

TRINITY HALL GRADUATE SOCIETY CONSTITUTION

1. Name, Purposes and Membership	2
2. Constitutional Amendments	3
3. The MCR Committee and Committee Members	3
4. Committee Procedure, Activities, Delegations, Resignations, and Removals	7
5. MCR Meetings	7
6. Committee Meetings	8
7. Open Meetings of the MCR	9
8. College Committees and MCR Sub-Committees	10
9. Voting Procedure for Non-Committee Votes	10
10. Elections, Selection of Committee, and New Positions	12
11. Finance	13
12. External Affiliations	15
13. Complaints Procedure	16

TRINITY HALL GRADUATE SOCIETY CONSTITUTION

1. Name, Purposes and Membership

- 1.1 **Name.** There will be a society known as the Trinity Hall Graduate Society (otherwise known as the “Middle Combination Room” or the “MCR”).
- 1.2 **Objects.** The MCR is the representative of the graduate students of Trinity Hall to the administration of Trinity Hall (the “College”), the University and to the external community concerning the interests and welfare of all members of the MCR. The objects of the MCR are:
- (a) to provide a stimulating and accessible experience at the College that promotes diversity of intellectual representation and perspective;
 - (b) to promote the participation and involvement of its members in the academic life of College;
 - (c) to cultivate a sense of social awareness and responsibility in its members;
 - (d) to provide services, facilities and activities to its members;
 - (e) to provide support to its members in their dealings with the College and the University; and
 - (f) to administer and allocate funds available to its members in their capacity as students, or as required by the MCR on behalf of its members in accordance with the objects of the MCR; and
 - (g) to promote equality and to create an environment free from discrimination on any grounds including, but not limited to race, class, gender, language, religion, political or other opinion, national or social origin, or sexual orientation.
- 1.3 The MCR and its representatives will act in a transparent manner and will be accessible to all of its membership.
- 1.4 The MCR Committee will act in a democratic manner, taking decisions that represent the view of the majority, and giving voice and recognition to the view of the minority.
- 1.5 **Membership.** There will be two categories of membership in the MCR:
- (a) Full Members will be those persons who are:
 - (i) graduate students of the College;
 - (ii) any undergraduate of the College after his or her third year since Matriculation
 - (iii) post-doctorial research associates
 - (iv) mature and affiliated students (as defined by the University) of the College.
 - (b) Associate Members will be those persons who:
 - (i) are permanent partners (as defined by the College) of Full Members;
 - (ii) have been granted an associate membership in the MCR by the MCR Committee; or
 - (iii) are associate members as decided by the Graduate Tutor in consultation with the MCR Committee.

Collectively, the Full Members and the Associate Members will be known as the “MCR Members”.

- 1.6 **Opting-Out.** Notwithstanding the provisions in this Constitution as to automatic membership in the MCR, any person, who would by virtue of these provisions be a member of the MCR, may in any academic year declare, that he or she does not wish to be a member, and in that case such a person will not be a member of the MCR for that academic year. Students wishing to opt-out of MCR membership may obtain opt-out forms from the Graduate Officer of the College. Completed forms will be returned in original to the Graduate Officer, with a copy provided to the President, by 1 November, or by the end of the third week of the Full Term in which the student commences his or her course.

2. Constitutional Amendments

2.1 **Amendment Process** This constitution may be amended using either of the procedures described in 2.1 (a) or 2.1 (b)(i)-(v) below:

2.1 (a) Motions amending this Constitution will be voted on at an Open Meeting and require a two-thirds majority of those voting to pass. If the Open Meeting reaches a quorum equal to 20 percent of the Full Membership of the MCR then a vote to amend this Constitution at that Open Meeting will pass and a vote of the full membership of the MCR using either of the non-meeting vote procedures described in Section 9 will not be held.

2.1 (b)

(i) Motions amending this Constitution will be voted on at an Open Meeting and require a two-thirds majority of those voting to pass. If the Open Meeting does not reach a quorum equal to 20 percent of the Full Membership of the MCR then a vote of the full membership of the MCR using either of the non-meeting vote procedures described in Section 9 will be held.

(ii) The Open Meeting will decide by simple majority vote the deadline by which the vote of the full membership of the MCR must be held, provided that the deadline is in the same academic year as the Open Meeting

(iii) The Open Meeting will decide by simple majority vote which of the non-meeting vote procedures described in Section 9 will be used for the vote of the full membership of the MCR.

(iv) The quorum of the non-meeting vote of the Full Membership of the MCR will be equal to 20 percent of the full membership of the MCR and that vote of the Full Membership of the MCR requires a two-thirds majority of those voting to pass.

(v) For the avoidance of doubt, members of the MCR may vote at both the Open Meeting and in the non-meeting vote of the Full Membership of the MCR.

2.2 **Governing Body Approval.** If the Governing Body of the College approves amendments to this constitution, such amendments will take effect from the date the Governing Body's approval is given, unless the amendments specify a different effective date.

2.3 **Governing Body.** The MCR will review the provisions of this Constitution every five years. It will be the duty of the MCR President to submit those changes to the next meeting of the Governing Body.

3. The MCR Committee and Committee Members

3.1 **Committee.** There will be an MCR Committee which will consist of the Executive and such other Committee Members as are defined in 3.6 and 3.7. These positions are voluntary only and such Committee Members will not be remunerated.

