



Below is the constitution of the Middle Common Room of St. Anne's College, University of Oxford.

This version of the constitution was proposed by the MCR Committee in June 2014 and took effect from the end of Trinity Term 2014.

Constitution

1. Objectives

1. The *beneficiaries* of the MCR are the MCR, those members of College who have opted out of MCR membership, and associate members of the MCR.
2. The objects of the MCR are:
 - A. to encourage, promote and develop the corporate life of the beneficiaries of the MCR in cultural, educational and athletic matters;
 - B. to participate in College administration, to maintain and foster the academic and social welfare of its members, and to promote their interest both inside and outside the College

2. Membership

1. Any beneficiary who does not wish to become a member of the MCR must indicate this by notifying the MCR President prior to the second Saturday of Michaelmas full term. College services (welfare, recreational, and social) are available to all beneficiaries;
2. Only MCR members may attend MCR meetings, or stand for office of the MCR or affiliated bodies;
 - A. *The following shall be eligible for full membership of the MCR:*
 - i. All members of the college reading for a higher Degree, Diploma or Certificate who already hold, or are entitled to supplicate for (e.g., some fourth year students), a Degree from Oxford University, and who are not by virtue of appointment a member of another Common Room;
 - ii. All members of college reading either for a first or further Degree or Diploma who already hold a degree from any other University;
 - iii. All members of the college eligible for senior status; and mature students;
 - iv. Any student not covered by any of the above and who is recommended by the MCR Committee and whom Governing Body shall deem to be of suitable standing for membership.
 - B. *The following shall be eligible for associate membership of the MCR:*
 - i. All 4th year classicists and modern linguists who are members of St. Anne's College;
 - ii. Such other persons as the MCR committee may recommend and whom Governing Body shall deem to be of suitable standing for associate membership;



- iii. Alumni of the MCR still in Oxford or at another College; Post-graduate students at Oxford not affiliated with another College or permanent hall that have some connection with wish to join the St Anne's MCR;
- iv. Spouses or long-term committed partners of full MCR members;
3. Number of associate members
 - A. The number of associate members may not exceed the total number of full members. The MCR committee shall have the power to reject applications for associate membership if it considers that facilities are or may become over-stretched;
 - B. Associate members will be approved on an individual basis such that it should remain the discretion of the sitting MCR Committee members to decide who should be allowed to join the MCR as an associate member and that the associate membership be granted for the maximum of one year. And:
 - i. Pursuant to the annual review of associate membership status of individuals who have made successful applications, accounts of associate membership should be maintained by the Secretary and Treasurer to facilitate this review;
 - ii. Associate members wishing to re-apply for associate membership at the end of that year may do so and are subject to the above process.
4. Benefits of associate membership
 - A. Associate members are liable to pay a fee. The yearly fee will be set by the MCR Committee in consultation with the College Bursar at the final MCR Committee meeting in Trinity Term and will be reviewed annually [£70 for 2013-2014]. The Termly fee shall be no less than 20% of the yearly fee;
 - B. Associate members have the same voting rights as full members;
 - C. Associate members are eligible for election to the MCR committee provided that they occupy no more than half the posts minus one and that they cannot occupy the Presidency;
 - D. *The following privileges be extended to associate members who are not already full members of St Anne's College:*
 - i. dining in hall at a rate and by a means agreed upon by the College Bursar;
 - ii. subscription to all MCR events (including Subject Family but excluding event specifically designed by College for full MCR members) with a priority for full MCR members if events are oversubscribed;
 - iii. access to MCR facilities at the main College site including EPH, STACS. Access to the Fitness Rooms will remain the discretion of the College Bursar. Access to the EPH Computer Room will remain the discretion of the College Bursar and the College IT Officer. Access to the Library will remain the discretion of the Librarian;
 - iv. attendance to AGMs, voting in MCR elections, holding MCR Committee positions with the exception of President, Secretary, and Treasurer;
 - v. and subscription to the MCR mailing list;
 - E. *Associate members are not eligible for:*
 - i. Graduate accommodation;
 - ii. Meal tickets at a graduate rate.



3. Relation to Governing Body

Governing Body elects a representative, the Tutor for Graduates, one of whose duties is to liaise with the MCR.

1. The MCR constitution shall be submitted to the Governing Body for approval in Hilary term 2005 and thereafter reviewed by Governing Body in Trinity Term every five years. A copy shall be included in the schedules of Governing Body;
2. Members of the MCR Committee shall attend meetings of Governing Body and certain of its committees as set out in section 5.

