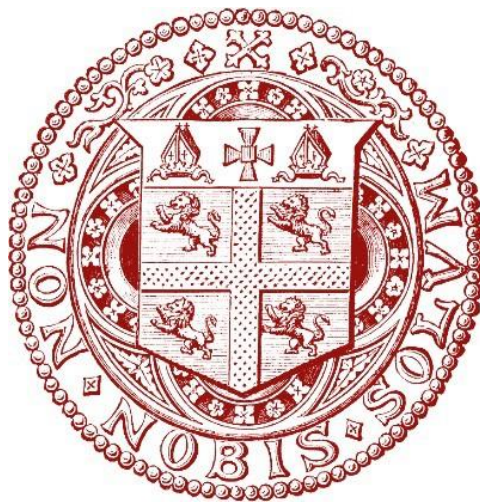


THE  
STANDING ORDERS  
OF THE  
MIDDLE COMMON ROOM  
UNIVERSITY COLLEGE, DURHAM



UPDATED: September 2024

# *University College*

## **Middle Common Room Standing Orders**

These standing orders shall govern the Middle Common Room (MCR) of University College and remain compliant with the Durham Student Organisation (DSO) framework. Contravention of the above shall lead to the sanctions described herein.

The MCR is a formally constituted common room of University College in the University of Durham and is recognised and ratified by the Governing Body and College authorities. The MCR also holds independence from the Junior and Senior Common Rooms.

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## I. DEFINITIONS

The following definitions shall apply throughout this document.

### 1. Hereinafter:

- a) the Middle Common Room of University College in the University of Durham shall be referred to as 'the MCR'. The Junior Common Room and Senior Common Room of the same shall be referred to as 'the JCR' and 'the SCR' respectively.
- b) the Durham Students Union shall be referred to as 'the D.S.U'.
- c) unless otherwise stated, the instruction, 'in writing' shall encapsulate both physical and electronic communication including email communication or instant messaging services commonly used by the MCR Executive Committee.

### 2. *In statu pupillari*:

An undergraduate or postgraduate member of University College, (alternatively referred to as 'the College' in these Standing Orders), registered for a full or part-time course of study in accordance with the General Regulations of the University.

### 3. Property of the MCR:

Shall include all physical resources owned, rented by, and loaned to the MCR and all financial assets, which shall include all monies owed to the MCR and in MCR accounts.

### 4. The MCR's facilities:

Include the common room (the Maurice Tucker Room at the foot of the Keep Stairs), the MCR Tech Storage Room (at the back of the JCR room) and the resources contained therein.

## II. MISSION, VISION, & VALUES

### A. MISSION

To create an inclusive, engaged, equal and socially responsible community where our members can thrive academically, socially, and pastorally by making the most of their Durham experience.

### B. VISION

Create an ever evolving, sustainable, inclusive, and engaged common room with a thriving network of current and former members, with proud rooted traditions and a progressive ethos.

### C. VALUES

- (i) **Inclusivity** where all are welcome regardless of identity or background, and where all are committed to actively opposing all forms of discrimination, which include, but are not limited to, racism, sexism, classism, homophobia, transphobia, ableism, ageism, discrimination based on religion or belief, and nationality.
- (ii) **Community** in which all members are equal and work together to create a mutually friendly, welcoming and respectful space.
- (iii) **Inquisitiveness** about others, our world, our past, and our future.
- (iv) **Integrity** of action through honesty and strong moral principles.
- (v) **Democracy** and the democratic process including debate, transparency, freedom of expression and freedom of speech, as well as free and fair elections.
- (vi) **Equality** where all members have equal opportunities, irrespective of their characteristics, background or type of degree.

### III. CODE OF CONDUCT

Being a member of University College is an honour and privilege, out of which arises certain commensurate responsibilities. As such, members of the University College Middle Common Room must strive to act in accordance with the obligations arising from the august history and tradition of our Common Room, College, and University.

University College Middle Common Room expects its Members to:

- (i) Engage with each other, first-and-foremost, with open-mindedness and curiosity.
- (ii) Strive to cultivate friendships, build partnerships, support, and learn from each other.
- (iii) Treat each other with dignity and respect regardless of identity or background.
- (iv) Actively oppose all forms of discrimination, which include, but are not limited to, racism, sexism, classism, homophobia, transphobia, ableism, ageism, discrimination based on religion or belief, and discrimination based on nationality.
- (v) Endeavour to undertake all we do with good humour and a positive spirit.
- (vi) Respect and value debate, democracy, and the democratic process.
- (vii) Conduct themselves in a manner that demonstrates integrity beyond reproach.
- (viii) Repudiate any form of discrimination, harassment, or bullying, be it verbal, physical, visual, or virtual.
- (ix) Uphold the rules of the Middle Common Room as set out in the Standing Orders and follow due process first and foremost.
- (x) Live our motto “*Non Nobis Solum*” - *not for ourselves alone*.

## IV. MEMBERS AND PRIVILEGES

### 1. Ordinary Membership

All postgraduate members of University College, in statu pupillari, who are not staff<sup>1</sup> members of the University, and who have paid the annual MCR membership fee for the current academic year<sup>2</sup>, shall be deemed Ordinary Members of the MCR, subject to the provisions and conditions set forth in these Standing Orders. Ordinary Members may not be members of another common room.

- a) Ordinary members of the MCR shall be entitled to:
  - i) attend, speak, and vote at all full meetings of the MCR;
  - ii) use of the MCR's facilities;
  - iii) attend MCR events;
  - iv) vote in all MCR elections;
  - v) hold office in the MCR;
  - vi) automatic membership of the Castle Alumni Society; the official Castle Alumni Society for all Castle Alumnus.
  
- b) Ordinary Members of the MCR who obtain membership in multiple or another common room within the College shall automatically cease to be Ordinary Members of the MCR and will be reclassified as Affiliate Members.

### 2. Affiliate Members of the MCR

- a. All students of University College, regardless of their memberships in other common rooms, are eligible to become Affiliate Members of the MCR. Affiliate Members shall enjoy the same privileges and responsibilities as Ordinary MCR Members, subject to certain restrictions designed to prevent interference between common rooms and to minimise potential conflicts of interest. This membership is also available to Exchange and Part-Time students at a discounted rate.

#### b. The Affiliate Membership restrictions are:

- i. Affiliate Members forfeit their right to vote in all MCR decision-making processes.

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<sup>1</sup> Staff members of the University refers to roles which may give rise to a conflict of interest, or exertion of influence which shall not be mixed in a learning student community. This rule does not include teaching roles or College Student Jobs such as Bar Staff.

<sup>2</sup> An academic year for the purposes of this document is defined as from 1<sup>st</sup> of October until 15<sup>th</sup> of September of the next year.



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- ii. Affiliate Members are ineligible to run for any office positions, both Executive and Non-Executive.
- c. An Affiliate Member may become an Ordinary Member by providing proof to the President and the MCR Chair that they meet the requirements for Ordinary Membership, including that the MCR is their only common room membership. If the student purchased the Exchange/Part-Time Affiliate Membership, they have the option to contact the Treasurer and pay the difference in price to become an Ordinary Member of the MCR, provided that they meet the aforementioned conditions.

### **3. Lifetime Membership<sup>3</sup>**

All awardees of Lifetime Membership, conferred using the requirements set in Section XI, shall be granted a lifetime membership of the Middle Common Room, and shall retain all entitlements of the MCR Ordinary Membership.