3.2 **Responsibilities.** The collective responsibilities of the MCR Committee include:

- (a) the effective operation of the administration of the MCR;
- (b) the representation of the MCR within the College, the University and the external community; and
- (c) the encouragement of good relations between undergraduates, graduates, Fellows, the Master, and the general College community.

3.3 **Record of Activities.** Each Committee Member will maintain a current general record of their activities, which will include any relevant information directly applicable to their position. This record will be produced at the President's request within a reasonable time

3.4 **Activity Report.** At the Week 4 Open Meeting in Michaelmas Term (as per section 10.5), each outgoing Committee Member will present a brief report of his or her activities for the prior year and give a description of his or her role.

- 3.5 **Assistance.** As far as reasonable possible, upon election of a new MCR Committee, the outgoing Committee Members are required to give assistance and information to their incoming Committee Member counterpart in carrying out the functions of the Committee position.
- 3.6 **Executive.** The Executive will consist of the following Executive Members:
- (a) President;
 - (b) Vice-President;
 - (c) Treasurer; and
 - (d) Secretary.
- 3.7 **Non-Executive.** The Non-Executive will consist of the following Non-Executive Members:
- (a) Entertainments Officer (Internal)
 - (b) Entertainments Officer (External)
 - (c) Welfare and Disabilities Officer
 - (d) Steward
 - (e) Women's Officer
 - (f) Lesbian Bisexual Gay Transgender Officer
 - (g) Graduate Representative (to the JCR)
 - (h) Academic Officer
 - (i) Computing Officer
 - (j) Green Officer
 - (k) International Officer
- 3.8 **Maximum Number.** The maximum number of people who can hold a single MCR Committee position is two, except that Executive positions may not be shared.
- 3.9 **Terms of Office.** Committee Members will hold office for one year or until the end of their period of study, whichever is shorter, but the Executive Members will hold office for one year.
- 3.10 **Concurrent Positions.** An MCR Member may not hold more than one Committee position concurrently except as provided for in sections 4.3 and 4.4.
- 3.11 **Duties.** The duties and responsibilities of Executive Members include the following:
- (a) President
 - (i) To represent the policies, decisions and interests of the MCR on behalf of the MCR Committee and MCR Members
 - (ii) To chair MCR Committee meetings
 - (iii) To adjudicate in all matters pertaining to MCR activities not covered by this Constitution
 - (iv) To grant to any Committee Member the power to carry out further duties, tasks and responsibilities as they arise
 - (v) To be a signatory to any MCR bank account
 - (vi) To appoint Committee Members to sit on College Committees
 - (vii) To sit on the Governing Body.
 - (b) Vice-President
 - (i) To replace the President, and fulfil the President's duties and responsibilities, during any period of incapacity or absence of the President
 - (ii) To replace the President on his resignation until a new President is elected
 - (iii) To assist the President in all matters arising from the President's duties and responsibilities
 - (iv) To attend meetings of any bodies or organisation to which the MCR is affiliated or a member on behalf of the MCR, including meetings of the Cambridge University Students' Union ("CUSU") and the Graduate Union ("GU"), to represent the interests and views of the MCR at such meetings and to report regularly to the MCR Committee on such meetings.

- (v) To ensure any bodies or organisation to which the MCR is affiliated or a member, including CUSU or GU, are aware of the names, contact details and responsibilities of each MCR Committee member.
 - (vi) To sit on the Governing Body.
- (c) Treasurer
- (i) To control the MCR finances as described in Part 12.
 - (ii) To replace the Vice-President, and fulfil the Vice-President's duties and responsibilities, during any period of incapacity or absence of the Vice-President
 - (iii) To replace the Vice-President on his resignation until a new Vice-President is elected
- (d) Secretary
- (i) To act as the Committee's record keeper and administrative officer
 - (ii) To minute accurately MCR Meetings
 - (iii) To ensure that sub-committee meetings are minuted
 - (iv) To distribute copies of MCR minutes to the membership, as provided for in this Constitution
 - (v) To maintain and hold a complete and accurate copy and revision history of this Constitution
 - (vi) To post a copy of this Constitution in the Middle Combination Room
 - (vii) To record the votes at MCR Meetings.
 - (viii) To replace the Treasurer, and fulfil the Treasurer's duties and responsibilities, during any period of incapacity or absence of the Treasurer

3.12 Duties of Non-Executive Members. The duties and responsibilities of Non-Executive Committee Members include the following:

- (a) Entertainments Officer (Internal)
- (i) To organize social activities within the College for MCR Members
 - (ii) To provide information and promotional material on internal social activities to MCR Members.
 - (iii) To liaise with the Treasurer with regard to expenses related to this function.
- (b) Entertainments Officer (External)
- (i) To represent the MCR on University-wide social networks
 - (ii) To organize exchange dinners with other Colleges
 - (iii) To provide information and promotional materials on external social activities to MCR Members.
 - (iv) To liaise with the Treasurer with regard to expenses related to this function
- (c) Welfare and Disabilities Officer
- (i) To represent the MCR on University-wide welfare and disability networks
 - (ii) To provide information and promotional material on welfare issues and issues related to students with disabilities to MCR Members
 - (iii) To assist MCR Members in resolving welfare issues such as childcare, financial support, accommodation, physical, mental and sexual health, drugs and disabilities.
 - (iv) If the position of Lesbian, Bisexual, Gay and Transgender Officer is vacant, to act as a channel of communication from the University networks to the MCR on issues for lesbian, bisexual, gay and transgender students.
- (d) Steward
- (i) To organize formal meals for MCR Members
 - (ii) To organize the provision of beverages before and after formal meals
 - (iii) To liaise with the College with respect to food issues

