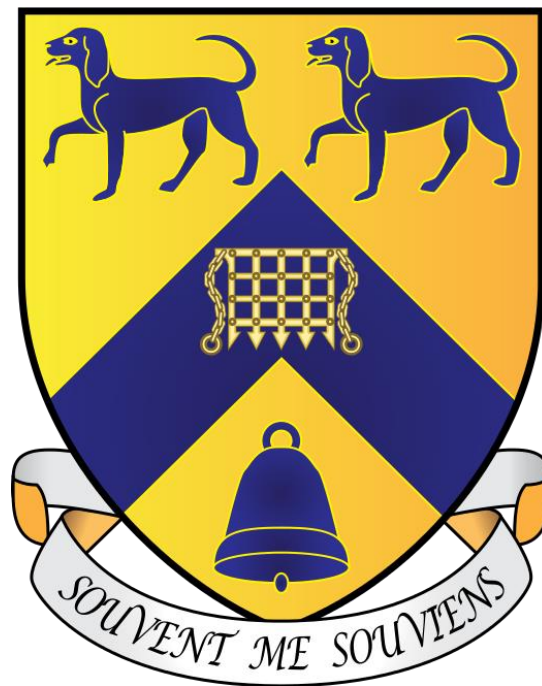


**The Constitution**  
*and*  
**Bye-Laws**  
*of*  
**The Middle Common Room**  
*of*  
**Lady Margaret Hall**  
**University of Oxford**



*Last revised on 10<sup>th</sup> October 2018*

*Last approved by Governing Body on 31<sup>st</sup> October 2018*

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### **II. Bye-Laws**

## *Definitions*

1. College shall mean Lady Margaret Hall.
2. The Bursar shall mean the Domestic Bursar of the College.
3. Governing Body shall mean the Governing Body of the College.
4. JCR shall mean the body of students who form the Junior Common Room of the College.
5. MCR shall mean the body of students who form the Middle Common Room of the College.
6. SCR shall mean the body of academics and other individuals who form the Senior Common Room of the College
7. Tutor for Graduate Students shall mean the member of the SCR so elected by Governing Body.
8. The Dean shall mean the member of the SCR so elected by Governing Body.
9. College Treasurer shall mean the member of the college elected by Governing Body to act as Treasurer of Lady Margaret Hall.
10. Student Finance Officer shall mean the member of the college appointed by Governing Body to act as Student Finance Officer of Lady Margaret Hall.
11. The 'middle common room' shall refer to the physical space in the Clore Graduate Centre.
12. OUSU shall mean Oxford University Students Union.
13. *Quorum* shall mean the minimum number of persons qualified to vote at a meeting required to be present at a meeting for motions to be passed or decisions taken.

## ***I. The Constitution***

In accordance with the provisions of the Education Act 1994, Lady Margaret Hall has adopted a Code of Practice encapsulating the purposes of and rules governing the management of the Middle Common Room. The rules are as follows:

### **A. The Middle Common Room**

1. The MCR is an independent and autonomous entity from the College, and none of these entities shall be deemed liable for actions undertaken by the other. Nevertheless, and as its members are individually linked to both the MCR and the College, all joint initiatives by the College and the MCR and/or its Members, particularly concerning public events and physical or digital publications, will be in accordance with any protocols or agreements entered into between them and with the applicable codes of conduct.
2. The MCR shall promote, encourage, and is confined to the following objectives; to co-ordinate social, cultural, and athletic activities amongst its members and provide amenities to enable its members more fully to enjoy and benefit from membership of the College, regardless of their economic background or their income. The MCR shall also support the welfare of its members as far as possible. The MCR shall represent the opinions and thus safeguard the interests of its full members and its incoming full members in the College and in the University.
3. The MCR is opposed to discrimination on grounds of age, sex, gender, ethnicity, sexual orientation, disability, economic background, nationality, religion, pregnancy and parenthood, marriage and civil partnership, ancestry, and political or ideological convictions. In its actions the MCR shall pursue and take into account the equality of its members and any third parties with whom it may engage.
4. The MCR is a charitable organisation that is unregistered at the time of writing. However, if the level of income exceeds £100,000, then the MCR is legally required to be formally registered.

