

**NEWNHAM COLLEGE CAMBRIDGE CONSTITUTION OF THE MIDDLE
COMBINATION ROOM**

2016-2021

CONSTITUTION OF THE NEWNHAM COLLEGE MIDDLE COMBINATION ROOM

1 MEMBERSHIP

1.1 Membership

All graduate, mature and affiliated students of Newnham College shall be members of the Middle Combination Room (MCR).

1.2 Opting Out

(i) Notwithstanding Section 1.1, any person who would by virtue of Section 1.1 be a member of the MCR may in any academic year by written notice declare that she does not wish to be a member, and in that case such a person shall not be a member of the MCR for that academic year. Such written notice shall be served on the President of the MCR (or the Secretary of the MCR in case of absence) within one week of the commencement of the Michaelmas Term.

(ii) A potential member of the MCR who exercises the right not to be a member of the MCR shall not be unfairly disadvantaged with regard to the provision of services or otherwise. Such a member shall have no right to stand and vote in any MCR or Governing Body election.

1.3 Code of Conduct

All members of the MCR should make themselves aware of the college Student Procedures and Guidance listed within the College Student Handbook which outlines Academic, Welfare and Safeguarding matters in college.

All MCR Committee members shall be required to adhere to an established code of conduct. The code of conduct shall be approved by majority vote at an MCR Open Meeting.

The code of conduct may include a range of sanctions for breach of the code of conduct by a Committee Member, including the suspension or removal of any or all of the rights and privileges of committee membership, including the holding of office.

2 COMPLAINTS

2.1 Complaints Procedure

All members of the MCR, 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 make a complaint to the President of the MCR. Any appeal shall lie from the President of the MCR to a person or persons appointed by the Governing Body, who may not delegate their responsibility for hearing the appeal. The Governing Body shall have the power to provide such effective remedy, if any, as they consider appropriate when a complaint is upheld.

3 OFFICERS, REPRESENTATIVES AND COMMITTEES

3.1 The MCR Committee

The MCR Committee shall consist of:

- (a) President
- (b) Secretary
- (c) Middle Treasurer
- (d) elected graduate member of the Governing Body ("the graduate member of the Governing Body")
- (e) a maximum of four Social Secretaries (a maximum of two internal and two external)
- (f) External Officer*
- (g) Women's Officer*
- (h) Two Welfare and Accommodation Officers, at least one of whom must be a PhD student*
- (i) Women's Speaker Series Organiser*
- (j) Environmental Officer*
- (k) International Officer*
- (l) Lesbian Gay Bisexual Transgender+ (LGBT+) Officer*
- (m) IT Officer.
- (n) Black, Asian and Minority Ethnic Officer*

For posts marked * (and only for these posts) joint appointments are permissible. In the event that two people are elected to any of these posts, they shall share one vote between them. Joint postholders shall agree job sharing arrangements before standing for election. Each joint postholder shall be responsible for ensuring that the other postholder and other members of the Committee are kept informed of their activities.

In the event of an unfilled Committee position following elections and in the absence of individuals desiring to be co-opted by the Committee into a vacant position, an already elected member of the Committee holding any position – other than President, Secretary, Treasurer or Governing Body Representative – can assume a vacant position in addition to the position that she already fulfils. This assumption of two posts filled by a single individual should be approved by a clear majority of the Committee and should not undermine the duties of the role for which she has been initially elected. It is the duty of the President to oversee and ensure that the individual in question is adequately fulfilling the duties of both her positions.

3.2 Graduate Members of the Governing Body, the College Council and Other College Committees

3.2.1 Governing Body

There shall be one graduate member of the Governing Body, "the graduate member of the Governing Body". The elected representative shall be elected in accordance with Ordinance IIIA

of the Governing Body. The President of the MCR shall attend meetings of the Governing Body ex officio.

3.2.2 College Council

There shall be one graduate member of the College Council, "the graduate member of the Governing Body".

3.2.3 College Committees

Middle Combination Room members shall serve on College Committees as follows:

- (i) All members of the MCR Full Committee shall be members of the Joint Committee of Senior and Junior Members (see section 3.6)
- (ii) one member of the Valuable Possessions Committee*
- (iii) one member of the Library Users Committee*
- (iv) one member of the Garden Committee*
- (v) one member of the Safety Committee *
- (vi) one member of the South African Bursary Scheme Committee*
- (vii) one member of the IT Committee*
- (viii) one member of the Buildings Estate Committee*
- (ix) one member of the Environmental Working Group
- (x) one member of the Bar Committee and Buttery Focus Group

* Those committee representatives highlighted, if they are not also members of the Full Committee, are expected to attend open meetings and report to the MCR President and Secretary on the progress and discussion held at the meetings attended.

(See also 3.4: Responsibilities of Members of College Committees, 5.19: Mandated Action, and 5.20: Independent Action)

3.3 Duties of the MCR Officers

3.3.1 The President shall:

- (i) take office at the start of the Lent Term following the MCR Elections (see section 3.10)
- (ii) oversee the running of the MCR committee and act as spokeswoman at official engagements as required. The President shall ensure that all the duties associated with the posts listed in section 3.1 are delegated amongst members of the Committee, including herself, and shall communicate the delegated responsibilities to the College.
- (iii) take the chair at all MCR Open Meetings and MCR Committee Meetings
- (iv) be entitled to attend meetings of any MCR sub-committees
- (v) receive and publish resignations of all other MCR Officers and Representatives

(vi) attend meetings at the Graduate Union, or send the External Officer in her place as her designated deputy.

