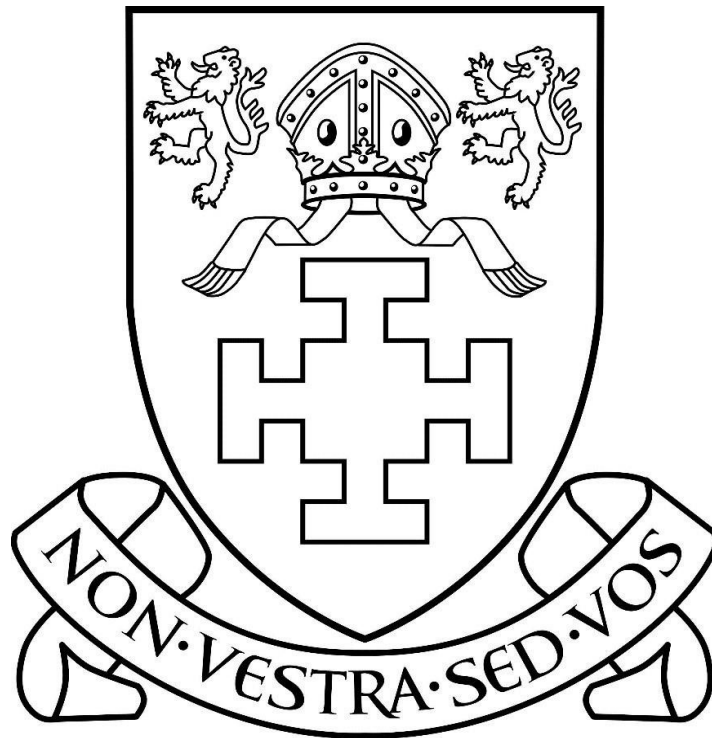


STANDING ORDERS  
OF  
THE MIDDLE COMMON ROOM  
OF  
ST CHAD'S COLLEGE, DURHAM



*AS AMENDED BY A GENERAL MEETING OF THE MIDDLE COMMON ROOM OF ST CHAD'S  
COLLEGE, 15<sup>th</sup> June 2019*

# STANDING ORDERS

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## **STANDING ORDER ONE: INTERPRETATION**

- a) Interpretation of these Standing Orders shall not be in any way which contradicts the Constitution of the MCR.
- b) 'Presiding Officer' shall mean whichever individual is exercising the responsibilities of the Chair for that Meeting or that portion of a Meeting.
- c) 'Returning Officer' shall mean whichever individual is overseeing a particular vote. In the case of votes associated with General Meetings, the Returning Officer shall normally be the same person as the Presiding Officer.

## **STANDING ORDER TWO: MEMBERSHIP**

- a) Associate Members are permitted access to the MCR as guests of the College. The College reserves the right to restrict access to Associate Members.
- b) Associate Members who are current students of the College may be issued an MCR key.
- c) Associate Members may attend any MCR event.
- d) Associate Members who are also Members of the Junior Common Room may not sign up as Members of the MCR to events organised by the JCR or College.
- e) The JCR President, and the Postgraduate Director of College shall automatically be granted Associate Membership of the MCR. Any membership dues imposed on Associate Members shall be waived for the JCR President, and the Postgraduate Director.
- f) Honorary Life Memberships shall normally be conferred at the AGM.
  - i.) Full Members shall be able to put forward candidates for consideration by submitting their nominations to the Secretary at least 3 days in advance of the AGM. Members who put forward a nomination shall be asked to provide a written or oral justification of their choice in the meeting.

- ii.) Members shall decide by vote the candidates for two of the available Honorary Membership positions. If there are no more than two nominations then they may be taken on a general aye.
- iii.) The remaining Honorary Life Membership shall be awarded by the Executive Committee.
- iv.) The three candidates for nomination shall be approved by the Principal, who shall act to maintain the integrity of the membership of the Common Room. Approved candidates shall be informed in writing by the MCR President, and shall become Honorary Life Members upon their acceptance.