### **4. Membership Privileges and Fees**

All membership privileges, except for Lifetime Membership, are conditional on full payment of the applicable membership fees to the MCR. Membership fees are to be set by the Executive Committee in consultation with College Office.

### **5. Opting-In to Membership**

- a) All members of College in statu pupillari have the opportunity to opt into MCR membership at the beginning of the term in which they are registered at the University. Students will be requested to opt into the MCR membership charges as part of the registration and enrolment process. However, students will have the opportunity to join the membership at any time throughout the academic year.
- b) Members of College who choose to not opt into MCR membership will retain all rights and privileges afforded to graduate members of College in statu pupillari; however, they will forfeit all rights and privileges specifically afforded to ordinary members of the MCR.

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<sup>3</sup> Lifetime Membership is the highest honour that the MCR can bestow, awarded to Colours recipients who have served as executive members and have significantly gone above and beyond the confines of their role, contributing to substantial positive change within the MCR as a whole.

## V. EXECUTIVE & NON-EXECUTIVE OFFICERS

### 1. Term Limits

- a) No MCR member shall serve more than two years<sup>4</sup> in any combination of offices, executive and non-executive, with the exception of Advisor.
- b) Irrespective of any by-election, there shall always be a **general election in the Michaelmas term**, where all members, old or new, stand eligible to run for all executive and non-executive positions of the MCR, with the exception of Advisor. The proximity of any by-election to the general election does not constitute an exception to this rule.

### 2. The Executive Committee Operational Requirements

- (a) The positions of President and Treasurer must always be filled. If either of these positions should become vacant with no MCR Chair to hold an election, the Convenor of the MCR may hold an election or appoint a member of the MCR. **Appointments shall be used as a last resort and must be made with the agreement of the President. If the President is the position to be filled, the appointment shall be made in consultation with the remaining Executive Members. In the absence of any Executive Members, the Convenor shall exercise discretion in making the appointment.**
- (b) Each executive and non-executive officer shall write termly reports on their activities and areas of responsibility to the MCR to be presented at the Ordinary Meetings of the MCR.
- (c) The MCR shall always take minutes of all MCR meetings.
- (d) The Executive Committee shall meet at **least once a month**.
- (e) All Executive and Non-Executive Committee officers must ensure that their handover documents are kept up to date during their term on the Executive Committee so that they are ready to send to the incoming Officer as soon as they take office. If the Executive Committee/ Non-Executive Committee role is newly created, or there is no handover document for the role, the officer should use their experience to write a handover document in consultation with the Castle MCR President and/or the MCR Advisor.
- (f) The Agenda of the Executive Committee Meetings shall follow the format in Annex III (*found at the end of the Standing Orders*).

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<sup>4</sup> For the purpose of ensuring fairness, any individual elected to office shall be considered to have served a full term (year), regardless of the actual duration of service. If an individual resigns after one month, it will still be counted as one full year. The individual will be eligible to run for office only one additional time.

## A. EXECUTIVE OFFICERS

1. The following is a list of the Executive Officers of the MCR Executive Committee, who shall be elected or selected from among the members:

- a) The President of the MCR;
- b) The Vice-President of the MCR;
- c) The Treasurer of the MCR;
- d) The Social Chair of the MCR;
- e) The Welfare Officer of the MCR;
- f) The Academic Officer of the MCR;
- g) The International Officer of the MCR;
- h) The Steward of the MCR (Services Manager);
- i) The Communications Officer of the MCR;
- j) The Charities and Environment Officer of the MCR.

2. The **individual duties** of the executive officers shall be as follows:

**a) THE PRESIDENT OF THE MCR:**

- i) takes overall responsibility for the satisfactory conduct of all MCR affairs and execution of MCR decisions.
- ii) represents the MCR, or its individual members when appropriate, both within College (to the College authorities, the JCR, the SCR, etc.), and externally, to any relevant University body and outside the University.
- iii) liaises with the College authorities and the executive committees of the JCR and the SCR.
- iv) presents those views and decisions by the College authorities, which are relevant, to the MCR.
- v) chairs and bears overall responsibility of all MCR Executive Committee meetings, and the Induction Committee.
- vi) attends as many meetings of the following bodies as can reasonably be expected:
  - 1) all MCR committees.
  - 2) all meetings of the College Advisory Board.
  - 3) all College committees as deemed relevant, in consultation with the Principal and JCR; and
  - 4) any other body to which they are properly elected.
- vii) acts as co-signatory of the MCR account.
- viii) Assumes responsibility for the smooth running of the formals and attends formals in order to stay with tradition and welcome all MCR Members and their guests, ensure formal rules are respected,

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sits at the head of the table where the Presidents/Senior students normally sits and bows out to the Principal at the end of the Formal. This may be delegated to another Executive Member.

### **b) THE VICE-PRESIDENT OF THE MCR:**

- i) assists the President and assumes the President's delegated duties in their absence.
- ii) undertakes secretarial duties including taking minutes for all meetings of the MCR and managing the Castle MCR mailbox.
- iii) prepares and distributes the weekly MCR newsletter.
- iv) oversees the overall communication and publicity of the MCR.
- v) organises the sign-up process for formal dinners in a fair and straightforward manner via e-commerce.
- vi) attends the President's Forum and President's Committee meetings in the President's absence.

### **c) THE TREASURER OF THE MCR:**

- i) takes responsibility for the correct administration of finances, in consultation, where appropriate, with the President of the MCR.
- ii) supervision of the MCR bank account(s).
- iii) acts as co-signatory of the MCR account along with the MCR President.
- iv) controls payment of cheques, quarterly V.A.T. claims and the transferring and recording of transactions in the cash books.
- v) undertakes timely preparation of the MCR accounts for audit and presentation to the MCR each term at ordinary meetings of the MCR.
- vi) at the end of each academic year, calculates the MCR's total income and expenditure for that year and communicates this to all MCR members.
- vii) attends any meeting of any MCR committee at which the expenditure of MCR funds is under discussion.
- viii) If the Executive Committee has failed to organise and reach the required budget expenditure, in line with Section VIII, the Treasurer is required to communicate this to the members and proceed with refund processing.
- ix) Bears overall responsibility over the requirements set in these Standing Orders with regards to finance, including but not limited to financial transparency report.
- x) provides monthly finance report to the D.S.U.
- xi) The Treasurer may run an application process to find an Assistant Treasurer. The Assistant Treasurer must be an Ordinary Castle MCR member and member of University College Durham.
- xii) The Assistant Treasurer will not act as a signatory to the MCR bank account, cannot pay cash or cheques into the bank account via the paying-in book, and cannot approve of any purchases made on behalf of the MCR for an event or by a committee member. The exact duties of the

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Assistant Treasurer will be determined by the Treasurer at the time. These duties may include contacting stash sellers, organizing stash and gown sales, assisting with formal invoices, reviewing budgets and spending for transparency reports and monitoring and tracking MCR charity ball finances and spending, providing assistance with the accounting software.

### **d) THE SOCIAL CHAIR OF THE MCR:**

- i) chairs the Social Committee and is responsible for organising numerous and varied other MCR social events throughout their term in office including the induction period.
- ii) informs the MCR of and organises MCR participation in College events; and University-wide `postgraduate social events.
- iii) In line with MCR tradition, the Social Chair is responsible for organising Port and Cheese nights after formal dinners, when appropriate. They shall usually be hosted in the MCR.
- iv) responsible for liaising with the JCR Social Chair to collaborate on joint events throughout the year, including the organisation of Castle Day.

