

# Trinity Hall



## Notes and Guidelines for the McMenemy Seminars

prepared by

Andrew Lennon

Dedicated to the memory of Chris McMenemy  
1973-2000

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# Chapter 1

## Introduction

The McMenemy Seminars are a series of presentations and talks on a broad range of topics. The primary purpose of the seminars is to encourage college members to present their work to other college members. MCR members are particularly encouraged to present their work to college. The MCR organises and funds the seminars for the benefit of all members of college, college staff, and their guests.

## Chapter 2

# History of the McMenemy Seminars

Chris McMenemy and Andrew Lennon founded the series as the Lunchtime Seminars in Michaelmas Term 1999. The idea for the series came from the lunchtime roundtable discussions organised by Paula Murphy in the previous academic year.

At the end of the 1999-2000 academic year the MCR decided to continue with the seminars. Tragically, Chris McMenemy died in a boating accident in July 2000. The MCR renamed the seminars in his honour at the beginning of the Michaelmas 2000 term

The original time for the seminars was lunchtimes on Thursdays during full term. The Leslie Stephen Room or B1 formed the location of the seminars for the 1999-2000 and the 2000-2001 academic years. Starting with the Michaelmas 2001 term, the seminars moved to the Masters Lodge on Wednesday evenings preceding Grad Hall, by kind permission of the Master and Dr Tippett. The seminars also underwent some changes to the format and enjoyed a larger budget.

# Chapter 3

## Seminar Format

Seminars take place at 6.15pm on Wednesday evenings in full term, immediately preceding Grad Hall. **Should the Coordinators schedule seminars for the first Wednesday of term or for the last Wednesday of term, they should take extra care to avoid clashes with other events.** The Master and Dr Tippett usually grant use of the front room in the Master's Lodge for the seminars.

A typical seminar starts at 6.15pm. The Speakers sit or stand near the fireplace and the audience sit on seats around the Speakers. Typically the Speakers spend between half an hour and three-quarters of an hour presenting their selected topics. A short period for questions follows the presentations, until approximately 7.10pm.

The Speakers and their guests retire for sherry before dinner with the Coordinators and audience. This session provides an opportunity for informal questions and discussion. The Speakers and their guests then attend dinner with the Coordinators or an MCR Representative, at MCR expense. The traditional post-prandial drinks in the MCR Front Room provide further opportunity for discussion before the end of the evening.

# Chapter 4

## Organising Seminars

The Coordinators issue invitations to potential Speakers according to the procedure in Chapter 7. The Coordinators request a working title when Speakers confirm acceptance of an invitation.

Before the beginning of each term the Coordinators prepare a programme and termcard. If an available seminar date remains unfilled then the Coordinators should indicate *To Be Arranged* and continue to issue invitations to potential Speakers for that date. The Coordinators prepare a sufficient number of termcards for every pigeonhole in college. The Coordinators organise pigeonholing of these termcards before the first weekend of full term, preferably on the first day of lectures. This timeframe allows college members to empty their pigeonholes of correspondence and literature which accumulates during the recesses between terms.

Once finalised, the Coordinators send a copy of the Term Card to Mrs Penny McMenemy (who lives in Hertfordshire) and to Mr and Mrs Francis McMenemy (in Canada). Addresses for both are available from the Development Office. If the topic of the seminar relates to Canada then the Coordinators send a special invitation to the members of the McMenemy family.

At the start of each term the Coordinators present the programme for the term to the Senior Tutor's secretary, the Manciple, the Housekeeper, and the Porter's Lodge. The Coordinators liaise with the Master and request the use of the Master's Lodge for the seminars.

The Coordinators liaise with the Manciple to organise the setup of the room for the seminars and for provision of drinks between the end of questions and the start of dinner. The Manciple lays out a suitable number of chairs for the audience, plus chairs and a small table for the Speakers.

The Coordinators liaise with the Housekeeper for provision of audio-visual equipment. The Housekeeper can provide an overhead projector, slide projector, stand, screen, and extension lead. The JCR can provide a computer projector. The Coordinators liaise with Speakers to determine requirements for audio-visual equipment. The Coordinators request an overhead projector, screen, stand, and

extension lead for each seminar, regardless of any other audio-visual equipment required. The Coordinators bring transparencies for overhead projectors and suitable pens to each seminar. This equipment acts as a backup in case of emergency.