### **STANDING ORDER THREE: MEETINGS**

- a) The dates of Ordinary General Meetings shall be:
  - i.) Within the first twenty-one (21) days of Michaelmas Term.
  - ii.) Within the last twenty-one (21) days of Michaelmas Term.
  - iii.) During Epiphany Term.
  - iv.) During Easter Term, as the Annual General Meeting (the 'AGM')
- b) Notice of Meetings:
  - i.) Notice of any Ordinary General Meeting shall be given no fewer than seven (7) days in advance of the scheduled meeting.
  - ii.) Notice of an Extraordinary General Meeting shall be given no fewer than forty-eight (48) hours in advance of the scheduled meeting.
- c) The Agenda of the Meeting:
  - i.) The Agenda shall be drawn up by the Secretary.
  - ii.) Motions for inclusion on the Agenda should be submitted in writing to the Secretary no fewer than three (3) days in advance of any General Meeting.

- iii.) The Agenda shall be sent to Members at least three (3) days in advance of Ordinary General Meetings, and at least one (1) day in advance of Extraordinary General Meetings.
- iv.) Emergency Motions shall be submitted not less than twelve (12) hours in advance of the Meeting and shall only be put if it be the will of the Meeting.
- v.) The full text of all Motions shall be distributed with the Agenda.
- d) The Presiding Officer in all General Meetings of the MCR shall ordinarily be the MCR Chair.
  - i.) In the absence of the MCR Chair, or in the event that they must recuse themselves, the role shall pass, in order, to:
    - 1) The Vice President.
    - 2) The Treasurer.
    - 3) The Secretary.
    - 4) The President.
  - ii.) In the event that these five (5) Officers are absent there shall be no General Meeting of the MCR.
  - iii.) The Presiding Officer shall make all Members aware of relevant procedure at the Meeting, and ensure a balanced debate.
- e) The Order of Business at a General Meeting:
  - i.) The Order of Business shall be determined by the Presiding Officer, unless otherwise determined by the Constitution or Standing Orders. For an Ordinary General Meeting, the order of business shall by default be:
    - 1) Apologies for absence.
    - 2) Minutes of the last Meeting.
    - 3) Matters arising.
    - 4) Reports and questions of elected Officers.
    - 5) Reports and questions of the President.
    - 6) Emergency and Presidential Business.
    - 7) Financial Motions.

- 8) Motions for Amendment of the Constitution or Standing Orders.
  - 9) Other Motions.
  - 10) Elections.
  - 11) Any other Business.
  - 12) Announcements
- ii.) Motions proposed under 'Any Other Business' shall only be moved if it is the will of the Meeting.
  - iii.) Any Motion requiring a Special Resolution, or a Motion of No Confidence in an elected Officer may not be brought under 'Any Other Business'.
- f) For the proposal and debate of all Motions:
- i.) Motions shall be duly proposed and seconded before being opened for discussion.
  - ii.) The Proposer of a Motion shall have the right to sum up before the Motion is put to the vote.
  - iii.) For Amendments to a Motion.
    - 1) Amendments may be moved during discussion of the Motion at any point after the Proposer's first speech and until the start of the Proposer's summing up.
    - 2) Only one Amendment to the Motion may be moved at a time. If the Amendment to Motion is carried, then the amended Motion becomes the principal Motion, to which further Amendments may be moved
  - iv.) Voting upon any Motion shall be either at the discretion of the Presiding Officer, or by the procedural Motion 'that the Motion now be put to the vote' being carried.
- g) Motions shall be carried by the following methods:
- i.) A Special Resolution is required for:
    - 1) Amendments to the Constitution or Standing Orders