### **e) THE WELFARE OFFICER OF THE MCR:**

- i) chairs the Welfare Committee, and is responsible for providing a listening service, and help and support as appropriate, to all members of the MCR in relation to any welfare issue. This role does not constitute the officer to offer welfare counsel but rather listen and refer to the appropriate college office staff member for support.
- ii) liaises with the JCR Welfare Officer to co-ordinate MCR involvement in D.S.U. welfare campaigns within University College.
- iii) refers members to and liaises with respective college office authorities as deemed appropriate.
- iv) attends appropriate welfare meetings within University College and wider University as necessary.
- v) responsible for organising welfare events for the well-being of the MCR community during the terms. In addition, they are also responsible for organising welfare events during the Exam Month/Week to enable students to relax and destress.

### **f) THE ACADEMIC OFFICER OF THE MCR:**

- i) chairs the Academic Committee.
- ii) plans and organises the Sunday Seminar Series, Castle to Careers Series in partnership with the JCR Development Officer, and other academic support events.
- iii) organises the annual interdisciplinary Durham Castle Conference.

### **g) THE INTERNATIONAL OFFICER OF THE MCR:**

- i) takes action to promote cross-cultural understanding and integration among MCR members.
- ii) organises cross-cultural events with the aim to cherish the tradition and culture of all International MCR Members.

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- iii) represents the interests and well-being of international student membership of the MCR.
- iv) collaborates and coordinates with all Executive officers to help integrate international students upon arrival and during the academic year.
- v) chairs the International Committee.

### **h) THE STEWARD OF THE MCR (SERVICES MANAGER OF THE MCR):**

- i) The Steward is responsible for overseeing all physical assets of the MCR, including but not limited to the Common Room and the Tech Department.
- j) chairs the MCR Tech committee and ensures the tech owned by the MCR is stored safely and maintained regularly.
- ii) checks the room (or appoints a deputy to check the room) on a weekly basis to ensure that the room is tidy and clean; expired food/drink items are disposed of, and the basic stock of refreshments, crockery and cutlery are maintained.
- iii) uses the Steward's allocated budget to contribute to the room's facilities and décor.
- iv) liaises with the Castle Operations and Housing Keeping Teams to request cleaning and maintenance, in addition to reporting any damage/deterioration in the room (and its cupboards).
- v) makes arrangements for the smooth running of gown handouts and recollection of gowns in the common room.
- vi) organises the Steward's Brunch/Feast *at least* once per term.
- vii) responsible for organising a re-collection of gowns during the end of the academic year and keeping inventory of secondhand gowns. The stock inventory of gowns is to be shared with the MCR President and Treasurer once complete.
- viii) responsible for a minimum of one inter-MCR formal dinner in the academic year.

### **i) THE COMMUNICATION OFFICER OF THE MCR:**

- i) manages, coordinates, supports the MCRs social media and messaging accounts.
- ii) engages in public relations efforts to highlight the good works of the MCR.
- iii) manages communications with internal and external stakeholders including other university colleges.
- iv) liaises with the Vice-President on issues related to communications.
- v) coordinates and supports the MCR Executive Officers in advertising their upcoming events across all social media and messaging channels. Additionally, coordinates and liaises with the JCR counterpart, as well as counterparts from other colleges, to promote joint-common room events and any JCR, University College, or Durham University College events that the MCR is invited to.

### **k) THE CHARITIES & ENVIRONMENT OFFICER OF THE MCR:**

- i) co-chairs the Ball Committee, when the committee is concerned with any Charity Ball.
- ii) liaises with the JCR Outreach Officer, representing and involving the MCR with Castle

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Community Action (CCA).

- iii) liaises with University College common rooms and College Office about upcoming charitable events and potential for MCR involvement.
- iv) is responsible for planning and advertising charitable and campaign events to the MCR, either in collaboration with other MCR committees or by founding their committee.
- v) sits on the Ball Committee to support the MCR Ball Chair in planning the Castle Charity Ball to maximise profits for the selected charity/charities. In the absence of a Ball Chair, the Charities and Environment Officer takes the responsibility to organise the June Charity Ball.
- vi) liaises with the MCR Executive Committee Officers and their respective committees on buying and using sustainable items and decorations at events as well promoting recycling in the MCR.
- vii) liaises with College Office and the Castle Environment Officer on environmental, sustainability and biodiversity schemes in the Castle/University College grounds. Additionally, relaying Durham University Greenspace schemes and information to the MCR.

### **b) THE CONVENOR OF THE MCR**

The Principal is the ex-officio Convenor of the MCR. In their absence, they shall appoint a College Officer in consultation with the MCR, who shall be responsible for the continuity of the MCR from one year to the next where necessary. The Principal or appointed College Officer shall be empowered to hold an election for, or appoint, at the request and under the direction of the Executive Committee, the President and or/other executive officers in the event a President and/or other executive officers are not elected at the time specified by these standing orders, or in the event, an executive officer resigns.

## **B. NON-EXECUTIVE OFFICERS**

1. The following is a list of non-executive officers of the MCR who shall be elected or selected from amongst the ordinary members:

- a) The MCR Chair
- b) The MCR Adviser
- c) The MCR Ball Chair

2. The **individual duties** of the non-executive officers shall be as follows:

### **a) THE MCR CHAIR**

- i) serves as an impartial and confidential advisor to the Executive Committee and all MCR members.
- ii) advise all MCR members on matters concerning constitution, standing orders, policy documents,

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and day-to-day running of the MCR.

- iii) is responsible for the correct and fair administration of MCR elections, in accordance with the election regulations and other ballots.
- iv) independently observes, ensuring fairness and validity under these standing orders, all MCR meetings (including those of the Executive Committee, in which they shall not be a sitting member or have the ability to vote).
- v) is responsible for the drafting of any changes to these standing orders that are proposed by the Executive Committee and in collaboration with the President of the MCR and ensuring a copy of the same is available at all times on the MCR website, easily available to all MCR members and a printed copy of the latest version that shall be made available in the common room at all times.
- vi) responsible for organising and chairing the Ordinary General Meetings (OGM) of the MCR.
- vii) responsible for distributing the minutes of the OGM to the wider MCR community following the meeting.
- viii) Responsible for chairing committee elections, handle complaints, vote of no confidence and censure.

### **b) THE MCR ADVISER**

- i) advises the MCR Executive Committee where required based on their experience from previous service on the MCR Executive Committee
- ii) attends the meetings of the MCR Executive Committee, upon the request of the Executive Committee and is contactable outside the meetings.
- iii) given the advisory nature of the role, the Adviser along with the Executive Committee shall ensure that any information/meeting/discussion/discourse occurring is bound by confidentiality. A failure to respect this would result in an automatic dismissal.
- iv) should have served on the MCR Executive Committee for at least one full term predating the experience of any current Executive Committee member. In the event that no former MCR Exec is available for the role, the Adviser should have been involved with the MCR for a period of at least 1 year and have sound knowledge of the community as well as the Standing Orders.
- v) must be an ordinary Member of the MCR in the academic year.
- vi) His/her appointment or election should be decided by a vote by the outgoing MCR Executive Committee and subsequently invited to fulfil the role. The Adviser is a non-executive position and has no voting power on the Executive Committee.
- vii) The Executive Committee reserves the right to revoke the advisor position and all its subsequent benefits at any point during the academic year through a single majority vote.