4. Meetings of the MCR

1. Annual General Meeting
 - A. The Annual General Meeting (AGM) shall be held during the 6th week of Michaelmas Term;
 - B. Notice of the AGM shall be given one week in advance;
 - C. The quorum for the AGM shall be ten per cent of the current membership rounded up to the nearest full member. Should the AGM be inquorate, the MCR President shall, in consultation with the MCR Committee, call for a second meeting for the purposes of making decisions concerning MCR finances or the MCR committee. Quorum for this second meeting shall be at least five members of the MCR Committee, or at least ten full MCR members;
 - D. Each officer of the MCR committee shall submit a report on his/her official responsibilities at the AGM. The MCR Treasurer shall also propose a budget;
2. Elections:
 - A. The last order of business at the AGM shall be the hustings and elections of the officers of the new MCR committee;
 - B. Elections of the new MCR committee shall be by Mi-Voice (online voting). There will always be the option to Re-Open Nominations (RON). If RON wins the majority vote, election for the post will re-run.
 - C. The returning officer for the elections shall be the MCR President. In the event that the President is him/herself a candidate for election, another member of the MCR Committee who is not a candidate for election shall be appointed returning officer. This appointment will be made by the MCR committee and posted on the notice-board at the close of nominations;
 - D. The secretary shall create a list, cooperating with the college registrar, of all eligible votes with their current @st-annes.oc.ac.uk addresses (or other verified email address for associate members). The returning officer shall create a single UVC (Unique Voting Code) for each eligible voter, together with the IT Officer. The secretary and the returning officer shall be responsible for sending the UVC's to each eligible voter 24 hours before the Voting Page goes live.
 - E. The returning officer shall: ensure that the hustings are carried out in an orderly and timely fashion; manage the online voting system collect and count the votes; and communicate the results to the MCR secretary within two hours of the close of voting;



- F. *All MCR members and associate members are eligible to stand for any MCR post, except that:*
 - i. Only female members of the MCR may stand for the post of Women's Officer;
 - ii. Associate members of the MCR may not stand for the posts of President, Secretary, and Treasurer;
- G. Nominations for posts shall open one week prior to the AGM and close one day prior for the AGM. Candidates for posts should submit their nomination to the Returning Officer. Nominations must be seconded by another member or associate member of the MCR. After the close of nominations, the Returning Officer shall display a list of all candidates in the Eleanor Plumer House Common Room and in Robert Saunders House;
- H. The Returning Officer will provide space for the manifestos of all candidates properly nominated and seconded (according to article [4.2.F]). Manifestos should be no more than one A4 side in length and may contain photographs or illustrations;
- I. In the event that no candidate presents him/herself for a particular post, nominations shall be taken verbally at the AGM. If more than one candidate presents him/herself at this time, then elections will proceed for said post as usual. If no candidate comes forward at this time for the posts of President or Treasurer, election for those two posts shall be re-run. If no candidate comes forward at this time for any other posts, the incoming MCR committee shall, at its discretion, either co-opt another official to hold the post jointly or fill the vacancy with a volunteer at a later time. The latter decision is to be ratified at a general meeting;
- J. Hustings for all contested positions will take place at the AGM only. Any candidate who cannot be present at the AGM must notify the returning officer in writing before the AGM stating the reason for his/her absence. This reason shall be communicated to those attending the AGM. Each candidate shall be allowed 5 minutes to speak. Questions, which must be directed to both candidates, shall then be asked;
- K. MCR members who did not receive their UVC 24 hours before the elections, may request the UVC from the returning office before or after the hustings.
- L. After the hustings, the returning officer shall be responsible for setting up the Mi-Voice online voting. The online voting should be open the next day after the AGM from 8am to 8pm.
- M. MCR members may vote by Mi-Voice only according to Single Transferable Vote.
- N. Only the Returning Officer and the Secretary shall be permitted to view the number of votes. They are unable to view the number of votes for each candidate through the counting period and can only do so once the voting period is over;
- O. If, after the votes have been counted, section [4.C] of the Constitution has been violated (that is, there are too many associate members elected to Committee posts), the returning officer shall seek guidance from the Tutor for Graduates. In the meantime, the returning officer shall declare the results of the elections to be "in holding" and the old MCR committee shall continue in office;



- P. The Dean shall satisfy him/herself that there has been compliance with the above rules;
- Q. The outgoing MCR secretary shall post on the MCR notice-board the detailed results of the elections within two hours of the close of voting;
- R. The MCR secretary shall include the results of the election in the minutes of the AGM, which shall be distributed via email amongst the members of the new MCR committee not more than 72 hours following the close of the AGM;
- S. The outgoing MCR President shall inform College officers and staff, including members of the JCR, of the composition of the new MCR committee;
- T. The new MCR committee shall take office immediately after the last Governing Body of Michaelmas Term, until which time the outgoing Committee members shall continue to perform their appointed duties;

A member of the MCR wishing to raise a complaint about the conduct of an election shall submit his/her complaint in writing to the returning officer within 24 hours of the results being officially published. The returning officer shall examine the validity of the claim and, if necessary, declare the election void. In this case, an emergency ballot shall take place one week after the AGM, following the same procedure as outlined above.

3. Ordinary General Meetings:

- A. There shall be at least one Ordinary General Meeting per term. Other meetings may be held as and when required on the initiative of the President. Notice of an Ordinary General Meeting shall be given to all MCR members at least one week in advance. This notice should specify the time and venue of the Meeting, deadlines for the submission of Motions to that Meeting, and the manner in which Motions may be validly submitted (as described in [4.4]). The quorum for ordinary general meetings shall be ten per cent of the current membership rounded up to the nearest full member. The MCR committee will not be required to reschedule an inquorate Ordinary General Meeting unless it has received written requests from ten per cent of the MCR's members to do so within 24 hours of the originally scheduled meeting.

