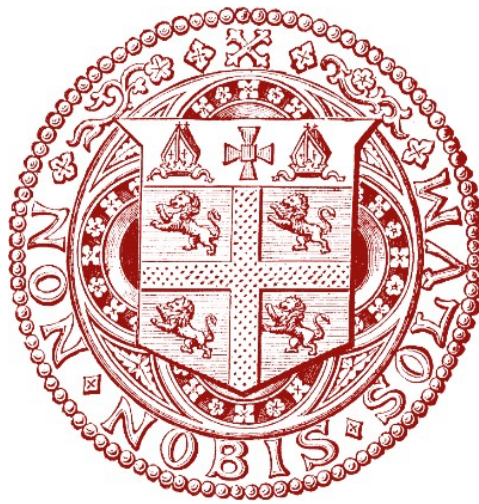


THE
STANDING ORDERS
OF THE
MIDDLE COMMON ROOM
UNIVERSITY COLLEGE, DURHAM



Updated: May 2023

The Standing Orders of the Middle Common Room of University College, Durham

These standing orders shall govern the Middle Common Room of University College in the University of Durham as a Durham Student Organisation in compliance with the Durham Student Organisation 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 the College authorities. As a common room it enjoys independence from the Senior and Junior 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), and the resources contained therein.

II. MISSION, VISION, & VALUES

A. MISSION

To create an inclusive, engaged, 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 more sustainable, inclusive, and engaged common room with a thriving network of current and former members with proud 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 discrimination based on 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, as well as free-and-fair elections.

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, 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 ourselves 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 our rules as set out in the Standing Orders and to 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 graduate members of University College in *statu pupillari* who have paid the annual MCR membership fee for the current year and the Convenor of the MCR (as defined in section V.1.9) shall be deemed Ordinary Members of the MCR, subject to the clauses of these standing orders. Mature under-graduate and integrated master's students who are members of the University College may become Affiliate Members of the MCR and have the same privileges and responsibilities as other MCR members in every way. An Affiliate Member may not also be a member of another common room simultaneously.

- 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; and
 - v) hold office in the MCR.
- b) Those Ordinary Members of the MCR who elect to join another common room within College shall cease to be Ordinary Members of the MCR.

2. Membership Privileges and Fees

All membership privileges 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.

3. Opting-In to Membership

- a) All graduate 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 asked to opt into the MCR membership charges as part of the registration and enrolment process.
- b) Members of College that 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.

V. EXECUTIVE & NON-EXECUTIVE OFFICERS

1. Term Limits

- a) No **MCR member shall serve more than two consecutive years** in any combination of offices, executive and non-executive, without a one-year break; however, an exception may be made in the event that no nominations for a position are received after two rounds of calls for nominations.
- b) For this purpose, a **one-year break** is defined as a full academic year, meaning the time between Michaelmas term and Easter term.

2. Members of the MCR Executive Committee should have top priority in the sign-up system for June Ball, superseding the degree-based system.

3. 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 Advisor.

4. Feedback Arrangements

The MCR Executive has a responsibility to ...

- a) provide a method for feedback, both anonymous or named; and
- b) respond to that feedback in the newsletter, *if*
 - i) the feedback received relates to the Executive Committees work and responsibilities as laid out in these Standing Orders, *and if*
 - ii) the feedback complies with the code of conduct ([III](#)).

D. EXECUTIVE OFFICERS

1. The following is a list of the executive officers of the MCR, i.e., the Executive Committee of the MCR, who shall be elected or selected from amongst the ordinary 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;

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- 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;
 - i) The Ball Chair of the MCR;
 - j) The Communications Officer of the MCR;
 - k) The Charities Officer of the MCR.
2. The positions of **President** and **Treasurer must always be filled**. If either of these positions should become vacant, the Convenor of the MCR may hold an election or appoint a member of the MCR to either of these positions (under the provisions detailed in section V.D.9).
3. The Executive Committee shall meet at **least once a month**.
4. The quorum for the Executive Committee shall be **four members**.
5. **Agenda of MCR Executive Committee Meeting:**
- a) Apologies for absence
 - b) Acceptance of the Agenda
 - c) Acceptance of any matters arising from the minutes of the previous meeting
 - d) Reading out the received feedback and discussing the response which shall be circulated with the upcoming Newsletter.
 - e) **Reports of officers.**
 - i) President
 - ii) Vice-President
 - iii) Treasurer
 - iv) Social Chair
 - v) Welfare Officer
 - vi) Academic Officer
 - vii) International Officer
 - viii) Steward
 - ix) Ball Chair
 - x) Communications Officer
 - xi) Internal Affairs
 - xii) Charity Officer
 - xiii) Bar Chair
 - f) Matters to be discussed
 - g) Motions