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### **i) THE BALL CHAIR OF THE MCR:**

- i) organises the annual charity ball, 'Castle Charity Ball' to be held in the first week of June, for Castle MCR Members and the wider University community. Planning for the Castle Charity Ball shall commence, in close consultation with the Charities and Environment Officer, in the first month after the Ball Chair is elected.
- ii) chairs the Ball committee, along with the Charities and Environment Officer.
- iii) The Ball Chair attends all MCR Balls free of charge in line with the Executive Privileges package.
- iv) The Ball Chair is a non-executive position and has no voting power on the Executive Committee, with the exception of voting matters related to the Ball.

## **C. MCR COMMITTEES & COMMITTEE OFFICERS**

The following is not an exhaustive list of the MCR committees and their officers. The officers for these committees may be elected or, should an election be unfeasible due to time constraints, lack of interest or other legitimate reasons, be selected from among committee members. The duties of said officers may be as follows:

### **COMMITTEE POSITIONS**

Committee positions should not be occupied by the same incumbent for a period longer than one academic year to give other MCR members a fair chance at participation in committee duties. However, if the Chair of a Committee (i.e., Executive Officer) can demonstrate to the Executive that reasonable efforts have been made to fill said committee position, and no other volunteers have stepped forward, the current incumbent may serve another year.

#### **1. Academic Committee Of The MCR:**

The Academic Committee, chaired by the Academic Officer of the MCR, shall organise academic events for the MCR throughout the year. These events shall include, but not be limited to, Castle Conference, the Sunday Seminar series and the Castle to Careers series.

#### **2. Social Committee of the MCR:**

The Social Committee, chaired by the Social Chair of the MCR, shall assist the Social Chair in the planning and execution of social events for the MCR, and for the wider College community, throughout the year.

#### **3. Ball Committee of the MCR:**

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It is the responsibility of the Ball Chair to organise a Ball Committee to support the smooth running of the MCR Charity Ball. The structure of the committee is left to the discretion of Ball Chair but is subject to the approval of the Executive Committee by majority vote. The Ball Committee is co-chaired by the Charities and Environment Officer, when the Committee's focus is on the Charity Ball. All members of the Castle Charity Ball committees must be current members of the MCR.

THE COMMITTEE SHALL INCLUDE THE FOLLOWING POSITIONS:

**a. Ball Secretary:**

The Ball Secretary undertakes the day-to-day organisation of the Ball Committee and shall handle administration and regular liaison with the College Operations Manager.

**b. Ball Treasurer:**

The Ball Treasurer is responsible for the management of ball finances in coordination with the MCR President, Treasurer and the Ball Chair.

**c. Creative Director:**

The Creative Director is responsible for the aesthetic elements of the ball.

**d. Entertainment Director:**

The Entertainment Director is responsible for the organisation and booking of entertainment for the evening.

**e. Sponsorship Officer:**

The Sponsorship Officer is responsible for procuring sponsorship for the ball.

**f. Publicity Officer:**

The Publicity Officer is responsible for advertising the ball.

**4. Welfare Committee of the MCR:**

The Welfare Committee, chaired by the Welfare Officer of the MCR, shall assist the Welfare Officer in carrying out their duties and in the provision of welfare events and services.

**5. Induction Committee of the MCR:**

The Induction Committee shall organise a full programme of social, academic, and cultural events for the induction period. The Committee shall include representatives as deemed necessary by the President.

- i) The Induction Committee, also to be known as the Freps Committee, shall be created at the

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start of July to prepare for the incoming cohort of students. The Induction Committee shall fall under the direct jurisdiction of the MCR President.

- ii) All continuing MCR members and/or University College students are eligible to express an interest in joining the Induction Committee. However, former MCR members and Executives shall receive preference over non-MCR members.
- iii) The Induction Committee shall be responsible for organising and executing the events scheduled for the Freshers week, designed jointly by the overall outgoing MCR Executive committee and the Induction Committee, for the incoming students and continuing members of the MCR, and students affiliated with University College who are not current members of the MCR.

### **6. International Committee of the MCR:**

The International Committee, chaired by the International Officer, shall assist the International Officer in the planning and execution of international and cultural events for the MCR, and for the wider College community, throughout the year. The Committee should aim to represent and celebrate the diversity of the College community and work to make the MCR an inclusive environment for all its members.

### **7. Charities and Environment Committee of the MCR:**

The Charities and Environment Committee, chaired by the Charities and Environment Officer, shall assist the Charities and Environment Officer in the planning and execution of environmental and charitable events for the MCR, and for the wider College community, throughout the academic year.

### **8. MCR Tech Department:**

The Technology & Entertainment Department, chaired by the MCR Steward, will assist in the planning and execution of all technology and entertainment related tasks. This includes transportation (if required), setting up equipment for all events that acts as either vendor or client, and ensuring the proper maintenance of the MCR Tech equipment and tech room.

### **9. Communications Committee of the MCR:**

The Communications Committee, chaired by the Communications Officer, shall assist the Communication Officer in the planning and execution of all communication-related activities, including designing and sharing of communications on social media and other messaging platforms for the MCR, and the wider College community, throughout the academic year.

## **VI. MEETINGS OF THE MCR & MOTIONS**

1. The MCR Executive Committee, as far as possible in consultation with ordinary members, shall decide the time and place of all MCR meetings subject to any conditions described below.
2. **Meetings shall be advertised not less than one week in advance** by email, with the exception of emergency meetings as described below.
3. **Agendas** shall be circulated to members **at least three days in advance** of each meeting (with the exception of emergency meetings as described below) by the Executive Committee.
4. **The quorum** for a meeting shall be **five per cent** of the total number of full-time ordinary members of the MCR.
5. The MCR Chair shall preside over all MCR meetings unless the President deems it more appropriate and necessary for them to chair the meeting.
6. The MCR Chair shall have a casting vote only when votes are equally numerically divided in balloted votes.

### **A. TYPES OF MCR MEETINGS**

1. **There shall be three categories of Meeting:**
  - a) Ordinary.
  - b) Extraordinary.
  - c) Emergency.
2. **ORDINARY GENERAL MEETINGS**
  - a) There shall only be one **Ordinary General Meeting each academic term**.
  - b) All officers, both Executive and Non-Executive, of the MCR shall be expected to attend and shall submit apologies for absence to the MCR Chair, or their nominated delegate, in advance of the meeting if they are unable to attend.
  - c) Termly reports from the officers shall be published in written form with the agenda for the meeting.
  - d) The normal order of business on the agenda shall be:
    - i) Apologies for absence.
    - ii) Acceptance of and matters arising from the minutes of the previous meeting.
    - iii) Reports of officers.
    - iv) Ratifications.

## UNIVERSITY COLLEGE MCR STANDING ORDERS

- v) Elections.
- vi) Motions.
- vii) Any other business.
- viii) Close of meeting.

Points of order shall always take priority and shall be voted on immediately.

### 3. EXTRAORDINARY MEETINGS

- a) Extraordinary meetings may be called by the Executive Committee to conduct business between ordinary meetings, when required by circumstances.

### 4. EMERGENCY MEETINGS

- a) An emergency meeting may be called by any ordinary member on presentation to the President of the MCR of a petition bearing the signatures of at least ten per cent of ordinary members of the MCR calling for a specific item to be discussed.
- b) An emergency meeting shall be held within one week of the presentation of the petition for that meeting to the President of the MCR.
- c) Publicity for the emergency meeting shall be e-mailed to the MCR membership immediately by the Vice-President of the MCR.
- d) The order of the meeting shall be governed by the agenda for that particular emergency meeting. There shall be no business discussed other than that for which the meeting was called.

