



Constitution of  
**Balliol College Middle Common Room**

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## **Part 1**

# **Preliminary**

## **1 Definitions**

1. College means Balliol College.
2. Committee Member means a person holding a position on the Committee as specified in subsection 17:3.
3. Graduate Complex means College-owned accommodation and facilities ordinarily occupied and used by graduates.
4. JCR means Junior Common Room of College.
5. Members means Full Members and Associate Members.
6. Members Living-Out means Members not living in the Graduate Complex.
7. SCR means Senior Common Room of College.
8. The Praefectus means the member of the SCR so elected by the Governing Body of College.
9. The University means the University of Oxford.
10. In addition to the terms defined in this Section, additional defined terms used herein shall have the meanings assigned thereto in the relevant provisions of this Constitution.

## **2 Interpretation**

1. The power to interpret this Constitution is vested in:
  - (a) the General Meeting from the commencement to the adjournment of the General Meeting; otherwise
  - (b) the Committee; and
  - (c) votes on the interpretation of this Constitution which are carried out according to the procedure set out in section 25.
2. Unless contrary intention appears, words importing to the third person shall include male and female persons; words in the singular shall include the plural and vice versa.
3. Where a word is defined, other parts of speech and grammatical forms of the same word have corresponding meanings unless contrary intention appears.

## **3 The giving of Notice and making Available**

1. Where a provision of this Constitution requires that:
  - (a) notice of any matter be given to Full Members, that Notice shall be circulated to the official MCR email list maintained by the Committee; and/or

- (b) information shall be made Available, that information shall be posted on the official MCR website maintained by the Committee and Notice given of its positive.

## **Part 2**

# **The Middle Common Room**

## **4 Name and Objects**

1. An unincorporated association called the Balliol College Middle Common Room (MCR) is established.
2. The Objects of the MCR are:
  - (a) to promote the interests and welfare of Full Members;
  - (b) to provide facilities and activities for the recreation and social, cultural, and intellectual benefit of Full Members; and
  - (c) to represent the interests and opinions of Full Members in relation to College and University matters.
3. The property and income of the MCR:
  - (a) must be applied solely towards the promotion of the Objects, and no part of that property or income may be paid or otherwise distributed, directly or indirectly, except in good faith in the promotion of those Objects; and
  - (b) must not be paid or otherwise distributed, directly or indirectly, to any charitable organisation or for charitable purposes, unless the MCR specifically raised that property or income for a charitable organisation or for charitable purposes.

## **5 Powers**

1. Subject to this Constitution, the MCR has all powers that:
  - (a) may be exercised by or on behalf of an unincorporated association by law; and
  - (b) are necessary or convenient for carrying out the Objects.
2. Without limiting the generality of subsection 5:1, the MCR has power to:
  - (a) raise money by such means as the Committee may from time to time determine;
  - (b) accept any gift or donation that will further the promotion of the Objects;
  - (c) require payment by Members for use of any specified facility owned by the MCR or for participation in any of the MCR's activities; and
  - (d) limit use by Members of any specified facility owned by the MCR or participation in any of the MCR's activities.
3. In exercising its powers, the MCR shall operate in a fair and democratic manner and be accountable for its finances.

## Part 3

# Membership

## 6 Full Membership

1. A person is a Full Member if they:
  - (a) are eligible to be a Full Member under subsection 6:2; and
  - (b) has not exercised their right not to be a Member, in accordance with section 8.
2. A person is eligible to be a Full Member if they are a member of College, and:
  - (a) is reading for a graduate degree;
  - (b) is a visiting graduate student; or
  - (c) is a senior status student.
3. Full Members of the MCR have the right:
  - (a) to attend, speak at, and vote at all General Meetings;
  - (b) to vote in all Referenda; and
  - (c) to stand for any position on the Committee in accordance with the Rules of Elections.
4. Full Members of the MCR have the privilege:
  - (a) to use all MCR facilities in accordance with their rules of use;
  - (b) to use battels to make payments to the MCR where appropriate; and
  - (c) to attend MCR events.

## 7 Associate Membership

1. A person is an Associate Member if they:
  - (a) are eligible to be an Associate Member under subsection 7:2;
  - (b) has applied to be an Associate Member;
  - (c) has provided such evidence of eligibility as the Committee deems necessary; and
  - (d) has paid any subscription in accordance with section 9.
2. A person is eligible to be an Associate Member if they are:
  - (a) not eligible to be a Full Member under subsection 6:2;
  - (b) not entitled to membership of the Middle Common Room (or equivalent) of any other college of the University; and
  - (c) meet at least one of the following criteria:
    - i. the person has been nominated by the Praefectus,
    - ii. the person is the domestic partner of a Full Member; or

iii.the person enjoys, in the view of the Committee, a close and substantial connection with the College and with the MCR.

3. Notwithstanding subsection 7:1, a member of the JCR Committee is an Associate Member during their term of office.
4. A person who is an Associate Member in accordance with subsection 7:1 shall continue to be an Associate Member while they remain eligible under subsection 7:2 and continue to pay any subscription in accordance with section 9.
5. Associate Members of the MCR have the right:
  - (a) to attend and speak at all General Meetings.
6. Associate Members of the MCR have the privilege:
  - (a) to use all MCR facilities in accordance with their rules of use; and (b) to attend MCR events.
7. Nothing in this section shall restrict the MCR or the Committee from giving preference or priority to Full Members in the exercise of its powers.

## **8 Right not to be a Full Member under the Education Act 1994**

1. A person eligible to be a Full Member in accordance with section 6 has the right not to be a Full Member.
2. Notice of the right provided in subsection 8:1 shall be given to Full Members no later than the second Sunday in Michaelmas Term each year.
3. A person may exercise the right provided in subsection 8:1 at any time by indicating in writing, addressed to the Treasurer and signed by the person, that they do not wish to be a Full Member.
4. A person who has exercised the right in subsection 8:1 and was a Full Member when that right was exercised may revoke the exercise of that right and become a Full Member at any time by indicating in writing, addressed to the Treasurer and signed by the person, that they now wish to be a Full Member.
5. A person who has exercised the right provided in subsection 8:1 and was eligible to be a Full Member when the right was exercised shall not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of them having done so.
6. For the purposes of subsection 8:5, the charging of a reasonable fee to a person who has exercised the right provided in subsection 8:1 to attend an MCR event shall not constitute unfair disadvantage.

## **9 Membership Subscription**

1. All Members shall be charged a subscription fee for MCR membership which shall be:
  - (a) established by the General Meeting; and
  - (b) made Available as the Membership Regulations.



2. The Committee may, in its discretion, waive all or part of the amount determined under subsection 9:1 where it considers that it would be just to do so in the circumstances.