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- h) Any other business
 - i) Close of meeting
6. 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 Meeting of the MCR.
7. All executive officers, in conjunction where necessary with the Induction Committee, shall be jointly responsible for:
- a) communication with the College Office to maintain accurate information regarding new postgraduates who arrive for the next academic year;
 - b) preparing relevant information, particularly during the long vacation, for new postgraduates who arrive at the beginning of the academic year or before;
8. 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 MCR Executive Committee meetings, and the Induction Committee.
 - vi) attends at as many meetings of the following bodies as can reasonably be expected:
 - 1) all MCR committees;
 - 2) all meetings of College Council;
 - 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.
 - b) **THE VICE-PRESIDENT OF THE MCR:**
 - i) stands in for the president in their absence;
 - ii) undertakes Secretarial duties including taking minutes for all executive meetings;
 - iii) writes and circulates the bi-weekly MCR newsletter;
 - iv) maintains the MCR website;

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- v) runs sign-up for low table formal dinners, including inter-MCR formals, in a fair and easy way, and passes correct attendee details to College Office for billing; and;
- vi) attends D.S.O. (Durham Student Organisation) 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) supervises of the MCR bank account(s);
- iii) acts as co-signatory of the MCR account;
- iv) controls of payment of cheques, petty cash, 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, making arrangements for refunds where required according to Section VIII.8 of the Standing Orders;
- vii) attends at any meeting of any MCR committee at which the expenditure of MCR funds are under discussion; and;
- viii) provides monthly finance report to the D.S.U.
- ix) The Treasurer may run an application process to find an Assistant Treasurer; the nominees are subject to approval by a majority vote of the executive committee.
- x) The Assistant Treasurer must be an Ordinary Castle MCR member and member of University College Durham.
- xi) 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.
- xii) The exact duties of the Assistant Treasurer will be determined by the Treasurer at the time. These duties may include; contacting stash sellers, organising stash and gown sales, assisting with formal invoices, running the MCR bar, reviewing budgets and spending for transparency reports and monitoring and tracking MCR charity ball finances and spending.

d) THE SOCIAL CHAIR OF THE MCR:

- i) chairs the Social Committee, and is being responsible for organising numerous and varied other MCR social events throughout their year in office;
- ii) oversees and is being responsible for a full and varied programme of social events during the induction period;
- iii) informs the MCR of, and organises, MCR participation in, College events; and

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- iv) informs the MCR of, and organises MCR participation in, University-wide postgraduate social events; and acting as co-signatory of the MCR account.
- 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;
 - ii) liaises with the JCR Welfare Officer to co-ordinate MCR involvement in D.S.U. welfare campaigns within College
 - iii) refers members to, and liaising with, college authorities as deemed appropriate; and;
 - iv) attends at appropriate welfare meetings within College and in and out of University as necessary.
- 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; and
 - iv) running the Student Mentor programme; this entails advertising the scheme to both MCR and JCR members, maintaining a list of current mentors and mentees, and liaising with the Assistant Principal concerning undergraduates in need of academic assistance;
 - v) representants of the MCR to the D.S.U., as Co-D.S.U. representative for University College, along with the relevant JCR Officer, and attends D.S.U. assembly meetings with them.
- g) THE INTERNATIONAL OFFICER OF THE MCR:**
- i) takes action to promote cross-cultural understanding and integration among MCR members;
 - ii) represents the interests and well-being of international student membership of the MCR;
 - iii) welcomes and supports international students upon arrival including organizing induction events;
 - iv) organizes events to promote networking among local and international MCR members;
 - v) collaborates and coordinates with Social Chair and Welfare Officer; and
 - vi) Chairs the International Committee.
- h) THE STEWARD OF THE MCR:**
- i) curates and communicates the correct use of MCR facilities to members on a regular basis, including rules regarding security and cleanliness;
 - 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 in are disposed of and the basic stock of refreshments, crockery and cutlery are maintained;

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- 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 wine sales in the common room before formal dinners;
- vi) organises the Steward's Brunch *at least* once per term.