(vii) ensure full liaison between the MCR and the JCR on matters arising, or matters to arise on the Joint Committee Agenda

(viii) be a Junior Member of the Governing Body.

(ix) attend meetings of the College Council Ex Officio.

3.3.2 The Secretary shall:

(i) take office at the start of the Lent Term following the MCR Elections (see section 3.10)

(ii) give notice of all MCR Open Meetings and MCR Committee meetings

(iii) Maintain MCR calendar and ensure all social and welfare events, as well as externally organized events of which the MCR student body is invited, are included in the calendar.

(iii) book a room for Open Meetings

(iv) draw up and publicise agenda for Open Meetings and MCR Committee meetings

(v) keep minutes of all Open Meetings and MCR Committee meetings and circulate draft copies of the minutes to all members present at each meeting to allow individuals to approve what has been recorded.

(vi) send copies of the agenda and minutes of Open Meetings and MCR Committee meetings to all Committee members, the Senior Tutor, the Graduate Tutor, the College Secretary and the Secretary of the JCR

(vii) keep a record of all MCR Officers and Representatives and provide the Graduate Tutors, the Porters' Lodge, Senior Tutor and the College Secretary with an up-to-date copy and ensure a copy is posted on the MCR notice board and website, and work with the Secretary of the JCR to ensure that the list of College society representatives is accurate

(viii) be responsible for all necessary correspondence including a weekly bulletin containing notices and events held by or of interest to members of the MCR

(ix) supervise the MCR notice boards in the Porters' Lodge and the MCR, and work with the IT officer of the MCR to ensure that the website and other online resources are up to date and accessible

(x) provide the following people with up-to-date copies of the Constitution and Standing Orders for the Open Meeting: all Officers and Representatives of the MCR, the Principal, Senior Treasurer, the Graduate Tutor, the Senior Tutor, the College Secretary (who is also the Secretary of the Joint Committee of Senior and Junior Members), the President of the JCR, the undergraduate Governing Body Representatives

(xi) have copies of the Constitution and Standing Orders of the Open Meeting available for any member of the MCR who may wish to consult them

(xii) organise elections and referenda held by the MCR in College in accordance with sections 3.10 and 5.15-5.17.8 below

(xiii) receive and publish the resignation of the President

(xiv) be a Junior Member and attend meetings of the College Council.

(xv) attend meetings of the Governing Body Ex Officio.

(xvi) with a Senior Member of the Governing Body ensure that the MCR operates according to its Constitution.

3.3.3 The Middle Treasurer shall:

(i) administer the financial affairs of the MCR in accordance with section 4 below.

3.3.4 The Graduate Member of the Governing Body shall:

(i) take office at the start of the Lent Term following the MCR Elections (see section 3.10)

(ii) be a Junior Member of both the Governing Body and the College Council. They shall speak according to their own judgement while bearing in mind the interests of the College and the MCR; if instructed by the MCR Open Meeting to put forward a certain view, she shall put forward that view (see section 5.19: Mandated Action and section 5.20: Independent Action)

(iii) publish decisions on unreserved business made by the Governing Body and College Council after confirmation of the minutes of the relevant meeting, where no special request for confidentiality has been made

(iv) ensure that copies of the agenda of College Council and Governing Body and decisions on unreserved business made at College Council and Governing Body are sent to the MCR President

(v) follow the rules of confidentiality laid down in the Governing Body and College Council Ordinances.

3.3.5 The Social Secretaries shall:

(i) together with other members of the MCR Committee, be responsible for the organisation of MCR social events within College including the Easter Term MCR Garden Party

(ii) be responsible for all administration, including correspondence, on behalf of the MCR Committee regarding MCR social events

(iii) the internal Social Secretary's primary responsibility shall be the organisation of such events that take place in College

(iv) the external Social Secretary's primary responsibility shall be the organisation of exchange events with other colleges' MCRs.

(v) although all shall be voting members of the MCR Committee (as specified in 3.1), the Committee shall vote at the first closed meeting after the elections for one of them to act as a signatory to make payments into and from the MCR bank accounts.

(vi) Liaise with the Bar Committee

3.3.6 The External Officer shall:

(i) be responsible for all liaison and correspondence with other universities and external bodies of interest to the MCR

(ii) attend meetings at the Graduate Union and CUSU on the President's behalf if required to do so

(iii) attend meetings at the Graduate Union and CUSU Academic Affairs Committee meetings

(iv) submit an oral or written report on all external meetings attended to the MCR Committee.

3.3.7 The Women's Officer shall:

(i) raise awareness of women's issues within College (ii) attend Women's Forum and submit an oral or written report to the MCR.

3.3.8 The Welfare and Accommodation Officers shall:

(i) Support the welfare and wellbeing of students, including their mental and physical health (specifically to include the representation of students with protected characteristics under the Equality Act 2010);

(ii) be available for MCR members who wish to discuss matters relating to their welfare

(iii) provide and publicise welfare information of use to MCR members, and to give confidential advice and support

(iv) advise on matters of sexual health and harassment including providing sexual health supplies

(v) be responsible for liaising with the CUSU/GU Student Advice Service

(vi) (one officer shall) attend meetings of the Safety Committee

(vii) provide advice to MCR members who wish to discuss matters relating to non-College accommodation

(viii) (one officer shall) attend meetings of the Buildings Estate Committee

(ix) appoint and liaise with graduate house representatives

(x) provide information about accommodation and the provision of College facilities,

(xi) should we separate that all together - specifically including sports.