4. Motions and Attendance:

- A. Any member or associate member of the MCR may attend and vote at Ordinary or Annual General Meetings;
- B. Members of the JCR committee as well as members of Governing Body may attend and participate at general meetings of the MCR, including the Annual General Meeting. They may not, however, vote in any decisions taken at these meetings;
- C. Any member or associate member of the MCR may propose a motion to be discussed at an Ordinary or Annual General Meeting;
- D. Any expenditure not accounted for in the budget proposed at the AGM as per [4.1.D] of this constitution, or which would require the MCR to use money from its reserves, must be approved by a motion at an Ordinary or Annual General Meeting;
- E. Motions must be seconded by a member or associate member of the MCR, and submitted to the Secretary in writing (email is acceptable) not less than forty-



- eight hours before the meeting. Affiliations and donations to external bodies must be reviewed (with details given) annually or more frequently in this way.
- F. Any motion proposed according to [4.4.C], [4.4.D], and [4.4.E] shall be included in the Agenda for that meeting. The Secretary shall make the Agenda and the full text of all submitted Motions available to all members of the MCR no later than twenty-four hours in advance of the meeting.
 - G. The Chair of a General Meeting shall be either the President or an alternative elected member of the committee as appointed by the President.
 - H. In the absence of the Proposer or Secunder of a Motion at the Meeting, that Motion shall be deemed to have fallen without consideration unless a Proposer and Secunder can be found among those members present, in which case it shall be considered regardless of the absence of the original Proposer or Secunder. If at any point a Proposer or Secunder wishes to withdraw his/her support for said Motion, any other member may take on the relevant role of Proposer or Secunder.
 - I. During the General Discussion of any Motion at a General Meeting any member may propose any Amendment to that Motion, provided that in the ruling of the Chair the Amendment proposed remains within the broad spirit of the Motion originally proposed, and is not of such importance as to require submission as a separate Motion. If there is no opposition to the Amendment on the part of the Proposer, the Amendment shall be taken as friendly and deemed to have passed. If there is opposition to the Amendment on the part of the Proposer, the MCR shall vote on whether to include the Amendment in the Motion. If the Amendment does not pass, the Motion shall be considered in its original form. If the Amendment does pass, the Motion must be considered with the Amendment included.
 - J. The order for discussion of motions shall be regulated by the Chair as follows:
 - i) Short speech by the Proposer summarising the Motion; ii) Relevant Short Factual Questions to the Proposer or to the Chair; iii) Short speech in Direct Opposition by any volunteering member chosen by the Chair; iv) General Discussion of the Motion including consideration of any Amendment(s) validly proposed; v) voting.
 - K. Motions involving no expenditure, or expenditure of £75 or under, are passed by majority vote. Motions involving expenditure of over £75 and up to and inclusive of £200 are passed by 75% majority vote only. Motions involving extraordinary expenditure of over £200 are passed by unanimous vote only. If a motion over £75 fails to receive the required amount of support, the Proposer may, if they wish, bring it forward to either the AGM or a specifically designated meeting, where the motion will pass should it receive a majority of not less than two-thirds of the members present and voting.
 - L. Following a General Meeting, the Secretary shall publish the minutes of the meeting, including the results of motions voted on, amongst all MCR members within 7 days of the meeting.

5. Officers of the MCR Committee

1. Whilst always bearing in mind the objects of the MCR as a whole (set out in para. 1), the following duties and regulations are common to all MCR officers. MCR officers shall:



- A. Maintain separate and detailed records of all transactions and all the college Committee and/or sub-Committee meetings relative to their particular duties as outlined in the particular sections of this paragraph;
 - B. Brief their successors on their duties following their election to the post;
 - C. Inform the committee and the MCR of the outcome of any official meeting they attend and, where necessary, to formulate policy in accordance with decisions reached at these;
 - D. Fill in for any committee member who is unable to attend one of the meetings s/he is obliged to attend;
 - E. Attend the meetings of the MCR Committee. If unable to attend they should inform the President in good time.
2. Expulsion from the committee
- A. Committee members shall not act contrary to decisions taken at MCR Committee meetings, Annual General Meetings, or Ordinary General Meetings. Where a committee member has acted contrary to such decisions, the other members of the MCR committee may bring a motion to a general meeting to expel this member from the committee according to [4.4] above;
 - B. Any member of the Committee who, without prior notice to and consent of the Committee, is out of residence for a whole term of his/her elected period of office shall cease to be a Committee member automatically;
 - C. In case a vacancy on the committee arises by [5.2.A] or [5.2.B], the MCR committee shall, at its discretion, either co-opt another official to hold the post jointly or fill the vacancy with a volunteer at a later time. The latter decision is to be ratified at the discretion of the committee and confirmed at the next meeting of the committee;
3. Committee posts
- A. **President:** the duties of the President shall be:
 - i. To conduct all general meetings of the MCR;
 - ii. To act for and on behalf of the MCR in negotiations with College and University bodies, and to present and debate MCR policies in Governing Body;
 - iii. To meet regularly with the Principal;
 - iv. To call, in conjunction with the MCR secretary, an MCR committee meeting at least once per term, when appropriate. Reasonable notice must be given to members of the MCR committee regarding these meetings;
 - v. To ensure that all members of the MCR committee fulfill their prescribed roles, and if failing to do so inform the MCR;
 - vi. To attend each term's College Council and meetings of Governing Body;
 - vii. To receive complaints from the beneficiaries about the MCR, and to pass them on to the Committee;
 - viii. To update information and timetable events for the MCR Freshers' week and to delegate other Freshers' Week related responsibilities to appropriate members of the MCR Committee;
 - ix. To be responsible for the development (with suggestions from the MCR Committee and the Tutor for Graduates) and dissemination of an annual Graduate Feedback Questionnaire (GFQ), which will normally be comprised of questions pertaining to academic and housing provisions for graduate students. This process will normally occur



within Hilary Term, so that results can be discussed with the MCR Committee and relevant College officials. A formal report(s) on results of the GFQ should be disseminated to the MCR and presented to College Council and Governing Body in Trinity Term.