## B. MOTIONS

1. Members of the MCR can bring forward private motions. Any motion must have a proposer and seconder. Members wishing to table motions shall consult the Executive Committee for inclusion in the agenda for a meeting.
2. Private motions shall normally be submitted to the Executive Committee not less than one week before the Ordinary General Meetings. Motions can be submitted during meetings at the discretion of the MCR Chair.
3. The proposer of any motion may withdraw that motion at any point up until the discussion of that motion at the meeting.
4. Should neither the proposer nor seconder of any motion be able to attend the meeting at which their motion is to be discussed, the item will be withdrawn from the agenda unless:
  - a) The proposer has submitted a written statement not exceeding five hundred words explaining the motion to the room. This statement will be read to the meeting by the chair prior to discussion of

## UNIVERSITY COLLEGE MCR STANDING ORDERS

the motion.

5. Procedure shall be in place so that all motions may be voted on by secret ballot, but, at the discretion of the Executive Committee and those proposing the motion, motions may be voted on by a show of hands or by general aye. Should a secret ballot take place, this will be done using the D.S.U. online voting system after the meeting, to allow the participation of members not present in non-urgent votes. Results shall be of a simple majority. Unless exceptional circumstances exist requiring a delay in its announcement, the result of any vote shall be declared by the MCR Chair or the MCR President as soon as the count has been completed and verified on the very next day.
6. No financial motions may be brought to the MCR *post facto*, i.e., after the expense has been incurred except in quite exceptional and well-grounded cases.
7. Procedural motions shall require a show of hands and the support of twenty-five per cent of the Ordinary Members at the meeting in order to be discussed. Procedural motions may be brought in at any point in a meeting of the MCR.
8. Motions that are passed by the MCR shall have immediate effect.

### C. STANDING ORDER MOTION REQUIREMENTS

1. Changes to these standing orders may be made only by way of previously submitted motions at meetings of the MCR. The vote shall use the D.S.U. online voting system, to allow all Members, whether present at the meeting or not, to vote. Ratification requires **a two-thirds majority of at minimum of 20% quorum** of the MCR. The voting period shall remain open for 24 hours.
2. Any changes shall take effect immediately after ratification. The MCR Chair shall ensure that copies of the newly amended version are available to the membership as soon as possible.
3. The MCR Chair shall be responsible for ensuring that all cross-referencing within the document remains consistent and accurate after implementation of amendments to the standing orders.
4. The most up-to-date edition of these standing orders shall be available on the MCR website. The MCR Chair shall be responsible for archiving a copy in the Durham University Library, Special Collections, collection: Durham University Records: Colleges. The MCR Chair or the President is also responsible for providing a copy of the Standing Orders to the Convenor of the MCR, who is tasked with ensuring that no modifications have been made without approval from the membership in accordance with the voting requirements previously outlined.

## VII. ELECTIONS & RELATED MATTERS

Executive officers of the MCR shall take up their roles by election. In the exceptional event that an election cannot take place, the Convenor of the MCR is empowered by these standing orders to make appointments.

1. The **MCR Adviser(s) are not elected by the MCR members.**
2. Nominations for MCR Steward must be a Castle MCR Ordinary Member who is in travelling distance of Durham Castle, thus allowing them to attend the Maurice Tucker Room (MCR room) on a weekly basis so they can carry out the responsibilities of Steward. If the Steward is unable to physically attend the Maurice Tucker Room for more than a one-week period, they must inform the MCR President and work together to appoint a deputy to cover the in-person responsibilities of Steward.
3. In the case of the election of the executive officers of the MCR the following shall be eligible to stand:
  - a) all current ordinary members of the MCR; and
  - b) all members of the University in possession of the offer of a place to read for a higher degree in University College during the relevant academic year.
4. Executive Officers shall not seek to influence the vote in any way, at the risk of having the vote declared null & void.
5. In all elections, the MCR Chair shall have jurisdiction over the conduct of the candidates' election campaigns. Breach of any rules pertaining to election campaigns in these standing orders, or any malicious misconduct as so deemed by the MCR Chair shall result in the candidate being declared ineligible to stand for election by the Executive Committee, upon the recommendation of the MCR Chair.
6. In the absence of the MCR Chair, the President shall have jurisdiction over the conduct of the candidates' election campaigns and shall bear the responsibilities of the MCR Chair until one is elected to office.
7. In all elections an option to **re-open nominations (R.O.N.)** shall be available.

## A. ELECTORAL PROCEDURE

1. Nominations shall open and close at midnight on the days specified in section VII.C. Where not specified, nominations shall open two weeks before the date of the election and close one week before.
2. All candidates shall be allowed to canvass, in a manner deemed appropriate by the MCR Chair, from the close of nominations until the election.
3. Candidates are required to submit a manifesto sent to the MCR e-mailing list from the close of nominations until the close of voting procedures. Manifestos must conform to the following rules:
  - a) They must be one A4 page.
  - b) Other candidates shall not be mentioned.
  - c) The content of the manifesto must align with the ethics and ethos of the Middle Common Room standing orders.
  - d) The manifesto should abstain from citing any political statements.
4. Elections shall normally take place within an Ordinary General Meeting or any other meetings of the MCR, where candidates will be invited to hust. As part of Ordinary General Meetings, hustings will be chaired by the MCR Chair or their delegate.
5. Votes shall be cast by a **single transferable vote (S.T.V.)**.
6. Voting shall open for 24 hours from the close of the meeting using the online voting system hosted by the D.S.U. Voting shall be advertised to all members once open, to allow those present at the meeting to vote.
7. The result shall be announced as soon as the count is complete. The MCR Chair shall circulate an e-mail notification of the results to the wider MCR membership within the day following closure of the voting procedure.
8. Should the vote result in a tie, the election shall be decided by the President of the MCR in consultation with the Convenor of the MCR



## **B. HUSTINGS**

1. Nominees shall not be required to hust. If a candidate does not attend, then they may submit a statement of up to two hundred and fifty words, which shall be read out at the start of the hustings by the MCR Chair.
2. In the event of a general election or by-election for a position that needs to be filled urgently, or if the position is uncontested, the MCR President may, at their discretion, ask the nominees if they wish to waive their right to hustings and proceed directly to a vote. In all elections in which nominees hust, the nominees for the post shall stand or be seated in a line and shall each hust for a maximum of two minutes.
3. Nominees for individual positions shall hust according to the alphabetical order of their surname.
4. There shall follow questions of the nominees that shall be directed at all and not at specific candidates. The Chair shall have the discretion to disallow inappropriate questions.
5. The nominees shall reply to questions in order as follows: the nominee who first husted shall reply first to the first question, and the second shall reply second, and so forth until all the nominees have replied; the second question shall be answered first by the second nominee and so forth until all nominees have replied to all of the questions asked of them.
6. A candidate shall not return to answer a question to which they have already addressed, either once another candidate has begun to answer or another question has been put forth.

## **C. DATES OF ELECTIONS & OFFICE**

There shall be a general election of all Middle Common Room roles in October during the Michaelmas term; all positions shall be advertised by the members of the outgoing Executive team, in advance to accustom new members to the positions of the MCR.

1. All MCR positions shall be explained and advertised to all MCR members before nominations open.
  - ii) Nominations for all Executive and Non-Executive positions shall open on the Monday of the second or third week of Michaelmas term.
  - iii) Nominations shall close seven days later.
  - iii) All members up for nominations may hust on the week closing of nominations with elected members required to take office on the Monday of the following week.

