may be subject to a Motion of No Confidence.

A Motion of No Confidence in an officer may be passed by a two-thirds majority at a meeting of the full MCR EC, followed by a two-thirds majority at an Open Meeting (see Section 8.3.3). The voting will be by a show of hands. On the event of a Motion of No Confidence being passed by the MCR EC, the officer shall be suspended until an Open Meeting takes place.

## **4 HOMERTON UNION OF STUDENTS**

---

There shall be a parent body entitled Homerton Union of Students (HUS) which will be administered by an HUS Finance and General Purposes (F&GP) committee which shall:

- 4.1.1 Constitute of the following:
  - a) MRC President and Treasurer
  - b) JCR President and Treasurer
  - c) Senior Treasurer(s) of the JCR and MCR
  - d) The HUS Administrator
- 4.1.2 Be responsible for the preparation of the overall budget of HUS (JCR and MCR) agreement to its appointment and shared decisions concerning budgeting, constitution wording, accounts and insurance.
- 4.1.3 The Committee will have authority to present the overall HUS\MCR budget to its constituent membership, its approval, accounting and audit, together with submission of the Budget and Audited Accounts to College Council for the release of the College subvention to HUS.

- 4.1.4 Meet at least once each term, and a member shall be nominated to write minutes and send them to the College Finance Officer and Bursar.

## 5 DESCRIPTION OF ROLES

---

The members of the MCR maintain student status throughout their term and adhere to this constitution. They should, at all times, carry out act and carry out policies in the interest of the wider student body and to advance the aims of the MCR.

### 5.1 President

---

#### 5.1.1 Generalities:

The MCR President will be a non-Sabbatical position. At all times the MCR President should ensure that the student body is kept well informed of relevant matters from both inside and outside of the College. The MCR President should maintain a good working relationship with the Executive committee, the HUS F&GP Committee and the JCR President. They should be held accountable by the student body via the Executive and Open Meetings.

The President shall represent the views of MCR to the College, and shall attend a variety of committees and College Council. The President shall be the link between MCR, JCR and the College and will be an ex-officio member of the US committee.

The President shall be the Deputy Returning Officer for MCR EC Elections and the Returning Officer for all other elections (such as CUSU).

#### 5.1.2 The role of the MCR President shall be subject to the main body of the constitution but principally shall include:

- a) The MCR President shall seek in every aspect of their work to further the aims of MCR.
- b) The MCR President should at all times work in close liaison with the MCR committee.
- c) It is the MCR President's responsibility to ensure that correspondence to the MCR, which is relevant to the wider student body, is on public display.
- d) The MCR President should maintain an accurate list of all MCR Committee members. These lists should be on public display and distributed to relevant College authorities.
- e) The MCR is financially accountable to HUS F & GP committee and all transactions will be made through HUS and in consultation with its administrator.
- f) The MCR President shall maintain an effective dialogue with College staff. Meetings between the Principal, JCR and MCR Presidents should take place twice a term.
- g) The MCR President's ruling will be sought in consultation with the Vice-President if any constitutional question arises that cannot initially be solved.
- h) The MCR President should adhere to the rules listed in all sections of the constitution.
- i) If any constitutional amendments are made, the MCR President is responsible for ensuring that all such amendments are added to the constitution by keeping a record. The MCR President should present amendments to the College Council each academic year for approval.
- j) The MCR President is responsible for ensuring the good work of the Executive Committee
- k) The MCR president shall ensure all plans are in place for Freshers Week.
- l) The MCR President will establish and maintain effective communication with CUSU, NUS, JCR and other external student bodies that the MCR President sees fit.
- m) The MCR President will play an active part in the work of CUSU, working closely with the CUSU Sabbaticals, attending CUSU Council meetings, liaising with other College Union representatives.
- n) The MCR President shall work with the Treasurer in order to ensure that a realistic proposal for annual budget is brought to Open Meeting in June in order to be adequately prepared for the rent negotiation meeting.
- o) The MCR President is responsible (with the Vice-President) for presenting CUSU Council motions at Open Meeting so they vote at CUSU Council in a way that reflects the beliefs of Homerton Students.
- p) The MCR President must organise all elections and if there is a dispute must sit on the Elections Committee.
- q) The MCR President is to be the Returning Officer – and consequently unable to vote to ensure impartiality.
- r) The MCR President shall be responsible for Complaints Procedure (see section 9.4.5)