### **B. Alterations to the Constitution**

1. No alteration shall be made to this Constitution without the consent of at least two thirds of those full members present at an MCR meeting at two consecutive *quorate* MCR meetings. Governing Body must be informed of the amendment.
2. The MCR and Governing Body are required to review this Constitution at intervals of not more than five years. The Constitution was last reviewed on 10<sup>th</sup> October 2018.
3. A copy of the Constitution shall be kept on the MCR website and in the College archives. The Secretary of the MCR shall keep an electronic copy of the Constitution and ensure that all copies are up to date.

## **C. Membership**

1. Members of the College who are reading for a postgraduate degree, diploma or certificate at the College shall be full members of the MCR.
2. Any full member may opt out of membership if the member notifies the President in writing by Monday of third week of Michaelmas term of the appropriate academic year. They will then cease to be a member of the MCR until they apply to the Secretary making clear their desire to re-assume membership.
3. Other members of the College who may opt to become full or associate members of the MCR are:
  - a. Undergraduates of the College in their fourth year since Matriculation.
  - b. Undergraduates of the College who are over the age of 21 years.
  - c. Undergraduates reading for a second undergraduate degree.
  - d. Members of the College who are reading for a Final Honours School and who have been granted Senior Status by the College.
  - e. Undergraduates of the College who are Independent Students, as defined in the D.E.S. regulations "Grants to Students".
  - f. Undergraduates of the College who have been subject to special circumstances, including rustication, subject to approval by the MCR Executive Committee.
4. Full members of the MCR shall not simultaneously be full members of the JCR. As the persons listed in C.3. are by default members of the JCR, in order to become full members of the MCR they must notify both the MCR Secretary, the JCR Secretary and the Student Finance Officer of their option.
5. In addition to those eligible under C.3., Associate Membership of the MCR shall be available to; former full members, partners of former full members, and non-College members who have accommodation on the main site of College provided that:
  - a. Associate Members shall number not more than twenty percent of the total number of members of the MCR which pay a subscription as foreseen in Section H below.
  - b. Each Associate Member must have been sponsored by two full members of the MCR.
  - c. Associate membership shall be for a limited period of up to three terms but may be renewed thereafter by the MCR Committee upon application.
  - d. All Associate Members shall be non-voting members.
6. Honorary Members of the MCR shall be:
  - a. Such members of the SCR as the MCR may invite upon proposal of the MCR Executive Committee.

- b. Eligibility shall be limited to meritorious individuals who have made an outstanding contribution to the MCR.
    - i. All Honorary Members shall enjoy the same privileges as Associate Members.
    - ii. Honorary Membership shall be free of financial contribution to the MCR.
    - iii. Such individuals who are elected to the Honorary Membership shall enjoy these privileges for life.
  - c. The same procedure as in a) applies to deprive recipients of Honorary Membership if inadequate wrongdoing or failed to uphold the standards expected of MCR members.
7. Visiting Associate Members of the MCR shall be undergraduates or graduates of academic institutions not part of the University of Oxford, provided that:
- a. Visiting Associate Members shall number not more than twenty percent of the number of members of the MCR which pay a subscription as foreseen in Section H below.
  - b. Membership shall be granted on the consent of the MCR Committee.
  - c. All Visiting Associate Members shall be non-voting members.
  - d. Members are 21 years old or over.
8. Associate, Honorary and Visiting Associate Members shall be entitled to use MCR facilities. They may also take meals in College. Permission to use other College facilities may be granted at the discretion of College.