## **10 Suspension of Privileges**

1. If the Committee considers that a Member has abused a privilege granted under subsections 6:4 or 7:6, it may, by resolution, suspend that privilege.
2. In considering a resolution under subsection 10:1, the Committee shall afford the Member a reasonable opportunity to be heard.
3. Any resolution made under subsection 10:1 shall be communicated to the Member.
4. Nothing in this section shall be construed as supplanting or interfering with the disciplinary powers of the Praefectus.

## **Part 4**

# **The Returning Officer**

## **11 Returning Officer Position**

1. The Returning Officer (RO) shall:
  - (a) organise and administer all Elections during their term of office;
  - (b) act as Chair of all General Meetings during their term of office.
2. The Returning Officer (RO) shall:
  - (a) be a Full Member;
  - (b) not be a member of the MCR Committee; and
  - (c) be elected according to the Rules of Elections.

## **12 Electoral Responsibilities of the Returning Officer**

1. In exercising the powers specified in paragraph 11:1a the Returning Officer (RO) shall act in accordance with the Rules of Elections.
2. The Returning Officer shall not cast a vote in the MCR Committee Elections they are administering except in the case of a tie vote, at which point they shall exercise the casting vote.
3. The Returning Officer shall not stand in the MCR Committee Elections they are administering.
4. The Returning Officer shall not cast a vote in the Returning Officer Elections they are administering except in the case of a tie vote, at which point they shall exercise the casting vote.
5. The Returning Officer shall not stand in the Returning Officer Elections they are administering.

### **13 Duties of the Returning Officer as Chair of General Meetings**

1. In exercising the powers specified in subsection 11:1b the Returning Officer (RO) shall act in accordance with Part 7: General Meetings.
2. The Returning Officer will ensure that:
  - (a) meetings of which they are Chair proceed in an orderly manner;
  - (b) all remarks are relevant to the debate; and
  - (c) debate is conducted at all times in a respectful manner.
3. Should disorder arise, the Returning Officer may, at their discretion:
  - (a) warn the meeting that they intend to quit the Chair; and
  - (b) resign the Chair, whereupon the meeting shall be automatically adjourned;
4. In the event that the Returning Officer quits the Chair, they will give their reasons for doing so at the following General Meeting.
5. The Returning Officer shall prepare a method by which to enact a secret ballot in accordance with paragraph 25:4d in advance of each General Meeting.
6. The Returning Officer shall not normally participate in general debate;
  - (a) if the Returning Officer wishes to participate in general debate, they shall relinquish the Chair and only resume it upon the completion of the whole business on which they wish to speak; and
  - (b) an elected Committee Member appointed by the Returning Officer shall occupy the Chair and act as Temporary Chair until the Returning Officer resumes the Chair.
7. The Returning Officer acting as Chair shall not vote on resolutions in General Meetings, except as a tiebreaker in the case of a tied majority according to paragraph 25:3a.
8. The Returning Officer shall handle complaints in accordance with section 54.
9. If a motion of no-confidence in the Chair is carried, then:
  - (a) the subject of the motion shall immediately cease to be the Chair; and
  - (b) if the Chair was occupied by a Temporary Chair accordance with paragraph 13:5b, the Returning Officer shall resume the Chair; or
  - (c) if the Returning Officer was the subject of the motion, then an Interim Returning Officer (IRO) elected in accordance with section 26 shall occupy the Chair and act as Chair for the remainder of the meeting.

### **14 Removal of the Returning Officer**

1. If the Returning Officer has consistently or egregiously failed to adequately discharge their duties or to act in good faith, an Extraordinary General

Meeting (EGM) may be summoned for the purpose of considering a Resolution of no-confidence to remove the Returning Officer.

2. If an EGM is summoned in accordance with subsection 14:1, the Secretary shall communicate to the Returning Officer, either orally or in writing:
  - (a) the particulars of the proposed Resolution; and
  - (b) when and where the EGM at which the proposed Resolution will be considered is to be held.
3. At the EGM referred to in subsection 14:1, the General Meeting:
  - (a) shall afford that person a reasonable opportunity to be heard;
  - (b) shall consider any representations made in writing to the EGM; and
  - (c) may, by a two-thirds majority vote carried out in accordance with section 25, in favour of a Resolution of no-confidence, remove the Returning Officer from their position.
4. If the General Meeting removes the Returning Officer in accordance with subsection 14:3:
  - (a) this Resolution of no-confidence shall be communicated as soon as is reasonably practicable to that person in writing.
  - (b) the General Meeting shall elect an Interim Returning Officer in accordance with section 16.

## **15 Vacancy of the Returning Officer position**

1. If the Returning Officer resigns voluntarily, is removed in accordance with section 14 ceases to be eligible for full membership as specified under section 6, or becomes otherwise unable to carry out their duties, the Returning Officer position shall become Vacant.
2. A Vacancy shall also arise if the Returning Officer position remains unfilled after an election for the position has been held.
3. If a Vacancy arises:
  - (a) an Interim Returning Officer (IRO) shall be elected in accordance with subsection 16:2 and shall assume the duties of the Returning Officer; and
  - (b) an election for the Returning Officer position shall be held as part of the Regular Election or the next Continuing By-Election, whichever occurs first.
4. If the election referred to in subsection 15:3 is the Regular Election, then the election and term of the individual elected to fill this Vacancy shall proceed as usual.
5. If the election referred to in subsection 15:3 is a Continuing By-Election, then the individual elected shall hold office only until the time at which the position they hold would be elected at the Regular Election.

## 16 The Interim Returning Officer

2. If the Returning Officer is absent from the General Meeting, or if Returning Officer position is Vacant, the responsibilities of the Returning Officer shall be assumed by the Interim Returning Officer (IRO) who shall:
  - (a) be a Full Member of the MCR;
  - (b) not be a Committee Member;
  - (c) hold office until:
    - i. the subsequent General Meeting is convened, in the event of a Vacancy of the Returning Officer position;
    - ii. the Returning Officer is able to resume their post, in the event of an absence from the General Meeting;
  - (d) administer all elections, including the election of the Returning Officer, during their term in office;
  - (e) occupy the Chair of the General Meeting during their term in office; and
  - (f) Otherwise act in all respects as the Returning Officer in accordance with Section 11.
3. The Interim Returning Officer position shall be filled
  - (a) through a vote of the General Meeting, in accordance with section 25; or
  - (b) through an MCR Committee Resolution if the Returning Officer position becomes Vacant between General Meetings.
4. Until such time as the Interim Returning Officer position has been filled;
  - (a) An elected Committee Member shall act as interim Chair of the General Meeting during this election period;
  - (b) The first elected Committee Member not to pass the opportunity to act as Chair shall take up the interim position;
    - i. The order in which elected Committee Members are given opportunity to pass follows the order set out in subsection 17:3;
    - ii. Should a Committee position be held by multiple persons, they shall nominate one such person who is present to be Chair or all be considered to pass;
    - iii. Any elected Committee Member not present at the meeting is considered to automatically pass; and
  - (c) Should all elected Committee Members present at the General Meeting pass, the General Meeting is automatically adjourned.
5. Notwithstanding subsections 13:7 and 16:1, if the Returning Officer is replaced with the Interim Returning Officer, this individual shall not perform the function ascribed to the Returning Officer under the Complaints Procedure specified in Section 54. The performance of these functions shall be delayed until a new Returning Officer has been elected in accordance with Part 9.

