

Wadham College MCR Constitution

1. Revocation

1.1. This Constitution and other relevant documents revoke all provisions of any constitutions or other documents to which this MCR was bound, on this date, 15/02/2019.

2. Abbreviations used in this document.

The document uses the following abbreviations:

- 2.1. SU: Wadham College Students' Union
- 2.2. MCR: Wadham College Middle Common Room
- 2.3. College: Wadham College, Oxford
- 2.4. The University: The University of Oxford
- 2.5. OUSU: Oxford University's Student Union
- 2.6. NUS: National Union of Students
- 2.7. Executive: MCR Executive Committee

3. Definition and Status

3.1. Wadham MCR (Middle Common Room) is an independently governed and funded part of Wadham College Student Union, catering for graduate students, mature undergraduates and other members (see section 5). The SU has no authority over governance or funds of the MCR.

3.2. Wadham MCR is an exempt charity according to current legislation; this document sets out its aims, membership, and governance.

4. Aims of the MCR

4.1. Wadham MCRs remit includes the following:

4.1.1. Welfare of its members, including through: social activities; peer support (offered in conjunction with the SU); and other support offered in conjunction with the SU, Wadham College, OUSU, and the University of Oxford.

4.1.2. Education and the support of education for its members, both directly (through e.g. fora) and indirectly in a supporting role.

4.1.3. Representation of its members at College, University, national and international levels.

4.1.4. Integration of its membership into the College, the University of Oxford, worldwide academic community, the City of Oxford, and the European Union.

4.2. The MCR may support financially, via committee members' time, or via any other method, any activity that falls under the above areas.

5. Membership of the MCR

5.1. Full Members

5.1.1. All students reading for a post-graduate degree or diploma, students with senior status or recognised visiting students who are studying for a post-graduate qualification at the University of Oxford on full time courses, and who are members of Wadham College are full members of the MCR (unless they have waived this status in writing to the MCR President and the College).

5.1.2. Graduates of Wadham College working within or around the University or City of Oxford, may also become full members upon approval by the President of the MCR.

5.2. Associate Members

5.2.1. Upon unanimous approval of the MCR Executive, members outside of Wadham MCR may apply to become Associate Members of the MCR if they satisfy one of the following conditions:

5.2.1.1. The applicant is an alumnus of Wadham College and is now an unaffiliated Post-Doc at the University of Oxford.

5.2.1.2. The applicant is a visiting student and will be sponsored by their supervisor who is a fellow of the College.

5.2.1.3. The applicant is a spouse or partner of a full member of Wadham College MCR.

5.2.1.4. The applicant is a former full member of Wadham MCR and now holds an OUSU sabbatical position or a sub-dean position at another college.

5.2.1.5. The applicant has significantly contributed to College and/or MCR life and can demonstrate this. In this case, the application must also be approved by the Graduate Provision Committee.

5.2.2. The applicant must fill out the accompanying Wadham MCR Associate Membership application form and a payment of an application fee (decided by the Vice President (Finance) in consultation with the MCR) is to be paid to either the MCR President or the Vice President (Finance).

5.3. Rights of Members

5.3.1. Members of the MCR have the right of access to the MCR, which must be returned at the end of their time at the University of Oxford.

5.3.2. Members of the MCR are permitted to use the facilities in a responsible manner, and may bring a limited number of guests (for whom and for whose behaviour they are responsible).

5.3.3. Associate members of the MCR are permitted to use the facilities and attend events organised by the MCR, but have no voting rights (although they may stand for committee and executive positions).

5.3.4. Full members have the right to vote in meetings and for who shall represent the graduate body in the MCR Executive.

5.3.5. Members of the MCR are expected to be on the Wadham MCR e-mail mailing list, and being a member shall be taken as an agreement to being placed onto the mailing list, unless a member requests otherwise by writing to the MCR President.

5.3.6. They are bound by a set of rules (see separate document).

5.3.7. Members of the MCR may resign their membership in writing to the MCR President and the College authorities, when they are expected to give up their key, and will be removed from current records.

5.4. Lists of Members and Data Protection Act Rights

5.4.1. Lists of all current members are kept by the College, which acts as the data controller in these circumstances. The College Data Protection Act policy can be found in the current handbook.