- 2) Financial Motions. A motion shall be considered a Financial Motion if it involves an increase, decrease, or redistribution of income or expenditure.
- ii.) An Ordinary Resolution is required for all other Motions.
- iii.) Voting shall ordinarily be by show of hands.
- iv.) If there are no objections to a Motion, voting may be carried by a general 'aye'.
- v.) Motions that require passage by a Special Resolution shall not be put to a general 'aye'.
- vi.) Voting may be by secret ballot with Single Transferable Vote if requested by a Full Member
- h) Motions that deviate significantly from their original wording shall be ruled out of order. The Presiding Officer shall determine whether the content of the Motion has changed substantially.
- i) A Member may appoint any Full Member of the MCR as their proxy, to vote on any Motion listed on the Agenda, provided that they give notice of the appointment to the Presiding Officer before the Meeting opens:
  - i.) Each Member may carry no more than one proxy vote
  - ii.) The Presiding Officer may not be appointed a Member's Proxy
- j) For Motions of No Confidence in any elected Officer, or Motions of No Confidence on any other matter:
  - i.) The Motion shall require passage by Ordinary Resolution.
  - ii.) In the event of a Motion of No Confidence in the Presiding Officer being passed, they shall immediately resign the chair to the Officer next in line
- k) For matters of procedure:
  - i.) A point of information shall, at all times, take precedence over all other matters:
  - ii.) The order of precedence for Procedural Motions shall be:
    - 1) A Motion to suspend Standing Orders.
    - 2) A Challenge to the Presiding Officer's ruling.

- 3) A Motion that 'the Motion now be put to a vote'.
  - 4) A Motion that the discussion on a matter be postponed or adjourned to a future Meeting.
  - 5) A Motion to rearrange the Agenda.
- l) For interpretation of the Constitution or Standing Orders:
- i.) During a Meeting, interpretation shall be at the discretion of the Presiding Officer. The Presiding Officer's decision shall be final, unless a motion to challenge the Presiding Officer's ruling is carried.
  - ii.) Any Motion in contradiction of the Presiding Officer's interpretation of the Constitution or Standing Orders shall be ruled Out of Order.
- m) For the Minutes of all General Meetings of the MCR:
- i.) Minutes shall be kept by the Secretary.
  - ii.) In the event of the Secretary being unable to fulfil this role, the Presiding Officer shall appoint another to serve for the duration of the Meeting.
  - iii.) A draft of the Minutes should be circulated to Members by the Secretary in a timely fashion following the Meeting.

#### **STANDING ORDER FOUR: OFFICERS**

- i.) All Members of the MCR in an elected or appointed position of responsibility shall be considered an Officer of the MCR.
- ii.) Officers are elected by Members of the MCR to further the Aims and Objectives of the MCR. All Officers are responsible for encouraging and maintaining effective lines of communication and collaboration with members of the MCR. They should furthermore be particularly conscious of maintaining a good working relationship and liaising with the JCR and SCR Executive Committees, and any cross-Common-Room committees.



- iii.) The MCR shall elect nine (9) Executive Officers:
- i.) The President of the MCR (the 'President') shall exercise overall responsibility for the affairs of the MCR. The President shall be principally responsible for furthering the Aims and Objectives of the MCR through liaison with the Execs of the JCR and SCR, College Officers and College Management, the MCR Presidents Committee of the Durham Student Union, and any other bodies within the University. The President is also responsible for the initiation and further development of discussions with other Common Rooms as should be required.
  - ii.) The Secretary of the MCR (the 'Secretary') shall take, distribute, and file the Minutes of all General Meetings of the MCR and of the Executive Committee. The Secretary shall be principally responsible for communicating the business of the MCR to the Membership. The Secretary shall therefore be responsible for the maintenance of all communicative channels of the MCR, including mailing lists and any presence on the Internet. The Secretary shall make available the decisions and activities of the Exec to the Membership.
  - iii.) The Treasurer of the MCR (the 'Treasurer') shall administer the finances of the MCR. As such, the Treasurer is responsible for preparing quarterly reports for the scrutiny of College committees. Moreover, the Treasurer shall produce accounts for scrutiny by any Member or College Officer upon request. The Treasurer shall liaise with the College Bursar and the JCR and SCR Treasurers as appropriate. The Treasurer is principally responsible for communicating requirements pertaining to licensing to the Exec.
  - iv.) An additional six (6) Executive Officers shall be elected. These Officers shall take on such responsibilities as necessary for the smooth running of the activities of the MCR. It is expected that they involve themselves in the work of several of the Sub-Committees of the Exec.