i) THE BALL CHAIR OF THE MCR:

- i) organises an annual charity ball, 'Castle Charity Ball', for Castle MCR Members and the wider post-graduate community. Castle Charity Ball shall commence a minimum of 5 months following the first election of the Ball Chair;¹
- ii) chairs the Ball committee (see section C.3); and
- iii) organises an annual inter-MCR formal dinner.

j) THE COMMUNICATION OFFICER OF THE MCR:

- i) manages, coordinates, supports the MCRs social media accounts;
- ii) engages in public relations efforts to highlight the good works of the MCR;
- iii) manages communications with internal and external stakeholders;
- iv) prepares and distributes press releases to external stakeholders; and
- v) liaises with the Vice-President on issues related to communications.

k) THE CHARITIES & ENVIRONMENT OFFICER OF THE MCR:

- i) liaises with the JCR Outreach Officer, representing and involving the MCR with Castle Community Action (CCA);
- ii) liaises with University College common rooms and College Office about upcoming charitable events and potential for MCR involvement;
- iii) is responsible for planning and advertising charitable and campaign events to the MCR, either in collaboration with other MCR committees or by founding their own committee;
- iv) sits on the Ball Committee to support the MCR Ball Chair in planning the Castle Charity Ball so that it maximises profits for the selected charity/charities.

¹ For instance, if the Ball Chair is elected in the Michaelmas term, in mid-October, the Ball shall not occur before mid-March. If a Ball Chair steps down in the middle of their term, another Ball Chair, where possible, will be elected via by-election, and the Ball date may stand using the planning and preparations completed by the original Ball Chair, following agreement by majority vote of the Executive Committee.

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- v) liaises with the Steward on sustainability and recycling regimes within the MCR (Maurice Tucker Room).
- vi) liaises with the MCR Executive Committee Officers and their respective committees on buying and using sustainable items and decorations at events.
- 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

There shall also be a College Officer appointed by the Principal in consultation with the MCR, who shall be responsible for the continuity of the MCR from one year to the next where necessary. They shall be empowered to hold an election for, or appoint, at the request and under the direction of the Executive Committee, a 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. In the event of any appointment, the appointee shall hold the appointed office until such a time as an election can be held.

E. 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 Internal Affairs Officer of the MCR;
 - b) The MCR Adviser; and
 - c) The Bar Chair
2. The **individual duties** of the non-executive officers shall be as follows:
 - a) **THE INTERNAL AFFAIRS OFFICER:**
 - i) is responsible to the Executive Committee;
 - ii) serves as an independent advisor to the Executive Committee;
 - iii) is responsible for the correct and fair administration of MCR elections, in accordance with the election regulations set out in section V, 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;

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- vi) is responsible for conducting all duties regarding these standing orders as outlined in section;
- vii) Chairs the Ordinary General Meetings (OGM) of the MCR.

b) THE MCR ADVISER

- i) advises the MCR Executive Committee where required based on her/his experience from previous service on the MCR Executive Committee;
- ii) attends the meetings of the MCR Executive Committee and is contactable outside the meetings;
- iii) should have served on the MCR Executive Committee predating the experience of any current Executive Committee member. They should have served on the MCR Executive Committee for at least one full term;
- iv) may be a Member of either the MCR, or be a member of the SCR having previously been a Member of the MCR;
- v) should be decided by a vote by the incumbent (that is the outgoing, not newly elected) MCR Exec Committee and subsequently invited to fulfil the role. This Adviser is a non-executive position and has no voting power on the Executive Committee.

c) THE BAR CHAIR:

- i) represents the interests of the MCR at Bar Committee;
- ii) acts as the link between the bar team and the College Bar Management team;
- iii) unlike other MCR executive and non-executive officers, the Bar Chair is a paid position;
- iv) the Bar Chair is not voted for by members of the MCR but selected by College office in an official application process;
- v) more detailed information and a full job description may be found in the documents provided by College Office.

F. 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 amongst committee members. The duties of said officers may be as follows:

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, Durham Castle Conference, the Sunday Seminar series and the Castle to Careers series.

THE COMMITTEE MAY INCLUDE THE FOLLOWING POSITIONS:

a) **RECRUITMENT & LIAISON OFFICER:**

The Recruitment & Liaison Officer is responsible, with help from the rest of the Committee, for recruiting speakers or acquiring submissions for all academic events run by the Committee, and for liaising with such volunteers to provide them with all necessary information and receive everything required from them in a timely manner.

b) **PUBLICITY OFFICER:**

The Publicity Officer is responsible for advertising all academic events ran by the Committee by all appropriate means.