#### **D. The MCR Committee**

- 1. The MCR committee shall be the senior administrative body of the MCR. Responsible for its organisation, forming and implementing policy and bye-laws within the bounds of the constitution, and subject to the rules of the University and College.
- 2. The MCR Committee shall consist of the following:
  - a. The elected Executive, namely; the President, the Treasurer, the Secretary, the Social Secretary, the Female Welfare Officer, and the Male Welfare Officer. None of these may serve on the Executive in more than one capacity at the same time. Executive officers have voting rights at MCR committee meetings and their duties shall be defined within the constitution.
  - b. The MCR Representatives, appointed by, and at the discretion of the elected executive. MCR representatives shall have roles defined and overseen by the executive but sit on the MCR committee in an advisory role only and will not hold voting rights.

3. The MCR Executive Committee shall meet at least twice a term for the dispatch of business.
4. Fifty percent plus one member of the Executive shall form a *quorum* for committee meetings.
5. Minutes of the meetings shall be recorded in permanent form for retention by the Committee.
6. The duties of the MCR Executive Officers shall be as follows:
  - a. President: To chair MCR General, MCR Executive Committee and MCR Committee meetings; oversee policy and decision-making by the MCR Committee, represent the MCR at Governing Body, Finance Committee and other relevant college meetings; represent the MCR at university-level meetings as appropriate; attend OUSU meetings as appropriate; ensure that all officers and representatives of the MCR fulfil their constitutional and mandated duties; interpret the constitution and ensure compliance with the statutes set-out therein; coordinate the planning and delivery of Halfway Hall, Fresher's week(s) events, Matriculation photography, and Christmas Gaudy Dinner; take ultimate responsibility for the administration and conduct of the MCR. In addition to these duties, the President is required to update the MCR at General Meetings of their actions on behalf of the MCR, detailing the following; any concerns, appointments made by the MCR Executive Committee, policy decisions taken by the MCR Executive Committee, before addressing any questions MCR members may have relating to such issues.
  - b. Treasurer: Responsible for all MCR financial arrangements; ensuring the good financial health of the MCR; maintaining detailed accounts of MCR income, expenditure, savings and investments; reimbursement of MCR committee members for legitimate expenses incurred in the course of their duties in a timely fashion, and only where proof of expenditure can be provided; storage of all reimbursed receipts and invoices in a manner such that they can be produced on demand; ensuring that any cash held by the MCR is stored securely, and that any is deposited in the MCR account in a timely fashion; publishing an annual financial report for presentation to Governing Body and to the first MCR meeting of the year following their term of office, for which purpose they exceptionally remain accountable as an Executive Officer; producing, no later than the third week of term, a budget for the term, accounts of expenditure for the previous term, and a report detailing any discrepancies between budgeted and accounted expenditure and income; publishing an annual budget to guide their successor's spending; making up-to-date accounts available to MCR or SCR members on request; attending Governing Body, Finance Committee, Grants Committee and Amalgamated Sports Club Committee; ensuring other Executive Officers remain on-budget each term, as appropriate for their role .
  - c. Secretary: In cooperation with the President, prepare and distribute agenda for MCR and MCR Committee meetings; publicise notice of such meetings via email; minute all such meetings; publicise all MCR matters; maintain up-to-

date electronic copy of the constitution; administrate bookings on behalf of the MCR Committee and maintain correct records of membership; liaise with the College and undertake such correspondence as required by the Executive and motions passed at MCR meetings; take responsibility for the MCR website, in conjunction with the MCR IT Representative and Executive Committee; maintain the MCR mailing list; compile a weekly bulletin of events and notices from around Oxford relevant to the MCR; inform members of the JCR who are due to become eligible to be MCR members under section C.3. in Trinity term, that they may join the MCR.