- iv.) The MCR shall elect the Chair of the MCR (the 'Chair'):
  - i.) The Chair shall ordinarily act as the Presiding Officer of all General Meetings of the MCR, and as the Returning Officer of all Elections to the Executive Committee of the MCR. The Chair shall be responsible for the maintenance of the Governing Documents, including the Constitution, Standing Orders, and Policies, of the MCR and shall Chair the Governance Committee. The Chair may not be a Member of the Executive Committee.
- v.) From among themselves, the Executive Committee shall collectively appoint:
  - i.) The Chairs of all Sub-Committees of the Exec.
  - ii.) The Vice-President of the MCR (the 'Vice-President'). The Vice-President shall support the President in their duties and, upon the request of the President, serve as MCR representative in the President's absence. In collaboration with the President, the Vice President is responsible for overseeing the activities of the Executive Committee. The Vice-President shall also coordinate the actions of the Executive Committee in cases of disciplinary action
- vi.) Non-Executive Officers of the MCR shall be:
  - i.) The LGBT+ Representative, who shall act as a liaison between the MCR and Durham University's LGBT+ Association. They shall promote the campaigns and activities of the Association within the MCR and, when necessary, co-ordinate with the JCR's LGBT+ Representative(s). They shall promote both the interests of LGBT+ students and the Association a college level, and be available to give feedback to the Executive Committee of the Association regarding any issues affecting LGBT+ students. Where relevant, they shall help organize and implement welfare campaigns (both MCR and Wider DSU ones) within College. They shall also perform any duties the LGBT+ Association sees fit, and act as a point of information and support throughout the year They shall, upon election, become an ex officio member of the Welfare and Accommodation sub-committee.

- ii.) The People of Colour (POC) Representative, who shall represent all MCR students of colour, and act as a liaison between the MCR and the University's POC Association. They shall act as a point of information and support throughout the year, and promote the interests of all students of colour. They shall perform any duties the POC Association sees fit, and help to promote, organize and implement any campaigns (both MCR and wider University ones) within College. They shall, upon election, become an ex officio member of the Welfare and Accommodation sub-committee.
- iii.) The members of any committee constituted by the Standing Orders of the MCR.
- iv.) Any Member of the MCR co-opted by the Executive Committee to carry out specific responsibilities of the Exec. Responsibilities thus delegated to a Non-Executive Officer shall ultimately remain with the Executive.
- vii.) From themselves, or from the wider Membership of the MCR, the Executive Committee shall appoint Representatives to inter- Common Room Committees, College Committees, and external Committees. These Representatives shall represent the views of the MCR on those committees and shall report the proceedings of those committees to the MCR:
  - i.) The MCR Representative to the Governing Body shall ordinarily be the President.
  - ii.) The MCR Representative to the College Finance Committee shall ordinarily be the Treasurer.
  - iii.) The MCR Representative to the Academic Affairs Committee shall ordinarily be the Academic Chair.
  - iv.) The MCR Representative to the College Committee and Estates & Buildings Committee shall ordinarily be the Domestic Chair.

- v.) In the event that the Senior DSU Representative of College is not a member of the MCR, the MCR Executive Committee shall appoint a Junior DSU Representative ('The Junior DSU Representative'), who shall liaise with the Senior DSU Representative to ensure that the views of the MCR are represented.

