

Constitution of the Churchill College Middle Common Room

We, the advanced Students of Churchill College at the University of Cambridge, in order to form a government to manage our affairs and promote the interests and general welfare of our community do ordain and establish this Constitution of the Churchill College Middle Common Room (hereinafter the MCR).

Article 1 Objectives

- a) The MCR shall exist to promote the collective interests and welfare of its Members.
- b) Without prejudice to point (1) the MCR shall:
 - i) Collate the opinions of its Members on matters relating to College, Students and the local, national and international communities;
 - ii) Communicate to College, the University, other Student bodies, officials of other educational institutions, and other interested parties as appropriate, these opinions, and in particular to represent its Members on College Council, Governing Body, College Committees, and affiliated external bodies.
 - iii) Organise and provide extra-curricular social activities and amenities for the benefit of its Members;
 - iv) Promote the educational and intellectual development of its Members;
 - v) Promote cooperation among Members;
 - vi) Promote equality of opportunity for Members regardless of sex, gender, sexual orientation, race, disability, religion and creed to ensure Students are not abused or harassed; and
 - vii) Use such monies, properties and other assets accruing from time to time to pursue the aims of the MCR
 - viii) Promote the physical and mental well-being of its Members
 - ix) Protect and use personal information as described in the relevant document(s), in line with the legal requirements.

Article 2 Membership

There are three categories for Membership of the MCR:

- a) Full Members are:
 - i) 'Advanced' or 'Affiliated' Students as defined in the College Ordinances and Regulations;
 - ii) Those who are matriculated Junior Members of Churchill College who are twenty-five years of age or older, or in their fourth year or above of their study in Cambridge;
 - iii) Any Churchill Student entitled to Full Membership has the right not to take up this Membership, with no Student exercising this right being unfairly disadvantaged with regard to the provision of services or otherwise by reason of their having done so.
- b) Associate Members are past Full Members, partners of Full Members living in Cambridge, or postgraduate Students with an affiliation with Churchill (e.g. visiting research Students).

- i) Individuals should apply to become an Associate Member using the dedicated form to get the approval of the Senior Tutor (or their delegates). After such approval is granted their status as an Associate Member will subsequently be registered with the MCR President and Postgraduate Office.
- ii) Associate Members will have agreed to follow the College's expectations for behaviour as outlined in the Student Handbook, Bullying and Harassment Policy, and any other relevant college document.
- iii) Associate Members may not be Members of any other Cambridge College, the Churchill JCR, or the Churchill SCR.
- c) Honorary Members are appointed by Full Members at a TGM or EGM.

Article 3 *Committee*

The Committee shall represent and work on behalf of the MCR community. The Officers shall be collectively responsible for the running of the MCR.

Section 3.1 *Officers*

- a) The Committee shall be constituted by Executive and Non-Executive Members.
- b) The Executive Members shall be constituted by a President, a Vice President - General Secretary (hereafter referred to as General Secretary), and a Vice President – Treasurer (hereafter referred to as Treasurer).
- c) The Non-Executive shall be constituted by further Committee positions as detailed in the Rules and Procedures.

Section 3.2 *Responsibilities of the Executive*

- a) The Executive Officers shall have fiduciary responsibility for the MCR finances.
- b) The President shall be a Member of Governing Body and College Council.
- c) The President shall have the responsibility to manage the affairs of the MCR.
- d) The President shall have the authority to act as the representative of the MCR.
- e) The President shall have the authority to fill any vacancies in the Committee, for the period until the next relevant election, subject to a majority vote of the Committee.
- f) The General Secretary is the additional Member of Governing Body and College Council, in some cases the Treasurer may be the additional Member.
- g) The President shall assign Representatives to College Committees, withstanding the requirements of this Constitution.
- h) The General Secretary shall be responsible for all non-financial official records relating to the MCR.
- i) The Treasurer shall have the duty of managing the accounts and funds of the MCR, and its subsidiary bodies, with oversight from the President.
- j) The Executive Officers shall call elections.