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:**

It is the responsibility of the Ball Chair to organize 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 by the Executive Committee by majority vote.

THE COMMITTEE MAY 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 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.

THE COMMITTEE MAY INCLUDE THE FOLLOWING POSITIONS:

a) ASSISTANT WELFARE OFFICER:

The Assistant Welfare Officer supports the running of welfare events and shall serve as a second point of call for welfare issues.

b) DIVERSITY AND INCLUSION OFFICER:

The Diversity and Inclusion Officer may focus on issues related to minority representation including issues relating to sexuality (LGBTQ+), gender equality, and racial and ethnic inclusion.

5. Induction Committee of the MCR:

The Induction Committee, co-chaired by the President and the Social Chair, 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 co-chairs.

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. Committee positions:

Committee positions should not be occupied by the same incumbent for a period longer than an academic year in order 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.

VI. MEETINGS OF THE MCR

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 President of the MCR shall normally chair each meeting. If the President is unable to chair the meeting a nominated deputy will chair the meeting in their stead. Ordinary General Meetings as well as elections that fall within a meeting shall always be chaired by the Internal Affairs Officer of the MCR, or their nominated deputy should the Internal Affairs Officer be unavailable.
6. The 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; and
 - c) Emergency.
2. **Ordinary meetings**
 - a) There shall be a minimum of one **ordinary meeting each 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 President, or their nominated delegate, in advance of the meeting if they are unable to attend. Apologies for absences regarding Ordinary General Meetings, shall be submitted to the Internal Affairs Officer, or their nominated delegate.
 - c) Termly reports of 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;

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- iii) reports of officers;
- iv) ratifications;
- 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 to the President of the MCR of the petition for that meeting.
- c) Publicity for the emergency meeting shall be e-mailed to the MCR immediately.
- d) The order of the meeting shall be governed by the agenda for that particular emergency meeting.

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 meeting. Motions can be submitted during meetings at the discretion of the 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) Both proposer and seconder have notified the chair of their inability to attend the meeting in advance; and
 - b) 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 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 Internal Affairs Officer of the MCR or their authorised deputy as soon as the count has been completed and verified.
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.

VII. ELECTIONS & RELATED MATTERS

1. The means by which executive officers of the MCR are to take up their roles is by election. In the exceptional event that an election cannot take place, the Convenor of the MCR is empowered by section V.D.9 of these standing orders to make appointments until such point as an election may take place.
2. The **MCR Adviser and Bar Chair are not elected by the MCR members.** The Adviser is a non-Exec role and is appointed by the incumbent (that is the outgoing, not newly elected) Exec committee in Easter term. The Bar Chair is also a non-Exec role and selected by College Office in an official application process.
3. 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 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 (or deputies) to cover the in-person responsibilities of Steward.
4. 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.
5. Executive Officers shall not seek to influence the vote in any way, at the risk of having the vote declared null & void.
6. In all elections the Internal Affairs Officer of the MCR 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 Internal Affairs Officer of the MCR shall result in the candidate being declared ineligible to stand for election by the Executive Committee, upon the recommendation of the Internal Affairs Officer.
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 Internal Affairs Officer of the MCR, from the close of nominations until the election.
3. Candidates may have a manifesto sent to the MCR e-mailing list and may display one copy of this manifesto in the Maurice Tucker Room from the close of nominations until the election. Manifestos must conform to the following rules: **a)** they must be one A4 page; **b)** Other candidates shall not be mentioned.
4. Elections shall normally take place within an ordinary meeting of the MCR, where candidates will be invited to hust (as set out in section VII.B). As part of Ordinary General Meetings, hustings will be chaired by the Internal Affairs Officer of the MCR.
5. Voting shall be by **single transferable voting (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 not able to be present at the meeting to vote.
7. The result shall be announced as soon as the count is complete. The Internal Affairs Officer shall circulate an e-mail notification of the results at the earliest opportunity.
8. Should the vote result in a tie another vote shall be held. Should the vote again result in a tie, then the election shall be decided by the President of the MCR in consultation with the Convenor of the MCR. Should the vote for the President of the MCR again result in a tie, then the election shall be decided by 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 Internal Affairs Officer of the MCR.
2. 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.