## **STANDING ORDER FIVE: COMMITTEES OF THE MCR**

- a) The Executive Committee
  - i.) The Executive Committee shall comprise all Officers designated as 'Executive Officers' by the Constitution or Standing Orders of the MCR.
  - ii.) Any Member co-opted to fill a vacancy on the Executive Committee shall be referred to as 'acting Officer' or 'Officer pro tempore', according to their preference, temperament, and level of fondness for Latin. Any co-opted member of the Exec shall enjoy the same standing as elected members of the Executive Committee, although they shall not have a vote in decisions of the Exec.
  - iii.) The Executive Committee shall be responsible for furthering the Aims and Objectives of the MCR between General Meetings. Members of the Executive Committee shall represent the interests of the Members of the MCR to other Common Rooms, to College, to the Durham Student Union, and to the University. The Executive Committee shall exercise all powers necessary to these ends, including but not limited to the powers expressly granted to the Committee in the Constitution and Standing Orders, and excluding any powers expressly reserved to the Membership.
  - iv.) The Executive Committee, both as a whole and its members individually, shall be accountable to the MCR. The Executive Committee shall submit a joint report to all Ordinary General Meetings to be circulated with the Agenda of the General Meeting.

- v.) The Executive Committee shall set up any Sub-Committees that it deems expedient to further its work, in addition to those required by the Standing Orders.
- b) The Administrative Sub-Committee of the Exec:
  - i) The Administrative Sub-Committee shall draw up reports of Executive Committee activities for the benefit of the membership, chase up extant action items stemming from Executive Committee meetings, draft budgets, and oversee the accounts of the MCR by checking liabilities and assets.
  - ii) The Administrative Sub-Committee shall ordinarily be Chaired by the Secretary of the MCR.
  - iii) In addition to the Secretary, the President, Vice-President, and Treasurer shall ordinarily be members of the Administrative Sub-Committee.
- c) The Academic Sub-Committee of the Exec:
  - i.) The Academic Sub-Committee shall be responsible for the academic life of the MCR.
  - ii.) The Sub-Committee shall organise the Postgraduate Research Forums, and shall attempt to ensure that the topics presented at Research Forums represent the full breadth of disciplines of the members of the MCR.
  - iii.) The Sub-Committee shall appoint an Editor-in-Chief of the College Journal, Foundation, and oversee the publication of the journal. iv.) The Sub-Committee shall liaise with the Executive Committees of the JCR and SCR as well as College Management, in order to ensure that academic activities in College, including those organised by the MCR, are accessible to and in the interests of all members of College.
  - v.) Meetings of the Sub-Committee shall be chaired by a member of the MCR Executive Committee, who shall be styled as 'Academic Chair of the MCR'.
  - vi.) In addition to the Chair of the Academic Sub-Committee and such other members as the Executive Committee shall appoint, the

President or Vice-President shall ordinarily be a member of the Academic Sub-Committee.

- d) The Domestic Sub-Committee of the Exec:
- i.) The Domestic Sub-Committee shall be responsible for the upkeep of the Common Room space, and ensure the provision of other postgraduate space in College.
  - ii.) The Domestic Sub-Committee shall liaise with the Execs of the JCR and SCR, and College Management to ensure adequate upkeep of common spaces in College.
  - iii.) The Domestic Sub-Committee shall liaise with College staff and oversee the maintenance of the Common Room space. 3) The Domestic Sub-Committee shall ensure that the Common Room is stocked with such supplies as are deemed appropriate.
  - vii.) The Domestic Sub-Committee shall ensure the environmental sustainability of the MCR. It is also responsible for the implementation of the MCR Fair Trade policy to uphold the Fair Trade accreditation of College.
  - viii.) Meetings of the Sub-Committee shall be chaired by a member of the MCR Executive Committee, who shall be styled as 'Domestic Chair of the MCR'.
  - ix.) In addition to the Domestic Chair of the MCR and such other members as the Executive Committee shall appoint, the President or Vice-President shall ordinarily be a member of the Domestic Sub-Committee.
- e) The Social Sub-Committee of the Exec:
- i.) The Social Sub-Committee shall have overall responsibility for the planning and organisation of MCR social events.
  - ii.) The Social Sub-Committee shall liaise with the Execs of the JCR and SCR, and College Management to encourage social events across the three Common Rooms, and to ensure that such cross-common-room events be organised and held in the interests of Members of the MCR.