- x. To coordinate and implement the training of MCR Committee members and interested members as Safer Spaces Facilitators in conjunction with the appropriate sabbatical officer from the Oxford University Student Union and one of the MCR Welfare Officers.

B. Vice-President: the duties of the Vice-President shall be:

- i. To assist the President in his/her duties, including those relating to the GFQ;
- ii. To be acting-President in the temporary absence of the President, fulfilling the duties listed in section [5.3] of this constitution;
- iii. To act as liaison between the MCR and the JCR;
- iv. To prepare, formulate and present necessary alterations to the constitution in co-operation with the MCR committee and the Tutor for Graduates, following the rules given in section 7. In the absence of a Vice President, the President may do this with the assistance of other MCR committee members. The right of every MCR member to propose alterations to the constitution remains untouched;
- v. To attend meetings of the Estates Committee and Domestic Forum, as well as meetings of College Council and Governing Body, if requested by the President;
- vi. To attend any college committee meeting when the respective MCR official is unable to do so;
- vii. To organize the MCR photograph, no sooner than Week Four of Hilary term, and no later than Week four of Trinity Term;
- viii. To purchase and deliver the MCR Christmas gifts to College staff.

C. Secretary: the duties of the Secretary shall be:

- i. To convene, in co-operation with the MCR President, all MCR general and Committee meetings and to take minutes of them;
- ii. To publish the results of MCR elections as described in section [4.2.R], [4.2.S], [4.2.T]; to circulate the Agenda of any General Meeting as described in section [4.4.F]; to publish the results of General Meetings as described in section [4.4.L].
- iii. To keep the filing cabinet in order ;
- iv. To attend meetings of the Library Committee and the Fine Arts Committee [now defunct].

D. Treasurer: the duties of the Treasurer shall be:

- i. To keep the MCR accounts and to maintain the books in conjunction with the College Treasurer and his/her staff, who will be responsible for the auditing of the books. Details of all donations and affiliations to external bodies must be included. The MCR accounts shall include a budget to be approved at the AGM;
- ii. Generally to work in conjunction with the college Treasurer as decided by Governing Body;
- iii. To collect all the bills MCR members are liable to pay the MCR;
- iv. To inform the Bank of the name of the new MCR Treasurer in Michaelmas Term;
- v. To pay all bills authorised by the MCR;



- vi. To attend meetings of Council & Finance Committee.
- E. **Environment Officer:** the duties of the Environment Officer shall be:
 - i. To raise awareness of and, where possible, to implement recycling schemes in the MCR;
 - ii. To pass on to MCR members any information relevant to their accommodation in or out of college;
 - iii. To attend meetings of the Health, Safety and Environment Working Group and to attend Estates Committee.
- F. **Social Secretaries:** there shall normally be three social Secretaries. The duties of the Social Secretaries shall be:
 - i. To suggest, plan and advertise (as authorized by the MCR committee) social functions, including exchange dinners, special MCR dinners, parties and pot luck dinners in EPH and RSH, and the Cambridge exchange trip with Murray Edwards College, normally held annually in Hilary Term;
 - ii. To oversee the ordering and delivery of the food and beverage required for the events noted in (ii) above (i.e. champagne, port, crisps, etc.);
 - iii. To inform the MCR of any functions held by other colleges or university organizations in which the MCR is invited to participate; to inform other Colleges of any MCR functions in which they are invited to participate;
 - iv. To maintain and update the MCR Facebook page, Google Mail accounts, and the Website Events page;
 - v. To compile the following term's events into the MCR term card template by the end of Week Ten of each term, and to send the interim version of these term cards to the Bursar for approval.
- G. **Sports Secretary:** the duties of the Sports Secretary shall be:
 - i. To inform the MCR of college sports clubs they may join;
 - ii. To plan, suggest and organize (as authorised by the MCR committee) sports events;
 - iii. To be jointly assist in the maintenance and safe utilization of the gym, along with the JCR and the College, including gym inductions and consultations regarding equipment improvements or refurbishments;
 - iv. To be secretary of the Amalgamated Sports Club.
- H. **OUSU Representative:** the duties of the OUSU Representative shall be:
 - i. To act as liaison of the MCR with OUSU (Oxford University Students' Union);
 - ii. To attend OUSU Post-Graduate Assembly; to vote there in accordance with MCR policy, and to inform the MCR of any decisions concerning the MCR;
 - iii. Where possible, to attend any other OUSU meetings relevant to graduates; to vote there in accordance with MCR policy, and to inform the MCR of any decisions concerning the MCR;
 - iv. To distribute any OUSU publications and information available to graduates.
- I. **Computer (IT) Representative:** this post may be held jointly with any other Committee post. The duties of the Computer Representative shall be:
 - i. To attend the Computing sub-committee;
 - ii. To ensure that the MCR computer(s) and other related equipment are in good working order;