- d. Social Secretary: coordinate, under the direction of the MCR Committee and in consultation with the MCR body, the organisation of MCR social events. In conjunction with the MCR Treasurer, ensure that the social budget is utilised fully each term.
  - e. Welfare Officers: Make available to the members of the MCR information on a range of matters, such as physical, emotional and sexual health, following good practices and seeking guidance and instruction from the relevant authorities; coordinate Welfare services and events as the MCR Committee shall determine are in furtherance of the welfare of the MCR; liaise with each other(s), regularly; attend at least the College Welfare meetings; and respect the privacy of MCR Members and act in the bounds of confidentiality as kept by the counselling service. In conjunction with the MCR Treasurer, ensure the welfare budget is utilised fully each term.
  - f. Collective responsibilities: coordinate and conduct Freshers' Week(s); update and produce the induction materials to all members, notably the general MCR handbook ('The Alternative Guide'). Further such duties shall include, but are not limited to, updating handover documents, overseeing wine sales, assisting Welfare with brunches, and termly cleaning of the MCR kitchen.
7. In the absence of the President, the Secretary shall undertake all the President's functions and responsibilities as Acting President. If, for any reason, the President is unable to continue in office, the Secretary shall become President until a bye-election is completed. The bye-election to elect the new President shall if practicable take place within two weeks of the President's departure from office.
  8. A Committee decision shall be a decision with which the majority of the Committee agrees.
  9. On retirement, the Secretary shall compile a report composed from the reports of Executive members and, where relevant, the reports of Specialist Officers and Representatives, to be submitted to the newly elected Committee.
  10. Every officer position in the MCR Committee may be fulfilled by a maximum of two people at the same time.
  11. To each officer position is attributed a single vote. The vote of each officer position shall be that of the majority of the persons fulfilling such position present at any given meeting. Should a majority not be reached, the vote will count as an abstention. For



the avoidance of doubt, if there is a disagreement in the choices of the persons fulfilling the relevant officer position the vote will count as an abstention. Female and Male Welfare officer count as one position.

12. The following rules will apply in the event that an Executive Officer is absent from Oxford during term time:
  - a. If an Executive officer is to be absent from Oxford for longer than one week, then they must inform the Executive Committee in a timely manner, in order for suitable cover arrangements to be made.
  - b. The absentee may nominate a willing person to serve as a temporary officer during the absence, but this person must be approved by the Executive.
  - c. The temporary officer will be expected to perform all of the duties associated with their position, however as they are unelected, they will have no voting rights at Executive meetings.
  - d. The temporary officer will be allowed to serve no longer than one month.
  - e. For absences of longer than one month, the Executive will have the right to instigate a bye-election by majority vote in an Executive Committee meeting for the purpose of electing an additional or substitute MCR member to the position (see section F).
  - f. Every effort must be made to contact the existing officer or officers to afford them the opportunity to express their views on the matter.
  
13. Removal of an Executive member before the expiration of their time in office is only possible if the following procedure is observed:
  - a. Executive members may only be removed from office following a successful vote of no confidence by the MCR.
  - b. A motion to hold a vote of no confidence may be proposed by any full member of the MCR. The motion must be provided, in writing, to the MCR president, and signed by both the proposer and a seconder.
  - c. On receipt of such a motion, the President must convene an emergency meeting of the MCR at the earliest opportunity, whilst observing a minimum of 48 hours' notice. Details of the motion must be provided by email to all MCR members.
  - d. The officer(s) subject to the vote of no confidence must be afforded the opportunity to defend themselves at the emergency meeting. If they cannot attend, they must be permitted to have a prepared statement read aloud by a person of their choosing. If the officer declines either opportunity, the meeting may proceed without them.
  - e. During the emergency meeting, an appropriate independent person must be elected to oversee the vote of no confidence as voting officer.
  - f. Following the meeting, the voting officer will open an online vote for a period of 48 hours, during which all full MCR members will be entitled to vote for,

against or abstain. At the close of voting, the voting officer shall be responsible for checking and announcing the result.

- g. A vote of no confidence will be deemed successful if a two-thirds majority of all votes cast in favour is achieved in the online vote, and voter turnout is no less than 25%. In this situation, the officer is removed from their post with immediate effect. If either condition is not met, then the officer remains in post, and the vote may not be re-run for the same reason, even if low voter turnout was the cause.
- h. If a vote of no-confidence leaves an officer position vacant, then a bye-election to elect a new officer is automatically triggered.

