

MCR
Executive
Handbook

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Contains guidance and notes about running the St Catherine's
College Middle Common Room

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College MCR
Executive
Handbook

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Introduction

This handbook has been created by the St Catherine's College Middle Common Room Executive of 2009 to aid in running of the MCR. It has been created to be used as a first resource on matters relating to the running of the Common Room and it's relation to the College as a whole. The Constitution and related documents are the ultimate governing documents for the MCR and should be referred to in the first instance.

Christina and Ben wish to thank all members of the MCR Executive, College Officers and St Catherine's College for their assistance in the preparation of this document.

We would like to encourage future committees to update and maintain this document for the general well being of the MCR. If such a document had existed when we began our terms, it would have saved us immense heartache and effort! We recommend that both the PDF and word document are kept up to date on the MCR website.

Introduction to Officers of the MCR

The Executive:

The Executive is elected in 5th week of Hilary term and holds office from 8th week in Hilary. Here we broadly describe the roles and responsibilities of the executive. More detail can be found in their individual sections later in this document.

Two Co-Presidents

are the general point of call for the MCR, College, and the University when dealing with issues relating to St Catherine's MCR. They have the final say on interpretation of the Constitution, Chair Committee and Open Meetings, and delegate tasks to the MCR Officers.

Secretary

is responsible for announcing meetings, collating agendas, taking minutes and maintaining the MCR Constitution. (S)he is responsible for looking after the MCR pigeon hole (in the porters lodge) and keeping the MCR notice boards up to date. The MCR mail-lists are maintained by the Secretary.

Treasurer

is responsible for looking after the financial dealings of the MCR; including preparing accounts, the annual budget, keeping receipts, and advising on all purchases made on behalf of the MCR. The (S)he shall work with the College Accountant to ensure that the MCR bank accounts are looked after.

IT & Publicity

is required to keep the MCR website updated and well maintained, and to work with the Secretary in updating and maintaining the MCR mail-lists. Any member of the MCR may ask this officer for advice and assistance in publicising events for MCR members.

Three Social Secretaries

are responsible for organising and coordinating the social activities of the MCR. They shall work with the IT & Publicity officer to maintain and update the MCR via regular emails and the MCR Term Card. They shall work with the MCR Committee to organise exchange dinners, regular bops, the garden party, and other events of interest to the members of MCR.

Bar Manager

is responsible for the running and management of the MCR bar. This shall include keeping the bar well stocked and staffed for MCR events. They shall liaise with the Social Secretaries and the MCR Committee via regular emails to ensure that the bar is kept open as often is appropriate. They should also liaise with the licence holder (currently the JCR Bar Manager) to ensure that appropriate regulations and laws are upheld. They shall coordinate the bar committee.

Regular Members of the Committee:

The Regular Members of the committee can be considered as a standing committee and have only a few prescribed posts. These posts can be increased at the will of the Executive to ensure that roles within the MCR are delegated appropriately.

These officers can be filled by volunteers before Sunday of 4th week in Michaelmas, but if they are not filled there shall be formal elections in that week. If they remain unfilled after this point, the positions can be co-opted by the MCR Executive.

OUSU/Graduate Committee Officer

is to liaise with OUSU (if affiliated) by attending at least the Post Graduate Committee (formerly the Graduate Committee) and any other OUSU committees when deemed necessary. Formally, the majority of contact with OUSU shall be undertaken by one of the MCR Co-Presidents.

Environmental Officer

is to promote awareness of environmental issues in the MCR, often working with the JCR Environment and Ethics reps.

Welfare Officer

is to organise and promote wellbeing in the MCR, often by hosting brunches, purchasing and distributing condoms and any other appropriate materials, and attending the termly welfare lunch hosted by the Master.

Women's Officer

is to represent the interests of women in the MCR and to be approachable in a welfare capacity when required.

Sports Officer

is responsible for encouraging MCR members to get involved with College sports and to improve accessibility and availability of sports equipment.

This can involve the following:

Encourage MCR members to join College Sports teams, especially during fresher's week (i.e. inviting the spokesperson of the respective College teams to introduce their sport).

Advise MCR members and help them getting into contact with the representatives of the teams they are interested in joining.

Assist and advice members attending the Amalgamated Clubs and Societies meeting (see below).

Organise MCR sports event (e.g. sports introductions, trips, Crockett Sundays ...)