### 5.1.3 Committees:

- HUS F & GP
- College Council
- Beginning of Year Meeting
- Dean's Advisory Committee

## 5.2 Treasurer

---

### 5.2.1 The role of Treasurer shall include:

- a) Supervising the efficient day to day running of MCR financial affairs with the support of the Administrator
- b) Supporting the Administrator in their role
- c) Be aware at all times of the approved budget, commitments against the budget and amounts held in the HUS bank accounts; of all the bills to be paid by the MCR; of all monies owed to MCR; of all the physical assets of MCR and their state of repair. This information is held by the Administrator but will be readily available to the Treasurer upon request.
- d) Maintain a close liaison with College officers, the first instance through the Finance Officer.
- e) Liaise effectively with the JCR Treasurer and the Senior Treasurer (see Section 7.1a))
- f) Be adequately informed on matters such as grants, student loan, access funds, benefits available to mature students, income tax and VAT so that they can direct those who need it to an appropriate source.
- g) Work with HUS and the MCR President in order to ensure that a realistic proposal for the annual budget is brought to the Open Meeting in June(see section 7.1.2).
- h) Work with the wider Executive in the interest of financial issues.

### 5.2.2 Committees:

- HUS F & GP
- College Council (when required)
- Ex-officio member of any Committee Meetings of those societies receiving a grant from MCR

## 5.3 Vice-President Internal

---

### 5.3.1 Generalities

It is the Vice-President's task to support the work of the President and cover Presidential duties in the event of absence.

### 5.3.2 The role of Vice-President Internal shall include:

- a) Controlling internal advertising of meetings, particularly Open Meetings, in liaison with the Communications Officer.
- b) Take minutes in Executive and Open Meetings, and ensure they are distributed to everyone concerned.
- c) The general organisation and control of Lent Term elections. The Vice-President shall be responsible for all necessary publicity, manifestos and general election procedures as listed below.
- d) Maintaining the good work of the Executive.
- e) Being a member of the Elections Committee in the event of a dispute.
- f) Ensuring appropriate provision of support and training for workers.
- g) Working in close liaison with the Executive - taking special issues to the Executive meetings for further discussion.
- h) Liaising with the Catering and Estates Managers to ensure the services meet student needs

### 5.3.3 Committees:

- Health and Safety Committees
- Bar and Catering Committee

## 5.4 Vice-President External

---

### 5.4.1 Generalities

The VP-External has overall responsibility for organizing campaigns for student related issues originating from outside Homerton. She or he works in the interests of MCR in Cambridge, GU, CUSU and NUS, whilst also organizing publicity of external affairs within college.

### 5.4.2 The role of Vice-President External shall include:

- i) Help students in private accommodation to integrate with students living in College accommodation.
- j) Liaising with other college MCRs
- k) Overall responsibility for organising campaigns for student related issues originating from outside Homerton but supporting all members of the Executive and student body on representative campaigns inside Homerton.
- l) Organising publicity of External affairs within College
- m) Representing the Homerton MCR at the Graduate Union (GU) and Cambridge University Students Union (CUSU), and communication relevant information to the EC.
- n) Responsibility for organising Hustings for all CUSU or other external elections at Homerton.
- o) Assisting in the co-ordination of the external liaison of relevant MCR members with GU, CUSU and NUS.
- p) Working with the Roll Committee to extend links and ties.
- q) Assist the Entertainments officers to organise Formal swaps with other college MCRs

### 5.4.3 Committees

- GU Council
- CUSU Council

## 5.5 PGCE Officer

---

### 5.5.1 Generalities

The PGCE Officer should, at all times, carry out policy wishes in the interest of the wider PGCE student body and to advance the aims of the MCR. At all times the PGCE Officer should ensure that the PGCE student body is kept well informed of relevant matters from both inside and outside of the College. The PGCE Officer should do this by maintaining a good working relationship with the MCR team and JCR PGCE executive.