- iii.) The Social Sub-Committee shall take care that the social events of the MCR are held in a manner consistent with the mission of College to promote environmental Sustainability and social justice.
  - iv.) Meetings of the SubCommittee shall be chaired by a member of the MCR Executive Committee, who shall be styled as 'Social Chair of the MCR'.
  - v.) In addition to the Social Chair of the MCR and such other members as the Executive Committee shall appoint, the President or VicePresident shall ordinarily be a member of the Social Sub-Committee.
- f) The Welfare and Accomodation Sub-Committee of the Exec:
- i.) The Welfare Sub-Committee shall be responsible for the welfare concerns of the MCR:
  - ii.) The Sub-Committee shall provide supplies as appropriate for the mental and physical health of Members. These supplies shall include information material on counselling services provided by College, the University, and the DSU
  - iii.) The Sub-Committee shall provide such prophylactics as deemed appropriate.
  - iv.) If approached by Members of the MCR with health or other welfare concerns— whether personal or on behalf of another member of the MCR—members of the Welfare Sub-Committee shall not be expected to personally provide counselling to the Member or Members requiring such. Instead, the Sub-Committee may refer such members to relevant counselling services in College, or at the DSU or University.
  - v.) The Welfare Sub-Committee shall act as an interface between Members of the MCR who live in ('Livers-In') College accommodation and College Management to ensure adequate upkeep of their accommodation
  - vi.) The Welfare Sub-Committee shall assist Members of the MCR who do not live in College accommodation and shall encourage active participation in MCR activities by those Members

vii.) The Welfare Sub-Committee shall encourage postgraduate participation in College sport through liaison with the JCR Exec and the captains of College sport teams. ii.) Meetings of the Sub-Committee shall be chaired by a member of the MCR Executive Committee, who shall be styled as 'Welfare Chair of the MCR'.  
viii.) In addition to the Welfare Chair of the MCR and such other members as the Executive Committee shall appoint, the President or Vice-President shall ordinarily be a member of the Welfare Sub-Committee.

g) The Governance Committee of the MCR:

- i The Governance Committee shall consider the good governance of the MCR, shall aid the Chair in the running of elections and preparation of General Meetings, and shall maintain the Governing Documents of the MCR.
- ii The Governance Committee shall be chaired by the Chair of the MCR.
- iii In addition to the Chair, the Governance Committee shall consist of no fewer than two Members of the Executive Committee and at least two Members of the MCR, nominated by the Chair and co-opted by the Executive Committee.
- iv At no time may a majority of the Governance Committee be members of the Executive Committee.
- v The Secretary and the President or Vice-President of the MCR shall ordinarily be members of the Governance Committee

h) The Middle Common Room Freshers Committee (MCRFC):

- i.) The MCRFC is responsible for the organisation of all matters relating to new incoming members
- ii.) The MCRFC is a committee of the MCR. It does not replace the MCR Executive Committee who shall remain the management committee of the MCR until completion of their term of office.
- iii.) The term of office for members of the MCRFC shall be from the date of their appointment until the first General Meeting of the MCR in the following Michaelmas Term.
- iv.) The MCRFC shall decide on a Presiding Officer, who shall be styled the 'Senior Freshers' Representative' ('Senior Frep')
- v.) The MCR Executive Committee shall provide the MCRFC with a budget for their purposes. The MCRFC shall be accountable to the



Exec for spending associated with this budget, in accordance with the guidelines of the Treasurer.