3.3.9 The Organiser of the Women's Speaker Series shall:

- (i) be responsible for the organisation of a series of speakers who are either women or speaking on topics specifically related to women
- (ii) be open to proposals from MCR members for these speakers
- (iii) be responsible for the publicity of the Series.
- (iv) organize the GradCon in liaison with the Grad Tutor

3.3.10 The Environmental Officer shall:

- (i) raise awareness of environmental issues whether internal or external to the College
- (ii) organise recycling efforts in graduate houses and the house representatives, and in co-ordination with JCR and College initiatives
- (iii) attend meetings of the Garden Committee and the Environmental Working Group.

3.3.11 The International Officer

- (i) raise awareness of issues relevant to international (EU and overseas) students
- (ii) be responsible for MCR correspondence with new international students before they arrive if needed and for the organization of events when they arrive
- (iii) liaise with the Freshers' President, other college international students officers and CUSU.

3.3.12 The Lesbian Gay Bisexual Transgender+ Officer (LGBT+ Officer) shall:

- (i) liaise with other LGBT+ Officers, the JCR LGBT+ Officer and with the CUSU LGBT+ Campaign
- (ii) organise events and meetings for all LGBT_ members of Newnham and any other Newnham graduates interested
- (iii) provide confidential and non-directive information, support and contacts.

3.3.13 The IT Officer shall:

- (i) be responsible for the maintenance and update of the MCR website
- (ii) oversee the successful operation of graduate supper on-line sign-up
- (iii) ensure the handover of the IT codes to her successor
- (iv) attend meetings of the IT Committee.

3.3.14 The Black, Asian and Minority Ethnic Officer shall:

- (i) represent the view of current Black, Asian and Minority Ethnic students
- (ii) liaise with the GU and CUSU Black, Asian and Minority Ethnic officers and representatives
- (iii) liaise with the Graduate and Senior Tutor on college matters relating to Black, Asian and Minority Ethnic students
- (iv) provide information of interest to Black, Asian and Minority Ethnic students.

3.4 Responsibilities of Members of College Committees

Members of College Committees shall:

- (i) ensure the dates of committee meetings are circulated to the MCR
- (ii) receive items for discussion at Committee Meetings from MCR members and submit them for inclusion on the agenda
- (iii) generate discussion among the MCR members of the College on items on, or for, the agenda of committee meetings
- (iv) after the minutes of the meetings are confirmed, submit an oral or written report of the meeting to the MCR Committee, and, where appropriate, circulate to the MCR
- (v) where an item is considered to require urgent discussion among MCR members press for early confirmation of the minutes or request permission to discuss a particular item before the minutes have been confirmed at the Committee meeting concerned
- (vi) observe the rules of confidentiality laid down in the Governing Body and College Council Ordinances
- (vii) Committee Representatives who are not members of the MCR Committee shall attend the MCR meeting immediately prior to and immediately following their College Committee meeting.

If any junior member of a College body is absent from three successive meetings of which due notice has been given, her seat shall become vacant unless at that or at any earlier meeting the cause of her absence shall have been declared sufficient by the body of which she is a member. [Governing Body Ordinances, III A (4)] (See also section 5.19: Mandated Action and section 5.20: Independent Action)

3.5 Senior Treasurer

The Graduate Tutor may expect to be appointed Senior Treasurer of the MCR, the appointment to be confirmed by the MCR Committee at its first meeting of the Michaelmas Term following the appointment of a new Graduate Tutor and being subject to the approval of the College Council and the first Open Meeting of the Michaelmas Term. The Senior Treasurer of the MCR shall, jointly with the Middle Treasurer, administer the financial affairs of the MCR in accordance with

section 4 below.

The Senior Treasurer shall be sent copies of all bank statements direct from the bank, and if the Middle Treasurer is absent from College more than three weeks all relevant books, statements and cheque books shall be left with the second signatory of the MCR account.

3.6 The Joint Committee of Senior and Junior Members (JCSJM)

Any member of the JCSJM can ask to have someone co-opted as a non-voting member to deal with specific issues or put a point of view but she must ask permission of the Chairman before the agenda is issued, i.e.: at least eight days in advance.

3.7 Meetings of the MCR Committee

- (i) the MCR Committee shall meet at least 4 times in each term
- (ii) further meetings can be called by the President or by four other members of the Committee
- (iii) notice of a Committee meeting shall be circulated to all Committee members at least 24 hours in advance
- (iv) all items for the agenda shall be submitted to the Secretary
- (v) the quorum of the MCR Committee shall be seven voting members
- (vi) Committee meetings shall be open to all members of the MCR, who may speak at the invitation of the Chair, but shall not vote; non-members may be admitted on the same terms at the invitation of the Committee concerned
- (vii) members of the Committee unable to attend must notify the Secretary and may give their opinions on any items of the agenda concerned
- (viii) where absolutely necessary members may also be considered present at a meeting via video or voice conferencing
- (ix) in the absence of the President each Committee shall elect, from among its members a Chair for that meeting only
- (x) decisions of the Committee shall be made by a simple majority; each member shall have one vote, except the Chair, who shall not vote except in the case of a tie when she shall have the casting vote; all votes must be in person or where absolutely necessary via video or voice conferencing
- (xi) a statement of position of the MCR Committee requires the votes of a quorum of the committee and shall become the formal policy of the MCR
- (xii) minutes of the Committee meetings shall be made available to the MCR within one week of the meeting and circulated to the Senior Tutor, Graduate Tutor and College Secretary. The College Secretary will be responsible for ensuring that minutes are transferred to the College Archives in due course.

3.8 Sub-Committees

(i) Sub-committees, appointments thereto and terms of reference thereof may be constituted for specific purposes at the discretion of the MCR Committee or by resolution of the Open Meeting

(ii) Section 3.7(vi) shall apply to all sub-committees (iii) the rules of procedure of any sub-committee shall be determined by the sub-committee itself.