C. DATES OF ELECTIONS & OFFICE

1. Elections at specified times:

- a) **The President, Vice-President, Treasurer, Social Chair, Communications Officer, and Internal Affairs Officer of the MCR**
 - i) Nominations shall open on the Wednesday in the fifth week of the Easter Term, and shall close on the Wednesday in the sixth week of the Easter Term.
 - ii) The election meeting shall be held on the Wednesday in the seventh week of the Easter Term, or on a day agreed by the Executive Committee and all nominees standing for election.
 - iii) The victors shall take office one week after the result is announced, to allow for the previous incumbent to pass on such information, documents, and instruction as will be useful.

b) The Academic Officer, Welfare Officer, International Officer, Steward, Ball Chair, and Charities & Environment Officer of the MCR

- i) Nominations shall open on the Wednesday in the first week of the Michaelmas Term, and shall close on the Wednesday in the second week.
- ii) The election meeting shall be held on the Wednesday in the third week of the Michaelmas Term or on a day agreed by the Executive Committee and all nominees standing for election.
- iii) The victors shall take office twenty-four hours after the result is announced.

c) The MCR Adviser

- i) Appointed by the incumbent (that is the outgoing, not newly elected) MCR Executive Committee in Easter term and subsequently invited to fulfil the role.

2. The Academic Officer, Social Chair, Ball Chair, Welfare Officer, and International Officer of the MCR shall be responsible for the appointment, by election or selection as they see fit, **of the Academic, Social, Ball, Welfare, and International Committees.**

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, 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 in consultation with the executive committee in Epiphany term. The Treasurer and President will then inform College Office of the agreed-upon amount.

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. These must be agreed to by the President before the start of the next academic year.
- 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 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.

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- b) Officers may spend between £100 and £250 on an event or purchase for the MCR (provided it does 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. MCR Bar Arrangements

- a) The MCR bar will have an annual budget set by the Treasurer in consultation with the President and Steward.
- b) Purchases of supplies to the bar made by the Steward are subject to approval by the Treasurer.
- c) In consultation with the Treasurer, the Steward sets drink prices for the MCR Bar, in agreement with the College's Food and Beverages Manager (or the equivalent future College position).
- d) When open, the MCR bar will accept cash payments (except in the case of the period when the bar is open before a formal). The bar will also accept bank transfers made to the bank account with a reference prefix of 'MCR BAR'.
- e) Whoever is running the bar must practice responsible drinking of alcoholic beverages until the bar has been closed and the takings for the night have been secured.

7. Charity Ball Arrangements

- a) The budget, financing, and the charitable beneficiaries of the ball shall be decided by the MCR Ball Chair, the Treasurer, and 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 financial outcome of the ball.

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- 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 make a financial loss.

8. 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.
- b) As part of their duties in Section V.D.8.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) If one fifth of the total 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 total income), then the unspent income should be divided between all MCR members and refunded accordingly. For example, 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.
- e) For members who joined at a discounted rate (e.g. part-time membership and those who joined in the middle of the academic year), they should be refunded proportional to the amount they initially paid (i.e. those who paid half of a full price membership should be refunded half the amount of a full price member).
- f) 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 Treasurer is able to set a reasonable deadline for members to provide the information necessary for a refund.

- g) 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, RESIGNATION, AND AWARDS

