St Anne's College
Middle Common Room

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

*This version of the constitution was approved by the MCR **in Trinity Term 2025**. The original constitution was approved in Hilary Term 2005.*

Constitution

1. Objectives

1. The *beneficiaries* of the MCR are full 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.
2. The following shall be eligible for full membership of the MCR:
    A. 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.
    B. All members of College reading either for a first or further Degree or Diploma who already hold a degree from any other University.
    C. All members of the College eligible for senior status and mature students.
    D. 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.
3. The following shall be eligible for associate membership of the MCR:
    A. All 4th year classicists and modern linguists who are members of St. Anne's College.
    B. Such other persons as the MCR Committee may recommend and whom Governing Body shall deem to be of suitable standing for associate membership.

C. Alumni of the MCR still in Oxford or at another College.

D. Post-graduate students at Oxford not affiliated with another College or permanent hall who have some connection to St Anne's College.

E. Spouses or long-term committed partners of full MCR members.

4. Approval of associate memberships

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. Associate membership may be denied if the applicant owes money to St Anne's College or is subject to any ongoing disciplinary procedure.

C. 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.

D. 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.

E. 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 yearly and £30 termly, as of 9th February, 2022). The Termly fee shall be no less that 20% of the yearly fee.

2. Benefits of associate membership

A. Associate members have the same voting rights as full members.

B. 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 apply for positions on the Board of Executives (President, Vice-President, Secretary, and Treasurer). Associate members may not sit on College committees, unless permitted to do so by the College.

C. The following additional privileges are extended to associate members who are not already full members of St Anne's College:

i. Subscription to all MCR events (including Subject Family but excluding events specifically designed by College for full MCR members) with a priority for full MCR members if events are oversubscribed.

ii. Access to MCR common room at the main College site. 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.

iii. Attendance to AGMs, voting in MCR elections, and holding MCR Committee positions in line with section [2.5.B].

iv. Subscription to the MCR mailing list.

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 was submitted to the Governing Body for approval in Hilary Term 2005 and shall 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 3rd 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 or at least 30 MCR members. 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 MCR Committee shall be elected in two separate elections. The MCR President, Vice President, Treasurer, and Secretary shall be elected at a specifically designated meeting in Trinity Term of which no less than one week's notice must be given. All other officers of the new MCR Committee shall be elected as the last order of business at the AGM.

B. Elections of the new MCR Committee shall be held via online voting, usually using the system provided by the Oxford University Student Union. 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 both elections shall be the MCR President, the outgoing President for the Trinity Term elections and the newly elected President for the AGM elections. In the event that the President is him/herself a candidate for election in the Trinity Term elections, 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 communicated via MCR mailing list.

D. 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.

E. 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. No member of the MCR may hold multiple positions on the Board of Executives, except if necessitated in line with section [4.2.I].

   iii. Associate members of the MCR may not hold positions on the Board of Executives.

F. Nominations for posts shall open one week prior to the election day and close one day prior to the election day. 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 provide the MCR with a list of all candidates via the MCR mailing list.

G. No election materials, other than a manifesto, may be shared with the MCR (neither online nor offline) by any candidate.

H. The Returning Officer will provide to the MCR the manifestos of all candidates properly nominated and seconded (according to section [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. After the hustings, the returning officer shall be responsible for setting up the online voting system. The online voting should be open the next day after the AGM from 8 am to 8 pm.

L. 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.

M. If, after the votes have been counted, section [2.5.B] 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.

N. The Dean shall satisfy him/herself that there has been compliance with the above rules.

O. The outgoing MCR secretary shall communicate to the MCR the detailed results of the elections within two hours of the close of voting.

P. 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 one week following the close of the AGM.

Q. The current Committee members and their successors shall negotiate a formal hand-over process during the Christmas vacation period. The hand-over shall happen no later than the start of Week -1 of the upcoming Hilary Term.

R. The outgoing MCR President shall inform College officers and staff, including members of the JCR, of the composition of the new MCR Committee by Week -1 of the upcoming Hilary Term.

S. 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 section [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 full 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 section [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 sections [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 Seconder of a Motion at the Meeting, that Motion shall be deemed to have fallen without consideration unless a Proposer and Seconder can be found among those members present, in which case it shall be considered regardless of the absence of the original Proposer or Seconder. If at any point a Proposer or Seconder wishes to withdraw his/her support for said Motion, any other member may take on the relevant role of Proposer or Seconder.