## Part 5

# Committee

### 17 Committee to manage the affairs of the MCR

1. The MCR shall have a Committee composed of elected Committee Members to act as its executive body and manage its affairs;
  - (a) Elected Committee Members shall remain Full Members for their entire term of office; and
  - (b) should an elected Committee Member cease to be eligible for Full Membership under subsection 6:2, they shall cease to be a Committee Member and that position shall become Vacant.
2. Subject to this Constitution and in accordance with the Resolutions of the General Meeting, the Committee shall manage the affairs of the MCR, and have all the functions and powers necessary for that purpose.
3. The Committee shall comprise the following Committee positions:
  - (a) the President;
  - (b) the Vice-President;
  - (c) the Treasurer;
  - (d) the Secretary;
  - (e) the Social Secretaries (of which there shall be three);
  - (f) the Bar Managers (of which there shall be three);
  - (g) the Arts and Research Officer;
  - (h) the Environment Officer;
  - (i) the Information Technology Officer;
  - (j) the Living-Out Officer, who shall be a Member Living-Out;
  - (k) the Sports Officer;
  - (l) the Food Officer;
  - (m) the Charities Officer;
  - (n) the Oxmas Officers (of which there shall be two);
  - (o) the Welfare Officers (of which there shall be two);
  - (p) the Women's Officer, who shall identify as a woman;
  - (q) the Equalities Officer – Disabilities, who must identify as a person living with a disability, or as an ally with long-term commitment to the rights of people with disabilities and who is committed to represent and organise education events to further support their interests;
  - (r) the Equalities Officer – Ethnic Minorities, who must identify as a person belonging to an ethnic minority, or as an ally with a long-term commitment to the rights of people belonging to ethnic minorities and

who is committed to represent and organise education events to further support their interests;

- (s) the Equalities Officer – LGBTQ+ (Sexuality), who must identify as lesbian, gay, bisexual, transgender, queer, questioning, asexual, pansexual, polyamorous, another orientation falling under the LGBTQ+ sexuality umbrella, or as an ally with a long-term commitment to the rights of people in this community and who is committed to represent and organise educational events to further support their interests.
  - (t) the Equalities Officer – LGBTQ+ (Gender), who must identify as trans, inter-sex, gender non-conforming, another identity under the trans umbrella, or as an ally with a long-term commitment to the rights of people in this community and who is committed to represent and organise educational events to further support their interests.
4. Where appropriate, the individual(s) elected shall receive educational resources and/or training in order to carry out the duties of the position.
  5. The Committee is properly constituted notwithstanding that one or more positions on the Committee are Vacant as specified in section 24.
  6. The President, Vice-President, Treasurer, Secretary, and the Bar Managers, shall serve as Trustees for the Balliol College MCR, established as an unincorporated association in section 4.

## **18 Meetings of the Committee**

1. A Committee Meeting may be convened by the President, or by the Vice-President, or by any four or more other Committee Members.
2. At least twenty-four hours before a Committee Meeting, Notice shall be given to Full Members, setting out:
  - (a) when and where it is to be held; and
  - (b) the particulars of the business to be transacted and the order in which that business is to be transacted.

## **19 Quorum and procedure for Committee Meetings**

1. At a Committee Meeting:
  - (a) ten elected Committee Members entitled to vote under paragraphs 19:1d and 19:1e constitute a quorum; should quorum not be met, the meeting may still occur, but votes on resolutions may not be held;
  - (b) any Member and, unless the Committee decides otherwise, any other person, may attend and address the meeting;
  - (c) the President, or, in their absence, the Vice-President or other elected Committee Members nominated by the President, shall chair the meeting;
  - (d) only elected Committee Members who are present may vote;
  - (e) if a position is held jointly by more than one individual, each of these individuals are Committee Members in their own right and are entitled to separate and independent votes;

- (f) a resolution is decided by votes cast by Committee Members entitled to vote under paragraphs 19:1d and 19:1e following the same procedure set out in section 25; and
  - (g) in other respects, the meeting shall be conducted in the manner that the person chairing the meeting directs.
2. Full and accurate minutes of the proceedings of Committee Meetings shall be recorded and shall be approved as correct by resolution of the Committee as soon as is reasonably practicable.
  3. Draft minutes of Committee Meetings shall be distributed to Committee Members normally within one week of the meeting they describe, and at least forty-eight hours prior to their approval being sought.
  4. Upon approval by the Committee, minutes of Committee Meetings shall be made Available.
  5. Minutes approved in accordance with subsections 19:2 and 19:3 are, unless the contrary is proved, evidence that:
    - (a) the Committee Meeting to which they relate was duly convened and held; and
    - (b) all proceedings recorded as having taken place at the Committee Meeting did in fact take place.
  6. Minutes approved in accordance with subsections 19:2 and 19:3 shall be retained in permanent form and made Available.

## **20 Delegation to Subcommittees and Representatives**

1. The Committee may, by resolution, delegate to a Subcommittee or Representative the exercise of any function or power.
2. A Subcommittee referred to in subsection 20:1:
  - (a) shall comprise a majority of Full Members; and
  - (b) shall include, ex officio, the President or a Committee Member nominated by the President.
3. A Representative referred to in subsection 20:1 shall be a Member.
4. The term of any appointment and delegation made under subsection 20:1 shall cease either:
  - (a) when it is revoked by the Committee, by resolution; or
  - (b) with the commencement of the subsequent Michaelmas term, at which time it may be renewed by the Committee.
5. The Committee may continue to exercise any function or power delegated under subsection 20:1.

## **21 Duties common to all Committee Members**

1. Committee Members are subject to those duties imposed on them by this Constitution, by Resolution of the General Meeting, and by resolution of the Committee.

2. The duties of each Committee Member include, but are not limited to:
  - (a) participating actively in Committee Meetings, OGMs, and decision making;
  - (b) representing the MCR on any representative or decision-making body of College, the University, or any other organisation to which the MCR is affiliated and for which the President has nominated them; and
  - (c) providing a transition report, upon the end of their term in office, to:
    - i the outgoing and incoming Presidents,
    - ii the outgoing and incoming Secretaries, and
    - iii their successor is a successor has been elected.