## UNIVERSITY COLLEGE MCR STANDING ORDERS

- iii) In exceptional circumstances, this procedure would be flexible in order to fill roles that would otherwise be left vacant.
- 2. All Executive Officers which have a Committee shall generally be responsible, by election or selection as they see fit, of their respective committee selection, unless restrictions specified in these Standing Orders apply.

## VIII. MCR FINANCES

### 1. Bank accounts and Signatories

- a) There shall be a current account known as the 'Durham University - University College MCR' account.
- b) There shall be two signatories of the account, the Treasurer, and the President. In one of their absences and in the case of a payment requiring a third signatory, the DSO Finance Officer will act as a signatory.
- c) At no time may a cheque be signed on behalf of the MCR without at least one signature from the President or Treasurer, and the informed consent of the other party.
- d) All monies of which the MCR is in receipt shall be held in this account for safekeeping.

### 2. MCR Membership Fee

- a) The membership fees (levies) for the next academic year will be set by the Treasurer and President, by a deadline agreed with College Office, in time for Welcome (Induction) Week.

### 3. Budgets

- a) The MCR Treasurer will set the budget for the MCR and all officers (in consultation with the respective officers) prior to the start of the next academic year within two weeks of being elected to office. These must be agreed to by the MCR President.
- b) Each officer on the MCR's executive committee must keep an up-to-date record of expenses for their events, their committee members, and themselves. They must also keep a copy (digital or physical) of all receipts and invoices for these expenses or payments made where reasonably possible and send a copy to the Treasurer.

### 4. Committee Expenses and Reimbursements

- a) The MCR will issue a payment reimbursing a non-member, member, officer, or committee member, only if they provide where reasonably possible a receipt or invoice of the expense. Proof via bank statement will only be accepted in exceptional circumstances that are decided by a majority vote of the executive committee.

### 5. Officer Spending/ Purchases for the MCR

- a) Officers may spend up to £100 on an event or purchase for the MCR (provided it does not exceed their remaining budget), and should inform the Treasurer of the transaction.
- b) Officers may spend between £100 and £250 on an event or purchase for the MCR (provided it does

## UNIVERSITY COLLEGE MCR STANDING ORDERS

not exceed their remaining budget), having it agreed on by the Treasurer or the President before the transaction takes place.

- c) Officers may spend between £250 and £1,000 on an event or purchase for the MCR (provided it does not exceed their remaining budget), having it agreed on by the Treasurer and the President before the transaction takes place. Alternatively, the Officer may appeal to the Executive Committee for this payment to be approved by a majority vote of the Executive Committee.
- d) Expenses and purchases over £1,000 (other than in the case of the Charity Ball and gown orders), must be agreed on by a majority vote of the Executive Committee before the transaction takes place.
- e) Any payments, purchases or expenses that are not budgeted must be raised as a motion at an Executive Committee meeting and approved by a majority vote of the Executive Committee.

### 6. Port and Cheese Nights

- a) The Social Chair will have an annual budget set by the Treasurer in consultation with the President regarding the Port & Cheese events.
- b) Purchases of supplies from the Undercroft bar made by the Social Chair are subject to approval by the MCR President and the Treasurer.

### 7. MCR Tech Department

- a) All financial proceeds received by the tech department, if any, are to be re-invested in new tech.
- b) The process for approval of new tech procurement would require presentation of recommended new tech and subsequent approval on expenditure by the MCR Executive Committee.
- c) MCR Tech shall be available for hire. MCR Tech will share the invoices with the client bearing the costs of travel, labour and hire of equipment. The cost of labour shall always be set at 20% above the national living wage. These costs will all go in the MCR Tech budget.
- d) The MCR Tech department, in close collaboration with the Treasurer, bears the significant responsibility of maintaining a detailed account of each hire, with every invoice in a logbook.
- e) The Treasurer is responsible, in agreement with the Steward, to set a list of prices for hire which will be available to common rooms that would like our services.

### 8. Charity Ball Arrangements

- a) The budget, financing, and the charitable beneficiaries of the ball shall be decided by the MCR Ball Chair, the Charities and Environment Officer, the Treasurer, and the President.
- b) The initial budget for the ball shall be set at a sum not exceeding 50% of the total value of ticket sales. While the budget exceeds ticket sales, all spending must be approved by both the President and the Treasurer. Once sales exceed this value, the budget for the ball may become a rolling one, with spending capped at the level of actual ticket sales. At this point, the Ball Chair may spend their budget in accordance with Section VIII.5 of the Standing Orders.
- c) At minimum 4% of total ball revenues shall be paid over in charitable donations regardless of the

## UNIVERSITY COLLEGE MCR STANDING ORDERS

financial outcome of the ball.

- d) In the event ball profits exceed 4% of revenues, 100% of the total profits shall go towards the charitable donation.
- e) Any spending in excess of the budget must be approved by an Executive Committee vote as specified by Section VIII.5.e) of the Standing Orders. This should only be considered in exceptional circumstances.
- f) The MCR must set aside at least one quarter of the previous ball's expenditure in the MCR bank account that cannot be spent except in the occasion that the Ball incurs a financial loss.
- g) The operating costs of the charity website and social media shall be covered from the profits made from the Charity Ball.

### 9. MCR Levy Refund

- a) If one fifth of the total income received by the MCR in one academic year (from all sources, including levies, university grants, and both MCR and non-MCR ticket sales) has not been spent, then this unspent income must be refunded to the MCR membership. If one fifth of the levy income received by the MCR has not been spent (i.e. the figure for total expenditure is at or below 80% of the figure for levy income), then the unspent income should be divided between all MCR members and refunded accordingly. For example, (change to: if the overall levy income was £10,000 and only £7,000 was spent, the MCR Membership shall be equally refunded the difference of £3,000; if the total income is £15,000 and the total expenditure is £10,000, then 1/3 of the total income has not been spent and this £5,000 must be refunded. If we have 250 full time MCR members, then each will be refunded £20.
- b) As part of their duties in Section V.A.(c) of the Standing Orders, the Treasurer must calculate the total income and expenditure each academic year. This calculation should include an assessment of the magnitude of any unspent income.
- c) In making these calculations, the spending/income figures may not include gown or stash purchases, as spending and income for these often span different academic years.
- d) For members who joined at a discounted rate as an Affiliate Member, they are not entitled to a refund.
- e) If the Treasurer is able to refund members without their bank account details (e.g. through Ecommerce), then the refund process should be immediate. However, if this is not possible, then the

## UNIVERSITY COLLEGE MCR STANDING ORDERS

Treasurer is able to set a reasonable deadline for members to provide the information necessary for a refund; this must be approved by the MCR President.

- f) If there are unspent funds that do not exceed one fifth of the total income received but are still deemed to be unacceptably high, then the Treasurer and the President can decide to refund this unspent income to the MCR membership as above.