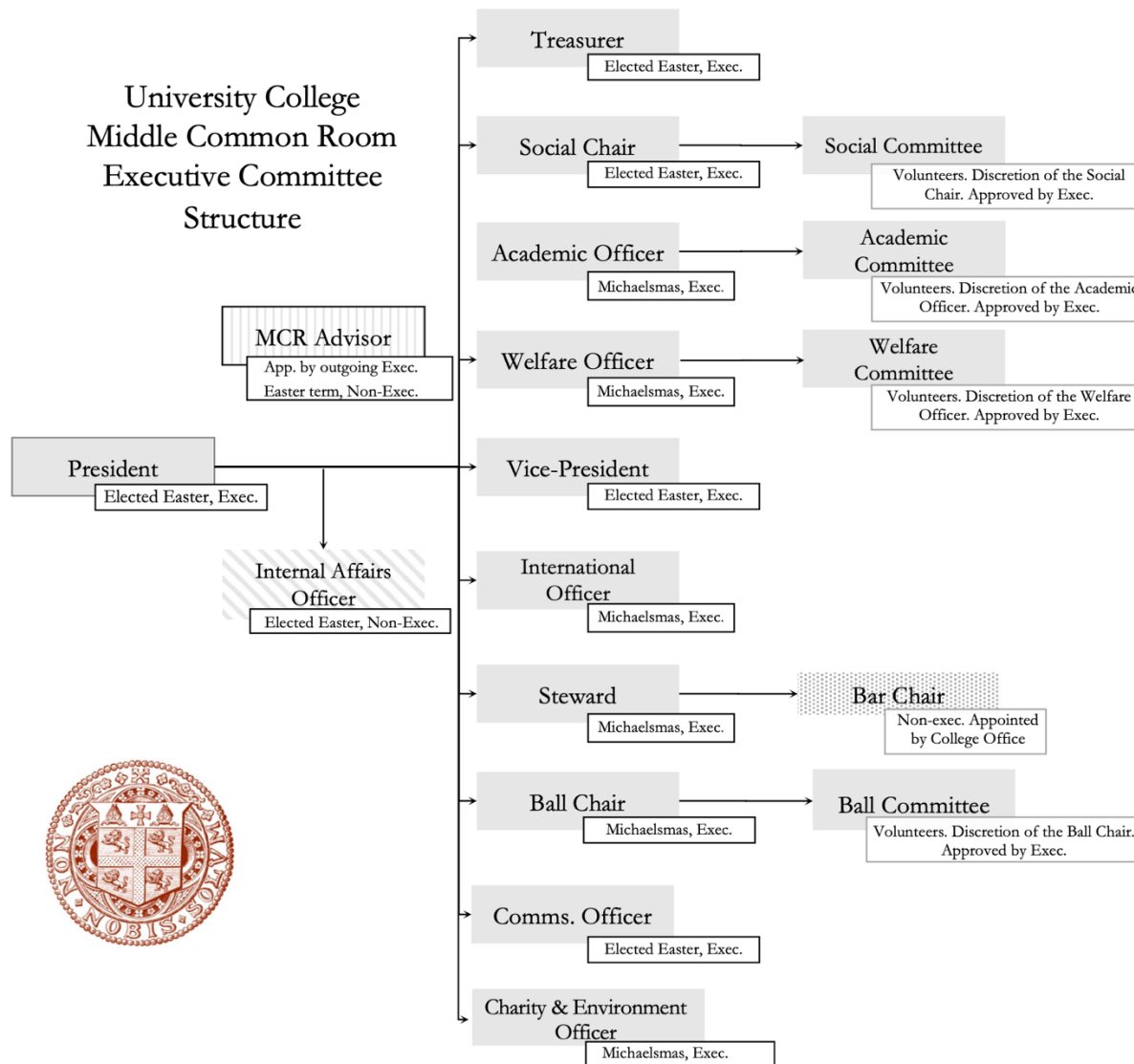
1. Any Ordinary Member of the MCR may have both their membership removed and entitlements withdrawn, either temporarily (for a period no longer than a term) subject to majority decision by the Executive Committee, or permanently subject to majority decision by the Executive Committee and the consent 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 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 and the agreement of the Convenor.
3. The ordinary members of the MCR may bring in a motion of no confidence in any executive or non-executive officer(s) of the MCR at any meeting of the MCR. The motion shall be voted on and must be passed by a two-thirds majority of those voting in order to be effective. If successful, the post shall be put up for election as soon as possible by the appropriate method outlined above.
4. 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.
5. The outgoing Executive at the end of Easter term shall submit a list of worthy MCR members to College Office 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, over the past academic year, demonstrated outstanding acts of service to others and/or the environment as well as extraordinary 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.

X. STANDING ORDERS ARRANGEMENTS

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 10 % of the MCR. The voting period will be open for 24 hours.
2. Any changes shall take effect immediately after ratification, subject to approval from College Office. The Internal Affairs Officer to the MCR shall ensure that copies of the newly amended version are available as soon as possible.
3. The Internal Affairs Officer to the MCR 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 Internal Affairs Officer of the MCR shall be responsible for archiving a copy in the Durham University Library, Special Collections, collection: Durham University Records: Colleges

XI. ANNEXES

ANNEX A – STRUCTURE OF THE OFFICES OF THE MCR



Changes drafted

by

Dominik Ralph Mitterer

The Internal Affairs Officer

of

The Middle Common Room of University College, Durham