## **22 Duties of the MCR Committee positions**

1. Duties of the President
  - (a) the President shall manage the day-to-day affairs of the MCR.
  - (b) without limiting the generality of section 22:1a, the President shall:
    - i. ensure that the MCR operates in accordance with this Constitution;
    - ii. direct, co-ordinate, and supervise the discharge by other Committee Members of their duties;
    - iii. represent, in person or by nominee, the MCR on any representative or decision-making body of the College, the University or any other organisation to which the MCR is affiliated of which the President is, ex officio, a member;
    - iv. give Notice of the right not to be a Full Member in accordance with subsection 8:2; and
    - v. submit to the Annual General Meeting (AGM) a report of the MCR's activities during their term.
2. Duties of the Vice-President
  - (a) the Vice-President shall assist the President in their duties taking particular responsibility for the property and facilities of the MCR.
  - (b) without limiting the generality of section 22:2a, the Vice-President shall:
    - i. administer the ballot for the allocation of College accommodation to graduate students, the rules for which must be presented to the General Meeting no later than Sunday of Week 3 of Hilary Term;
    - ii. organise the College Mentor scheme and the annual MCR photograph;
    - iii. organise the Balliol MCR stash order; and
    - iv. act on behalf of the President in their absence.
3. Duties of the Treasurer



- (a) the Treasurer shall administer and supervise all financial transactions of the MCR.
  - (b) without limiting the generality of section 22:3a, the Treasurer shall:
    - i. manage the budget process in accordance with section 38;
    - ii. maintain current and accurate accounts of all MCR income and expenditures;
    - iii. maintain a current and accurate list of all Members; iv. maintain the property register in accordance with subsection 40:2; v. arrange and be responsible for the timely reimbursement of the authorised expenses incurred by Members on behalf of the MCR and the handling of petty cash;
    - iv. submit a report at the first Committee Meeting in each full term in accordance with subsection 38:6; and
    - v. prepare a budget report for presentation to the AGM in accordance with subsection 38:7.
4. Duties of the Secretary
- (a) the Secretary, in consultation with the Committee, the President, and the Returning Officer, shall plan, organise, and publicise Committee Meetings and General Meetings.
  - (b) without limiting the generality of section 22:4a, the Secretary shall:
    - i. Maintain a current copy of this Constitution and all Regulations, and make these documents Available;
    - ii. Maintain a current and accurate list of the names and contact information of all Committee Members and the Returning Officer, and make this information Available;
    - iii. ensure that accurate minutes of all General Meetings of the MCR are kept and made Available in accordance with section 27;
    - iv. ensure that accurate minutes of all Committee Meetings are kept and made Available in accordance with subsection 19:2; and
    - v. maintain the records of the MCR, other than the financial records.
5. Duties of the Social Secretary/Secretaries
- (a) the Social Secretary/Secretaries shall plan, organise, and promote the MCR's social activities during Term Time and vacations, including the Freshers' Week programme.
6. Duties of the Bar Manager(s)
- (a) the Bar Manager(s) shall manage the bar responsibly.
  - (b) without limiting the generality of section 22:6a, the Bar Manager(s) shall be guided by the regulations outlined in the Noise and Events Policy.
7. Duties of the Arts and Research Officer

- (a) the Arts and Research Officer shall promote and facilitate the enjoyment by Members of external cultural and academic events of interest, and shall promote interaction between Members and the SCR.
8. Duties of the Environmental Officer
- (a) the Environmental Officer shall implement and co-ordinate the MCR's efforts to become more environmentally friendly and sustainable.
9. Duties of the Information Technology Officer
- (a) the Information Technology Officer shall be responsible for the website, mailing lists, and other computing resources of the MCR.
  - (b) the Information Technology Officer shall, in conjunction with the President and Welfare Officers, ensure that publicly available information pertaining to the provision of welfare within the MCR is updated prior to the annual Trinity Term review by the Governing Body.
10. Duties of the Living-out Officer
- (a) the Living-Out Officer shall represent the interests of Members Living Out to the Committee, promote the interests of Members Living-Out within the MCR and College generally, and organise events for members Living-Out.
11. Duties of the Sports Officer
- (a) the Sports Officer shall organise, motivate, facilitate, and publicise organised sporting and physical activity opportunities, both intramural and inter-Collegiate, and co-ordinate the purchase and maintenance of the equipment required, including for the Holywell Gym.
12. Duties of the Welfare Officer(s)
- (a) the Welfare Officer(s) shall act as welfare resource for Members; and plan, organise and promote the MCR's welfare activities.
13. Duties of the Women's Officer
- (a) the Women's Officer shall cater for the needs and interests of any members who positively identify as women or who feel personally affected by gender-identity issues, or who feel that their gender-related needs would be best represented and catered for by the Women's Officer, or who otherwise self-identify as falling within the remit of the Women's Officer role.
  - (b) without limiting the generality of section 22:13a, the Women's Officer shall represent the members specified in paragraph 22:13a to the Committee and promote the needs and interests of those Members within the MCR and College generally.
14. Duties of the Equalities Officers
- (a) the Equalities Officers shall promote equality on behalf of Members within the MCR and College generally.
  - (b) the Equalities Officer - Disabilities shall represent and promote the interests of MCR Members living with disabilities to the Committee and in the MCR and College generally, through advocacy, social and educational events, and welfare provisions.

- (c) the Equalities Officer - Ethnic Minorities shall represent and promote the interests of MCR Members belonging to an ethnic minority to the Committee and in the MCR and College generally, through advocacy, social and educational events, and welfare provisions.
- (d) the Equalities Officer - LGBT+ (Sexuality) shall represent and promote the interests of LGBT+ Members of the MCR to the Committee and in the MCR and College generally, through advocacy, social and educational events, and welfare provisions, with a focus on sexuality.
- (e) the Equalities Officer - LGBT+ (Gender) shall represent and promote the interests of LGBT+ Members of the MCR to the Committee and in the MCR and College generally, through advocacy, social and educational events and welfare provisions, with a focus on gender.

15. Duties of the Food Officer

- (a) the Food Officer shall ensure food is provided for General Meetings.
- (b) the Food Officer shall liaise with College to support the dietary requirements of Full Members.

16. Duties of the Charities Officer

- (a) the Charities Officer shall organise and coordinate fundraising efforts and events throughout the year, with the sole intention to raise funds for the designated charities of the MCR.
- (b) the Charities Officer shall work in conjunction with the Treasurer to ensure that such fundraising efforts comply with our obligations under the Charity Commission.

17. Duties of the Oxmas Officer(s)

- (a) the Oxmas Officer(s) shall, in consultation with the Social Secretary/Secretaries, take special responsibility for planning holiday-related social events during their term in office, including events between Michaelmas and Hilary Terms.
- (b) the Oxmas Officer(s) may delegate the execution of holiday-related social events between Michaelmas and Hilary Terms to another Committee Member in the event that one or both Officers are absent between terms.