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 section [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 sections [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.

D. Any member of the MCR may bring up a no-confidence motion against any officer of the MCR Committee. The motion must specify the exact actions of the officer that contravene this Constitution. The motion must be supported by at least 20 full members of the MCR (in addition to the proposer) and submitted to the MCR Secretary. The Secretary must then organise an online or offline ballot within one week of the request. If the motion is brought against the Secretary, then the motion may be received and the ballot may be carried out by any officer of the MCR Committee who is not associated with the motion (and who is preferably on the Board of Executives). If more than 10% of the MCR (or at least 30 MCR full members) participate in the ballot and a simple majority vote in favour of the motion, the post shall be opened for re-election following section [4.2], except that the election may take place during an Ordinary General Meeting.

3. Committee posts

The MCR committee comprises the following subcommittees and at-large positions that support various facets of postgraduate life at St Anne's:

I. Executive Board

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 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.

x. To represent the MCR with Oxford University Student Union (OUSU) in the Conference of Common Rooms, vote in accordance with MCR

policy, and inform the MCR of any decisions and information concerning the MCR.

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

i. To assist the President in his/her duties.

ii. To be acting-President in the temporary absence of the President, fulfilling the duties listed in section [5.3.A] of this constitution.

iii. To act as a 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 [8]. 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 college committes, including College Council and Governing Body, if requested by the President.

vi. To organize the annual MCR garden party in Trinity Term.

vii. To organise the MCR photograph, no sooner than Hilary Term, and no later than Trinity Term.

viii. To purchase and deliver the MCR Christmas gifts to College staff.

ix. To organize stash drops every term

C. Secretary & Internal Communication: the duties of the Secretary shall be:

i. To convene, in co-operation with the MCR President, all MCR general and Committee meetings.

ii. To take the minutes of general and Committee meetings, and make them accessible to all members of the MCR.

iii. To update and maintain the MCR mailing list, including committee email forwards.

iv. To prepare, edit, and publish a weekly newsletter, which shall be sent through the MCR mailing list.

v. To compile the following term's events into the MCR term card template by the start of Week 0 of each term, and to send the interim version of these term cards to the Bursar for approval.

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

i. To keep the MCR accounts and maintain the books in conjunction with the College Treasurer and his/her staff, who will be responsible for ensuring the books are properly kept and reflect all activity, as well as verifying closing assets, liabilities, and reserves. Details of all donations and affiliations to external bodies must be included.

ii. To prepare the annual accounts of the MCR to 31st July annually and to submit a draft to the Treasury for review prior to the MCR meeting to which they are to be presented at the latest by MT 1st week.

iii. To make available the MCR accounts for annual external independent examination following their completion. The accounts, working papers, and minutes of all meetings must be retained for seven years.

iv. To work in conjunction with the College Treasurer as decided by Governing Body.

v. To present monthly accounts at MCR Ordinary General Meetings, explaining variances against the budget.

vi. To collect all the bills MCR members are liable to pay the MCR.

vii. The College will delegate all access to operating the account to the MCR Treasurer in the term they are elected, in readiness for their term of office commencement.

viii. To pay all bills authorised by the MCR and all liabilities to external bodies in a timely fashion.

ix. To attend meetings of College Council.

x. To work with the College Treasury to agree on an annual budget and College grant during the Easter Vacation before Trinity Term, and to present the draft budget to the MCR at the start of Trinity Term.

II. Social Subcommittee

E. Social Secretaries (up to 4): the duties of the four Social Secretaries shall be:

i. To suggest, plan and advertise (as authorised by the MCR Committee) social functions, including exchange dinners, special MCR dinners, parties and potluck 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 organisations in which the MCR is invited to participate and to inform other Colleges of any MCR functions in which they are invited to participate.

III. Welfare Subcommittee

F. Welfare Officers (up to 4): the duties of the four Welfare Officers 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 counselling services inside and outside College.

ii. To attend, if requested, Academic Adjudication Committee, Disciplinary Adjudication Committee and the Student Welfare Committee 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 counselling services, peer support, and sexual and mental health.

iv. To organise, 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.

IV. Academic Subcommittee

G. Academic Affairs Officers (up to 3): the duties of the three Academic Affairs Officers shall be:

i. To attend meetings of the Academic Committee.

ii. To facilitate and to promote 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 facilitate the publication of the St Anne's Academic Review (STAAR), appoint its Editor-in-Chief and allocate design and publishing budget.