- (iv) To be responsible for the operation and stocking of the MCR Kitchen
 - (v) To liaise with the McMenemy Coordinators with respect to event scheduling and food arrangements.
 - (vi) To liaise with the Treasurer with regard to expenses related to this function
- (e) Women's Officer
- (i) To promote actively the equality of women within the MCR and the College as a whole and to provide services and support to women students as needed
 - (ii) To represent the MCR on University-wide women's networks
 - (iii) To raise the profile of issues of particular concern to women
 - (iv) To advise the MCR and college committees on women's issues
 - (v) To be the point of contact for any women MCR Members experiencing issues which fall under the Women's Officer portfolio, including sexual harassment and other forms of gender-specific discrimination
 - (vi) To provide information and promotional material on women's issues to women MCR Members
 - (vii) To liaise with the JCR Women's Officer to ensure adequate representation of all women students in college.
- (f) Lesbian Bisexual Gay Transgender Officer
- (i) To promote and provide a social and support network for lesbian, bisexual, gay and transgender MCR Members
 - (ii) To represent the MCR on University-wide lesbian, bisexual, gay and transgender networks
 - (iii) To provide information and promotional material on lesbian, bisexual, gay and transgender issues to MCR Members
 - (iv) To advise the MCR and college committees on LBGT issues
 - (v) To be the point of contact for any LBGT MCR Members experiencing issues which fall under the LBGT Officer portfolio, including harassment and discrimination based on sexual orientation, and for any MCR Member on matters relating to sexual orientation
- (g) Graduate Representative (to the JCR)
- (i) To represent the MCR at JCR Committee Meetings
 - (ii) To report back to the MCR Committee the contents of JCR Committee Meetings in so far as such meetings are relevant and applicable to the graduate community
 - (iii) To liaise with the JCR with respect to matters affecting the MCR.
- (h) Academic Officer
- (i) To promote the academic well-being of the MCR by:
 - a. attending College committee meetings pertaining to academic affairs
 - b. establishing and supporting contacts between MCR and SCR members
 - c. being a contact person between the MCR Committee and the McMenemy Committee
 - d. promoting the participation of MCR Members in the academic functions of college where appropriate, such as through undergraduate teaching and supervisions.
 - e. Providing other academic support as necessary.
- (i) Computing Officer
- (i) To maintain an MCR website, the contents of which will include:
 - a. a list of MCR Committee Members
 - b. a current copy (to be obtained from the Secretary) of the Constitution
 - (ii) To maintain the MCR e-mail lists
 - (iii) To represent the computing concerns of MCR Members to College.
- (j) Green Officer

- (i) To represent the MCR on University-wide green student networks
 - (ii) To provide information and assistance with respect to ecological issues to MCR Members
 - (iii) To represent the ecological concerns of MCR Members to College.
- (k) International Officer
- (i) To represent the MCR on University-wide international student networks
 - (ii) To provide information and promotional material on international student issues such as visas, banking, and accommodation to international students and provide such assistance to them as necessary
 - (iii) To organise events for international students
 - (iv) To represent the concerns of International MCR Members to the College

3.13 Committee Representatives The President will designate either Executive or Non-Executive members of the Committee to act as Committee Representatives. The Committee Representatives will consist of the following positions:

- (a) Charities Representative

3.14 Committee Representative Duties. The duties and responsibilities of Committee Representatives include the following:

- (a) Charities Representative
 - (i) to solicit suggestions from MCR members for charitable donations and activities to be undertaken by the MCR; and
 - (ii) to coordinate such efforts on behalf of the MCR and report to the Committee thereon.

4. Committee Procedure, Activities, Delegations, Resignations, and Removals

- 4.1 **Meeting Procedure.** Except as specifically provided for elsewhere in this Constitution the MCR Committee will determine its own meeting procedure.
- 4.2 **Report.** Upon completion of their term in office, each Committee Member will provide to the Secretary a written report summarizing his or her activities for the prior year for placement in the MCR files in the MCR office in College. In this report, the Committee Member will also report on any constitutional issues which arose during their term of office.
- 4.3 **Designation.** Where any position on the Committee is vacant, the President may designate an MCR Member to be responsible for the performance of duties arising from that position, until such time as that position has been filled following the procedure in section 10.16.
- 4.4 **Delegation.** Any Committee Member may delegate some or all of his or her major responsibilities (provided the nature of the responsibility allows delegation), and the accountability for them, to another Committee Member so long as both parties agree to the delegation and the delegation is approved by the President.
- 4.5 **Deemed Resignation.** A Committee Member who fails to attend any three meetings of the MCR Committee in one term, not including the Long Vacation, without reasonable excuse in the view of the rest of the MCR Committee, will be deemed to have resigned, and will be ineligible to re-stand for a Committee position in that academic year.
- 4.6 **Voluntary Resignation.** A Committee Member may resign at any time by providing written notice to the President, except that the President will resign to the Secretary. Such resignation will be minuted in an MCR Meeting. The Secretary should file all written resignation notices in the MCR office.
- 4.7 **Removal.** If a Full Member desires the removal of a Committee Member or other person appointed by the President they will complain to the President, unless the President is the subject of the complaint, in which case the Full Member will complain to the Vice-President. The President, or Vice-President if the President is the subject of the complaint, will propose the removal of the Committee Member at a Committee Meeting for a vote by the MCR Committee. If a Majority of the Committee Members present at the meeting, excluding the impugned member, vote to remove the Committee Member, and the vote is approved by a Majority of Full Members at a subsequent Open Meeting, the impugned Committee Member will be deemed to have resigned. If in attendance, the impugned Committee Member will be provided with an opportunity to speak at the Committee and Open Meetings.