The Coordinators arrive at the seminar venue twenty minutes before the advertised start of the seminar. The Coordinators check that all equipment is present as requested and then setup the equipment. The Coordinators situate the audio-visual equipment and the table and chairs for the Speakers, according to the wishes of the Speakers.

As members of the audience starts to arrive the Coordinators guide them to seats. The Coordinators ask members of the audience to leave coats and bags in the cloakroom if the seminar takes place in the Master's Lodge.

One of the Coordinators leave the room at the end of the presentation and before the start of questions. This Coordinator prepares the drinks for the end of the seminar.

At the end of a seminar the Coordinators dismantle all equipment and prepare it for collection. The Coordinators check the room and switch off lights and close the door, locking the door if necessary.

The Coordinators keep an account of expenses incurred in executing their duties and submit their expenses to the MCR Treasurer who organises a refund. The Coordinators supply the MCR Treasurer with appropriate evidence such as receipts and clearly state that the refund claim is for the seminars.



# Chapter 5

## Dining Arrangements

After presenting a seminar Speakers and their guests are invited to dinner at MCR expense. Each Speaker may bring one guest at the expense of the MCR and Coordinators should notify Speakers that the dinner invitation extends to the Speaker and a guest. The Coordinators make the necessary arrangements with the Manciple for the Speakers and their guests. If any member of the McMenemy family wishes to attend a seminar then the Coordinators issue an invitation to dine as guests of the MCR.

The group for dinner after seminars consists of the Speakers, their guests, and Coordinators. The Coordinators organise one or more of their number to accompany the speaker to dinner. Sometimes an MCR Representative may take the place of the accompanying Coordinator, particularly if the MCR Representative was involved with the invitation and arrangements for the seminar. **Coordinators and MCR Representatives dine at MCR expense as part of the group.**

Prior to dinner the Coordinators liaise with the MCR Steward to sign-in the Speakers and their guests for dinner and to choose a suitable wine for dinner. The Coordinators have responsibility for liaising with the Speakers regarding dietary restrictions of Speakers and their guests.

## Chapter 6

# Financial Arrangements and Guidelines

The college allocates a sum of £3000 annually to the MCR for educational purposes, a process which began in 2001. The MCR allocates £1500 per annum for the McMenemy seminars from this sum. The committee can increase this allocation in future years should it become necessary, but it should not be decreased. Unspent money from the seminars is used as part of the general MCR educational budget.

The McMenemy seminars remain separate from the McMenemy fund. The purpose of the McMenemy fund is to assist students studying development and the budget for the seminars comes entirely from MCR funds. The only link between the seminars and the fund is raised awareness of the importance of world development and of the legacy of Chris McMenemy.

Coordinators become responsible for the seminar budget upon allocation by the MCR. The Coordinators allocate an appropriate portion of the seminar budget to each seminar. The allocation for each seminar accounts for dining expenses, pre-dinner drinks, equipment for the seminar, and other expenses as necessary. The Coordinators may spend up to 15% of the budget on any seminar without seeking further authorisation. The Coordinators may increase the allocation for a seminar above 15% of the total seminar budget with the permission of the MCR Committee. The application for an increased allocation must be communicated to the next meeting of the MCR Committee and recorded. The allocation must be justified by the Coordinators and both the allocation and the decision of the MCR Committee must be recorded in the official MCR minutes. Permission for an increase for a seminar to more than 15% of the seminar budget must be sought for each instance and each decision must be communicated at a meeting of the MCR Committee.

These allocation limits apply regardless of any votes of extra funds to the seminars during the academic year. If the MCR receives a grant or donation of funds in addition to the annual budget the procedure for allocating portions of

the budget to individual seminars still applies.

If the Coordinators exceed the seminar budget by more than 5% then the financial status of the seminars must be brought to the attention of the MCR Treasurer immediately. The Treasurer presents the financial status of the seminars to the MCR Committee, who may wish to query the Coordinators. The MCR Committee may vote an extra allocation to the seminar budget if the Coordinators exhaust the seminar budget before the programme of seminars for the current year has finished. If the MCR Committee votes an extra allocation to the seminars then the MCR Committee must allocate a sum to each seminar which the Coordinators may not exceed without further permission from the MCR Committee. The decision must be notified to the Graduate Tutor and recorded in the MCR minutes.