5.4.2. Members agree to allow the MCR Executive and Committees to have access to this data as and when it is needed for the smooth running of the MCR or for purposes relevant to the MCR (e.g. monitoring of statistics). They can request that access is not given without permission being sought in advance for each data access, by writing to the MCR President.

5.4.3 GDPR is adhered to and this will be monitored by the Vice President (Communication).

5.5. Suspension of Membership

5.5.1. Membership of the MCR may be suspended (see sections 5.5.3-5.5.5). In the event that this occurs, the suspended member must be informed in writing of the reason for their suspension, the length of their suspension, and their rights of appeal.

5.5.2. The right of appeal is by direct negotiation with the suspending body, in the first instance, the MCR Executive, then in line with the SU's current policy, that of Wadham College and the University of Oxford, then according to the Law of the United Kingdom of Great Britain and Northern Island, and finally the European Courts. Suspended members are permitted to bring representation, but their costs will not generally be met by the limited funds of the MCR.

5.5.3. Membership of the MCR may be cancelled or suspended if a member is rusticated or sent down from the University of Oxford; but it is not a requirement. Approval of all members of the MCR Executive is required and, for suspension lasting longer than the rustication, a General MCR Meeting must approve the suspension.

5.5.4. Membership may also be suspended by order of the MCR Executive or the Welfare Committee for a period not exceeding two weeks.

5.5.5. Membership may, in exceptional circumstances, be suspended on order of the College.

5.5.6. A member may be suspended indefinitely by the MCR executive committee where their membership causes a significant danger to the other members of the MCR or where they cause significant damage to the fabric of the MCR.

5.5.7. The membership of associate members may be suspended indefinitely by a General MCR Meeting, owing to alleged or actual damage to the MCR, injury to another member, or gross moral turpitude.

6. Running of the MCR

6.1. The MCR is an open organisation, with a small executive, which is ultimately responsible for the smooth running of the MCR. The Executive is an elected body of the MCR.

6.2. MCR Executive

6.2.1. The MCR Executive shall consist of at least 4 members voted for in free, secret and fair elections to be carried out at least once a year. The roles may vary year to year, but it is expected that one and only one member shall serve as the President.

MCR Executive	Role
President	In charge of the MCR Executive, in charge of ad hoc Committees created by the Executive for the smooth running of the MCR, ultimately legally responsible for the MCR.
Vice President (Finance)	Organisation of documentation for the MCR, MCR transport, budgeting.
Vice President (Communication)	Communication, publicising of events, keeping minutes of meetings. Maintenance of the MCR website and mailing list.

Vice President (Welfare)	Welfare, entertainment, integration, legal compliance of the bar, and social affairs of the MCR. Running of the welfare committee.
Vice President (Academic)	Canvasses the MCR for opinions on academic affairs, represents the graduate community at academic meetings across the college, liaises between the college and the MCR on academic issues. Ensures the MCR library space is appropriately maintained for study purposes.
Vice President (Domestic)	Organisation of the upkeep and maintenance of the MCRs infrastructure, liaising with College about the physical MCR Space.

6.2.2. This document is written with the assumption that the six members shall be President, Vice-President (Finance), Vice-President (Welfare) and Vice-President (Communication), Vice-President (Academic), Vice-President (Domestic). In the event that these roles are varied or others added, this section of the constitution shall be revised by the Executive within one week of the election result being published.

6.3. Power of the Executive

6.3.1. The MCR Executive is the body with overall responsibility for the finances of the MCR; they are to be the Key Account Holders.

6.3.2. The Vice President (Finance) is expected to update the Key Account Holders every time they change.

6.3.3. The members of the MCR Executive have the power to bind the MCR to an external agreement when it is required for the smooth running of the MCR or for an MCR event, e.g. banking or a hire arrangement.

6.3.4. The Executive must seek to address the general views and ideas of MCR members and shall make an effort to ensure they are kept up to date with these.

6.4. Election to the Executive

6.4.1. Elections must be held at least once a year.

6.4.2. Minimum Turnout for an election to be held valid shall be the lesser of 30 full members, or 20% of the total members of the MCR (rounded according to standard mathematical practices).