5. MCR Meetings

- 5.1 **Meetings.** There are three types of MCR Meetings: Committee Meetings, Closed Committee meetings and Open Meetings.
- 5.2 **Committee Meetings.** At Committee Meetings, all MCR Members may attend and speak but only Committee Members may vote.
- 5.3 **Closed Committee Meetings.** Committee Meetings can only be designated as closed meetings where the sole purpose of the meeting is to discuss confidential information. Only Committee Members may attend, speak and vote at a Closed Meeting.
- 5.4 **Open Meetings.** All MCR Members may attend and speak, but only Full Members may vote.

- 5.5 **Required Meetings.** The MCR Committee will meet as required and will hold at least two Committee Meetings (which cannot be closed), and one Open Meeting, per each Full Term not including the Long Vacation, and otherwise as often as required.
- 5.6 **Agenda.** The President will set an Agenda for each meeting. The Agenda will include a call for “other business” of relevance to the MCR. Discussion will be carried out and resolutions taken in the order set out on the Agenda for that meeting.
- 5.7 **Other Business.** If, under the “Other Business” call of the Agenda at an MCR Meeting, the business raised is of a substantial or potentially controversial nature which may merit its inclusion as a separate item on the Agenda, the person(s) desiring to raise this business should notify the President at least 24 hours in advance of a Committee Meeting, and 48 hours in advance of an Open Meeting.
- 5.8 **Absences.** Any Committee Member unable to attend an MCR Meeting should notify the Secretary in advance.
- 5.9 **Voting Options.** Where a motion or proposal is put to an MCR Meeting, the chair should ask the eligible voters to vote either for or against the motion or proposal, or to abstain.
- 5.10 **Voting Manner.** Voting may occur by a show of hands or by a secret ballot. Unless otherwise expressly provided for, the manner of voting and counting the vote will be left to the discretion of the chair.
- 5.11 **Secret Ballot.** Voting by secret ballot will be at the discretion of the chair or at the request of two Full members present at the Open Meeting.
- 5.12 **Vote Counting.** The Secretary will count and record the vote: a record will include the number of votes cast for each alternative, and the decision made. In the case of a secret ballot, the Secretary will count those votes with another member of the MCR Committee and declare the result.
- 5.13 **Majority.** Decisions taken at MCR meetings require a Majority of eligible voters unless otherwise specified in this Constitution. This will be a majority of those votes cast in favour of the motion or proposal, as against those votes in opposition to the motion or proposal. Abstentions do not count.
- 5.14 **Hung Result.** An MCR Committee will be considered to have come to a Hung Result if the Committee reaches a tie vote and is unable to resolve the tie by the end of the meeting.
- 5.15 **Hung Result Motion.** Any proposal which achieves a Hung Result must be brought forward as a motion at the next Open Meeting.

6. Committee Meetings

- 6.1 **Request.** A Committee Meeting may be convened by request to the President or the Secretary - either by the President or by two Committee Members at least 72 hours before the date of the proposed meeting. The individual(s) requesting the meeting will determine whether the meeting is closed as per section 5.3.
- 6.2 **Notification.** All MCR Members who are permitted to attend and speak at a Committee Meeting will be notified of the meeting by the Secretary at least 48 hours before the meeting is to occur. Such notification will include the date, time, place and Agenda of the meeting and name(s) of the person(s) calling the meeting. It will be assumed that, unless otherwise specified, the meeting is not closed.

- 6.3 **Quorum.** At Committee Meetings, there will be a quorum of the majority (50 percent + 1) of the MCR Committee in attendance in order for the meeting and resolutions made therein to be considered valid.
- 6.4 **Chair.** The President will chair Committee Meetings unless:
(a) the President is unable to attend the meeting; or
(b) the removal of the President is an issue on the Agenda.
- 6.5 **In Camera.** A Committee Member may request at a Committee Meeting that any portion of that meeting will convene in camera (such that discussion on a given topic will not be minuted). Such request must be approved by a Majority of Committee Members present.
- 6.6 **Minutes.** The Secretary will take minutes of Committee Meetings and keep those minutes on file, unless the removal of the Secretary is an issue on the Agenda in which case the Committee Members attending that meeting will elect a person to act as Secretary at that meeting.
- 6.7 **Distribution of Minutes to Committee.** The Secretary will distribute the minutes of a Committee Meeting to the MCR Committee within 5 days after the meeting.
- 6.8 **Distribution of Minutes to Members.** The minutes of an MCR Committee Meeting will be distributed to the MCR Members at least 2 days prior to the next Committee Meeting, however, minutes of a closed Committee Meeting do not have to be distributed to the MCR Members.
- 6.9 **Approval of Minutes.** The minutes of a Committee Meeting will be approved as an item on the Agenda at the subsequent Committee Meeting.