## **IX. SANCTIONS, VONC, & RESIGNATIONS**

1. Any Ordinary Member of the MCR may have both their membership removed and entitlements withdrawn, either temporarily, subject to nature of complaint, subject to majority decision by the Executive Committee, or permanently subject to majority decision by the Executive Committee and the consent of the Convenor of the MCR. Any member under consideration for permanent removal must be informed in writing and allowed to present a case in their defence before the Executive Committee decides the matter. In either case, any member subject to this action must be informed in writing of the outcome at the earliest opportunity. The member also has the right to appeal any decision to the College Principal.
2. The Executive Committee reserves the right to suspend from duty, or compel to resign, any Executive Committee member who is, in its judgement, negligent or in breach of their duties or the trust of the MCR, subject to a majority vote of the Executive Committee. Before any Executive Committee Vote of No Confidence (VONC) process commences, the individual shall be given notice of intention for VONC; the process can then be started five working days later. The member can provide an explanation to the Executive Committee, whether verbal or in writing, which can then be considered by the Committee in their VONC process. The member in question can appeal this decision to the College Principal.
3. A motion of no confidence against any executive or non-executive officer(s) of the MCR may be held/conducted at any meeting of the MCR. The motion shall be voted on and must be passed by two-thirds majority of the members voting. The quorum shall be 25% of the MCR Membership which is entitled to vote. If passed, the vacant post shall be put up for election as soon as possible by the appropriate method outlined above.
4. The Executive and Non-Executive Officers may at any time during their term of office tender their resignation in writing to the President of the MCR, or to the remaining members of the Executive Committee, and the Convenor of the MCR should the President of the MCR be resigning.

## **X. COLORS AWARDS, LIFETIME MEMBERSHIP AND EXECUTIVE BENEFITS**

### **1. COLOURS AWARDS**

The outgoing Executive Committee at the end of Easter term shall choose worthy MCR members for College Colours. Only MCR members that have upheld the MCR values and Code of Conduct shall be eligible for nomination. Nominees shall normally be MCR members that have, over the past academic year, demonstrated outstanding acts of service to others and/or the environment as well as achievement in academics or extracurriculars. In the event of a disagreement among the Executive Committee regarding the suitability of a nominee a simple majority vote will settle the dispute.

(a) The Colours Award is a prestigious College Award, given to individuals who have gone above and beyond to improve the MCR Community. The MCR confers three types of Colours Award:

(i) Full Colours with Lifetime Membership

In limited circumstances, the MCR Executive Committee may award Full Colours with Lifetime Membership; the highest MCR award that can be bestowed. This award shall only be granted to individuals who are already Executive Officers who have served for at least two academic terms and have gone above and beyond the confines of their position (more than the position requires). This entails an extremely high level of service and would require unanimity. The unanimity shall be recorded by and in the presence of the MCR Chair. The maximum nominations for Full Colours with Lifetime Membership shall not exceed 6 per year for final year students and 1 per year for continuing students.

(ii) Full Colours Award

The Colours Award is regarded as prestigious and shall be awarded to individuals who have shown great dedication and commitment to the MCR.

(iii) Half-Colours

This award is conferred on MCR Members who have made an excellent contribution to the MCR Community, have been engaged and the Executive Committee believes their effort should be praised.

## UNIVERSITY COLLEGE MCR STANDING ORDERS

- b) For an academic year, at maximum a total of seven, with a provision of extending it by two additional awards, are to be given out at the end of the Easter Term during the Colours formal. This list may include Executive officers as well as non-executive members, however, the additional provision for two awards is only to be shared with non-executive officers.
- c) There shall be a registry of all type of Colours awarded, signed by the President, Vice-President, and the MCR Chair. The format of the Registry, which is found in Section XII – Annex II, shall not be changed in order to ensure authenticity (unless 2/3 of Executive Committee agree). The original printed Registry of Colours, after signed, shall be passed to College Office for safekeeping, and ensuring authenticity of records.
- d) The Colours Award and any other type of award such as Lifetime Membership is not valid until such document is signed by all parties mentioned above.
- e) The Executive Committee cannot nominate itself for Colours. Nominees who are part of the Executive Committee are selected by the President of the MCR. On the same note, the President of the MCR cannot nominate him or herself for Colours, the Executive Committee must vote to confer an award.
- f) The nomination procedure is left to the discretion of the Executive Committee, however, all nominations will need to be voted and ratified by the Executive Committee.

### **2. EXECUTIVE CONFERRED PRIVILEGES**

All executive benefits are conferred in the stages mentioned below, and upon the agreement of the President. Any exception to the Executive Privileges with regards to the eligibility thresholds can only be imposed by the College Principal, upon the request of the Executive Committee. The thresholds imposed will then reset upon the agreed date or the beginning of the new academic year.

- (a) The Executive Committee is entitled to attend Castle Formals at a discounted rate of 50%, from the moment they take office, provided that they collaboratively deliver a balanced MCR Calendar for the academic year, covering social, international, academic, and welfare events. Measurable targets or objectives should be set to ensure accountability. The President, in agreement with the MCR Chair, may suspend this benefit for any Executive Member who is not contributing to the mission of delivery mentioned above.
- (b) The Executive Committee individuals who are working a formal are entitled to their tickets free of charge. This number is capped at 2 individuals.
- (c) All working Members of the MCR Executive Committee are entitled to attend the event they



## UNIVERSITY COLLEGE MCR STANDING ORDERS

are working free of charge, with the exception of the Charity Ball.

- (d) All Executive Members are guaranteed a Charity Ball ticket. If the Executive Committee executes a minimum of 50 events<sup>5</sup> by the time the June Charity Ball takes place, they shall also be entitled to 50% discount of the price.
- (e) Members of the Induction Committee/Freps will receive an all-academic year 10% discount on all MCR-led events. These discounts are to be awarded by the President, only if the Induction Committee/Freps have dedicated enough time to justify such benefit.

# XI. ACCESS TO INFORMATION AND TRANSPARENCY

## 1. FEEDBACK ARRANGEMENTS

The MCR Executive has a responsibility to ...

- a) provide a method for feedback, anonymous if it is a welfare issue; name to be provided if it is a general issue. This is to ensure transparency, and that the feedback is from an MCR member.
- b) Anonymous feedback will be treated privately and will not be shared in the termly feedback report.
- c) respond to that named feedback in the newsletter, upon the request of the named individual, *if*
  - i) the feedback received relates to the Executive Committees work and responsibilities as laid out in these Standing Orders, or the wider MCR community as a whole *and if*
  - ii) the feedback complies with the code of conduct ([III](#)).

## 2. TREASURY REPORT

The Treasurer of the MCR is required to compile an in-depth report of all spending of the Middle Common Room, which is required to be distributed at the OGM; if an OGM is not organised, then the Treasurer and the President have the responsibility at the end of each term.

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<sup>5</sup> The 50 events mark refers to any events organised by the MCR, including joint events, Sunday Seminars, Welfare activities, and any events involving MCR community interaction (before the scheduled date of the MCR Charity Ball in June).