### 5.5.2 The roles of the PGCE Officer shall include:

- a) Organising and publicising graduate/PGCE affairs and events within College.
- b) Ensuring PGCEs are well integrated into College life.
- c) Maintain in conjunction with the Vice President an up to date list of PGCE students and contact details.
- d) Supporting the President and other members of the MCR Executive.
- e) Take overall responsibility for PGCE related issues



## 5.6 Entertainment and Events Officers

---

- 5.6.1 There shall be an Entertainments Officer and Events Officer who will:
- a) Provide and publicise quality entertainments for students.
  - b) Oversee the uses of the MCR student common room and ensuring facilities fit the needs of the members of the MCR.
  - c) Liaise with other College Unions, GU and CUSU Ents to promote other inter-College events and joint events.
  - d) Organise and publicise Michaelmas Term events including:
    - a. Entertainment during Freshers' week (in co-operation with the Bar and Catering Officer and Liaison Officer)
    - b. One other main event, usually a Christmas Event
  - e) Organise events in Lent Term, in Easter Term and during the summer period.
  - f) Ensure International Students needs are included.
  - g) Organise entertainments catering for as many interests as possible, including non drinkers.

## 5.7 Welfare Team

---

- 5.7.1 There shall be two Welfare Officers (one female, one male) and their roles will include:
- a) The Welfare Team should promote issues concerning both men and women, and should be aware of and provide information on certain events (such as: World AIDS Day, National No Smoking Day, Les-bi-Gay Week, No Means No Week and International Women's Week) to the membership of MCR.
  - b) The team should, wherever possible, attend CUSU Welfare meetings throughout the year. If they cannot attend in person, they should endeavour to send a deputy.
  - c) The Welfare Team should ensure in conjunction with the wider Executive that a Women's Officer should attend CUSU Women's meeting and liaise with the CUSU Women's Officer and JCR Welfare team.
  - d) The Welfare notice boards and information service shall be kept up to date with relevant and useful information on as wide a range of welfare issues as possible. This must include information on AIDS, alcohol abuse, rape, mental health, stress, harassment, eating disorders, contraception, pregnancy, drug abuse, smoking, finance, and LBGT issues. This should be carried out in conjunction with the College Nurse and Pastoral Advisor, with who the Welfare Team should build an effective communication.
  - e) Members of the team shall have sufficient knowledge of the various welfare and counselling organisations within Cambridge to be able to supply students in need of help with informed and useful advice. They should be willing to attend a training event if thought necessary.
  - f) Support the President in attendance of College Equal Opportunities Committee meetings when required to do so.
  - g) With the help of the Treasurer, the Welfare team should be aware of matters concerning student finance and be able to advice students on financial matters.
  - h) The Welfare Team should be available to all students to act confidentially on their behalf.
  - i) If possible the Welfare team should be Peer Support trained.
- 5.7.2 Committees:
- Welfare Committee
  - Equal Opportunities Meeting

## 5.8 Communications Officer

---

5.8.1 The role of the Communications Officer can include:

- a) To maintain in conjunction with the Vice President an accurate and up to date list of MCR members with contact details
- b) The Communications Officer shall work in conjunction with other MCR members and Executive officials (especially the Vice-President) to communicate effectively and publicly with the wider student body. This shall include promotion of:
  - a. Forthcoming Events
  - b. MCR Representative Campaigns
  - c. MCR elections, meetings and policy.
- c) To act as a co-ordinator between staff and students and be aware of all major developments in College affecting members of the MCR and acting as a central point of reference and information.
- d) To collate information to be sent out in regular MCR Email Bulletins.
- e) The Communications Officer shall compile a 'Graduate Guide' magazine to send to new students over the Summer Vacation.
- f) To constantly consider new methods of communication and publicity and endeavour to minimise apathy and improve awareness throughout the College.
- g) To be responsible for the distribution and management of MCR notice boards.
- h) To work closely with the Treasurer and VP to find new sources of sponsorship and advertisement opportunities.

## 5.9 MCR College Support

---

5.9.1 Administrator of HUS

There shall be an Administrator employed by the college on behalf of HUS MCR and shared with JCR. The role of the Administrator is defined by a college contract of employment, but responsibilities generally include:

- a) Administer the funds available to HUS and to produce accounts to trial balance.
- b) Arrange for the accounts to be audited annually in liaison with the College Finance Officer.
- c) Pay MCR bills as authorised to do so by the MCR Treasurer
- d) Keep records of incoming cash and cheques and all day to day banking
- e) Along with the Treasurer and President, JCR President and JCR Treasurer present the HUS budget and the audited accounts to College Council, through the HUS F&GP committee every Michaelmas Term for approval.
- f) The Administrator is a primary signatory of all MCR cheques and contracts.
- g) Advisory member with voting rights on the HUS F&GP committee.