## **23 Removal of a Committee Member**

1. If a Committee Member has consistently or egregiously failed to adequately discharge their duties or to act in good faith, an Extraordinary General Meeting (EGM) may be summoned for the purpose of considering a Resolution of no-confidence to remove the Committee Member from the Committee.
2. If an EGM is summoned in accordance with subsection 23:1, the Secretary or, if the Secretary is the subject of the Resolution of no-confidence, the President, shall communicate to the Committee Member, either orally or in writing:
  - (a) the particulars of the proposed Resolution; and
  - (b) when and where the EGM at which the proposed Resolution will be considered is to be held.

3. At the EGM referred to in subsection 23:1, the General Meeting:
  - (a) shall afford that person a reasonable opportunity to be heard;
  - (b) shall consider any representations made in writing to the EGM; and
  - (c) may, by a two-thirds majority vote carried out in accordance with section 25, in favour of a Resolution of no-confidence, remove the Committee Member from the Committee.
4. If the General Meeting removes the Committee Member from the Committee in accordance with subsection 23:3, this Resolution of no confidence shall be communicated as soon as is reasonably practicable to that person in writing.

## **24 Committee Vacancies**

1. If a Committee Members resigns voluntarily, is removed in accordance with section 23, ceased to be eligible for full membership under section 6, or becomes otherwise unable to carry out their duties, that position shall become Vacant.
2. A Vacancy shall also arise if a Committee position remains unfilled after an election for this position has been held.
3. If a Vacancy arises, Notice shall be given to Full Members setting out:
  - (a) The position that has become Vacant; and
  - (b) The procedure by which the Vacant position shall be filled, in accordance with the Constitution and the Rules of Elections.
4. Spending authority and the responsibility for discharging the duties of a Vacant position is vested in the President.
  - (a) These duties may be devolved to another member of the Committee where this is deemed appropriate.
  - (b) The devolution of such spending and organisation authority shall be authorised by a majority vote of the Committee.
  - (c) Any expenditure made must align with the duties of the Vacant position, as given in section 22.
5. If a Vacancy arises, an election for the position shall be held as part of the Regular Election or next Continuing By-Election, whichever is occurs first.
6. If the election referred to in subsection 24:5 is the Regular Election, then the election and term of the individual elected to fill this Vacancy shall proceed as usual.
7. If the election referred to in subsection 24:5 is a Continuing By-Election, then the individual elected shall hold office only until the time at which the position they hold would be elected at the Regular Election.

## **Part 6**

# Voting Procedure for Meetings

## 25 Voting Procedure

1. Resolutions shall be carried by one of two methods;
  - (a) by a simple majority of those voting; or
  - (b) by a two-third majority of people present who are entitled to vote, and that in voting on matters that require two thirds majority an abstention shall be disregarded altogether and not counted in any respect.
2. If not otherwise specified in this Constitution, votes are carried out according to paragraph 25:1a.
3. In the case of a tie in a majority vote, as specified in paragraph 25:1a, the tie is decided by;
  - (a) the Returning Officer, in the case that the tie occurs during a General Meeting;
  - (b) otherwise, the meeting chair in the case of a blind ballot; and
  - (c) otherwise, the vote cast by the Chair of the meeting in which the vote is being held.
4. Voting shall occur:
  - (a) on a show of hands;
  - (b) notwithstanding paragraph 25:4a, votes shall be secret in the case:
    - i. it is requested by one or more members who are entitled to vote; or
    - ii. at the discretion of the Chair of the meeting in which the vote is being held;
  - (c) provisions of paragraph 25:4b do not apply to Committee Meetings; and
  - (d) the method by which a secret vote is carried out is left to the discretion of the meeting Chair.
5. Any member who is entitled to vote may abstain from the vote.

## Part 7

# General Meetings

## 26 Authority of the General Meeting

1. Subject to this Constitution, the General Meeting shall have plenary and final authority on all matters relating to the MCR.
2. The Resolutions of the General Meeting shall be binding on the Committee and all persons acting in the name of the MCR.

## **27 Conduct of General Meetings**

1. General Meetings shall act by Resolution.
2. General Meetings may be Ordinary General Meetings (OGMs) or Extraordinary General Meetings (EGMs.)
3. Notice shall be given of the dates of all Ordinary General Meetings per term no later than 3 days prior to the first OGM of term, and shall include:
  - (a) the times and dates of the meetings; and (b) the locations of the meetings.
4. Second Notice that a General Meeting is to be held shall be given at least seventy-two hours prior to the beginning of the meeting and shall include:
  - (a) the time, date, and location at which the meeting is to take place;
  - (b) an agenda for the meeting, including Motions to be discussed and Vacant positions;
    - i. motions proposing amendments to the Constitution shall be made Available in accordance with subsection 36:2; and
  - (c) to the extent practicable, any additional documents or information relevant to the agenda for the meeting.
5. Quorum for General Meetings shall consist of twenty-five Full Members;
  - (a) should quorum not be met in a timely manner the meeting is adjourned.
6. Resolutions shall be carried by vote, conducted according to section 25.
7. Only Full Members who are present at the meeting when the vote is called are entitled to vote;
  - (a) the Chair shall place one or more elected Committee Members on the doors as soon as the vote is called to ensure that no-one further enters the room.
8. A question relating to the conduct of a meeting shall be settled by a ruling of the Chair.
9. When the Chair speaks, they shall be heard in silence and all members shall cease speaking.
10. Full and accurate minutes of the proceedings of General Meetings shall be recorded and shall be approved by the General Meeting as soon as is reasonably practicable.
11. Draft minutes of General Meetings shall be made Available as soon as is reasonably practicable and at least seventy-two hours prior to their approval being sought.
12. Once approved, minutes of General Meetings shall be made Available.

## **28 Order of Business**

1. The order of business of an Ordinary General Meeting (OGM) shall have the following items and shall proceed as follows:

- (a) the appointment of two vote counters by the Chair, in accordance with subsection 31:1;
  - (b) election of the Interim Returning Officer in accordance with section 16, in the event of the Returning Officer's absence or a Vacancy of the Returning Officer position. Election of the Interim Returning Officer takes priority over any order of business in a General Meeting except the procedural motions in paragraph 29:4a;
  - (c) approval of the Minutes of the last OGM and any subsequent Extraordinary General Meetings (EGMs);
  - (d) reports by Officers, including
    - i. (At the AGM) the President's report concerning their term in office; and
    - ii. (At the AGM) the Treasurer's budget report.
  - (e) announcements;
  - (f) consideration of Motions to amend the Constitution;
  - (g) consideration of Motions relating to the introduction, amendment, and/or repeal of any MCR Regulations;
  - (h) motions to approve or amend the budget, including:
    - i. (at the OGM in first week of Michaelmas) a Motion to approve the Treasurer's proposed budget in accordance with paragraph 38:4b; and
    - ii. (at the OGM in seventh week of Michaelmas) a Motion to approve continuing affiliations in accordance with paragraph 53:4a ;
  - (i) motions related to College Matters;
  - (j) Hustings for Regular Elections or Continuing By-Elections, in accordance with subsection 50:5;
  - (k) other business;
    - i. any additional Motions which do not fall into preceding categories; and
    - ii. Adjournment.
2. The order of business of an EGM shall have the following items and shall proceed as follows:
- (a) introduction of the meeting and its purpose;
  - (b) consideration of motions relating to the purpose of the EGM; and (c) adjournment.