# Chapter 7

## Speakers and Topics

Responsibility for inviting speakers to the seminars rests with the Coordinators. Only Coordinators make organise a seminar hence members of college wishing to become a speaker or to suggest a speaker must approach the Coordinators.

The fundamental principle of the seminars is that the seminars may cover any topic of interest to the members of the MCR, at a level which MCR members can comprehend. The choice of seminar topics remains with the Speakers although the Coordinators aim for a broad range of topics in the programme. Typically, seminars cover graduate research work but may also cover art, literature, or travel which may interest members of the MCR and the wider college community. The only restrictions on the topic of a seminar is that the Speakers must not transgress the law of England and Wales, or transgress the Statutes and Ordinances of the University.

Speakers primarily come from the MCR and from the broader college community. The college community includes all members of college, both resident and non-resident. The Alumni Office can nominate non-resident members (alumni) as seminar speakers. Occasionally, Speakers may come from the University whom are not members of College. Speakers from outside the University may be invited to present at seminars. With respect to speakers from outside College or University all fields of research or activity are welcome but where possible, preference will be given to those who have a connection with development or Canada. The Coordinators should limit seminars by Speakers from outside College to a maximum of two per term to leave sufficient seminar opportunities to Speakers from College. Restrictions on Speakers from outside college do not apply to seminars with more than one Speaker and where one of the Speakers is a member of College.

The McMenemy seminars represent an important part of the life of the MCR. MCR Presidents use their section in the Trinity Hall Newsletter to provide a short description of the status of the seminars during the year. Usually, the incumbent President mentions the range of topics and the success in attracting keynote speakers, and the part played by the seminars in the intellectual and

social life of college members.

# Chapter 8

## Coordinators

The MCR President selects Coordinators with subsequent ratification by the MCR Committee at the next MCR Committee Meeting. Ratification of the selection of Coordinators must be recorded in the official minutes of the MCR. Members of the MCR who wish to act as Coordinators or who wish to propose Coordinators should approach the MCR President.

If a dispute arises regarding the choice of Coordinators, then the MCR Academic Officer may suggest alternative candidates. Should the dispute remain unresolved, the MCR Committee should arrange a ballot of MCR Members in accordance with the procedure outlined in Chapter 9.

The preferred number of Coordinators is two or three. Occasionally, the need for additional Coordinators may arise. Example situations include the imminent retirement or resignation of a Coordinator and the need to ensure continuity. Numbers of Coordinators above three should be avoided whenever possible because of potential problems dividing the organisation and tasks amongst the Coordinators.

The position of Coordinator is not an MCR Committee position and the position confers no voting powers at MCR meetings. If a Coordinator also holds an MCR Committee position then the Coordinator may not act in their MCR Committee position in any issue involving the seminars. Example issues include, but are not limited to, budget allocations, selection of Coordinators, complaints, disputes.

Coordinators assume responsibility for organising seminars, the conduct of the audience and Speakers, and for the financial status of the seminars. The Coordinators do not set policy for the McMenemy Seminar Series. After ratification of selection, the MCR President introduces the Coordinators to the Senior Tutor, Graduate Tutor, Housekeeper, Bursary staff, Tutorial Office staff, and Manciple. The Coordinators liaise with these officers and staff when organising seminars and they Coordinators must strive to maintain friendly working relationships.

## Chapter 9

# Complaints and Disputes

If a member of College or the College staff raises a complaint about the seminars then the MCR President notifies the Coordinators and the MCR Committee of the complaint. If the complaint involves a specific Coordinator then the MCR President informs that Coordinator first. The MCR Committee determines a course of action and may choose to notify the Graduate Tutor if they deem the complain to be sufficiently serious or if the complaint is ongoing.

If a dispute arises amongst the Coordinators, or between the Coordinators and the MCR Committee, then a closed meeting of the MCR Committee and the Coordinators must be held. The MCR Committee notifies the MCR members and the Graduate Tutor of the outcome of this meeting. **If the dispute cannot be resolved at a committee meeting then an open meeting of the MCR should be called.**

In matters of grave seriousness it may be necessary to dismiss a Coordinator. This line of action may be taken only in cases where the Coordinator endangers the survival of the seminars. The Graduate Tutor must be notified of the case and the MCR Committee must discuss the case. Dismissal may occur only based on the outcome of a ballot of the members of the MCR. This ballot must be held according to the rules for MCR Elections in the MCR Constitution.