6.4.3. In order to stand for the Executive a nominee must have the written support of 3 MCR members (including itself), and take part (as a nominee) in hustings.

6.4.4. Only full MCR members may vote in such elections, and an alternative preference voting system shall be used: The procedure should be decided and controlled by the Returning Officer (generally the outgoing President (unless it is standing for a position) or a deputy, approved by an MCR General Meeting).

6.4.5. Voting must be free, fair and secret.

6.4.6. In the event of any disputes about the election, all decisions and responsibility reside with the Returning Officer.

6.5. Voluntary resignation of a member of the MCR executive

6.5.1. Executive Officers may resign by notifying the MCR president in writing.

6.5.2. The MCR president is expected to organize a special election for this post as soon as possible.

6.6 Removal of a member of the MCR executive

6.6.1. Executive Officers may be removed in the event they are incapable, incompetent or unwilling to carry out their duties.

6.6.2. This will occur by a vote of no confidence being petitioned by any 5 MCR Members.

6.6.3. A Vote of No Confidence requires at least a 66% majority of an MCR General or Emergency Meeting, with a minimum of 15 full MCR Members taking part in the vote.

6.6.4. Votes of No Confidence must be advertised to all MCR Members at least 5 days in advance.

6.6.5. Executive Officer is expected to be present and defend themselves.

6.6.6 All 5 MCR Members petitioning for the vote of no confidence must be present at the debate.

6.6.7. The proponents and opponents of the vote must be given equal chance to present, explain and defend their reasons.

6.7. Committees

6.7.1. Each Executive Officer of the MCR should have a committee of individuals, appointed by the officer to serve in a role for as long as it is deemed useful by the responsible Executive Officer and the individual is happy to do so.

6.7.2. The roles are flexible and are on a voluntary basis; roles may be shared between people as desired; in the event that two people wish to stand for the same position and are unwilling to work together an election, or other competition of competence may be held, as deemed desirable by the relevant officer.

6.7.3. The exact makeup of the sub-committees is at the Executive Committee's discretion.

6.7.4. The titles assigned to committee members are to be decided by the responsible executive office, and the volunteer, they may consist of anything with the provisos that the title does not imply membership of the MCR Executive (i.e. President and Vice President may not be used), break any laws, or contravene any rules or statutes of Wadham College or the University of Oxford.

6.7.5. A list of current committee members and their roles must be kept by the relevant officer, who must inform the rest of the Executive whenever a change occurs. This information shall then be circulated to all MCR committee members, and updated on the website within one week.

6.7.6. The list of current committee members shall be made available to any MCR member, on request, within 48 hours.

6.7.7. The MCR President shall hold a copy of every Executive officer's committee membership.

7. MCR Representation at Meetings

7.1. Representation of the MCR (and thus the graduate community) at meetings with the college authorities, SU and other bodies should be organised through the executive.

7.2. The following officers or, more likely, their relevant deputies (committee members) shall attend certain meetings. This can be varied by agreement of the MCR Executive as and when necessary, although at least one member of the MCR is expected to attend each meeting with college.

8. MCR Meetings

8.1. There are 5 types of meeting recognised by the MCR, all of which are open to any member of the MCR.

8.1.1. Executive Meetings are held between the members of the executive in order to decide general points of policy. They are held whenever the President decides it is pertinent to do so, advance notice will be sent out to all MCR members when one is to be held (where appropriate). The Vice President (Communication) shall keep a written record of what occurred in the meeting, and circulate it or place on a notice board or website as appropriate (and file at least one copy in the MCR office);

8.1.2. Committee Meetings are held between committee members and are presided over by a relevant member of the executive. They are called by an executive member or by a committee member, notice will be sent out to all MCR members when one is to be held (when possible). The relevant executive member shall be responsible for ensuring a written record is kept where appropriate, and passing it to the Vice President (Communication) for dissemination and filing as necessary;