## **29 Proposal of Motions**

1. All Motions shall be given in writing to the Secretary in such time that these motions and any information pertinent to them may be made Available in accordance with subsection 27:4.

2. The Returning Officer may accept substantive motions proposed after the deadline specified in subsection 29:1 if they deem that allowing consideration of these motions would be in the best interests of the MCR.
3. No motion shall be voted on unless there is present a Member to propose it.
4. Motions relating to the procedure of the OGM only (Procedural Motions) may be proposed verbally and without advance notice;
  - (a) the following Procedural Motions specifically shall require a two-thirds majority vote, as detailed in section 25, and shall take precedence over all other business;
    - i that the meeting has no confidence in the Chair,
    - ii that the Chair's ruling be overturned;
    - iii that the meeting has no confidence in an elected Committee Member. If this motion is passed the member must immediately resign their post and the post shall become Vacant, as specified in section 24;
    - iv that the meeting has no confidence in the Returning Officer. If this motion is passed, the Returning Officer must immediately resign their post, the post shall become Vacant, and the General Meeting shall elect an Interim Returning Officer, as specified in section 16.

### **30 Conduct of Debate**

1. At the beginning of each item in which Motions shall be considered, the Chair shall read out all the motion headings to be considered under this item.
2. Individuals proposing motions may give a proposing speech at the beginning of debate on the motion they are proposing.
3. The proposal of a motion shall be followed by debate.

### **31 Vote Counters**

1. At the beginning of each OGM, the Chair shall nominate two Vote Counters;
  - (a) at the discretion of the Chair, the Vote Counters may be called upon by the Chair to count votes and determine the winning majority for any resolution; and
  - (b) in the case of a Vote Counter leaving the General Meeting before it is adjourned, another vote counter shall be immediately nominated by the Chair.

### **32 Ordinary General Meetings (OGMs)**

1. OGMs shall take place on Sunday at 19:00 in the MCR in the first, third, fifth, and seventh weeks of Michaelmas, Hilary, and Trinity Term.
2. At the OGM in the first week of Michaelmas Term, a proposed budget shall be presented to the General Meeting for its approval in accordance with section 38.
3. At least seventy-two hours prior to the OGM in the first week of Michaelmas Term, the proposed budget shall be made Available.



### **33 The Annual General Meeting (AGM)**

1. The OGM in the seventh week of Trinity Term shall be the Annual General Meeting (AGM).
2. At the AGM the Treasurer shall present a budget report in accordance with subsection 38:7.
3. This final budget report shall be made Available at least seventy-two hours prior to the AGM.

### **34 Extraordinary General Meetings (EGMs)**

1. The President may summon an EGM if they consider it necessary.
2. The President shall summon an EGM if they receive the written request of at least twenty Full Members of the MCR.
3. If an EGM is summoned it shall take place as soon as is practicable during Full Term, and no less than five days after the date on which it was summoned.
4. An EGM shall concern itself exclusively with the business for which it has been summoned.

### **35 MCR Regulations**

1. Subject to this Constitution, the General Meeting may, by a two-thirds majority vote as defined in paragraph 25:1b and carried out according to section 25, adopt, amend, or repeal MCR Regulations, which will bind the Committee and Members.
2. MCR Regulations shall continue to be in force until they are amended or repealed by the General Meeting.

### **36 Amending the Constitution**

1. The General Meeting may, by a resolution passed at two consecutive General Meetings with a two-thirds majority vote as defined in paragraph 25:1b and carried out according to section 25, amend this Constitution.
2. Notwithstanding subsection 29:1, the text of any motion to amend this Constitution shall be made Available at least five days in advance of each General Meeting at which this proposal is to be considered.
3. Once the General Meeting has passed a constitutional amendment, the amended Constitution must be approved and ratified by the Governing Body of Balliol College, ordinarily during a meeting of the Executive Committee, as required under the Education Act 1994. If necessary, to avoid undue delay, the amended Constitution may be ratified by the Chairman of that Committee or the Master using the powers delegated to them. To receive such approval, a formal request for approval should be sent to the Chairman of that Committee or the Master in writing. The amended Constitution is not adopted as the Constitution of the MCR until such ratification has occurred.
4. A copy of the current Constitution shall always be Available.

## **37 Referenda**

1. The General Meeting, by vote of a simple majority or by the vote of twenty-five Full Members present voting in favour, may refer any question to referendum. Motions to refer a question to referendum may be made during the General Meeting.
2. The Referendum shall be binding if more than twenty-five Full Members vote. A provision in the enabling Resolution may raise the quota for which the Referendum shall be binding, but it may never be lower than twenty-five Full Members.
3. Referendum regulations shall be determined by the General Meeting to which the resolution is brought. The agreed upon regulations shall be sent to the MCR mailing list by the Secretary no less than two days before the poll.
4. The Referendum shall be conducted by the Returning Officer in accordance with the pertinent Election Regulations. Ordinarily, the referendum will employ the same online voting system that is used for Elections.
5. Only two options shall be offered: yes and no. The motion proposed by the referendum must be passed by a two-third supermajority of those voting.
6. If a circumstance is not provided for by the Constitution and the Election Regulations, the Returning Officer and the President shall decide on the appropriate course of action. If appropriate, the Returning Officer and the President shall bring a motion to amend the Constitution at the next General Meeting.
7. The results of any referendum will be brought to the attention of the Government Body by the President at the next available opportunity.

## **Part 8**

# **Finances**

## **38 Budget**

1. The MCR shall operate a financial year from 1 October until 30 September.
2. The Treasurer shall prepare a budget for the coming financial year, in which the Treasurer will specify the resources allocated to specific Committee Officers and groups within the MCR. The Treasurer will decide upon this allocation of resources following a consultation with the Committee and any appropriate representative of a relevant group within the MCR.
3. Each budgeted expenditure shall be associated with a Committee position which shall have spending authority for that item.
4. The budget shall be approved:
  - (a) provisionally, by resolution of the Committee by the end of the week preceding noughth week of Michaelmas Term; and (b) finally, by the OGM in first week of Michaelmas Term.
5. The budget may be amended:

- (a) by resolution of the Committee, if it has been approved only provisionally; and
  - (b) only by General Meeting, if it has been approved finally.
6. The Treasurer shall submit a report of the financial position of the MCR to the Committee at the first Committee Meeting in each Full Term.
  7. The Treasurer shall prepare a budget report for presentation to the AGM;
    - (a) the report shall be made Available prior to the AGM in accordance with subsection 33:3; and
    - (b) the report shall also be made Available to College should it be requested.
    - (c) Each financial report should contain a list of the external organisations to which the MCR has made donations and details of those donations, as per the requirements set out in subsection 53:2.