- iii. To suggest any alterations to the system(s) he/she thinks will benefit users, either in software or hardware configurations;
 - iv. To negotiate with the college on computer-related matters;
 - v. To negotiate the purchase of software and/or hardware and advise the MCR accordingly;
 - vi. To assist and advise members in using the computer(s);
 - vii. To update and maintain the MCR website, including uploading profiles of new committee members, and up to date copies of the Constitution;
- J. **Welfare Officer(s):** If there is more than one suitable application then two welfare officers shall be appointed. The duties of the Welfare Officer(s) shall be:
- i. To be available for consultation by students, and to inform and advise on any student concerns, particularly about money, health (mental and physical), safety, stress, legal and disciplinary problems, and medical and counseling services inside and outside college;
 - ii. To attend Disciplinary Adjudication Committee and welfare meetings in College;
 - iii. To pass on to the MCR any information concerning welfare provision in the university, including but not limited to information on counseling services, peer support, and sexual and mental health;
 - iv. To organize, advertise and carry out weekly welfare teas, and to monitor and replenish the stock of materials needed to do so (i.e. teas, coffee, milk, cakes, etc.).
 - v. to coordinate and implement the training of MCR Committee members and interested members as Safer Spaces Facilitators in conjunction with the appropriate sabbatical officer from the Oxford University Student Union and the MCR President.
- K. **Women's Officer:** the duties of the Women's Officer shall be:
- i. To offer information about women's groups and other facilities of which women of the MCR may avail themselves;
 - ii. To provide information on sexual health, harassment and safety at night;
 - iii. To act as a liaison between the MCR and the OUSU Women's Campaign; where possible, to attend their meetings;
 - iv. To apply for or notify MCR members of sources of funding for women's events;
 - v. To attend Equal Opportunities Committee.
- L. **Equality Officer:** the duties of the Equality Officer shall be:
- i. Defend and maintain St Anne's reputation as an open-minded and egalitarian Oxford College, and ensure that all students are treated equally within the College regardless of background;
 - ii. Offer information about demographic or minority-specific groups and other similar facilities of which members of the MCR may avail themselves;
 - iii. To apply for, or notify MCR members of, sources of funding for events designed to enfranchise groups which may be considered disadvantaged;
 - iv. Ensure that students are not discriminated against in any MCR activity;
 - v. Be aware of issues pertaining to access and equality on a College, University and international scale;



- vi. To attend Equal Opportunities Committee along with the Women's officer;
 - vii. To take responsibility for appointing a Lesbian, Gay, Bisexual and Transgender Representative according to procedures agreed upon with the Governing Body.
- M. **Academic Affairs Officer:** the duties of the Academic Affairs Officer shall be:
- i. To attend meetings of the Academic Committee;
 - ii. To facilitate and to promote of the Arts & Humanities and Science Discussion Groups in coordination with its co-convenors as well as all other and future MCR academic endeavours or undertakings;
 - iii. To liaise with the JCR Academic Affairs Officer or Representative on academic matters and issues affecting MCR and JCR members;
 - iv. To solicit volunteers from the MCR for academic events on behalf of the Academic Office at the discretion of the Academic Affairs Officer;
 - v. To assist the President with the development of the academic-related questions of the GFQ.
- N. **Charities Officer:** the duties of the Charities Officer shall be:
- i. To suggest, plan and advertise events that will be for the benefit of the MCR's annually chosen charities;
 - ii. To ensure the transfer of proceeds from these events to said charities;
 - iii. To inform MCR of various other charity endeavours in the wider college and University communities.
- O. **International Students Officer:** the duties of the International Students Officer shall be:
- i. To suggest, plan and advertise events geared towards the international student population, such as international food nights;
 - ii. To liaise with international students in the MCR, and to assist them with any specific issues they may have as a result of their international student status;
 - iii. To keep international students apprised of events around the University specifically geared towards them, such as information sessions regarding funding, study and work visas, etc.
- P. **Special sub-committees or posts:**
- i. The MCR Committee may create specific limited-duration posts or ad hoc committees and may appoint thereto as it shall see fit, provided that notification is given at a general meeting. These can include, and have included, RSH representatives, the Robert Saunders House Residents Committee, and the MCR Ball Representative.

6. Facilities

1. Ordinary usage

- A. The MCR Common Room(s) shall be open for all beneficiaries at all times when College is open. Magazines and newspapers should be kept in the MCR as decided. A suggestions book will be provided.
- B. The MCR Common Room(s) may be booked (only by beneficiaries) at a set charge decided by the MCR Committee. Each member may book a room only once a term and he/she is responsible for informing the President well in



advance so that members may be notified that the room will be occupied. The member is responsible for any damage caused by him/herself or his/her guests and for cleaning and tidying up the room afterwards. Bookings may not be taken on "Guest Nights." The MCR committee may refuse a booking.