## UNIVERSITY COLLEGE MCR STANDING ORDERS

The report shall include:

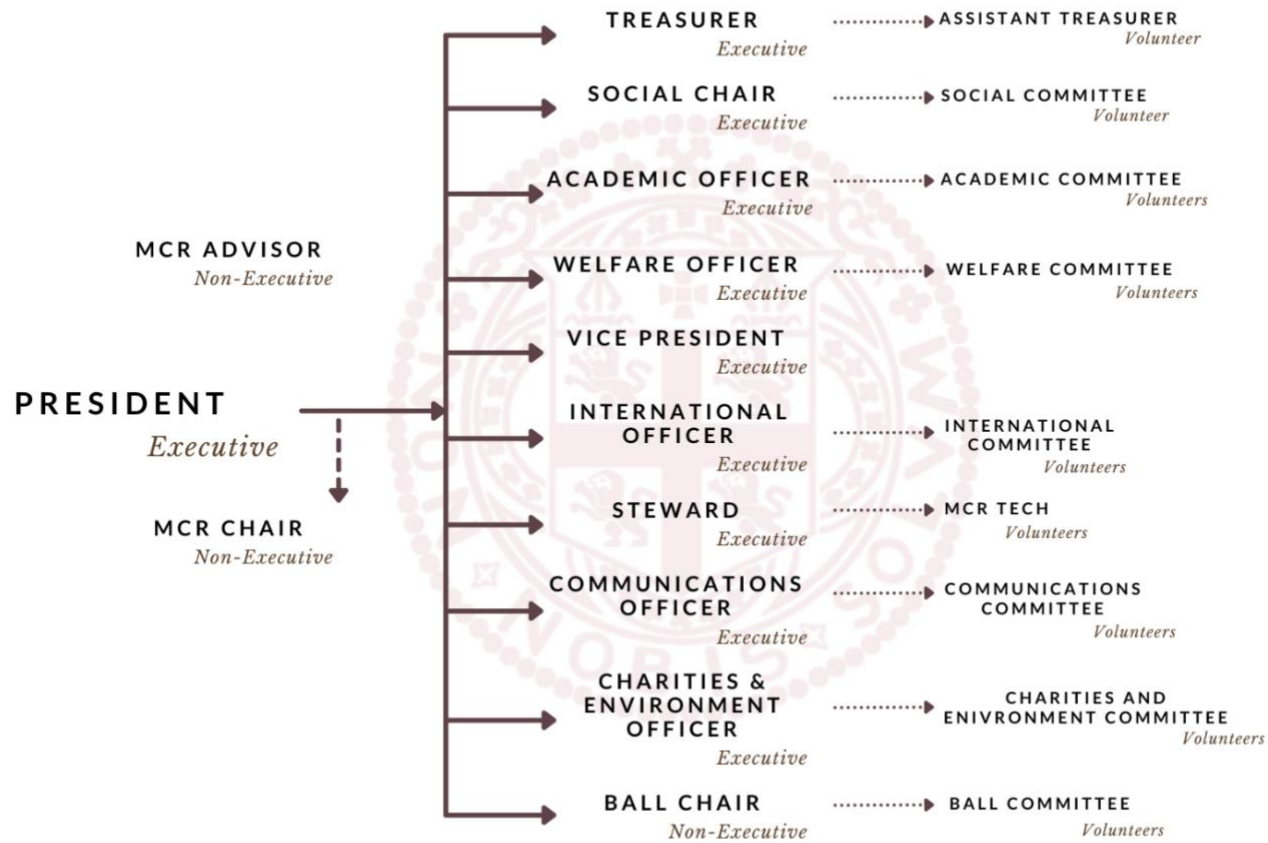
- (i) All expenditure the MCR has engaged in.
- (ii) The revenue of all events and subsidy rate for each – showing how much money the event took in, and how much money the MCR has subsidised. It shall also include the number of people who attended these events.
- (iii) The revenue made from the Tech Department, if any, and how it was reinvested in the department.

### **3. ENGAGEMENT REPORT**

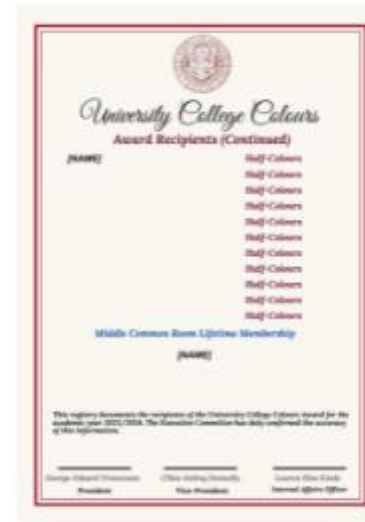
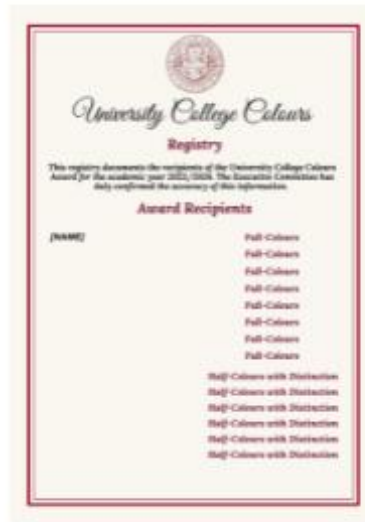
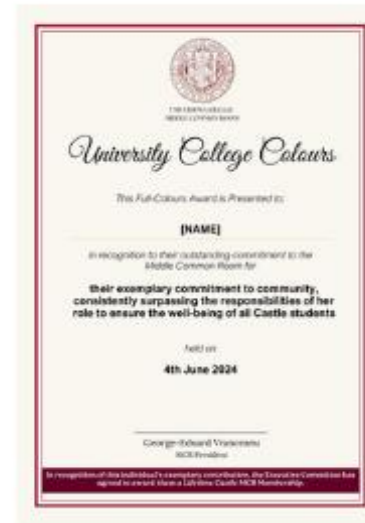
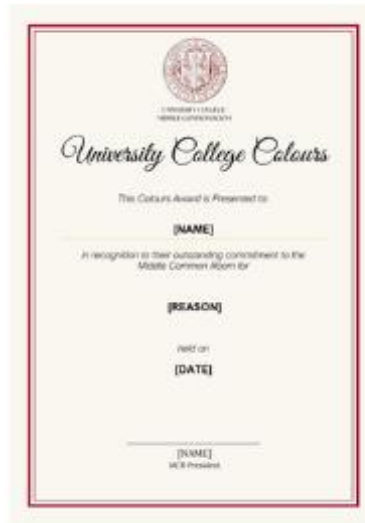
- (i) There shall be a record of the engagement in all MCR events. This is to enable the enforcement of the Executive Benefits Package. If such report is not made public at the OGMs, then the Executive Committee will have their Executive Benefits suspended until such report is made available.

## XII. ANNEXES

### ANNEX I STRUCTURE OF THE OFFICES OF THE COMMON ROOM



# ANNEX II STRUCTURE OF REGISTRY OF COLOURS AND LIFETIME MEMBERSHIP



# ANNEX III

## AGENDA OF EXECUTIVE MEETING

- APOLOGIES OF ABSENCE
- ACCEPTANCE OF AGENDA
- ACCEPTANCE OF ANY MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETING
- DISCUSSION OF ANY FEEDBACK RECEIVED
- REPORT OF OFFICERS
- MATTERS TO BE DISCUSSED
- MOTIONS
- ANY OTHER BUSINESS
- CLOSE OF MEETING

- ORDER OF OFFICERS**
- i. President
  - ii. Vice-President
  - iii. Treasurer
  - iv. Social Chair
  - v. Welfare Officer
  - vi. Academic Officer
  - vii. International Officer
  - viii. Steward
  - xi. Communications Officers
  - x. Charities and Environment Officer
  - xi. Ball Chair
  - xii. MCR Chair



These Standing Orders have undergone the most considerable reform in recent times. These Standing Orders have been in effect since September 2024.

*These Standing Orders have been reformed and drafted by*

*George E. Vrânceanu (President of the MCR 2023-2024)*

*Rohit A. Dharmapuri (International Officer of the MCR 2023-2024)*

*Chloe A. Donnelly (Vice-President of the MCR 2023-2024)*

*Kari L. Walker (Welfare Officer of the MCR 2023-2024)*

*Sasis Im-aroonrak (Steward and Interim Communications Officer of the  
MCR 2023-2024)*

***along with the 31 MCR Petitioners who demanded change, respect and  
equality in the common room.***

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