## **E. Appointment of Officers**

1. The officers of the MCR shall hold tenure until a replacement is duly elected.
2. The Executive, namely, the President, the Treasurer, the Secretary, the Social Secretary and the Welfare Officers shall be elected by Friday of 8<sup>th</sup> Week of Michaelmas Term, and shall take office on Monday of 9<sup>th</sup> Week of Michaelmas Term.
3. The election of the Executive Officers shall proceed annually as follows:
  - a. The MCR Committee shall by Tuesday of 5<sup>th</sup> Week in Michaelmas Term publicise the forthcoming elections to all full MCR members via email.
  - b. The MCR Committee shall appoint an Election Officer who will be an MCR member. The Election Officer may be a member of the incumbent MCR committee but will not be eligible to stand at these elections.
  - c. The Election Officer shall announce via email the nomination list to the MCR by 6 pm on Monday of 6<sup>th</sup> Week in Michaelmas Term.
  - d. Each nominee must have a proposer and at least one seconder; nominees, proposers and seconders must all be full members of the MCR.
  - e. The nomination list or any online nomination system shall be available until 6pm on Monday of 7<sup>th</sup> Week in Michaelmas Term.
  - f. Hustings for the posts may take place on Tuesday evening of 7<sup>th</sup> Week.
  - g. Election by secret ballot shall take place as follows:
    - i. Voting shall last for seven days, from close of hustings to 9am Tuesday of 8<sup>th</sup> Week of Michaelmas Term
    - ii. The Election Officer shall, at the close of hustings, both via email to the MCR and post online voting instructions and a list of nominees.
    - iii. The vote will take place exclusively online.
    - iv. An elector may indicate a wish to re-open nominations by voting for RON (Re-Open Nominations) for any post.

- v. In the event of someone being found to have voted multiple times, only one vote shall count.
  - vi. The candidate with the most votes in the election shall be elected to the post.
  - vii. In the event of a tied vote, the incumbent President shall exercise a casting vote.
  - viii. If for any post, RON obtains more votes than any individual candidate, then nominations for this post shall be re-opened and the election procedure repeated.
  - ix. The Election Officer shall publicise, in detail, the results of the elections immediately.
  - x. The Dean shall be given access to witness all election proceedings. For an election to be valid, the Dean must be satisfied that it has been conducted freely and fairly. In the event of the election being invalid, new elections shall be held for the post with similar timings at the earliest opportunity during full term.
4. Representatives shall be appointed by the end of 2<sup>nd</sup> Week of Michaelmas Term and take office immediately.
5. The appointment of Representatives shall take place as follows:
- a. The Committee shall decide, between 4<sup>th</sup> Week of Trinity Term and 0<sup>th</sup> Week of Michaelmas Term, which specialist fields require individual representation.
  - b. By Monday of 2<sup>nd</sup> Week of Michaelmas Term the MCR shall publicise, via email the vacancies for OUSU Rep and for such other representatives as it requires; publicity shall be sent to those joining the MCR in Michaelmas Term as well as to current members.
  - c. Each appointment shall be ratified at the first MCR General Meeting after the appointment is made.

## **F. Emergency appointment of Executive Officers**

1. The election of an additional or substitute Executive Officers shall proceed as follows:
- a. Following the decision to hold a bye-election, the MCR Committee shall immediately publicise the forthcoming election to all full MCR members via email.
  - b. The MCR Executive shall appoint an Election Officer who will be an MCR member. The Election Officer may be a member of the incumbent MCR committee but will not be eligible to stand at the election.
  - c. The election process described in E.3. applies accordingly at the earliest possible opportunity, with voting lasting for a period of 48 hours only.

- d. Following the bye-election, the existing officer or officers shall remain in post and share equally all rights, responsibilities, duties and privileges of the position with the newly appointed person or persons, unless the existing officer indicates to the President that they wish to resign their position.