## **STANDING ORDER SIX: ELECTIONS**

- a) Elections shall be held at the following times:
  - i.) The election of the MCR President and MCR Treasurer shall take place during Easter Term.
  - ii.) The election for all remaining elected Officers shall take place in the first half of Michaelmas Term.
- b) Methods of election:
  - i.) The President, Secretary, Treasurer, and Chair shall be elected individually.
  - ii.) Any ordinary members of the Executive Committee shall be elected on a combined ballot.
  - iii.) If the Election or By-Election of the President, Secretary, or Treasurer is run simultaneously with the Election or By- Election of one or more ordinary members of the Executive Committee:
    - 1) Candidates for President, Secretary, or Treasurer shall automatically be entered into the election for ordinary members of the Executive Committee, unless they request otherwise upon the submission of their Candidacy.
    - 2) Ballots for President, Secretary, and Treasurer shall be counted before those for the ordinary members of the Executive Committee.
    - 3) If elected as President, Secretary, or Treasurer, a Candidate shall become ineligible for election as an ordinary member of the Executive Committee and their votes transferred in the usual manner.
- c) Nominations for Election, duly proposed and seconded, should be submitted in writing to the Secretary no fewer than three (3) days before the Election is due to take place, or twentyfour (24) hours in the case of a By-Election for any vacancy.

- d) The rules for Electioneering shall be:
- i.) Candidates are entitled to campaign in the period between the close of Nominations and the start of the Elections, subject to the Returning Officer approving their nomination and having published an official list of nominations.
  - ii.) Campaigning is capped at £5 per candidate. Spending is accountable to the Returning Officer. The Returning Officer reserves the right to declare any Candidate out-of-order if their campaigning exceeds the stated limit.
  - iii.) Negative campaigning, including criticism of a rival candidate, commenting on a candidate's unsuitability for the position for which they are standing, or campaigning for ReOpen Nominations, is forbidden.
    - 1) Any candidate found to have negatively campaigned shall be ruled out-of-order, be forbidden from standing in the election and be barred from attending the meeting where the election is taking place.
    - 2) Any Member found to have negatively campaigned against a candidate will be barred from attending the Meeting where the election is taking place.
- e) Hustings shall be held to give candidates an opportunity to address the Members of the MCR, and to allow Members of the MCR to ask candidates questions.
- i.) The Hustings shall be held after the close of nominations and before voting is opened, whether or not associated with a General Meeting.
  - ii.) The duration of individual Husts shall be at the discretion of the Returning Officer, who shall inform candidates of this when nominations close, and shall normally be two (2) minutes for all positions other than Husts of candidates for President and Treasurer which shall normally be four (4) minutes.
  - iii.) Questions must be directed to all candidates equally, but a question regarding a specific issue raised in a manifesto or Hust may be directed to that candidate, at the discretion of the Returning Officer.
  - iv.) If a candidate will be absent from the Hustings, they may submit a written statement to be read out by a proxy, or the Returning Officer

- v.) A comedic impression of the outgoing Officer may be given, should it be the will of the attendant audience.
- f) For elections run using paper ballots:
  - i.) There shall be one ballot box.
  - ii.) 'Postal' votes and proxy votes are permitted.
    - 1) 'Postal' votes (whether delivered on paper or electronically) must be received by the Returning Officer before the time that the election opens.
    - 2) A Member may appoint any Full Member of the MCR as their proxy, provided that they give notice of the appointment to the Returning Officer before the time that the election opens.
  - iii.) The votes in a secret ballot are to be counted by the Returning Officer in the presence of an Independent Observer.
  - iv.) Ballot papers shall be kept for seven (7) days following an election
  - v.) For elections run using an approved electronic voting system:
    - 1) The Returning Officer shall be responsible for ensuring that the system works adequately
    - 2) Electronic records of voting figures shall be retained.

## **STANDING ORDER SEVEN: FINANCE**

- a) A financial contribution to the JCR shall be paid by the MCR for the use of JCR funded facilities. Where no other agreement exists, the President and Treasurer shall negotiate with the JCR President and JCR Treasurer to determine a suitable contribution.
- b) The Executive Committee have the discretion to make expenditure for hospitable and social purposes that encourage and continue positive relations of the MCR. This expenditure shall be reasonable, and reimbursement made only upon review by the Executive Committee.