Get the MCR involved in sports events (i.e. advertise events such as Cuppers, Football matches, regattas etc and encourage the MCR members to support competing MCR members and the College in general)

Encourage the College to increase the standard of available sports facilities and provide additional equipment

Informal Subcommittees of the MCR

Bar Committee

is chaired by the Bar Manager and shall be responsible for stocking the bar, working with the Social Secretaries and members of the MCR committees to ensure that the MCR bar is fully functioning and complies with the College licensing officer on all matters relating to the bar.

Welfare Committee

is chaired by the Welfare Officer and shall assist the Welfare Officer in running of welfare events and promoting general wellbeing in the MCR.

MCR Co-Presidents:

Primarily the MCR Co-Presidents are responsible for the general running and management of the MCR. This role combines all aspects of the Committees and generally they should ensure that the MCR is welcoming, enjoyable, and friendly to all the members of the MCR.

In order to fulfil this role, there are a variety of committees, meetings and events with the Co-Presidents must chair, organise and attend on behalf of the MCR. They must do their utmost to represent the views of the MCR to College, the University and the General Public.

Life in College as an MCR Co-President

General events to coordinate and organise

Fresher's Week:

Working with the Committee and members of College they must organise a wide ranging and inclusive selection of events to welcome new graduates into life at St Catherine's College. These shall include events which appeal to a wide audience and highlight the rich social experience on offer in Oxford as a graduate student. One of the aims of Fresher's Week shall be to integrate the whole of the Graduate community and create a friendly, lively, and diverse environment where individuals can flourish.

The Fresher's Week timetable shall be coordinated with the Academic Registrar to avoid clashing with other activities in College and the University. This should be arranged and coordinated by the end of June.

The MCR Co-Presidents shall write a letter on behalf of the MCR to welcome new students into the Catz community. This letter is to be sent to the Academic Registrar before the end of June.

Garden Party:

Working with the Social Secretaries, the Dean and other members of the MCR the Co-Presidents shall coordinate the annual MCR garden party to be held at the end of Trinity Term.

Attendance of Committees and Meetings

MCR Open Meetings and Committee Meetings:

The Co-Presidents shall work with the Secretary in running of the formal meetings of the MCR and its Committees. They shall uphold the Constitution (and ideally should be well versed in its contents and accompanying documents). These meetings should include reading and writing of reports regarding matters relating to the MCR that have been discussed with the various officers of the MCR since the last meeting of this group.

Governing Body:

One Co-President is invited to observe the College's Governing Body. While matters raised at Governing Body are confidential, the Co-President may discuss certain matters which concern the graduate community with the Master following each meeting and can ask permission to discuss or consult the MCR on any matters arising.

Meetings of the Subcommittees of Governing Body:

Representatives from the MCR are invited to attend a variety of College meetings relating to all parts of life in Catz. A full list of these meetings and the recommended attendees are listed later in this document.

Liaising with College, the SCR, JCR, and other bodies:

The Co-Presidents are responsible for working with other bodies within and external to College to ensure that the MCR is well represented and informed of all activities relating to Graduates at Oxford. It is encouraged that at least one Co-President attends the bi-termly 'MCR PresCom', details are circulated on the MCR-PresList a mailing list maintained by the OUSU VP(Graduates), email graduates@ousu.org for more details.

Guest Night Dinners

One of the Co-Presidents organises the Guest Night dinners. This involves liaising with the Chef, the Cashier, and other members of the College staff.

At the beginning of term you need to inform the Chef of the eight themes for guest dinners which you would like. You need to also inform the Chef of any extended tables you require, these let you have 52 guests instead of the normal 42. It is recommended that you request extended tables for Exchange dinners and the evenings prior to MCR bops. You should also request after dinner cheese, chocolates and fruit when required.

Each Sunday during full term, MCR members can sign up using the MCR's online form for the guest dinners, this forms takes details such as the number of guests, dietary requirements and contact details. There should be at least one committee member signed up for the meal to ensure that the dinner operates smoothly.

Rules of priority generally state that the order of preference for guest dinners is: Executive Committee, MCR members, Executive Committee Guests 1, MCR member guests 1, Executive Committee guests 2, MCR member guests 2 and so on. Members can also choose to use their 'special dining right' which allows them (once a year) to guarantee themselves and two guests (three in weeks 2-7 of Trinity term) places on the table.