## **G. Meetings**

1. An MCR General Meeting shall be summoned by the President of the MCR (or in their absence by the Secretary) to meet within the first two full weeks of every term. Additional meetings may be summoned at the discretion of the President. Regular meetings shall be called a week in advance, unless there is an urgent need to approve some resolution, in which case the meeting can be called 48 hours in advance. The notice of a meeting for less than a week after the notice is issued must be duly justified, such justification having to be approved by a majority of the persons present at such general meeting. General Meeting notices must be advertised together with a motion sheet via email.
2. The MCR shall meet at least twice per term.
3. An extraordinary meeting of the MCR shall be summoned by the President at the written request of at least fifteen full members of the MCR and held no sooner than 48 hours and no later than ten days after the request is received.
4. All members of the MCR may attend MCR meetings. Full members only, including visiting students, shall be entitled to vote.
5. Motions shall be adopted by single majority vote.
6. Whenever an MCR member so requests it at a general meeting or, previous to such a meeting, in writing to the President and the Secretary, a motion shall be submitted to online voting. Online voting on any such motion will begin at the earliest opportunity and may remain available from one week. Results shall be announced by email and on the intranet and included in the meeting's minutes.
7. At all meetings of the MCR, fifteen full members shall constitute a *quorum*. A meeting is presumed to have a quorum until a call for quorum is made by a member, with the exception that if a constitutional amendment is up for a vote, automatic call for a *quorum* will be established.
8. At all meetings of the MCR, the President shall take the Chair and the Secretary shall keep the minutes. In the absence of the President, or if the President wishes to speak on any motion, the Secretary shall take the Chair and shall pass the keeping of the minutes to another member of the MCR Committee. In the absence of both the Secretary and President, any member of the Executive Committee requested to do so by the President may chair the meeting. Meetings may not take place without at least one member of the Executive Committee present. The President may cancel any meeting at their discretion, giving 12 hours' notice.

9. All motions must be submitted via email to the President at least 72 hours before the fixed time of the meeting.
10. The agenda for an MCR meeting shall be prepared by the President in cooperation with other members of the Executive Committee and in consultation with all MCR members who have expressed interest in proposing a motion at least 48 hours before the time fixed for the meeting.
11. Motions may be submitted by any full member of the MCR, provided that they are seconded by another full member and submitted in accordance with the time frame specified in G.9. above:
  - a. Emergency Motions may be proposed at the meeting, provided that a majority of the MCR general meeting believes that the matters addressed are sufficiently urgent to fit the character of an emergency motion.
  - b. Members may discuss any matter concerning the life of the MCR and may vote on any motion submitted in accordance with the above provision.
  - c. No motion involving financial expense can be passed before budget reports have been presented.
12. The Chairperson of the MCR meeting may accept any amendment(s) to a motion if it is accepted by the proposer and does not imply a substantial change to the content of the motion. If the amendment is rejected by the proposer or it is considered that it implies a substantial change to the content of the motion, the majority of persons present at the General Meeting may accept the amendment to the motion. Any amendment which implies a substantial change to the content of the motion shall be identified as such on the intranet and submitted to online voting.

## **H. Subscriptions**

1. The amount of the MCR subscriptions shall be recommended by the MCR Committee and approved at a meeting of members. The Treasurer shall consult the College Treasurer on any proposal to alter the amount of the subscription.
2. After a charity motion has been passed, an optional levy of £3 will be made on members for that charitable cause. Any member wishing to withdraw from the charities levy must inform the Treasurer in writing within two full weeks after the minutes of the General Meeting in which the charity motion was passed were sent via email.
3. The number of charity motions may not exceed one per academic year.

## **I. Funds**

1. All subscriptions shall be paid into the “Middle Common Room, Lady Margaret Hall” bank account administered by the MCR Executive Committee. Money may be withdrawn in accordance with the approved budget or at the discretion of the MCR Executive Committee whose decisions shall be documented. The adoption of

resolutions concerning expenses and motions passed by the MCR can be prevented by the veto of the President or the Treasurer in the interest of budget equilibrium, the existent and foreseeable cash flow, and the integrity of the Constitution and its aims as prescribed in A.2 and I.7.