- k) The Executive Officers shall perform the MCR room ballot in conjunction with the Senior Postgraduate Tutor (SPT) and their delegates.
- l) The Executive Officers shall ensure the MCR meets its obligations under the Education Act 1994, including presenting the Constitution to the College Council for approval and amendment at five-year intervals.

Section 3.3 *Absence of President*

- a) In the case of removal of the President from office, resignation, or inability to discharge the duties of said office, the power and duties of the office shall devolve, until a Special Election can be held, on the first available in the following list: General Secretary; Treasurer; Delegate of the Committee; Delegate of the SPT
- b) In the absence of the President from a Meeting, the first available in the following list shall chair the Meeting: General Secretary; Treasurer; Delegate of the Committee; Delegate of the SPT.

Section 3.4 *Elections*

- a) The Full Members shall have the authority to remove a Committee Member subject to a two-thirds majority outcome of a ballot.
- b) There shall be two sets of elections each academic year. The first will be held at the start of Michaelmas term and the second at the start of Lent term.
- c) For purposes of continuity into the new academic year, elections for all Executive positions will take place at the start of Lent term.
- d) All candidates for Executive positions should intend to be a full-time Student from the time of their election to the end of their elected term.
- e) The time of election of each Non-Executive position will be specified in the Rules and Procedures.
- f) Each Officer shall remain in Office until:
 - i) Their term of office ends;
 - ii) They are removed from office by a Referendum or General Meeting;
 - iii) They are deemed by College Council to be unable to perform their duties;
 - iv) They cease to be a Member of the MCR; or
 - v) They inform the President or, if the Officer is the President, inform the General Secretary and Treasurer, in writing of their wish to resign.
- g) The term of office of a Non-Executive Committee Member shall be:
 - i) From one week following the election of the position (unless the position is vacant, in which case it is immediate);
 - ii) One year from the start of the candidate(s) term or until the next election date for the position, whichever is first.
- h) The term of office of an Executive Committee Member shall be:
 - i) Officer-elect until the end of Full Lent Term (unless the position is vacant, in which case it is immediate); where they will
 - 1. Be invited to attend Committee Meetings, however, will not have a vote – unless by virtue of another position;

2. Serve in the office-elect with the purpose of shadowing the incumbent Officer to prepare for their handover at the end of Lent, where they shall be appointed as the Officer they were elected to.
 - ii) From the end of Full Lent Term of their election to the following end of Full Lent Term.
- i) Either/both of the following ballot mechanisms may be used:
 - i) Written ballot with ballot boxes open for a minimum of 8 hours over 2 days;
 - ii) Online ballot open for a minimum of two days.
- j) Manifestos shall be provided to the MCR community for Executive elections and any contested Non-Executive elections.
- k) Only Full Members shall be eligible to vote in elections of Officers, referendums, motions, or other such elections with the exception outlined below.
 - i) Associate and Full Members may vote for the position of Families Welfare Officer.
- l) Associate and Full Members may run for any Non-Executive positions. Only Full Members may run for Executive positions as stated in Section 3.4 (d).

Article 4 Meetings

There shall be at least one Termly General Meeting (TGM) during each University Full Term.

An Extraordinary General Meeting (EGM) may be called by ten Full Members or by the President. Extraordinary Meetings may not be held during any planned College shutdown period.

The Rules and Procedures may only be changed at a TGM or EGM.

Article 5 Amendments to Constitution

The Constitution may be revised by a two-thirds majority vote of Full Members, subject to a turnout of at least one-quarter of all Full Members. No amendment shall take effect until it is confirmed by the College Council. The College Council may enact a revised Constitution without the vote of the Students in extenuating circumstances, in accordance with the Education Act 1994.

Notice of all proposed modifications and revisions must be given to all Full Members, at least one week prior to holding a referendum.

Either/both of the following ballot mechanisms may be used:

- a) Written ballot with ballot boxes open for a minimum of 8 hours over 2 days;
- b) Online ballot open for a minimum of two days.

Article 6 Oversight

There shall be a Senior Treasurer of the MCR. The Senior Treasurer shall be the SPT or their delegates.