3.9 Terms of Office

The President, Secretary, Middle Treasurer and Graduate Member of the Governing Body shall hold office for one year, the President and Secretary taking office from the start of Lent Term next after the election and all others immediately upon election. The remaining members of the Committee, or of College Committees shall hold office for one year from the date of the election or until the end of their period of study, whichever is the shorter.

3.10 Elections

3.10.1 (i) All members of the MCR Committee and the graduate representatives

on the College committees shall be elected by members of the MCR (other than those members who have opted out);

(ii) the graduate Governing Body representative shall be elected in accordance with Ordinance IIIA of the Governing Body.

3.10.2 Returning Officer

The Returning Officer for all elections, shall be the Returning Officer of the Governing Body elections working with the MCR Secretary unless she is a candidate in the election, or is for any other reason unable to act. In that case another representative shall be appointed by the MCR Committee. Except as otherwise provided in this constitution the decision of the Returning Officer working with the MCR Secretary as regards the conduct of the elections shall be final.

3.10.3 Voting Days

The voting day for the election of all Officers and Representatives shall be in the third week of Michaelmas Full Term. If any positions other than that of President, Secretary, Middle Treasurer or Graduate Member of the Governing Body have become vacant as a result of the

post holder ceasing to be a member of the MCR, a new Officer or Representative shall be co-opted by the Committee when the respective position becomes vacant. Co-opted members of the MCR shall hold office until elections in Michaelmas.

3.10.4 Notice of Elections

Not later than the fifteenth day before the day specified as voting day (unless this would lead to an election outside Full Term, in which case less notice may be given) the Returning Officer, working with the MCR Secretary, shall display a notice on the MCR notice board, the MCR website and through an e-mail message to all MCR members giving the day, the time of voting in the elections, and the method of voting in the elections. Voting must be open for at least twenty-four hours. Additionally, a reminder e-mail message shall be sent to all MCR members on the day of voting which will include a link to the online voting system.

3.10.5 Voting Registers

The College List shall be used as voting register and only those MCR members whose names appear on the register and have not opted out of membership of the MCR shall be eligible to vote, to be candidates, or to propose or second candidates in the elections.

Any MCR member may, not later than the tenth day before voting day, make representations (oral or written) to the Returning Officer concerning the inclusion of any name or the exclusion of any name from the voting registers. The decision of the Returning Officer (in consultation with the MCR Committee) regarding an amendment to the register shall be final.

3.10.6 Nominations

All members of the MCR whose remaining period of funded study includes the Michaelmas Term in the academic year following the year of election shall be eligible for election to the posts of President, Secretary, Middle Treasurer and Graduate Member of the Governing Body. Those members of the MCR who have at least one year of funded study remaining, who can complete their term of office if elected (see section 3.9) and who have not opted out of membership of the MCR, shall be eligible for election to all other posts. The candidates in the election shall be those members whose valid nominations shall have reached the Returning Officer not earlier than fourteen days and not later than five days before voting day.

To be valid a nomination must be in writing and signed by the two members proposing and seconding the member. The member being nominated must also countersign the nomination as indication of her willingness to stand for election and to serve if elected. No member may be proposed or seconded by another candidate. A member may only stand for one post on the MCR Committee, but may also stand for election as a representative on other College Committees.

The MCR Secretary shall publicise all posts open for contest before the close of nominations, and publicise a list of nominees after the close of nominations, and before voting. This

publication shall take place on both the MCR noticeboard in the entrance of the College and on the MCR website.

Against each post there shall also be the candidate TESSA (These Elections Should Start Again). If she is elected to any post further elections shall take place within fourteen days.

If no nominations are received for the posts of President, Secretary, Middle Treasurer and Graduate Member of the Governing Body, nominations shall be reopened and the elections re-run. If the above mentioned offices are filled, but nominations are not received for some or all of the other Full MCR Committee posts, the President, Secretary, Middle Treasurer and Graduate Member of the Governing Body, in consultation with the Graduate Tutors, shall co-opt the remaining members or delegate the remaining positions amongst the Committee so that there are at least 10 members of the Full Committee in accordance with section 3.1

3.10.7 Election addresses and expenses

(i) Each candidate may issue an election address, not exceeding 400 words and on one side of A4 paper. It must be delivered to the Returning Officer not later than five days before voting day, and the Returning Officer must then post it in the MCR notice board not later than the fourth day before voting day. Hustings shall be permitted at an Open Meeting prior to the election.

(ii) No member of the College may publish or circulate any election address, notice or advertisement, except in accordance with this Section, or incur any election expenses other than for the production of a 400 word manifesto, unless authorised to do so by the MCR Committee.

(iii) If written complaint is made to the Returning Officer alleging a contravention of (i) or (ii) above, it shall be considered by the Returning Officer in consultation with the MCR Committee. The Returning Officer's decision shall be final. (iv) Any person found to have contravened (i) or (ii) above shall be disqualified from becoming or being a candidate in the election. The election of a candidate found to have contravened (i) or (ii) above shall be declared void.

3.10.8 Voting

The Voting procedure shall be solely in electronic form and in complete accordance with the CUSU online voting system. The Returning Officer shall refer to the CUSU Elections website for guidance.

Accordingly voting shall be by an online ballot and the method of recording votes shall be such that voters are not identifiable in connection with their vote, although they will log in with their Raven username to verify eligibility.