5.9.2 Senior Treasurer.

There shall be a Senior Treasurer who shall be a Fellow of the College appointed by the College Council. The Senior Treasurer shall:

- a) Be the Chair of the HUS F&GP Committee
- b) Meet with the MCR Treasurer at least once a term
- c) Be consulted on all dealings with the College hierarchy
- d) Offer advice in all College negotiations
- e) Be prepared to advise the treasurer impartially on difficult financial decisions

### 5.9.3 Senior and Graduate Tutors

The Senior and Graduate Tutors shall:

- a) Be responsible, on behalf of the College Council, for monitoring the compliance with the constitution of the MCR, and to report regularly to the College Council.
- b) Ensure the fairness and proper conduct of the MCR elections.
- c) Deal with complaints which cannot be dealt with by the President, such as complaints about the President.

## 6 CLUBS AND SOCIETIES

---

- 6.1.1 Any club, society or organisation may be recognised by the MCR provided a proposal to form the club is signed by ten members of MCR and given to the President.
- 6.1.2 The club/society shall have properly elected officers, a formal aim and constitution and shall agree to abide by the rules laid down by MCR for the use of premises, events and accountability for the use of MCR funds.
- 6.1.3 The club/society must then present a constitution to the MCR EC, which if approved, shall be presented at Open Meeting for its ratification.
- 6.1.4 A model constitution for clubs, societies and MCR organizations shall be available on request.
- 6.1.5 Applications for money for a club or society must be presented by letter and approved by the MCR EC before being taken to an Open Meeting for approval.
- 6.1.6 No club or society can hold their own bank accounts; all funds are mandated to be paid in and out through the HUS bank accounts via the Administrator.
- 6.1.7 All clubs and societies will be open to all MCR members to join

## 7 FINANCE

---

### 7.1 Finance

---

- 7.1.1 The MCR Treasurer and the Administrator with the support of the President will exercise day-to-day control of the MCR's finances. They will be accountable for any money that is spent, firstly to the MCR Committee and then to the HUS F&GP committee and ultimately to the College Council.
- 7.1.2 The outgoing Treasurer alongside the newly elected Treasurer shall produce a budget proposal before the start of the financial year (1 July), in agreement with the HUS F&GP which shall delineate all income and expenditure for the year. A meeting is then scheduled with the new Treasurer and Chief Finance officer to clarify fixed costs. The budget proposal needs the approval of the College Council by the 30<sup>th</sup> of November each year. It will also be presented for approval at the next Open Meeting.
- 7.1.3 Changes to the budget proposal will only be made with approval of the MCR Committee and the HUS F&GP committee and need to be reported to the Senior Treasurer.
- 7.1.4 The financial year of the MCR shall end on 30 June. The annual accounts of the HUS (including the MCR) shall be prepared by the Administrator to that date and submitted for audit to the Finance Officer, together with all necessary vouchers and receipts for audit. A report of the draft annual accounts shall also be presented at the Easter Open Meeting before the financial year ends.

### 7.1.5 Signatories

- a) Cheques/monies drawing from HUS account(s) and any contractual agreement have to be co-signed by the MCR Treasurer or the MCR President and the Administrator.
- b) No person other than the MCR President and the MCR Treasurer can enter into a contractual agreement for the MCR unless authorised in writing by them to act as an agent on their behalf.
- c) No signatory may draw a cheque in his or her own favour.

7.1.6 The Committee may appoint a replacement signatory in the event of a vacancy amongst the student signatories; such a replacement shall cease upon the filling of a vacancy.

7.1.7 No MCR funds can be donated to any political groups or factions.

7.1.8 Petty cash will not exceed £10.

## 7.2 Requests for money

---

7.2.1 Any society or organisation wishing to request monies from the MCR, outside that laid out at the budget passed at Easter Open Meeting, shall need to be dealt with in a strict, fair, democratic and routine manner. The MCR shall set down in writing, and make freely accessible to all graduate members of the College and the College Council, a statement of the procedure for allocating resources to groups and clubs, ensuring that the procedure is fair.