2. General

- A. In accordance with decisions taken at General Meetings, the MCR Committee (on behalf of the MCR) reserves the right for itself to introduce or cancel any such facilities as the MCR members see fit, for example, to operate a bar or to cancel (or order) certain periodicals and/or newspapers. All suggestions for possible services will be considered by the Committee:
- B. If beneficiaries have a complaint against the MCR, they can seek redress by writing in the suggestions book or communicating to the President their complaint. Complaints that remain unresolved by the Committee shall be referred to the College Advisers. The MCR shall consider and act upon their recommendation(s).

7. Safer Spaces Policy

1. Safer Spaces Commitment

A. Brief Definitions

- i. *Sexual assault*: intentionally touching someone else sexually without a reasonable belief in their consent (Sexual Offences Act 2003)
- ii. *Sexual harassment*: unwanted or persistent advances of a sexual nature, or advances that cause the recipient to feel threatened; for example, exposing one's genitals; unwanted sexual comments about a person's body; persistent or aggressive invitations to engage in sexual activity.
- iii. *General harassment*: verbal or physical conduct that denigrates or shows hostility or aversion toward an individual for reasons that may include (but are not restricted to) race, skin colour, religion, gender, sexual orientation, national origin, age or disability. This includes bullying, which occurs when any such behaviour creates an intimidating, hostile or offensive environment for employment, study or for social life and can occur even if offence is not intended.
- iv. *Physical assault and battery*: threatening to, or actually engaging in, the application of unlawful force (which includes physical harm) to someone;
- v. *Safer Spaces Facilitators*: any members of the MCR Committee or general membership who have received OUSU sexual consent training and have agreed to become Safer Spaces Facilitators and who are on the register of facilitators and identified as responsible persons; Safer Spaces Facilitators are there to listen, to signpost, and to refer individuals on to the appropriate members of the Welfare and Decanal Teams.
- vi. *College Welfare and Decanal Teams*: any member of the College Welfare and Decanal Teams, including the Senior Tutor, the Dean, the Assistant Deans, the Assistant Dean for Welfare, the Assistant Dean for Graduates, the College Personal Harassment Advisors, the College Nurse, the College Counsellor, the Lodge Porters, and the RSH Wardens.



B. Procedures for Raising Concerns:

- i. The St Anne's Middle Common Room takes all concerns about and allegations of sexual assault, sexual harassment, general harassment, and physical assault and battery very seriously.
- ii. Any member of the MCR who has experienced sexual assault, sexual harassment, general harassment, and physical assault and battery, or who has concerns about these issues which they wish to discuss informally, can approach a Safer Spaces Facilitator and/or members of the College Welfare and Decanal Team to raise a concern. Those responsible persons will take any steps that may be necessary to ensure the safety and well-being of the individual raising a concern.
 - 1.B.ii.1. Where appropriate, the Safer Spaces Facilitators will refer individuals to the Assistant Deans who may then take appropriate action. The Assistant Deans may then refer the matter on to a College Personal Harassment Advisor, the Senior Tutor or the Dean where appropriate.
 - 1.B.ii.2. In the event of an emergency, any member the MCR or guest at an MCR event should contact the lodge or a warden as appropriate so that they may contact the authorities.
- iii. As per the College's Personal Harassment Policy and Procedure, complainants will be treated non-judgmentally and with respect by the Safer Spaces Facilitators and College Welfare and Disciplinary team, whose first priority is to make sure the individual raising a concern feels comfortable and supported.
- iv. Any serious breach of the College Regulations for Junior Members will be referred to the Decanal Team. Please see Appendix B for the College regulations regarding discipline.
- v. Members of the MCR have a responsibility to inform or encourage appropriate and decent behaviour at MCR events and in MCR spaces. MCR members and their guests to MCR events will be made aware of the policy and thus will be responsible for their own actions.
- vi. Individuals wishing to raise a concern may do any of the following:
 - 1.B.vi.1. Seek support from a member of the College Welfare and Decanal Team;
 - 1.B.vi.2. Make an informal complaint according to College's Personal Harassment Policy and Procedure (see Appendix C);
 - 1.B.vi.3. Make a formal complaint according to College's Personal Harassment Policy and Procedure (see Appendix C).

2. Complaints of Mistreatment or Victimization

- A. The College has robust policy relating to procedures for complaint of mistreatment during the process of raising a concern as well as for any victimization that should arise from raising a concern (see Appendix C).

3. Implementation of Policy



- A. It is important that policy is not only in place, but seen to be working, and that both MCR members and the Safer Spaces Facilitators and College and Disciplinary Welfare Team individuals understand how the policy works. The MCR Committee will publicise the policy by doing the following:
 - i. Host sexual consent workshops facilitated by the appropriate sabbatical officer from the Oxford University Student Union to train Safer Spaces Facilitators on the issue of sexual consent in relation to the Safer Spaces policy at the beginning of every term or as appropriate;
 - ii. Train MCR Committee members and other interested members of the MCR as sexual consent facilitators so that they may act as Safer Spaces Facilitators at events (or in places) where the Safer Spaces policy is in action;
 - iii. Making the Safer Spaces policy and awareness information available on the MCR website, where appropriate;
 - iv. Putting up Safer Spaces posters (supplied by Oxford University Student Union) in the toilet stalls, the entrance area, the cloakroom area, and the all other communal spaces in the Middle Common Room;
 - v. Using Safer Spaces branding when advertising MCR events.
- B. Nothing in this policy shall detract from the position and jurisdiction of the Proctors or the right to free access to them by all junior members.