3.10.9 Quorum

The total number of votes cast in an election shall first be ascertained and if this number is less than 20 per cent of the total MCR membership entered on the voting register as eligible to vote

the Returning Officer shall declare the election to be a nullity and shall not proceed to count the votes. A further vote shall be held and the outcome shall be binding whether or not 20% of the votes are cast.

3.10.10 Counting the Votes

All elections shall be in accordance with the University Single Transferable Vote Regulations prescribed in the University of Cambridge for the time being in force. The Returning Officer or tellers appointed by her shall be present throughout the counting of votes.

3.10.11 Results of Elections

The Returning Officer shall post the election results on the MCR notice board and on the MCR website within 48 hours of the close of polling.

3.10.12 Handover

(i) Each member of the Committee is required to write a clearly written exiting document for her successor, stating her successor's new responsibilities, priorities and any issues to be dealt with within the course of her post. All new incoming Committee members should ensure that they receive such a document and should make necessary enquiries in the event that they fail to do so.

(ii) The President shall ensure the creation of an "Aims and Objectives Form" at the end of the academic year by the MCR Committee. This document shall outline the short and long term targets to be pursued by the new Committee as identified by the previous Committee members over the course of their tenured year. The President shall provide a copy of this document to the Council. The incoming President shall ensure that the new Committee receives such a document and shall make necessary enquiries in the event that they fail to do so.

3.11 Resignations

(i) The President may resign by giving notice in writing to the Secretary.

(ii) Any other Officer of the MCR may resign by giving notice in writing to the President.

(iii) Any graduate Representative on the College Council or Governing Body or any MCR representatives on College Committees may resign by giving notice in writing to the Chairwoman of the body of which she is a member and to the MCR President.

(iv) Furthermore any member of the MCR Committee including the President shall be deemed to have resigned (a) if she ceases to be a member of the MCR, having been approved for her degree, or having come off the register of the Board of Graduate Studies; (b) if she has been granted leave to work away, or to intermit, for one term or more; (c) if, having failed to attend three consecutive meetings of the MCR Committee, she is unable to provide a reason for her

absence on each of the three occasions acceptable to the next meeting of the committee; (d) if, having failed to attend two consecutive Open Meetings, she is unable to provide a reason for her absence on both occasions acceptable to the next Open Meeting; (e) if requested to do so by a petition signed by at least a clear majority of MCR members (51% of the MCR members).

(v) All resignations shall take effect immediately.

(vi) If any MCR member of a College Body is absent from three successive meetings of which due notice has been given, her seat shall become vacant at the end of the third such meeting, unless at that or at any earlier meeting the cause of her absence shall have been declared sufficient by the body of which she is a member, Section 3.11(iv)(a), (iv)(b) and (iv)(d) shall also apply to any MCR member Representatives on College Committees.

(vii) If the MCR representative on the Council and the Governing Body is obliged to be absent, then by permission of the Chairman the MCR President shall attend in her stead.

(viii) If any MCR member of a College Committee, other than the Governing Body or the Council, is obliged to be absent her seat shall become temporarily vacant and the MCR shall have the power to co-opt to fill the vacancy for the period of the member's absence.

3.12 By-elections

(i) A by-election shall be held within 20 days, excluding all days outside Full Term, of the President, Secretary, Middle Treasurer or Graduate Member of the Governing Body resigning or being deemed to have resigned. The exact date shall be decided by the MCR Committee. The election shall be organised as specified in Section 3.10.

(ii) No by-election for any post shall be held within two weeks of the date of the annual election for that post and the post shall remain vacant until the annual election.

(iii) Any Officer or Representative elected in a by-election shall take office immediately and shall hold office until the end of the current term of office for that post.

4 MCR FINANCE

4.1 Accounts

(i) All MCR income shall be paid into MCR accounts

(ii) Funds in the MCR accounts unnecessary for immediate transactions may be temporarily put on deposit at the discretion of the MCR Committee and the Senior Treasurer.

4.2 Clubs and Societies

(i) College Clubs and Societies which provide facilities open to MCR members, whether on payment of a subscription or not, shall be recognised as eligible for financial assistance from the MCR account, excepting religious and political bodies.

(ii) Every College Club or Society desiring an allocation of MCR funds must submit their accounts for the previous financial year to 30 June, and a breakdown of their estimated expenditure in the current financial year to the Middle Treasurer by Wednesday of week 3 of Michaelmas Full Term.

(iii) The MCR Committee may waive the requirement to produce accounts for the previous year in respect of any Club or Society which can show reasonable cause for failing to produce them.

(iv) All Clubs or Societies shall hold their own bank account. Each Club or Society shall have two named signatories of the account, either of whom shall sign any cheque from that account. One signatory may be a Senior Treasurer appointed under (v) below. The Club or Society shall keep the Middle Treasurer informed of the account location and number, and the names of those people who are entitled to sign cheques and shall forward this information to the Bursar.

(v) If any Club or Society has an annual turnover of £500 or more a Senior Member shall be appointed to that Club or Society as Senior Treasurer; such an appointment shall be subject to approval of the College Council. The duties of any such Senior Treasurer shall include the supervision of the accounts of the Club or Society and her/his counter-signature shall be required for any cheque over £50 drawn on the account of the Club or Society concerned.

(vi) Any Club or Society which appoints a Senior Treasurer as required by Section 4.2(v) above shall give the Senior Treasurer an indemnity out of its assets in terms similar to those of Section 4.5.1 below, and shall make any amendment to its Rules or Constitution necessary to give effect to such indemnity. Further, such Club or Society must, if so requested by the Senior Treasurer, agree that the latter's liability be limited in terms similar to those of Section 4.5.1 below.