7. Open Meetings of the MCR

- 7.1 **Request.** An Open Meeting may be convened by request to either to the President or Secretary, either by the President, two Committee Members, or by a petition signed by at least 15 Full Members, at least one week before the meeting is to be held.
- 7.2 **Notification.** All MCR Members will be notified of the Open Meeting by the Secretary at least 96 hours before the meeting is to occur. Such notification will include the date, time, place and Agenda of the meeting and name(s) of the person(s) calling the meeting.
- 7.3 **Motion Submission.** Motions should be submitted in writing to the Secretary no later than 72 hours before the start of the Open Meeting at which they are to be discussed. The Secretary should distribute the contents of the motion to the members of the MCR within 48 hours of the meeting.
- 7.4 **Motions.** All motions will bear the name(s) and signature(s) of one or more proposers and one or more seconders. All proposers and seconders will be Full Members.
- 7.5 **Amendments.** The meeting will consider any amendments to the motion. Amendments require approval by a Majority.
- 7.6 **Quorum.** In order for the meeting and resolutions made therein to be considered valid there will be in attendance at an Open Meeting a quorum that equals the total number of MCR Committee Members, plus 50 percent of that number. In no case will a quorum equal less than 10 percent of the total number of MCR Members.
- 7.7 **Chair.** The President will chair Open Meetings unless:
(a) he or she is unable to attend; or
(b) the removal of the President is an issue on the Agenda.

- 7.8 **Absence of Chair.** If no Executive Member is able to attend the Open Meeting, the MCR Members present at the Open Meeting will elect a person to chair that meeting.
- 7.9 **Minutes.** The Secretary will take minutes of Open Meetings and keep those minutes on file, unless the removal of the Secretary is an issue on the agenda in which case the MCR Members attending that meeting will elect a person to act as Secretary at that meeting.
- 7.10 **Distribution of Minutes.** The Secretary will send out the minutes of an Open Meeting to the MCR Members no later than one week after the given meeting.
- 7.11 **Approval of Minutes.** Minutes of an Open Meeting will be approved as an item on the Agenda at the subsequent MCR Open Meeting.
- 7.12 **Open Meeting Motions.** Motions concerning:
- a) the approval of an appointment by the President (as per section 10.16); or
 - b) the removal of a Committee Member or other person appointed by the President (as per section 4.7)
- can only be voted on at an Open Meeting, and require a Majority.

8. College Committees and MCR Sub-Committees

- 8.1 **College Committees.** The President will designate Committee Members to sit on College Committees having regard to the role and function of that MCR Committee Member.
- 8.2 **Duty To Sit.** Each Committee Member has the duty to sit on the College Committee to which they are appointed.
- 8.3 **Sub-Committees.** Sub-committees may be constituted to make recommendations to the MCR Committee at the discretion of the MCR Committee or by resolution of an Open Meeting.
- 8.4 **Sub-Committee Procedure.** The rules of procedure of any sub-committee will be determined by the sub-committee itself.

9 Voting Procedure for Non-Meeting Votes

- 9.1 **Entitlement to Vote.** All Full Members are entitled to vote for all non-meeting votes.
- 9.2 **Returning Officers.** There will be two Returning Officers who will conduct committee elections: the Secretary of the MCR (the “MCR Returning Officer”), and the Graduate Tutor or his/her delegate. Only one Returning Officer is required for non-committee election votes; this will be the Secretary of the MCR. Should the Secretary wish to run in the case of a committee election, or is otherwise unable to conduct this duty, the MCR Committee will appoint another Returning Officer, who is a Full MCR Member and who is not running for any position in the case of a committee election.
- 9.3 **Register of Voters.** The College list of Full MCR Members will act as the Register of Voters. The MCR Returning Officer will ensure any visiting graduate students in residence in the College at the time of the vote are included on the Register of Voters. Every Full Member may vote for every Committee position and on all other matters in non-meeting votes.
- 9.4 **Voting Procedure Options.** For non-meeting votes there will be two voting procedures available, paper voting (described in 9.10 to 9.16) or online voting (described in 9.17).