IV. Domestic Subcommittee

H. 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 organise (as authorised by the MCR Committee) sports events.

iii. To be jointly assist in the maintenance and safe utilisation 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.

I. 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 Environment and Health and Safety Committee and to attend Estates Committee.

J. Facilities and Housing Officer

i. To represent EPH and RSH residents in discussions with the Domestic Bursar, Accommodation Office & in the Domestic Forum.

ii. To assign and maintain a key list of MCR lockers every term

iii. To maintain and procure coffee for the MCR coffee machine.

iv. To help maintain the MCR common room, study room, and kitchen.

v. To oversee the allocation of the MCR amenities levy and assist the Treasurer in delivering termly and transparent reports on its expenditure.

K. IT & Social Media Officer: the duties of the IT & Social Media Officer shall be:

i. To attend IT and Data Security Committee.

ii. To ensure that the MCR computer(s) and other IT systems are in good working order.

iii. To negotiate with the College on computer-related matters.

iv. To negotiate the purchase of software and/or hardware and advise the MCR accordingly.

v. To update and maintain the MCR website, Instagram or other social media channels

V. Equalities Subcommittee

L. Equity & Accessibility Officer (up to 2):

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 and MCR regardless of background.

ii. To actively work with the College and the MCR Committee to create an inclusive environment for students with disabilities and direct students with disabilities to appropriate MCR, College, and University resources.

iii. To attend Equal Opportunities Committee.

M. Culture & Identities Officer (up to 2):

i. To suggest, plan, and advertise events geared towards the minority ethnic student and international student population.

ii. Offer information about demographic or minority-specific groups, funding opportunities, and facilities of which members of the MCR may avail themselves.

iii. To liaise between international students in the MCR and college offices/university services with regard to their international student status (i.e., visa/work status, funding opportunity).

iv. To attend Equal Opportunities Committee.

N. Gender & Sexuality Officer (2):

i. To offer information about women's groups and other facilities of which women of the MCR may avail themselves.

ii. To suggest, plan, and advertise events, groups, and facilities geared towards the LGBTQ+ student population.

iii. To provide information on sexual health, harassment and safety at night.

iv. To provide female hygiene and sexual health products in the MCR

v. To attend Equal Opportunities Committee.

VI. Special sub-committees or at-large posts:

O. The MCR Committee may create specific limited-duration posts (e.g., an MCR Ball Representative) or ad hoc committees and may appoint thereto as it shall see fit, provided that notification is given at a general meeting.

P. Investment Committee Representative (2-year term)

i. To represent the MCR in college investment committee meetings.

ii. To advocate for ethical, responsible, and sustainable investment practices of the college.

iii. To support Investment Seminars, open to the college public, and to report college investment activities to the MCR when requested and appropriate.

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.

B. The MCR Common Room(s) may be booked by any member and is responsible for informing the President 2 weeks in advance so that members may be notified that the room will be occupied. The room must remain available for other MCR members to use during the booked time. The member

is responsible for any damage caused by him/herself or his/her guests and for cleaning and tidying up the room afterwards. Alcohol may be consumed in the MCR if guests bring some for themselves but alcohol cannot be bought in bulk and sold to guests. The MCR cannot be booked for more than 50 guests. The MCR cannot be booked during college quiet hours, strictly from midnight to 8.00 am. Bookings may not be taken if they coincide with MCR events. The MCR Committee may refuse a booking.

C. The MCR Committee may book the space for special (MCR-oriented) events. Such bookings must be communicated to members at least one week in advance. Any member can raise an objection to such a booking, and in those cases, if supported by more than 10 full members of the MCR, it shall be at the MCR President's discretion to call a meeting to discuss.

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 of Welfare, the Dean, the Assistant Deans, the College Harassment Advisors, the College Nurse, 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.

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 Harassment Advisor, the Senior Tutor or the Dean where appropriate.

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 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.

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:

vi.1. Seek support from a member of the College Welfare and Decanal Team.

vi.2. Make an informal complaint according to College's Harassment Policy and Procedure).

vi.3. Make a formal complaint according to College's Harassment Policy and Procedure.

2. Complaints of Mistreatment or Victimisation

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 victimisation that should arise from raising a concern.

2. 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.

A. 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 section [8.1], but may be changed according to Committee decision-making procedures under section [4.4].