4.3 Allocation of Funds between the MCR and the JCR

Any alteration in the percentage allocation of the College Fee between the MCR and the JCR shall be agreed by a committee comprising the Bursar, the Senior Treasurers of the MCR and the JCR, the Junior and Middle Treasurers and the Presidents of the MCR and JCR by the division of the Easter Term.

4.4 The MCR Account

4.4.1 The Budget (i) The annual budget for the Account shall be drafted by the Middle Treasurer and the President, after discussion with the Senior Treasurer, and presented to the MCR Committee at the first closed meeting of the Michaelmas Full Term.

(ii) The budget shall include the following items:

(a) payments towards maintenance, upkeep and insurance of facilities in College used by the MCR, as agreed between the MCR, the Bursar, and the Steward

(b) allocations for sportswomen's grants

(c) allocations to Clubs and Societies

(d) expenditure involved in the provision of MCR facilities, and the administration and miscellaneous costs incurred in the running of the MCR

(e) a sum of money which is to be used for the benefit of all MCR members in a manner to be decided annually. The amount to be allocated shall be reconsidered each year

(f) items of capital expenditure that can be foreseen.

(iii) The budget presented to the MCR Committee may be amended by the Committee prior to approval.

(iv) The MCR Committee shall lay before the first Open Meeting of the Michaelmas Full Term, the budget it has approved for the Account. Amendments to the budget may only be made by resolution of the Open Meeting. Payments may be made once three days have elapsed since the approval of the budget by the Open Meeting unless a referendum is requisitioned during that time.

(v) The Middle Treasurer shall lay the budget before the College Council no later than the division of Michaelmas Term.

(vi) Any major unanticipated expenditure must be agreed by the MCR Committee and Senior Treasurer.

(vii) All members of the MCR may suggest how the Account money should be used. Suggestions shall be submitted in writing to the Treasurer within the first two weeks of each term.

(viii) The MCR members submitting suggestions under Section 4.4 (vii) may be called upon to attend the Committee or Open Meeting considering the budget to justify the proposed expenditure.

4.4.2 Payments

The Middle Treasurer shall write cheques on behalf of the MCR; those over £250 shall be agreed by the Senior Treasurer. Any other payments from MCR money shall require the written authorisation of the Middle Treasurer.

4.4.3 Publication and Inspection of Accounts

All books and accounts relating to the MCR shall be open to inspection by all members of the MCR.

4.4.4 Audit

The Annual Accounts of the MCR shall be kept by the Middle Treasurer. The Middle Treasurer shall provide the Accounts Manager with all the relevant information for the preparation of accounts by the end of the Easter Term and, having prepared the accounts, the Accounts Manager will forward a copy to the Middle Treasurer for approval. The Accounts shall then be

audited by the Bursary during the Long Vacation. The audited accounts shall be presented for approval at an Open Meeting in Michaelmas Term, at the appropriate meeting of the College Council and at the second Governing Body meeting of Michaelmas Term.

4.5 General

4.5.1 Indemnification (i) All members of, and the Senior Treasurer of, the MCR Committee shall be entitled to be indemnified out of the assets of the MCR against all expenses, liabilities or losses which they may incur or suffer in or about the execution of their office or otherwise in relation to the performance of their duties as member or Senior Treasurers of these Committees.

(ii) The Senior Treasurer of any other Club or Society who is appointed by reason of Section 4.2(v) above shall be entitled to be indemnified out of the assets of the MCR against those matters in respect of which she/he is entitled to an indemnity out of the assets of the Club or Society, to the extent that these latter are sufficient to satisfy his or her claim.

(iii) No member of, and no Senior Treasurer of, the MCR Committee shall be liable for any loss or damage suffered by the MCR, howsoever arising and whether due to negligence or otherwise; provided that nothing shall exempt any such person from any fraudulent act or omission on his or her part.

4.5.2 Personal Financial Benefit

No MCR Officer or Representative shall obtain any personal financial benefit as a consequence of holding her MCR office and no Senior Treasurer shall obtain any personal financial benefit as a consequence of holding that position. Further, any MCR Officer or Representative or Senior Treasurer shall be liable to account for any benefit obtained in breach of this article.

5 OPEN MEETINGS, REFERENDA AND POLICY

5.1 Scheduled Open Meetings

The MCR Committee shall convene one scheduled Open Meeting per term, which shall take place within Full Term.

5.2 Additional Open Meetings

The MCR Committee shall convene an additional Open Meeting if it is requisitioned by:

- (i) a resolution of the MCR Committee; or
- (ii) a resolution of the Open Meeting; or
- (iii) a petition signed by at least 30 members and submitted to the President.

The MCR Committee shall hold an additional Open Meeting within ten days of its requisition,

save that no Open Meeting shall be held outside Full Term.

5.3 Notice of Open Meetings

The Secretary shall publish the date, time and venue at least ten days before an Open Meeting. The Open Meeting shall be timed so as to allow as many members as possible to attend.

5.4 Items for the Agenda

All items for the Agenda shall be submitted in writing to the Secretary. Formal motions shall be signed by the proposer and seconder and shall be submitted at least one week before the meeting for those which constitute an amendment to the constitution, and at least two days before the meeting for all other motions. The Agenda shall include a time for questions to MCR Officers and Representatives.

5.5 Notice of the Agenda

Items for the Agenda shall be circulated to the MCR as they are received by the MCR Secretary. Copies of the full Agenda shall be circulated to all members of the MCR Committee at least 24 hours before the start of the meeting.

5.6 Emergency Motions

Emergency motions may be submitted before the start of the Open Meeting, subject to the approval of the MCR Committee. The substance of an emergency motion must, in the opinion of the MCR have arisen less than four days before the beginning of the Meeting.