### **39 Expenditure**

1. A Committee Member shall have authority to incur expenses against an item in an approved budget for which they are responsible as per subsection 38:3, taking into account the duties of their position and the purpose of the item.
2. The following authorities to spend outside of the approved budget (excluding those allocated to specific committee members) shall exist, with limits for a single expenditure as specified:
  - (a) the President or Treasurer: one percent of the MCR's budgeted net income; and
  - (b) the Committee: three percent of the MCR's budgeted net income.
3. Nothing in this section shall limit the spending authority of the General Meeting. A motion of expenditure may be brought to the General Meeting and passed with the vote of a simple majority. Such a motion may request an allocation of resources to a group within the MCR or a club external to the MCR, pursuant to the restrictions in 4.3(a) and 4.3(b). The Treasurer will outline the financial viability of any such request at the point at which it is made.
4. Where the General Meeting has authorised an expenditure, the Committee may vary the amount of the expenditure by up to the limit specified in paragraph 39:2b, unless this is specifically prohibited by Resolution of the General Meeting.

### **40 Property**

1. The MCR may from time to time acquire property for the use and enjoyment of Members.
2. The Treasurer shall maintain a register of MCR property with a purchase value exceeding the limit specified in paragraph 39:2b.
3. The MCR shall maintain a Furnishings Fund for the purposes of maintenance, repair, and replacement of MCR property.

4. The MCR shall contribute annually to the Furnishings Fund an amount reflecting the estimated depreciation of property listed in the register specified in subsection 40:2.

## **41 Bank accounts**

1. The MCR may operate bank accounts, including but not limited to an account for the MCR's day-to-day operation and an account for the MCR Bar's day-to-day operation.
2. Cheques for payment of funds of the MCR shall be signed by two Committee Members; at least one of whom shall be the Treasurer or President, except as specified in subsection 41:5.
3. Other forms of authority for payment of the funds of the MCR shall be authorized by two Committee Members; at least one of whom shall be the Treasurer or President, except as specified in subsection 41:6.
4. No Committee Member shall provide authorization for payment of funds to himself.
5. Notwithstanding subsections 41:3 and 41:4, cheques for payment of funds of the MCR Bar may be signed by a single Bar Manager who may reimburse himself.
6. Notwithstanding subsections 41:3 and 41:4, other forms of authority for payment of the funds of the MCR Bar may be authorized by a single Bar Manager who may reimburse himself.

## **Part 9**

# **Elections**

## **42 Elections for the purpose of Electing Committee Members and the Returning Officer**

1. Committee Members and the Returning Officer shall be selected by Elections which shall;
  - (a) consist of a vote by secret ballot in which all Full Members have the right to participate in accordance with the Rules of Elections.
  - (b) be conducted in accordance with any rule pertaining to Elections in this Constitution or by Resolution of the General Meeting, collectively the Rules of Elections; these rules apply to both Committee elections and Returning Officer elections
  - (c) be subject to decisions concerning the interpretation and application of the Rules of Elections made by the Returning Officer, in accordance with Part 4 of this Constitution
2. Committee Members, except those specified in subsection 42:4, and the Returning Officer shall;
  - (a) be elected during the Regular Elections;

- (b) hold office from the beginning of the next subsequent Long Vacation until the end of the following Full Trinity Term.
  - (c) hold officer-elect designate status from the announcement of results until the forty-eight hours period in which complaints can be filed has concluded, or until the resolution of any such complaint has been reached.
  - (d) hold officer-elect status from the close of the complaints period until the start of the Long Vacation after which they were elected.
3. The types of elections are as follows:
- (a) Regular Elections, for the purpose of electing Committee Members and the Returning Officer - shall end by 16:00 on the Wednesday of sixth week in Trinity Term; this day shall be designated as the Regular Elections' Counting Day. Hustings shall take place at the fifth week OGM of Trinity Term.
  - (b) Continuing By-Elections, for the purpose of filling Vacant positions - shall end by 16:00 on the Wednesday of first, third, fifth, and seventh weeks of Michaelmas Term and Hilary Term and the first, third, and seventh weeks of Trinity Term with the hustings taking place at the General Meeting; each Wednesday shall be designated as the respecting Continuing By-Election's Counting Day. Hustings shall take place at the General Meeting immediately preceding Counting Day.
  - (c) Extraordinary By-Elections, for the purpose of filling Vacant positions before a scheduled Continuing By-Election - may be called by the Committee at any time during Full Term. Extraordinary By-Elections shall be conducted in accordance with the Rules of Elections, except in their timing and schedule, which may be modified as reasonably necessary by the Returning Officer.
4. Two Oxmas Officers, shall:
- (a) be elected at the Continuing By-Election held in week 5 of Michaelmas Term;
  - (b) be elected according to the Schedule for Regular Elections; and
  - (c) hold office from the day immediately following the Counting Day on which they were elected until the adjournment of the OGM in the first week of the subsequent Hilary Term.
5. Notwithstanding subsection 42:1, only Full Members who are represented by the Women's Officer, as specified in paragraph 22:13a, are encouraged to vote in the election by which the position of Women's Officer is elected.
6. Notwithstanding subsection 42:1, only Full Members who are represented by one or more of the Equalities Officers, as specified in subsection 22:14, are encouraged to vote in the election by which the corresponding Equalities Officer is elected.

## **43 Candidates for Elections**

1. In order to be eligible as a Candidate for an election an individual must:
  - (a) be a Full Member;

- (b) be nominated by a Proposer who shall be a Full Member; and (c) be supported by a Secunder who shall be a Full Member.
- 2. A Candidate may nominate for up to two Committee positions in any one election.
- 3. A Candidate may nominate for Returning Officer in addition to nominating for one, two, or three Committee positions as stipulated in subsection 43:2.

#### **44 Serving Committee Members wishing to nominate**

- 1. A serving Committee Member may nominate for a Committee position or for Returning Officer according to the normal procedures; however, if the term of the position for which they nominate coincides with the term of their current position then they must:
  - (a) Notify the President before nominating;
  - (b) Notify the Returning Officer upon nominating; and (c) resign their current position upon election.
  - (d) That position shall become Vacant in accordance with section 24 and shall be filled in accordance with the Rules of Elections.