7.2.2 Requests for monies shall need to be written formally, containing detailed budget plans of what the monies shall be used for.

7.2.3 The MCR Committee shall review and vote on the request with regards to the following criteria:

1. How many graduate students will benefit?
2. How much money does the MCR budget set aside?
3. Has the application been adequately justified?
4. Does the application conflict with the aims of the MCR?
5. What are the financial risks?

7.2.4 Successful applicants will be accountable to the MCR Committee. All receipts have to be given to the MCR Treasurer. A report of the expenditure made shall be presented to the MCR EC.

## 8 OPEN MEETINGS

---

### 8.1 When Open Meetings may occur

---

8.1.1 There shall be at least one Open Meeting in each Michaelmas, Lent and Easter full term.

8.1.2 The Vice President shall be responsible for the calling of each Open Meeting.

8.1.3 To call an Open Meeting one of the following is required:

- a) The consent of both the president and the treasurer.
- b) A request for such a meeting signed by 9 members of the MCR
- c) A resolution of the MCR EC

8.1.4 Open Meetings must be held within 10 days of a petition or resolution.

### 8.2 Open Meetings of the MCR

---

- 8.2.1 The Open Meetings will by default be chaired by the President. The EC may appoint someone who is not a member of MCR EC to chair a meeting, in which case that person does not have a vote.
- 8.2.2 The role of the Secretary for the Open Meetings will be executed by the Vice president or failing him or her, another member of the EC appointed by the President
- 8.2.3 The Secretary shall give seven days notice of an Open Meeting by displaying a notice in the Middle Combination Room or on a notice-board just outside it as well as sending an email to all MCR members.
- 8.2.4 The time of commencement of the Open Meetings shall be fixed by the Secretary.
- 8.2.5 The Secretary shall be responsible for the collection of motions and for the production of an agenda.
- 8.2.6 The Secretary shall accept all motions which have been proposed and seconded by members of the MCR until 72 hours before the Open Meetings is due to start.
- 8.2.7 The Secretary shall put up two copies of the agenda, one in the Middle Combination Room or on a notice-board just outside it and one on a notice-board opposite the bar, at least 48 hours before the meeting is due to start. If the agenda includes any motion proposing a change in the constitution, the Vice President shall email each member, at least 48 hours before the Open Meetings is due to start. The note shall state the amendment or amendments proposed.
- 8.2.8 The agenda shall include at least the following items:
- a) Minutes of the last Open Meeting.
  - b) Matters arising from those minutes.
  - c) If there is a representative of the MCR on the Governing Body of Homerton College, a report from that representative on all resolutions of the Governing Body since the last Open Meeting of the MCR.
  - d) The treasurer's report to the MCR on all expenditure out of the funds of the MCR since the last Open Meeting.
  - e) Details of all proposed non-recurrent expenditure from the funds of the MCR in excess of seventy-five pounds made available.
  - f) Details and voting of all co-options onto the committee since the last Open Meetings.
  - g) All motions to be called "Any other business", which shall be the last item on the agenda.
- 8.2.9 If the chairperson at a Open Meetings wishes to express a view on a motion, he or she shall temporarily resign the chair until the motion has been voted upon, and the Vice President shall take the chair, or failing him the Treasurer, or failing him some person elected by the Open Meetings. If no-one is willing to take the chair, the original chairperson of the meeting shall be required to retain the chair and shall not be allowed to express a view on the motion. Any person who takes the chair at an Open Meetings shall, while in the chair, have only a casting vote.
- 8.2.10 The minutes of Open Meetings shall be kept by the Secretary
- 8.2.11 There shall be no proxy votes at Open Meetings.
- 8.2.12 If a member of the MCR is unable to attend an Open Meeting because of an encumbrance as defined in section b), he or she may make written submissions on any or all of the matters on the published agenda and send them to the chairperson, who will then read them out at the appropriate points in the Open Meetings.
- 8.2.13 Emergency motions may be raised at Open Meetings under the item called "Any other business".
- a) They must be notified to the Open Meeting at the start of the meeting.
  - b) They may relate to any matters which have arisen since the Open Meeting was called, except that they may not approve non-recurrent expenditure exceeding seventy-five pounds, or cooption onto the committee, or new membership nor may they propose changes to the constitution, nor may they be motions of no confidence in members of the committee.