8.1.3. General Meetings are held openly in the MCR or other relevant place and are needed to approve budgets, certain expenses (see expense claim form), to discuss changes to the constitution and for the purposes of democracy. The President (or other member of the Executive) chairs the meetings, and the Vice President (Communication) shall keep a written record of what occurred in the meeting and circulate it or place on a notice board or website as appropriate. Meetings may be called by any two members of the MCR informing the president or other member of the Executive, with at least 5 days (including statutory holidays) of notice during term-time, or 10 days (including statutory holidays) outside of term-time being sent to MCR members via the e-mailing list. At least one general meeting is expected to occur per term;

8.1.4. Emergency Meetings are called to discuss a single event or point at short notice, effort must be made to inform as much of the MCR membership as is possible. Two MCR members must inform a member of the Executive that they wish to hold one, and the Executive Officer must then inform other members of the Executive, and as much of the MCR membership as possible. At least 24 hours notice is required. The Vice President (Communication) shall keep a written record of what occurred in the meeting, and circulate it or place on a notice board or website as appropriate (a copy must be filed in the MCR office too). Resolutions adopted at an emergency meeting require approval of a general meeting within 14 days, if their scope transcends this 14-day-limit;

8.1.5. Consultations are held informally in order to judge opinion of members of the MCR on certain topics. Notes are not required to be kept at these, although it is useful to have a copy of the general sentiment expressed for use in other meetings.

9. Budgeting and Finance

9.1. The Vice President (Finance) is responsible for creating a budget, ensuring that relevant reserves are kept and that no loss is forecasted.

9.2. This should be completed at the start of their term and should be updated at least once per Oxford trimester.

9.3. The budget should be approved at an MCR General Meeting.

9.4. The reserves document is a current legal requirement.

10. What the MCR shall provide to its Members

10.1. The MCR shall provide at least the following to its members:

10.1.1. Quiet space;

10.1.2. Television;

10.1.3. Bar;

10.1.4. DVD library;

10.1.5. Subsidised inter-college events;

10.1.6. Subsidised inter-university events;

10.1.7. Subsidised cultural trips;

10.1.8. Subsidised reading week.

10.1.9. Subsidies for events organised by MCR members for the benefit of the MCR community;

10.1.10. Welfare Events;

10.1.11. Subsidised transport to and from MCR events (subject to certain conditions, which are available from the Vice-President (Finance) or its deputy).

11. Affiliation to External Organisations

11.1. The MCR shall not generally affiliate directly to external organisations (affiliation already occurs for Wadham students to relevant organisations, (e.g. OUSU) via the SU).

11.2. Affiliation to external organisations may only occur in line with the aims of the MCR (see section 4).

11.3. In order to affiliate to an organisation, approval at a general MCR meeting is required and affiliation may only last a maximum of one year before another MCR general meeting vote is required.

11.4. A list of external organisation to which the MCR is affiliated will be kept by the Vice President (Finance).

12. Updating of Documents

12.1. All documents pertaining to the MCR's business (including this document) should be reviewed at least every year by the Executive committee.

12.2. Changes should be approved by a referendum of all full members after discussion in an MCR general meeting. Referenda shall occur in the same format as elections.

13. Disclaimer

13.1. This document does not assign rights to members to prevent any legal freedoms as found in the EU and UN Human Rights legislation; nor may any part be used for illegal purposes according the legislation of the United Kingdom.

13.2. If any part of this document is found unenforceable or unfair, then only that part shall be ignored, the rest shall be held.

14. Documents relevant to the MCR (as required by current legislation)

14.1. The following documents must be made available to any MCR member on request either in electronic or paper form:

- 14.1.1. MCR Constitution;
- 14.1.2. MCR Rules;
- 14.1.3. MCR Budget;
- 14.1.4. MCR Financial Reserve Document;
- 14.1.5. MCR funding application document for clubs and societies;
- 14.1.6. MCR Expenses Form;
- 14.1.7. MCR Membership Application Form;
- 14.1.8. MCR Subsidised Transport Rules;
- 14.1.9. SU Constitution;
- 14.1.10. Wadham College Handbook.

14.2. Additionally, one copy should be placed on the MCR's website (in the case of the MCR documents), and at least one in the MCR.

14.3. All of the above documents form part of the MCR's regulations and running, and collectively are the legal basis for the MCR.