- 9.5 Communication.** The MCR Returning Officer will maintain appropriate communication with MCR Members with respect to voting procedures and practices until the date of a paper ballot or online vote.
- 9.6 Quorum.** The total number of valid ballot papers or online votes cast in an election will be ascertained and if the number is less than 20 percent of the total MCR membership entered on the Register of Voters as eligible to vote, the Returning Officers will declare the election to be a nullity and will not proceed to count the votes. A further vote will be held and the outcome will be binding whether or not 20 percent of the eligible votes are cast. For non-committee votes proceeding from a resolution to amend this constitution at an Open Meeting (as described in 2.3), the votes of all Full Members attending the Open Meeting should be counted towards the 20 percent quorum.
- 9.7 Distribution of Results.** The Returning Officers will distribute the results of the vote to the MCR Members as soon as is reasonably possible, but no later than 48 hours after votes have been counted. The Graduate Officer of the College will witness the result in the case of a committee election. For committee elections, the results will list the winners but not the number of votes cast for each candidate. Candidates in committee elections may inquire to the Returning Officers about the number of votes cast for their position.
- 9.8 Complaints.** Any complaint concerning voting malpractices will be made in writing to the Returning Officer(s) within 72 hours of the vote. The Returning Officer(s) will adjudicate the matter. Votes may be rerun if necessary. Appeal from the decision of the Returning Officer(s) may be had by way of the Complaints Procedure set out in Part 14.
- 9.9 Recount.** Within 72 hours of the distribution of the results, a candidate in a committee election may ask the Returning Officer(s) for a recount.
- 9.10 Paper Voting, Ballot Box.** The ballot box will be in the Main Porter's Lodge. The ballot box will be open for at least 8 hours on the day of the election between the hours of 9am and 9pm. It will be staffed at all times by the MCR Returning Officer or a person delegated by him or her.
- 9.11 Paper Voting, Ballot Papers.** The MCR Returning Officer will prepare ballot papers for the election. Each ballot paper will state clearly the position(s) being elected and the names of the candidates, separated according to the positions for which they are standing, in alphabetical order of surname. The option to re-open nominations will be indicated with each position.
- 9.12 Paper Voting, Voting Procedure.** The Register of Voters will be kept by the ballot box. When the voter casts his or her vote, the voter's name will be crossed off the list by the staff on the ballot box. The voter will then sign his or her name next to the deletion.
- 9.13 Paper Voting, Vote Counting.** At the earliest reasonable moment after the close of balloting, both Returning Officers will open the ballot box and, in the presence of the Graduate Officer of the College, count all votes.
- 9.14 Paper Voting, Spoilt Ballots.** The Returning Officers will determine whether a ballot has been spoilt. If a clear choice has been expressed for a candidate, but an invalid mark has been made on the ballot paper, the Returning Officers will consider that vote to be valid as if it were a first preference.
- 9.15 Paper Voting, Custody of Ballot Box.** Upon closure of voting, the ballot box and its contents will remain in the custody of the Graduate Officer of the College for a period of at least 21 days in case of the need for a recount.
- 9.16 Paper Voting, Postal Voting.** If a voter will be absent from Cambridge on the election date, and desires to participate in the vote, two options are available to the voter:

- a) The voter may, by e-mail, provide his voting choices to the Graduate Tutor by 9am on the election date. By selecting this method of voting, the voter is agreeing to give up his right to vote by secret ballot; or
- b) The voter may submit a postal vote to the MCR Returning Officer in a sealed envelope at any time before the day of the election. The postal vote itself will not be signed, but the voter will sign the envelope on the back, across the seal. At close of balloting, the MCR Returning Officer will open the envelope and place the ballot paper in the ballot box. The MCR Returning Officer will ensure that the names of voters who have submitted postal votes are crossed off the Register of Voters before the ballot box is opened and that postal voters are not permitted to vote in person.

9.17 **Online Voting.** The MCR Committee will appoint a Technical Administrator with the required technical competence to operate the online voting system, who shall not be the MCR Returning Officer. The Technical Administrator must be a Full MCR Member not running for any position in the case of a committee election.

- a) The Technical Administrator will ensure that the Online Register of Voters corresponds exactly to the Register of Voters drawn up by the MCR Returning Officer.
- b) The computer running the voting system will be secured as far as reasonably practicable against unauthorised access by all persons other than the Returning Officers and the Technical Administrator.
- c) For committee elections, the online ballot will state clearly the position(s) being elected and the names of the candidates, separated according to the positions for which they are standing, in alphabetical order of surname. The option to re-open nominations will be indicated with each position.
- d) For other non-meeting votes, the online ballot will state clearly the motion(s) being voted on alongside the option to vote for or against each motion.
- e) Upon closure of voting, a read-only copy of the voting system and all voting data will be held intact for a period of at least 14 days in case of the need for a recount.

10. Elections, Selection of Committee, and New Positions

10.1 **Right to Stand.** Every Full Member of the MCR may be a Committee Member except that only a Woman may be a Women's Officer.

10.2 **Eligibility.** All Full Members are eligible to stand for a Committee position as stipulated in the Constitution except any Full Member wishing to stand for an Executive position will have declared an intention to remain an eligible member of the MCR throughout their term in office.

10.3 **One Position.** No person may stand for or hold more than one elected position on the MCR Committee at the same time, except as provided for in sections 4.3 and 4.4.

10.4 **Week 4 Open Meeting.** There will be an Open Meeting in Week 4 of the Michaelmas Term.

10.5 **Election Procedure.** At least three days before the Week 4 Michaelmas Open Meeting, the MCR Returning Officer will inform MCR Members of election procedures and deadlines, and will provide the MCR Members with descriptions of the Committee positions. Upon sending this communication, the nominations for the election will be considered to be opened.

10.6 **Nominations.** Nominations for any Committee position, signed by the candidate and seconded by a Full Member, will be given by each candidate to the MCR Returning Officer. The MCR Returning Officer will communicate to the MCR Members the names and proposed positions of candidates at appropriate time intervals.