#### **45 Serving Returning Officer wishing to nominate**

- 1. A serving Returning Officer may not nominate for a position in an election which they are administering.
- 2. If the serving Returning Officer wishes to nominate for a Committee position or for Returning Officer they must,
  - (a) notify the President before nominating;
  - (b) announce their nomination, Proposer, and Secunder at a General Meeting no later than seven days before Counting Day; and (c) resign their current position upon nominating.
- 3. The Returning Officer position shall become Vacant and an Interim Returning Officer shall be elected in accordance with section 16, until such time as the Vacancy is filled.

#### **46 Schedule for Regular Elections**

- 1. The Returning Officer shall, by the Wednesday fourteen days prior to Counting Day, give Notice of the forthcoming Elections to Full Members.
- 2. The Returning Officer shall, by Sunday ten days prior to Counting Day, give Second Notice of the forthcoming Elections to Full Members and give Notice to the opening of the nominations period, opening the following (Monday) morning at 09:00.
- 3. The Returning Officer shall open, and give Notice of opening, the Nomination Period for Elections by 09:00 on the Monday nine days prior to Counting Day.

4. A list of nominations shall be maintained in a publicly accessible place during the Nominations Period up until Hustings take place at the General Meeting.
5. The Returning Officer shall close, and give Notice of closing, the Nomination Period for Elections by 17:00 on the Friday, five days prior to Counting Day.
6. Hustings shall take place during the Sunday, Ordinary General Meeting, three days prior to Counting Day.

## **47 Schedule for Continuing By-Elections**

1. The Returning Officer shall, by the Wednesday seven days prior to Counting Day, or as soon as is feasible thereafter, give Notice of the forthcoming Continuing By-Election to Full Members.
2. The Returning Officer shall open, and give Notice of opening, the Nomination Period for Continuing By-Elections by 09:00 on the Friday five days prior to Counting Day.
3. A list of nominations shall be maintained in a publicly accessible place during the Nominations Period up until the Hustings take place at the General Meeting.
4. The Returning Officer shall close the Nomination Period for Continuing By-Elections at the commencement of Hustings for Continuing By-Elections three days prior to Counting Day.
5. If the number of Candidates for a position is equal to or greater than the number of vacancies for that position, Hustings for Continuing By-Elections shall take place during the OGMs held in weeks 1, 3, and 5 of Michaelmas Term, and weeks 1, 3, 5, and 7 of Hilary and Trinity Terms.
6. If, at the closing of the Nominations Period for Continuing By-Elections, the number of Candidates for a position is insufficient to fill the position, then the Returning Officer shall not hold a vote and shall declare this position Vacant.

## **48 Conduct of Elections**

1. Notwithstanding subsection 42:1, if, at the closing of Nominations Period, the number of Candidates for a position is insufficient to fill the position, then the Returning Officer shall not hold a vote and shall declare this position Vacant.
2. Notwithstanding the number of Candidates for a position, if a vote is held, Full Members shall always be given the opportunity to vote to re-open nominations for that position.
3. Voting shall last for two days, from 09:00 on the day before Counting Day until 17:00 on Counting Day.
4. If a Candidate for any position receives fewer votes than the option to reopen nominations, then the Returning Officer shall declare this position Vacant.
5. Any position that has been declared Vacant shall be filled according to the Rules of Elections.
  - (a) If the Returning Officer position has been declared Vacant, an Interim Returning Officer shall be elected in accordance with subsection 16:2.

## **49 Announcement of Results**

1. As soon as is practicable after the conclusion of the counting of ballots, the Returning Officer shall make Available the results of the Elections.
2. Immediately following the making Available of the results of the Elections, there shall be a forty-eight hour period in which the Returning Officer may receive Complaints concerning the Elections after which Complaints will no longer be received.
3. Appeals of the results of Elections may be brought as Complaints in accordance with section 52.

## **50 Campaigning**

1. All Candidates and other Members shall conduct themselves in good faith at all times while campaigning and adhere to the Rules of Elections.
2. Without limiting the generality of subsection 47:1, Candidates and other Members:
  - (a) may not independently post, circulate or otherwise distribute Campaign Materials to Members;
  - (b) shall not engage in door-to-door canvassing; and
  - (c) shall not engage in coercion, inducement, or intimidation of other Candidates or Members in the course of campaigning.
3. The Returning Officer shall provide Candidates with the opportunity to submit manifestos in accordance with the Rules of Elections that the Returning Officer may post and distribute to Members on Candidates' behalf.

## **51 Complaints Concerning Elections**

1. Any contravention of the Rules of Elections shall be reported to the Returning Officer in the form of a Complaint.
2. Subject to the Rules of Elections the Returning Officer has the power:
  - (a) to investigate any contravention of the Rules of Elections both on their own initiative and in response to complaints made by Members;
  - (b) to issue Findings concerning the validity of any Complaints; and
  - (c) to take remedial action based on their Findings including disqualification of Candidates from Elections.
3. Any Findings made by the Returning Officer shall be in writing, shall be made Available, and shall be communicated in writing to those individuals responsible for requesting the investigation and those individuals alleged to have contravened the Rules of Elections.
4. Following the communication and making Available of Findings, a period of 24 hours shall be allowed in which the Findings may be appealed in accordance with section 54.
5. Notwithstanding section 26, a decision reached on an appeal made according to this section and section 54 is final and may not be further appealed.



## **Part 10**

# **External Affiliation under the Education Act 1994**

## **52 Determination to affiliate, remain affiliated, or end affiliation**

1. If, by Resolution of the General Meeting, the MCR decides to affiliate to an external organisation:
  - (a) Notice shall be given setting out:
    - i. the resolution;
    - ii. the name of the external organisation, and
    - iii. details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation; and
  - (b) The information set out in the Notice given to Full Members shall be provided to College and made Available.
2. The budget report presented to the AGM shall contain:
  - (a) a list of the external organisations to which the MCR is currently affiliated; and
  - (b) details of subscriptions or other similar fees paid, or donations made, to any external organisation since the last report.
3. The information referred to in subsection 53:2 shall be provided to College and made Available.
4. At the AGM in seventh week of Trinity:
  - (a) a resolution to the effect that the MCR continue to be affiliated to each external organisation referred to in paragraph 53:2a shall be proposed;
  - (b) the Full Members shall vote on the resolution referred to in paragraph 53:2a;
5. If a request, signed by at least five percent of Full Members, or such other proportion of the Full Members as College may determine, is made to the President to the effect that the question of continued affiliation to a particular external organisation should be put to a vote, that question shall be put to a secret ballot in which all Full Members are entitled to participate.

## **Part 11**

# **Complaints Procedure under the Education Act 1994**

## **53 Complaints Procedure**

1. The complaints procedure is set out in the Complaints Policy of the MCR of Balliol College, Oxford; in accordance with the Education Act 1994.
  - (a) The Complaints Policy shall be made Available.