5.7 Attendance

(i) Any member of the MCR may attend and vote at an Open Meeting. Non-members may attend and may speak at the invitation of the Chair, but shall have no vote.

(ii) Every member of the MCR Committee, all MCR Representatives on College Committees and all members of MCR sub-committees shall attend Open Meetings and if requested, present a report to the Open Meeting. Any Officer or Representative unable to attend shall, if requested, submit a written report to the Open Meeting.

5.8 Standing Orders

(i) Procedure at Open Meetings shall be determined by Standing Orders.

(ii) Before the first scheduled Open Meeting under the Constitution, the Full Committee shall draft Standing Orders and shall lay them before the meeting. They shall take effect unless declared invalid by a resolution of that meeting.

(iii) Standing Orders may be amended by a resolution of the Open Meeting.

5.9 Quorum for Open Meetings

The quorum for an Open Meeting shall be:

- (i) 25 members of the MCR for any motion which constitutes an amendment to the constitution.
- (ii) 20 members of the MCR or any motion which does not constitute an amendment to the constitution.

If an Open Meeting is not quorate, decisions on any agenda correctly published, except motions which constitute an amendment to the constitution, shall be taken by the MCR Committee.

5.10 Majority Required by Motions

5.10.1 At quorate Open Meetings a motion shall be carried if:

- (i) it is supported by the votes of a simple majority (i.e. over 50%) of those present and voting at the meeting, for motions which do not constitute a change to the constitution. The Chair shall not vote except in the event of a tie when she shall have a casting vote.
- (ii) it is supported by the votes of two thirds or more of those present and voting at the meeting for motions which constitute an amendment to the constitution.

5.10.2 Any member of the MCR present at an Open Meeting may at any time during the meeting, propose a motion calling for an adjournment of any motion before the meeting until the next Open Meeting: such a motion for adjournment shall be voted on in accordance with section 5.10.1.

5.11 Open Meeting Minutes

The Secretary shall circulate the minutes of Open Meetings to the MCR within one week of the end of the Open Meeting. She shall present them at the next Open Meeting for approval but shall not be obliged to read them unless specifically requested to do so. Any motion that constitutes an amendment to the constitution and is carried under section 5.10 shall be circulated under Section 3.3.2(xi) as soon as possible.

5.12 Repeated Motions

If a motion is not carried at an Open Meeting a similar motion on the same subject may not be raised again at an Open Meeting that term.

5.13 Resolutions of the Open Meeting

A motion carried under Section 5.10:

- (i) which does not constitute an amendment of the Constitution shall, three days thereafter, take

effect as a resolution of the Open Meeting, unless during that time a referendum is requisitioned (ii) which constitutes an amendment to the Constitution shall, once passed by the Governing Body, take immediate effect as a resolution of the Open Meeting and shall operate to amend the Constitution unless during that time a referendum is requisitioned.

5.14 Affiliation to External Organisations

5.14.1 If the MCR decides to become affiliated to any external organisation, it shall publish to all MCR members, and to the Governing Body, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid, and of any donation made or proposed to be made, to the organisation. The proposal must also be taken to a MCR Open Meeting and passed quorately.

5.14.2 The MCR shall publish annually to all MCR members, and to the Governing Body, a report stating the names of all the external organisations to which it is affiliated and the details of any subscriptions or similar fee paid, and of any donation made or proposed to be made, to the organisations within the year covered by the report.

5.14.3 If at least five percent of the members do require, the question of continued affiliation to an external organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

5.15 Requisition of Referenda

A referendum may be requisitioned by:

(i) a resolution of the Full Committee; or

(ii) a petition submitted to the President and signed by

(a) at least as many members of the MCR as voted against the motion if the motion was not carried at the Open Meeting; or

(b) at least as many members of the MCR as voted for the motion if the motion was carried at the Open Meeting.

5.16 Majority required for motions in Referenda

The majority required for a motion to be passed in a referendum shall be the same as for a motion at an Open Meeting. At least 30 members of the MCR must vote in a referendum for it to be valid. A motion carried in a referendum shall become a resolution of the Open meeting and shall take immediate effect.

5.17 Referendum Procedure

5.17.1 All members of the MCR shall be eligible to vote in a referendum, excepting those who have opted out.

5.17.2 Returning Officers

The Returning Officer for all referenda shall be the Secretary unless she is unable to act for any reason, in which case the Returning Officer shall be appointed by the MCR Committee. The decision of the Returning Officer as regards the conduct of referenda shall be final.

5.17.3 Notice of Referenda

The Secretary shall give notice of a referendum giving the day, time and method of voting in the referendum, within two days of it being ordered. Voting must be open for twenty-four hours.

5.17.4 Voting Registers

The College List shall be used as a voting register and only those MCR Members whose names appear on the register shall be eligible to vote (see section 5.17.1). Any MCR member may, not less than two days before voting day, make representations (oral or written) to the Secretary concerning the exclusion of any name or the inclusion of any name from the voting register. The decision of the Secretary whether to amend the register shall be final.

5.17.5 Voting

Voting shall be by secret ballot and the method of recording votes shall be such that voters shall not be identifiable from the voting paper. Any person who will be absent during the voting and who wishes to register a vote shall submit it in writing to the Returning Officer by 8.00am on voting day. Should there be paper voting for all or part of the voting period, the Returning Officer or a teller appointed by her shall be present wherever the paper voting is held.

5.17.6 Counting the Votes

The Returning Officer shall be present throughout the counting of the votes. At least one member of the MCR Committee shall count the votes under the supervision of the Returning Officer.