10.7 **Executive Nominations.** All nominations will be received by the day of the MCR Meeting in Week 5 of Michaelmas Term (the "Closing Date") except that in the event that any Executive position is left

empty after the Closing Date, then nominations for any empty Executive position will be reopened until noon on the fourth day before the elections. If at this time one or more Executive positions are left empty, the election will be deferred a maximum of one week and nominations reopened again for empty positions.

- 10.8 **Candidate Presentation.** During the Week 5 MCR Meeting, candidates will be presented to the MCR.
- 10.9 **Manifesto.** Candidates may submit a written manifesto (of no more than 300 words) to the MCR Returning Officer before the close of nominations. All manifestos will be displayed by the MCR Returning Officer after the close of nominations.
- 10.10 **Elections.** Elections will be held in Week 6 of Michaelmas Term unless the elections are delayed under section 10.8.
- 10.11 **Majority.** All candidates will be elected using a Majority. If the option to re-open nominations gains the largest number of votes, that position will be re-opened and a by-election run within 14 days as per section 10.16.
- 10.12 **Tied Result.** In the case of a tied result, the tied candidates should meet to discuss the result and see if they can come to a mutually satisfactory agreement. If the candidates cannot reach an agreement, the candidates have the option of breaking the tie by a coin toss or by asking to rerun the elections for that position. If a coin toss is held, it will occur on the South East lawn of the Front Court of Trinity Hall as soon as reasonably possible. All candidates in the coin toss will be attired in formal clothes and academic dress.
- 10.13 **Taking Office.** Incoming Committee Members will take up their new positions one week after the election date.
- 10.14 **Statement.** Prior to taking up their new positions, all newly-elected Committee Members will sign a statement stating that they have read this Constitution.
- 10.15 **Vacancies.** If any position remains unfilled after an election, by-election, or the resignation of a Committee Member, the MCR Returning Officer will advertise for nominations for the empty position. Notices to this effect will be displayed until the position has been filled. Any Full Member may be nominated for a vacant non-executive position and may be appointed by the President without election. The appointment of a Full Member to this position will be approved at an Open Meeting. Where two or more members wish to be nominated, a further election may be held in accordance with this Part of the Constitution.
- 10.16 **Creation of Positions.** Any new position created before or after elections will be proposed as a motion, and approved by MCR Members, at an Open Meeting. The appointment of a Full Member to this position will be approved by a Majority at an Open Meeting.

11. Finance

- 11.1 **Duties.** The duties and responsibilities of the Treasurer include:
- (a) to be responsible for the accurate management, supervision and general oversight of the MCR accounts;
 - (b) to operate the MCR accounts in accordance with this Part;
 - (c) to report the state of the MCR finances at one MCR meeting each term as per 11.13 and 11.15 below;
 - (d) to prepare budgets and accounts in accordance with this Part;
 - (e) to be the principal signatory to any MCR bank account(s), and to be responsible for any MCR chequebooks related to these account(s);

- (f) to fulfil all other duties set out in this Part.
- 11.2 **Signatories.** A portion of MCR funds may be held in a bank account to which the Treasurer, the President, the Secretary, the Vice-President the Bursar of the College will be the signatories.
- 11.3 **Two Signatures.** Money may only be withdrawn from an MCR bank account for cheques over £30 by two signatures, one being the signature of the Treasurer, and one being either the signature of the President or the Secretary, except that in emergency or extraordinary situations, money may be withdrawn by the sole signature of the Bursar.
- 11.4 **One Signature.** Money may be withdrawn from an MCR bank account for cheques under £30 solely by the signature of the Treasurer.
- 11.5 **Extraordinary Expenditures.** Large extraordinary expenditures (which are not already a part of the approved annual budget) will be subject to specific approval as follows:
- a) Any expenditure exceeding £50 must be approved by a Committee vote;
 - b) Any expenditure exceeding £250 must be approved by an Open Meeting.
- 11.6 **College Contribution.** Every January, the MCR Treasurer will meet with the Bursar to determine the total contribution of funds from the College Bursary to the MCR for the coming financial year, and to establish a schedule for the transfer of funds to any MCR bank account.
- 11.7 **Funds Held By Bursary.** Some funds may be held by the Bursary and not transferred to the MCR bank account as agreed by the Treasurer and Bursar.
- 11.8 **Financial Year.** The financial year of the MCR will end on 30 June, or whenever the financial year of the college ends.
- 11.9 **MCR Budget.** The following provisions apply to the MCR budget:
- (a) an amount equal to at least 10 percent of total available funds for the year will be budgeted as a reserve.
 - (b) in the last week of Michaelmas Full Term, the President and/or Treasurer will publicly invite submissions and suggestions for the composition of the MCR budget in the Lent Term. Such submissions may be made to the Treasurer before the end of the first week of Lent Full Term, and will be taken into consideration by the Executive as they prepare with the Treasurer an outline for the Treasurer's meeting with the Bursar (see 12.3 above).
 - (c) after meeting with the Bursar (see 12.3 above), the Treasurer will present a budget proposal to a Lent Term Open Meeting. The Treasurer will publish the budget proposal at least two weeks prior to this meeting. The budget proposal will be displayed in the MCR. A copy of the budget proposal will be deposited with the Graduate Officer of the College
 - (d) the budget will be passed at an Open Meeting in Lent Term by a Majority
 - (e) if the budget is not passed by the Lent Term Open Meeting, it will be redrafted by the Treasurer and published before the next Open Meeting
 - (f) if the budget is not passed by the end of Easter Full Term, the Committee can pass a motion to allow for an interim budget during Long Vacation and the first month of Michaelmas Full Term.
 - (g) any grievance or complaint relating to the budget or any other financial matter will be dealt with through a complaints procedure in Part 13.
- 11.10 **Payment.** The Treasurer will be responsible for the payment of budgeted expenditures from MCR funds that occur during the Treasurer's term of office.
- 11.11 **Reimbursement.** The Treasurer will ensure that all expenses properly incurred on behalf of the MCR are reimbursed. Requests for reimbursement will be made as soon as possible, but in any case before the start of the subsequent Full Term. If possible, all claimants should provide proof of purchase.