2. In line with College Policy, all payments must be subject to a dual authorisation process by two members of the Executive Committee, with one such person being either the President or Treasurer. This security measure ensures sufficient segregation of duties and reduces the risk of processing errors and fraudulent transactions.
3. An amount determined by the MCR Committee as Petty Cash shall be under the control of the Treasurer.
4. The MCR shall maintain a current account. The current account shall be used to transact the business of the MCR in accordance with the MCR budget. The Treasurer will propose a new MCR budget at the first MCR General Meeting of Hilary Term. The proposed budget must be passed with a simple majority before it is sent to College's Finance Committee and subsequently Governing Body for approval. After College approves the budget, the proposed budget must be voted on at the next MCR General Meeting. The proposed budget will serve as the MCR's budget throughout the approval process.
5. Explicit approval of the MCR is required for unbudgeted expenditure which, in the aggregate, exceeds twenty-five percent of the total budget for the term, such approval shall be accomplished by simple majority at a regular MCR meeting.
6. The Treasurer shall prepare an annual account of all income and expenditure in consultation with the College Treasurer. Copies shall be distributed via email to the MCR and shall be supplied to the Tutor for Graduate Students and to any MCR member on request.
7. The MCR shall not make *ultra-vires* payments, including, but not limited to, payments not covered by the aims and objectives of this Constitution and the charitable status of the MCR.
8. The treasurer shall prepare an annual budget for approval by the MCR at the first meeting of Hilary Term (see D.6.b.) and shall at the beginning of each term publicise an account of all income and expenditure. The summer budget shall be approved in Trinity Term.

## **J. Use of the middle common room**

1. The use of the middle common room for official MCR functions and events, including meetings, is at the full discretion of the MCR Executive.
2. The middle common room may not be used for gatherings involving more than four non-MCR members. Exceptions may be granted at the discretion of the MCR Executive and the Dean prior to the event in writing. Access to the middle common room, kitchen, and the television room must be provided for persons not attending

such gatherings. A gathering under this provision requires a joint purpose (in contradistinction to a parallel purpose). For example: Five non-members are in the kitchen in order to cook. They have not acquired any permission. Whether or not they are in violation of this provision depends on the situation. If all five are present for one cooking endeavour, jointly organised and/or executed, they need prior permission. On the contrary, if these five non-members attend two or more unrelated cooking exercises of MCR members, no prior permission is necessary.

3. MCR members are fully responsible for the conduct and behaviour of their guest(s). As such, the MCR member hosting is accountable for any damages caused and is reportable to the Dean should any incidents arise. This responsibility includes the common responsibility to maintain a tidy and clean environment in the middle common room.

## **K. Complaints Procedure**

1. Members of the MCR who wish to register a complaint regarding the MCR or provision of services by the MCR may do so in writing to the President.
2. If the complaint is not resolved by the President to the satisfaction of the complainant, the complainant may refer the matter to the Dean.

## **L. External Organisations**

1. Affiliations to external organisations shall be reviewed at the written request of 5% of Full Members.

## **M. Concerning Bye-Laws and Rules of Order**

1. This Constitution is to set MCR procedure and rules in accordance with the MCR Bye-Laws.
2. MCR Bye-Laws may not contradict the Constitution.
3. Anything regarding procedure not specified in the Bye-Laws will be referred to via Robert's Rules of Order.
4. The MCR Secretary will make sure the Bye-Laws and other MCR documents are routinely updated.
5. Any amendment of Bye-Laws dealing with accommodation allowances shall not affect incumbent MCR Executive Committee members but will be binding on any subsequently elected MCR Executive Committee.

## ***II. Bye-Laws***

1. The Social Secretaries and the Wine Representative are entitled to formal hall at the MCR's expense, provided they have used up their college formal hall allotment.
2. The MCR shall re-imburse any member who, in their capacity as MCR member and duly empowered by the MCR General Meeting or the MCR Executive incurs expense.