## **STANDING ORDER EIGHT: RECORDS**

- a) All decisions of Meetings of the MCR and MCR committees shall be minuted.
  - i.) Copies of Minutes shall be filed by the Secretary in the College Archives.
  - ii.) The approved Minutes of Executive Meetings shall be made available to all Members of the MCR in a timely fashion.
  - iii.) Minutes of General Meetings of Clubs and Recognised Societies should be taken. Societies are encouraged to appoint or elect a secretary for this purpose
- b) The financial accounts of the MCR shall be duly filed in the College Archives by the Treasurer.

## **STANDING ORDER NINE: PROVISION OF CLUBS AND SOCIETIES**

- a) Full Members of the MCR may propose the founding of an official Club or Society of the MCR, and the MCR shall vote on the proposal at a General Meeting.
- b) All Clubs and Societies of the MCR shall be open to all Full and Associate Members of the MCR and all other members of St Chad's College.
- c) All Clubs and Societies must have a Captain or President, who:
  - i.) Is responsible for the running of the Club or Society and shall be accountable to the MCR for its actions.
  - ii.) Shall be elected at a meeting of the members of the Club or Society in accordance with the electoral procedures of the MCR.
  - iii.) May be any Full or Associate Member of the MCR.

- d) Clubs and Societies may create other positions appropriate to their needs, who:
  - i.) Shall be elected at a meeting of the members of the Club or Society in accordance with the electoral procedures of the MCR.
  - ii.) May be any Full or Associate Member of the MCR, or other member of the College.
- e) The first meeting of the club shall be chaired by a Full Member of the MCR appointed by the Executive Committee. This member shall relinquish the chair upon the election of a club Captain or President.
- f) Clubs and Societies may submit a proposal to the MCR for financial support of their activities. Proposals for up to £20 may be decided upon by the Executive Committee of the MCR. Proposals for amounts greater than £20 must be put before the MCR at a General Meeting as a Financial Motion.

#### **STANDING ORDER TEN: REFERENDA**

- a) Petitions to the Executive Committee to hold a Referendum shall be signed by no fewer than five (5) Full Members of the MCR.

#### **STANDING ORDER ELEVEN: POLICIES**

- a) Policies can be enacted by:
  - i) The MCR by Ordinary Resolution at a General Meeting, or a Referendum of the Membership
  - ii) The Executive Committee, provided they are clearly circulated to the Membership following their acceptance.
- b) Policies can be amended or revoked by an Ordinary Resolution at a General Meeting.

- c) A Policy is due for renewal at the first AGM following two (2) years after it was enacted.
- d) The requirement for periodic renewal shall not apply to the MCR's Fairtrade Policy; however, the MCR's Fairtrade Policy may still be amended or revoked as normal.
- e) Current Policies of the MCR shall be considered part of the Governing Documents of the MCR and as such be registered in a separate document by the Secretary, with those passed by the Executive Committee clearly distinguished.

### **STANDING ORDER TWELVE: GREAT SEAL OF THE MCR**

- a) The Great Seal of the MCR shall be present at all General Meetings of the MCR, except for those Meetings at which the Great Seal is not present
- b) The Chair of the MCR shall be Keeper of the Great Seal, and may use the alternative title “Chair of the Middle Common Room and Keeper of the Great Seal of the Middle Common Room”, or a variant thereof
  - i) In the event that the Office of Chair is vacant, or the Chair is unwilling or unable to execute the responsibilities of the Keeper of the Great Seal, the MCR shall designate a suitable Acting Keeper of the Great Seal by an Ordinary Resolution at a General Meeting
- c) The Great Seal of the MCR shall not be removed from the City of Durham without the unanimous consent of the Executive Committee, or a Special resolution at a General Meeting of the MCR