- 11.12 **Budget Amendments.** Any amendment to the MCR budget exceeding 5 percent of the total budget for that financial year will be subject to the approval of the MCR Committee, by vote taken at a Committee Meeting.
- 11.13 **Further Budget Amendments.** Any amendment to the MCR budget exceeding 15 percent of the total budget for that academic year will be submitted to the subsequent Open Meeting in the form of a budget amendment motion, no later than one week before that meeting. The Secretary will publicly display the budget amendment motion in the MCR no less than one week before the meeting.
- 11.14 **Exceeding Budget.** In the event that total budgeted expenditures are exceeded at any point in the course of a financial year, the following procedures apply:
- (a) the budgeted reserve minimum in section 11.9(a) may be accessed upon approval by a Full Majority an Open Meeting;
 - (b) expenses legitimately incurred prior to exceeding the budget will be reimbursed as normal, without requiring a Committee decision;
 - (c) the Treasurer will ensure that any further expenditures are made only with his or her direct authorization;
 - (d) as soon as reasonably possible the Committee will forecast any remaining unavoidable expenditures and readjust the budget accordingly, resetting the upper spending limit.
 - (e) if in the course of such readjustments, total expenditures exceed the original budgeted upper spending limit by 10 percent (the reserve minimum), then any further readjustments will be approved at an Open Meeting by a Full Majority.
- 11.15 **Full Accounts.** The outgoing MCR Treasurer will produce full accounts for his or her term of office no later than one week after leaving office.
- 11.16 **Termly Accounts.** The MCR Treasurer will present the MCR accounts for the previous term at:
- a) the Michaelmas Term Week 4 Open Meeting;
 - b) the first Committee Meeting (which is not closed) of Lent Term;
 - c) the first Committee Meeting (which is not closed) of Easter Term; and
- in all cases, not later than one month after Full Term begins
- 11.17 **Annual Accounts.** The MCR Treasurer will present to the Bursar annually, no later than the first week of Michaelmas Full Term, the accounts for the previous year for submission to the College auditors.
- 11.18 **Presentation of Accounts.** The final annual accounts and the auditors' report will be displayed by the Treasurer publicly when available, and will remain on display for no fewer than three weeks. Copies of the accounts will be deposited with the incoming Treasurer, the Secretary, and the Bursar. The accounts will be presented to the MCR by the Treasurer at the Week 4 Open Meeting of the Michaelmas Term.
- 11.19 **Creditors.** Creditors will look to the MCR funds for payment, not to individual members or officers of the MCR.
- 11.20 **Indemnification.** All MCR Committee Members will 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 proper execution of their duties, except they will not be indemnified for any fraudulent act or omission on their part.
- 11.21 **Dissolution.** Should the MCR dissolve, its assets will devolve to the College.

12. External Affiliations

- 12.1 **Notice.** If the MCR decides to become affiliated to any external organisation, notice of this proposed affiliation must be given to all MCR Members and to the Governing Body. Such notice will include the name of the external organisation in question, any details of subscription or fee payable as a cause of such an affiliation, and details of any donation, made or proposed, to such an organisation.
- 12.2 **Annual Report.** Where the MCR is affiliated to any external organisations, it will publish annually to all members of the MCR, 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 fees paid, and of any donation made or proposed to be made, to the organisations within the year covered by the report. A copy of the report will be made available to the Governing Body, and to any members of the MCR who wish to obtain a copy.

13. Complaints Procedure

- 13.1 **Initial Complaint.** All MCR Members, 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 any Committee Member.
- 13.2 **Committee Complaint.** If the complainant is not satisfied with the result of his or her complaint he or she may bring the complaint to the MCR Committee at a Committee Meeting and every attempt will be made to resolve it at the MCR Committee level.
- 13.3 **Governing Body Appeal.** If the complainant remains unsatisfied with the result he or she may approach the Graduate Tutor, who will, on behalf of the complainant, appeal to the Governing Body to appoint an independent person, who may not delegate this responsibility, to act as an independent investigator to investigate the complaint promptly and fairly and submit a final report to the Governing Body, the Committee, the complainant and the Graduate Tutor within 14 days of his or her appointment.
- 13.4 **Not Independent.** The Graduate Tutor does not constitute an independent person for the purposes of this complaints procedure.
- 13.5 **Report.** The independent investigator's report will contain the findings of the investigation and, where a complaint is upheld, will also detail any action to be taken as a result of the complaint.

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