8. Alterations to the Constitution

1. Proposals for alterations to the Constitution may be made only at the AGM or at a specifically designated meeting of which no less than one week's notice must be given. Proposed alterations shall be notified to the representative of Governing Body (the Tutor for Graduates) not less than two weeks before any specially convened meeting. To become effective, amendments must receive a majority of not less than two-thirds of the members present and voting. Amendments must then go forward to Governing Body for its approval. They become effective only after this approval is given.
 - A. Should the Constitution be found ambiguous at any point, or if it fails to cover unforeseen events, the MCR President shall issue a temporary ruling in consultation with the Tutor for Graduates. Thus ruling shall have force until the constitutional ambiguity or vacancy shall have been resolved by the normal process of constitutional alteration, as already defined.
 - B. This constitution shall have effect upon approval by the Governing Body.
2. The interpretation of 'appendices/appendix' refers to information attached to this Constitution that provides additional information and/or clarification of Constitutional provisions state herewith. An Appendix is not considered part of the Constitution itself, and therefore is not subject to amendment procedures under point 9.1, but may be changed according to Committee decision-making procedures under point 6.4.

APPENDICES

Appendix B.: St. Anne's College: Regulations Governing Junior Members



This Appendix refers to a section of the College Regulations (St. Anne's College Regulations Governing Junior Members), a full and up-to-date copy of which may be found on the St. Anne's College Weblearn site.

6.1 Discipline

- (i) Junior members are required to read and comply with all College Regulations.
- (ii) No junior member shall in a College or University context intentionally or recklessly engage in violent, indecent, disorderly, threatening, or offensive behaviour or language.¹ [On University or College premises; in the course of University or College activity within or outside Oxford whether academic, sporting, social, cultural, or other.]
- (iii) No junior member shall engage in conduct likely to disrupt teaching or study or research or the administration (including domestic administration) of the College or disrupt or attempt to disrupt the lawful exercise of freedom of speech by members, students and employees of the College or of the University or by visiting speakers or obstruct or attempt to obstruct any officer, employee, or member of the College in the performance of her duties.
- (iv) Conduct of which other members of the College might reasonably complain even when not otherwise specified in the Regulations, is to be avoided and may be treated as an offence. The making of excessive noise and unruly behaviour, including drunken behaviour, detrimental to the purpose and culture of the College as a place of study is an offence. (See also Annexe II.C.3 (Harassment).)
- (v) Junior members must not misuse any part of the IT system, including the network, College computers and printers. The Computing Rules are designed to ensure that the network can be used legally and efficiently for academic study by all members of College. Rules, which are subject to change from time to time, can be viewed online at: <http://www.ict.ox.ac.uk/oxford/rules/>. Breaches of the regulations can trigger automatic administrative charges as a contribution towards the costs incurred by the University and/or the College in dealing with the misuse. These administrative charges will be passed directly to the junior member responsible. Any breach of regulations will also be reported to the Dean and/or University Proctors who may take further action.
- (vi) No junior member shall damage or deface or steal any property of the College or of other members of the College. No junior member shall use College property otherwise than in accordance with the rules made therefor by any authority of the College. (See also 7.1 Damage to College property.)
- (vii) The roofs, window ledges, and balcony railings of all College buildings are strictly out of bounds.
- (viii) Firearms (even if licensed), air pistols, or any other weapons may not be brought onto College premises.
- (ix) The Governing Body reserves the right to take action in cases where a junior member has been found guilty by a criminal court or has been proceeded against by the University Proctors. Moreover, a junior member must inform the Principal, in writing, within 48 hours of being told that they are subject to any form of



criminal proceeding or being proceeded against by the University Proctors. Finally, a junior member must keep the Principal informed, in writing, of the progress and outcome of any case previously reported under this Regulation.

- (x) Junior Members are required to identify themselves and/or their guests to any College Officer, Tutor, Lodge Porter, member of Bursary staff, Assistant Dean, or RSH Warden when asked to do so.
- (xi) The Dean will normally notify Personal Tutors when junior members commit certain serious disciplinary offences and are engaged in behaviour, including alcohol-related incidents and anti-social behaviour that runs seriously counter to the purpose and culture of the College as a place of study.

Appendix C.: ST ANNE'S COLLEGE BY-LAWS

This Appendix refers to a section of the College Regulations (St. Anne's College Regulations Governing Junior Members), a full and up-to-date copy of which may be found on the St. Anne's College Weblearn site.

C.3 PERSONAL HARASSMENT POLICY AND PROCEDURE

1 General

- 1.1 All individuals are entitled to a working and studying environment which respects their personal dignity and which is free from objectionable conduct. For this reason, the College has agreed the following procedures which aim to ensure that conduct which creates an intimidating, hostile or offensive studying, working or social environment is not tolerated. All employees and students have a responsibility for complying with this policy.
- 1.2 Harassment (including bullying) by employees or students is viewed by the College as misconduct and will be dealt with under the appropriate disciplinary procedures. Employees and students are reminded that depending on the circumstances, harassment may lead to a civil claim and/or criminal charges being brought against them independently of any action which the College may take.