8.2.14 Open Meetings of the MCR shall be governed by the standing orders in force for the time being, if any, except that if the standing orders conflict with the constitution shall take precedence.

### 8.3 Quorum

---

8.3.1 The quorum for an Open Meetings shall be 10 members of the MCR, excluding the EC.

8.3.2 If there is no quorum present for an Open Meeting at the time when the meeting is due to start, the start of the meeting shall be delayed for up to 15 minutes.

8.3.3 If there is no quorum at the end of this time, the meeting shall be cancelled and shall be deemed not to have taken place.

### 8.4 Motions of no Confidence

---

8.4.1 Motions of no confidence in any or all members of the committee may be put forward for inclusion in the agenda of any Open Meeting of the MCR.

8.4.2 They shall require a two-thirds majority of those voting on the motion to be passed.

8.4.3 When a motion of no confidence is passed, the relevant member or members of the committee shall be deemed to have resigned with effect from the end of the Open Meeting.

8.4.4 If the president and/or the treasurer have to resign, they may still sign cheques for regular bills and for amounts less than twenty-five pounds

- a) All such expenditure must be approved by all remaining members of the committee or by the caretaker.
- b) The resigning president's and/or treasurer's right to spend money in this way shall cease immediately on the election of the new president and/or treasurer.

### 8.5 Definition of Encumbrances

---

8.5.1 Encumbrances, preventing members of the MCR from participation in activities as mentioned above, shall mean the following:

- a) Illness
- b) Examinations set by the University, by the College or by professional bodies timetabled for the time or the day after the MCR activity.
- c) University or College compulsory course work timetabled for the time or the day after the MCR activity.

## 9 ELECTIONS

---

### 9.1 Elections

---

9.1.1 All MCR elections shall be conducted by secret ballot and decided by a Single Transferable Vote in accordance with the regulations as set out in the University Statutes and Ordinances

9.1.2 Voting should be online where possible.

9.1.3 The Returning Officer of MCR is the President and their deputy is the Treasurer, unless circumstances dictate otherwise.

- a) The Returning Officer shall be responsible for the good conduct of all elections, by-elections and interpretation of election regulations.

- b) The Deputy Returning Officer takes on the Returning Officer's duties in their absence.
- c) An Acting Returning Officer can be nominated for the duration of a single election by the Returning Officer or their deputy but must be ratified by the Executive. Such an appointment must be reported to Open Meeting.

9.1.4 There will be two elections per year, in Michaelmas and Easter Terms.

- a) In the Easter term elections the President, Treasurer, PGCE officer, one Entertainments officer and the Communications officer will be elected to serve for one year until next Easter elections.
- b) In the Michaelmas term elections the Vice President, the Welfare Team, the second Entertainments officer and the Liaison officer will be elected to serve until the end of the academic year at least or, if not graduating, until the next Michaelmas elections.

9.1.5 Notification of elections and publication of election timetable should be done 5 working days in advance.

9.1.6 Any member of the MCR shall be entitled to stand for any post except those which specify academic status as follows:

- a) Persons elected to Executive positions in Easter Term, must be intending to study the following academic year, and be available to serve from their election to the next Easter Term elections.
- b) PGCE rep must be filled by an existing PGCE student, or a current member of the college who will be studying as a PGCE student for the duration of their term.

9.1.7 Nomination, along with a manifesto, should be received by the Returning Officer no later than midday on the day of nominations close. Manifestoes and arrangements for voting shall be displayed by the Returning Officer on an MCR notice board.

9.1.8 Elections will be organized by the President who must ensure that all MCR members are notified to attend.

9.1.9 In the event of physical ballot only current members of the Executive (including the Co-opted team) not standing for a post may staff the voting table. The Senior Tutor should monitor the voting on behalf of the College. Two people must staff the election table at all times.

9.1.10 All members of the MCR may vote in the relevant election on the production of a current Graduate MCR card, through the cross referencing of an up to date membership list, or by insertion of a valid Raven ID and password (In the case of an online ballot). The election will be by secret ballot.