The form typically remains open from 5-11pm each Sunday and once the form closes the Co-President needs to transcribe the guest list (ensuring that the rules of priority are followed) to the MCR table spreadsheet and send this to the Cashier. The table list should also be transcribed to the MCR maillist, once these two jobs are complete, the MCR should be informed by email that the list is online and with the Cashier. Any further changes of the table should now be performed only by the Cashier.

On Thursday morning the Cashier will email the Co-President, the Chef, Accounts, and other College Officers with the final list. The MCR can then email the MCR stating that the table list is complete and ask for any seating preferences.

On Friday evening, the Co-President needs to ensure that the table plan is complete, with seating preferences included, and that place cards and menus (now available from the Kitchens) are placed on the table.

Pre-dinner sherry (arranged by the Bar Manager) should begin at 6.45 pm. Guest should be ushered over to the Hall for 7.15 start and after dinner, the food trolley should be wheeled to the MCR and the after dinner port should be served. If the food trolley has been ordered, it should be returned to the Hall as soon as possible after it is finished with.

It is recommended that the Co-President works closely with the Social Secretaries and Bar Manger to ensure smooth running of the MCR guest dinners.

There are formal documents relating to the running of guest dinners on the MCR website. These should be maintained by the Co-Presidents.

Working as a Co-President

It is very important that the Co-Presidents cooperate and work well together. They should be in regular email contact and should copy in their fellow Co-President on any discussion of MCR related business. Furthermore, each Co-President should write brief reports on all meetings attended such that the team is well informed of all discussions and negotiations.

Keys, Cashboxes and MCR areas

The Co-Presidents are ultimately responsible for ensuring that the relevant officers of the MCR both handover their keys and have access to the Cashboxes, Safe, and various MCR areas. Whenever the Committee changes the lists for access to the Red & Blue Cashboxes, MCR keys, and the safe should be updated with the Head Porter.

Residence

The Co-Presidents must ensure that one member from the Executive Committee is resident during summer in Oxford. If no one else is around then one of the Co-Presidents must fulfil this task.

Handover

When the Co-President positions are handed over to the new Co-Presidents, the former need to follow the following procedures:

- Giving an introduction and explanation of the tasks performed by the Co-Presidents.
- Explanation of how the Committees run, plus providing tips on how to deal with College administration and negotiations.
- Provide the new Co-Presidents with notes, forms and Committees' minutes
- Inform the new Co-Presidents about any outstanding tasks to be finished or started.

Secretary:

The Secretary is responsible for publicly announcing MCR meetings and maintaining the official record of all decisions made by the MCR. (S)he should send an email to the MCR student body notifying them of the next MCR Open Meeting and requesting any motions to be sent to him/her. (S)he prepares the agenda for the meeting (to be emailed to the MCR mailing list in advance), presents the motions at the meeting, records any votes and writes the minutes of the meeting.

Afterwards (s)he should post the minutes of an Open Meeting on the MCR website or email the minutes of an Executive Committee meeting to all Executive Committee members. The Secretary should be contacted for all matters regarding the public MCR record.

Typically the MCR Secretary has the role of acting Returning Officer for all elections in the MCR (formally this role is held by the Tutor for Graduates).

In addition to this the role of MCR Secretary incorporates aiding other members of the Executive Committee in organising social activities, including any Entz, the garden party, guest nights which includes assisting in the preparation & clean up of social activities.

Handover

When the Secretary position is handed over to the new Secretary, the former needs to follow the following procedures:

- Give an introduction and explanation of the tasks performed by the Secretary.
- Inform the incoming Secretary where to access the minutes of the previous year and how to edit this webpage in order to upload minutes.
- Inform the incoming Secretary about any outstanding tasks to be finished or started.

Treasurer:

The Treasurer is responsible for ensuring that the financial affairs of the MCR are conducted efficiently, and in the best interests of all its members. (S)he maintains full and accurate records of the MCR's income and expenses, reimburses members for these expenses, and conducts basic financial planning for future events and obligations.

Monies

The MCR's money is typically stored in three places:

- MCR subscriptions (held by the College)
- MCR Bank account
- Cash boxes

Members' subscriptions form the main income for the MCR. These first go into the MCR subscriptions ("MCR-sub") account, which is administered by the College. The many expenses, such as magazine and newspaper subscription, staffing at bops, and purchases from College Hall or the Kitchens are directly paid from there. You need to track expenditures from MCR-sub account by contacting the College Accountant *regularly* to ensure their records agree with your own. The Treasurer can also request that members are battelled for monies that they owe to the MCR. These funds are added to the balance of the MCR-sub account.