2 Introduction

- 2.1 Many people in our society are victimised and harassed as a result of their race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.
- 2.2 Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.



- 2.3 We recognise that personal harassment can exist in the workplace and college environment, as well as outside, and that this can seriously affect individuals' lives by interfering with their job or academic performance or by creating a stressful, intimidating and unpleasant environment.

3 Policy

- 3.1 We deplore all forms of personal harassment and seek to ensure that the College environment is sympathetic to all our employees and students.
- 3.2 We have published these procedures to inform the employees and students of the type of behaviour that is unacceptable and provide individuals who are the victims of personal harassment with a means of redress.
- 3.3 We recognise that we have a duty to implement this policy and all employees and students are expected to comply with it.

4 Examples of Personal Harassment

- 4.1 Personal harassment takes many forms and individuals may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one person towards another and examples of harassment include:
- i) insensitive jokes and pranks.
 - ii) lewd or abusive comments about appearance.
 - iii) deliberate exclusion from conversations.
 - iv) displaying abusive or offensive writing or material.
 - v) unwelcome touching.
 - vi) abusive, threatening or insulting words or behaviour.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees or students committing any form of personal harassment.

5 Complaint Procedure

5.1 Informal Complaint

We recognise that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with a senior person of your choice (whether or not that person has a direct supervisory responsibility for you) as a confidential helper. This person should **not** be the person who will be responsible for investigating the matter if it becomes a formal complaint.

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that his or her behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.



The College has appointed two advisers who can act as confidential helpers, one of each sex, with whom questions (whether or not amounting to a complaint) can be raised. The names of these advisers will be publicised within the College. The College may also appoint an external adviser from another College if this is required or deemed appropriate.

5.2 Formal Complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of your Head of Department (in the case of staff) or Principal (in the case of students) as a formal written complaint and again your confidential helper can assist you in this. If the Head of Department or Principal is involved in the allegation, the Vice-Principal may be approached instead. If possible, you should keep notes of the harassment so that the written complaint can include:-

- i) the name of the alleged harasser.
- ii) the nature of the alleged harassment.
- iii) the dates and times when the alleged harassment occurred.
- iv) the names of any witnesses.
- v) any action already taken by you to stop the alleged harassment.

6 Procedure for Dealing with Formal Complaints

- 6.1 On receipt of a formal complaint we will take action to separate you from the alleged harasser to enable an uninterrupted investigation to take place. This may involve a temporary transfer of the alleged harasser to another area or suspension with pay in the case of employees or suspension from College in the case of students, until the matter has been resolved.
- 6.2 The person dealing with the complaint will carry out a thorough investigation in accordance with the disciplinary procedures for staff and the disciplinary procedure for students. All those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.
- 6.3 When the investigation has been concluded, a draft report of the findings and of the investigator's proposed decision will be sent, in writing, to you and to the alleged harasser.
- 6.4 If you or the alleged harasser are dissatisfied with the draft report or with the proposed decision this should be raised with the investigator within five working days of receiving the draft. Any points of concern will be considered by the investigator before a final report is sent, in writing, to you and to the alleged harasser.
- 6.5 If those investigating the complaint are satisfied that there is evidence that any person is guilty of misconduct, they may refer the matter to be dealt with in accordance with the College's disciplinary procedures for staff or students (as the case may be).



- 6.6 However, in consultation with the Principal, (or Vice-Principal, if the Principal is involved in the allegation) they may decide that there is insufficient evidence to pursue the matter further.

7 Harassment Panel

- 7.1 As an alternative those investigating may instead decide to refer the matter to be considered by a Harassment Panel consisting of three fellows of the College appointed by the Principal who have not been involved in the complaint either as a party, witness or investigator. The Harassment Panel shall elect a chair and shall conduct a complaint hearing.

- 7.2 The procedure in connection with the consideration and determination of the complaint shall be determined by the Bylaws in such a way as to ensure that the complainant and any person against whom the complaint of harassment lies shall have the right to be heard at the hearing and to be accompanied by a friend or representative.

- 7.3 The Harassment Panel shall inform the Principal (or Vice-Principal, if the Principal is involved in the allegation) whether or not the Panel considers that the complaint is well founded and if the Panel considers that it is well founded, the Panel shall make such proposals for the resolution of the complaint, including the implementation of disciplinary action, as it sees fit.

- 7.4 If the Panel finds that the complaint is not well founded it may also make such recommendations to the Principal (or Vice-Principal, if the Principal is involved in the allegation) as it sees fit. In serious cases, harassment may result in the harasser being dismissed without notice or payment in lieu of notice (in the case of employees) or expulsion in the case of students.

8 Appeal

- 8.1 Employees and students may appeal against the disciplinary action by using the disciplinary appeal procedure.

9 Non-Victimisation

- 9.1 The College is of the view that victims of harassment should be able to bring a complaint without suffering any victimisation. Any such victimisation is a disciplinary offence and the person responsible will be dealt with under the College's disciplinary procedures. However, where a student or employee brings a complaint of harassment in bad faith, this will also be regarded as a disciplinary offence.



St. Anne's College

Middle Common Room

Nothing in this policy shall detract from the position and jurisdiction of the Proctors or the right to free access to them by all junior and senior members of the College.