5.17.7 Results of the Referendum

The Returning Officer shall post the results of the referendum on the MCR notice board within 48 hours of the close of polling.

5.17.8 Referenda conducted by Senior Members

If Senior Members of the College or the JCSJM conduct referenda, they are in no way subject to this constitution.

5.18 Policy

A resolution of the Open Meeting shall become MCR formal policy unless it constitutes a breach of the Constitution, or lies in any other way beyond the powers of the Open Meeting.

5.19 Mandated Action

The MCR Officers and Representatives shall act in accordance with MCR policy derived under Section 5.18. However, MCR Representatives on the Governing Body, College Council and other College Committees shall speak according to their own judgement while bearing in mind the interests of the College and the MCR. They cannot be mandated to vote in a particular way. If instructed by the Open Meeting to put forward a certain view, they shall put forward that view.

5.20 Independent Action

Where no MCR formal policy exists, the Officers and Representatives of the MCR shall act on their own initiative.

6 THE CONSTITUTION

6.1 Interpretation

Where any uncertainty or ambiguity arises as to the meaning of any such provision of this Constitution the proper meaning of such a provision shall be determined by a two-thirds vote of a quorate meeting of the MCR committee.

6.2 Previous Constitutions

All previous Statutes or Constitutions of Newnham College MCR or their predecessors in title, are hereby expressly revoked.

6.3 Approval by the Governing Body

The provisions of the Constitution shall be subject to the approval of the Governing Body and to review by that body at intervals of not more than five years.

Distribution List

Paper copies:

- Officers of the MCR
- The President
- The Secretary
- The Middle Treasurer
- The Graduate Member of the Governing Body
- College Officers and Members of the SCR:
 - The Principal
 - The Vice-Principal
 - The Bursar
 - The Senior Tutor
 - The Graduate Tutor
 - The Assistant Graduate Tutors
 - The Senior Treasurer of the MCR
 - The College Secretary (who is also Secretary of the Joint Committee)
 - The Senior Combination Room
 - Tutorial Office Manager

As pdf e-mail attachment:

- Officers of the MCR
- The President
- The Secretary
- The Middle Treasurer
- The Graduate Member of the Governing Body
- The Social Secretaries
- The External Officer
- The Women's Officer
- The Welfare and Accommodation Offices
- The Organiser of the Women's Speaker Series
- The Environmental Officer
- The International Officer
- The LGBT+ Officer

- The IT Officer
- The BAME Officer
- and to:
 - The President of the JCR
 - The JCR Members of the Governing Body

APPENDIX I: Committee Code of Conduct

The Committee Code of Conduct outlines the expected standards of behaviour of all MCR Committee Officers. It is a means by which MCR Members can hold the Committee to account, and the Committee can hold one another to account.

All Officers are made aware of the Code on their election, and the President is responsible for its enforcement. If an Officer breaks the Code repeatedly, they will face a referendum on their continued membership of the MCR Committee.

The Officer Code of Conduct is split into three sections:

I. Officer Responsibilities:

A. Fulfilment of duties and general conduct

Officers are expected to fulfil their duties, as specified in the Constitution and Standing Orders, to the best of their ability.

It is the President's responsibility to remind Officers to fulfil any duty they have neglected. Officers only breach this Code if they neglect a duty even after a reminder from the President.

Officers have a responsibility to act with consideration and respect for their colleagues, and to avoiding creating unnecessary work for other Officers or Members.

Officers must not bring Newnham MCR or Newnham graduates into disrepute, or risk damaging the working relationship between Newnham MCR and the College.

Officers should ensure that they represent the views and opinions of the entire MCR community and Committee, not their own personal views. This is applicable not only in committee meetings but also in settings in which they are recognised in their representative capacity.

B. Use of Newnham MCR Committee funds

Officers are responsible for ensuring MCR funds under their control are spent appropriately.

Officers are individually accountable for their discretionary spending. The committee is corporately accountable for discretionary spending by MCR members who are not Officers.

Officers are encouraged to consult the Treasurer on their discretionary expenditure if in any doubt whatsoever. If consulted, the Treasurer is then accountable for the expenditure to the President. The President should bring the matter to a vote of the Committee in case of serious doubt, who will then have corporate accountability.

II. Conflicts of Interest

Officers have a responsibility to declare actual or potential conflicts of interest whenever these arise during a MCR Committee meeting. These declaration will be recorded in the minutes.

The Chair will rule on whether or not it is appropriate for an Officer who has declared a conflict of interest to take part in any discussion or vote on the matter.

Whenever a conflict of interest arises outside a MCR Committee meeting, the conflicted Officer has a responsibility to consult with the President who will determine the appropriate course of action. If the President is involved in the conflict of interest another disinterested Officer is mandated to take relevant action at the next MCR meeting. Such incidents will be declared at the next MCR Committee meeting and recorded in the minutes.

Officers should note that what matters is not whether a conflict of interest actually exists, but whether a reasonable third party might think the Officer's judgement affected: if in doubt, Officers should assume a conflict.

III. Complaints from MCR members

If the Committee receive any complaints from MCR members, the accountable Officer(s), or the President of the Committee are corporately accountable, must answer these at the next MCR Committee Meeting.

If five or more complaints from MCR Members are received about a matter or matters for which any Officers are individually accountable the complaint will be minuted in the next MCR meeting and Graduate tutor will be made aware of the complaint. The MCR Committee will initially discuss whether the complaints are justifiable and if so will thus decide the appropriate course of action which may be that the Officer will be deemed to have broken this Code unless the MCR Committee vote to take corporate responsibility.