Bank Account

Our bank account is currently (2009) held at HSBC ("the bank"), Oxford Cornmarket Street branch. The MCR does not (and should not) have a formal overdraft agreement with the bank. Informal overdrafts are expensive and should be avoided by sensible record keeping. MCR-related purchases are made by various people; the Treasurer is in charge of reimbursing them. While one may make direct reimbursement from the cashbox, it may be more helpful to you to make reimbursement by cheques or BACS as this leaves a traceable record.

Budget

The Treasurer must present the MCR budget and accounts spreadsheet in MCR open meetings, and raise any purchases above £200 as a motion in an open meeting (except stock, such as beverages) in open meeting. (S)he should be the first point of contact regarding any motions involving money.

Cash Boxes

There are 3 MCR cash boxes, a red one, a blue one and a pink one. The later is held by the Treasurer, the others are available to be signed out from the lodge. The pink cash box is suitable for door takings at bops and contains no money on a day to day basis. The red or blue cash boxes can used for the running of the bar at bops and guest dinners. The availability of change in these boxes should be monitored frequently. It is also essential that excess funds (more than £150 per box) is removed and banked to avoid the possibility of substantial losses.

Handover

A smooth hand-over is essential to ensure that the MCR's affairs continue to be handled effectively. The old Treasurer must give the new Treasurer:

- All documentation pertaining to the MCR that they have accrued over the course of their tenure. Records of historic purchases assist the Treasurer by referring to how things have been conducted in previous years. If the Co-Presidents or Social Secretaries run into any uncertainty, these records will prove extremely valuable.

- A written or verbal explanation of the intricacies of the accounting methods that they have used.
- The keys to the MCR cash boxes.
- Access to the MCR bank account. A change of mandate for our bank account is a crucial part of transferring the running the MCR. Several signatories can be registered with the bank. Besides the Treasurer, the Co-Presidents and one of the Social Secretaries could be on it.
- Discuss the remaining budget for the year.

IT & Publicity

The general duty of the IT/Publicity Officer (IPO) is to keep all IT related processes in the MCR running and constantly improve them.

This officer should have some general IT skills and knowledge of how to run a website. Some basic knowledge about how to administrate a Linux/Apache/PHP system would also be desirable.

In details, the main field of the IPOs work is the MCR website which needs to be up-dated frequently; for instance with content provided by other Committee Members. The particular tasks in this regards, are the constant up-date of the MCR news such as social events occurring in the MCR, other Colleges and in Oxford as well as the termcard. New photos for the MCR webpage must also regularly be uploaded and the content of the webpage in general needs to be up-dated. The IPO should also assist other committee members in MCR related IT questions, e.g. showing them how to maintain their content on the website or helping them with the set up of enrolment systems.

Furthermore, the IPO shall ensure that the internet connection in the MCR is working and negotiate with the College's IT Committee in regards to IT related topics. When doing so, the first person to be contacted via email in the College is the College IT Officer. He should respond within two working days.

Handover

The IPO shall

- All passwords to maintain the server and the content management system (CMS)
- Give an introduction into the CMS which should cover formatting of text, creating new pages and events, and where to find on-line help in case of any problems
- Explain the directory structure on the server and show where the relevant files can be found
- Explain how the files on the server can be back-upped

Three Social Secretaries

The MCR Social Secretary position is normally shared between 3 members. The division of labour within this role is highly flexible and dependant on the individuals concerns. It is assumed that the workload of the role will be distributed evenly between all of the Co-Social Secretaries (CSS). The need for three CSS underlines the importance of this role within the Executive Committee, as well as the demands that it will make on your time. The social events to be organized by each of the three Social Secretaries must be clarified before the term starts so that there is not any confusion with regards to the work sharing.

Exchange Dinners

Exchange dinners should be organised a term in advance. They can most easily be arranged by contacting committee members from other colleges who you know personally, or by casting a wide net and solicit invitations on the Social Secretaries inter-college mailing list. You must establish what days events can be organised on and how many people you expect to swap. It is usual for 15 members of each college to take part in the exchange.

Exchanges at Catz are held on the night of the Friday guest dinners in weeks 2-7 only, the Co-President in charge of guest dinners should be notified at the beginning of term so that extended tables can be arranged.