9.1.11 A record of all members who vote shall be kept for a minimum of two weeks after the notification of the successful candidates.

9.1.12 For MCR Executive elections to be valid there shall be a minimum of ten votes cast. Should an election be declared invalid, another election shall be held within seven working days with the same minimum poll.

9.1.13 Candidates cannot issue any publicity before the close of nominations and all publicity shall be subject to regulations. These regulations will be clearly posted on the MCR notice board. All candidates will be informed and any complaint about publicity material should adhere to the Homerton Complaints Procedure.

9.1.14 No-one shall be eligible to vote on behalf of another person.

9.1.15 Candidates shall be informed by way of an election notification letter signed by the Returning Officer and their deputy.

9.1.16 The Administrator must be notified of the results with relevant contact details for issuing to college.

## 9.2 By-elections

---

Notice of by-elections shall be published within 7 days of the need for them arising, and the election shall take place 7 days after the publication of notices.

### 9.3 The Count

---

Counting shall be in accordance to the regulations set by the University Statutes and ordinances concerning the Single Transferable Vote system.

### 9.4 Hustings

---

9.4.1 Hustings shall be held and advertised within four working days of the close of nominations.

9.4.2 The candidate's proposer shall speak for one minute.

9.4.3 Candidates' speeches must be no longer than five minutes.

9.4.4 Questions shall be addressed to all candidates and will be received through the Chair.

9.4.5 The Chair shall be a member of the Exec.

## 10 COMPLAINTS

---

All graduate members of the College or groups of such members who are dissatisfied in their dealings with the MCR, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the MCR, may peruse a complaint via one of the following routes:

### 10.1.1 Informal Complaints

It is strongly encouraged to get in touch informally at first instance with the MCR President or a member of the EC to see whether simple steps can be taken to address the complaint.

### 10.1.2 Formal Complaints

Formal complaints should be referred to the MCR President. An appeal shall lie from the MCR President to a person selected and approved by the College Council, who may not delegate his or her responsibility for hearing the appeal. The College Council shall have the power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

Complaints which cannot be dealt with by the President, such as complaints about the President, should be referred to the Senior or Graduate Tutors.



## APENDIX

### SUPPORT OFFICERS

---

These are guidelines to what the recommended support officers' roles might entail. It is ultimately up to the EC to draw up the final role for any support officers they wish to co-opt in.

- Support officers hold no voting power in EC meetings
- May be co-opted in by majority vote in EC meeting to serve until Michaelmas elections the following year

### Sports Representative

---

- To work closely with the Griffins Club President to ensure the needs of PGCE and Graduate students are met.
- To organise information for new graduates on how to get involved in sport at college and continually look for ways of promoting sport to all college members.
- To liaise with the Griffins communications officer to ensure that all relevant information about fixtures and results is well publicised through e-mail, notice boards.
- To assist in finding funding for the Griffins Club.

Committees: Griffins committee, Health and Safety Committee

### Environment Officer

---

- Promote and encourage environmentally friendly policies and practices within the MCR and the College, particularly in Halls of Residence.
- Liaise with relevant clubs and societies
- Work and lease with local environmental groups and sit on any relevant clubs and Committees, especially CUSU EAN.
- Raise awareness of environmental issues and relevant campaigns
- Work on improving internal recycling facilities.
- Attend a termly meeting with the Bursar to ensure a Green focus.
- Liaise closely with the Estates manager.

Committees: Fellows Environment Committee

### Bar and Common Room Officer

---

- Support and aid the work of the Entertainments Officer
- Being the first point of contact for students and societies wanting to organise events in the Bar or the Middle Common Room.
- Liaising with the Bar Manager and Bar Senior Treasurer (Finance Officer) in the organisation and promotion of regular internal entertainments.
- Cooperate with the Entertainments Team to overseeing the uses of the MCR student common room and ensuring facilities fit the needs of the members of the MCR.
- Find ways of promoting the use of the Middle Common Room

Committees: Bar and Catering Committee

### IT Representative

---

- Attend the Library and IT Resources Committee meetings.
- Provide feedback to the Homerton College IT department.
- Ensure the Communications Officer has an up to date list of the graduates' email addresses.
- Ensure the MCR website is well maintained