Wine is usually provided free of charge to guests on both legs of the trip, and it is not customary for money to change hands between the colleges. The MCR recoups the expense of hosting 15 guests by charging the members who take part in the away leg of the exchange the equivalent of a dinner at Catz. This will be dealt with by the Treasurer, whom you should provide with a list of Catz's guests at the dinner. (Any last minute swaps should arrange amongst themselves to transfer money, only the final list should be sent to the Treasurer.)

Events

Organise events including, but not exclusively¹:

- After Guest Night Dinner Entertainment
- Bops
- Games nights
- Catz Thursdays
- Bar nights
- MCR Charity Concerts in the Music House
- Mayday Outing and Breakfast
- Pizza & Movie Evenings
- Group trips and visits

Organising Bops²

You should approach the Dean to obtain permission for any event that you feel may be seen as a bop. This is to ensure that the Junior Deans are available in the [unlikely] event that they are required to enforce order at your event. The Dean should be approached a long time in advance of any such event.

¹ Bops, events including other colleges, events or societies, outside entertainment, BBQs and the garden party should only be held with prior permission of the Dean.

² Oxford has a rich and varied nomenclature covering most aspects of collegiate life. At St Catherine's, and many other colleges, parties are referred to as 'bops', 'ents nights' or 'Entz'

If you wish to serve alcohol after 11 at an event you should also ask the Dean for permission to have a late licence. This will allow you to serve drinks until 1 a.m. or 1:30 a.m.

If you wish to hire bar staff this can be done easily by contacting The JCR Bar Manager.

Cleaning staff can be hired by contacting the Facilities manager.

Bouncers can be hired by contacting the JCR Bar Manager.

If you wish to use room A or the corridor outside the MCR as part of your venue then you will need to make a booking with the Accommodation Secretary. This should be done well in advance. You may also ask the Accommodation Secretary if you wish to use the Bernard Sunley Lecture Theatre as additional storage space.

The Accommodation Secretary can also be contacted to book rooms for committee meetings and similar events.

Games and Bar Nights

The MCR Bar Committee should assist you with providing support for running the MCR bar at larger events. Small events and gatherings will doubtless be a common event on your term card. You will be pleased to hear that unless your event is in some way controversial or disruptive to the College, then it should not be necessary to gain advanced permission from the Dean.

The Junior Dean may, at their discretion, ask that you curtail or abandon an event in case of an event become an unplanned nuisance to other members of the College. If this happens you must comply and advise other members to act accordingly.

Pizza & Movie Nights

The MCR has a subscription to a film rental company, Film Four.

In 2009 the MCR purchased a blue-ray player for use with the MCR HD television.

Pizza can be ordered from various local companies and national chains. You can find details for these on the internet (search for 'pizza oxford' in a good search engine).

Group Trips and Visits

Any event that takes place outside of College does not normally require College approval. Individual members should attend on the understanding that they are not covered by any group travel or other insurance, unless you have specifically arranged some.

Catz Night

In the 7th week of Michaelmas Term each year the College celebrates its patron saint by hosting a large meal and a party organised in the JCR, games room, and bar area. The MCR, JCR and College work together to ensure that this night is both enjoyable and inclusive to all who attend. Typically the MCR organises some form of after dinner activity which boosts the status of the evening without breaking the MCR's bank account. We contributed £200 to this event in 2009 (the JCR and College also contribute), please liaise with the Treasurer and JCR officers to decide on an appropriate contribution. We have hired individual performers and Casino tables in the past. It is important to book this entertainment early in the term.

Handover

The Social Secretaries shall ensure that their successors are well briefed on what events have succeeded/failed in the previous year, with potential reasons suggested.

New Social Secretaries must meet with their JCR counterparts to ensure that joint management of communal resources (speakers and DJing equipment) is looked after.

Bar Officer

is responsible for most of the MCR's provision of beverages to members and guests; both in stocking the MCR bar and managing its inventory and also in overseeing the distribution process to members.

Sourcing is best done with reference to the advice and special offers available at a wide range of suppliers, mostly wholesalers and medium-size wine merchants. The majority of our business is currently with Majestic Wine and drinkfinder.co.uk, but other options should be pursued whenever economical. The pricing strategy of the bar is to break even accounting for spoilage; mark-up from wholesale should not ordinarily be greater than 20% on any goods sold, and the resultant opportunity should be taken not to stock poor-quality merchandise — such as own-brand spirits — except for occasional purposes. This policy should only be changed by plebiscite.

Besides maintaining a well-rounded basic stock for the bar, special note should be taken of relevant events: guest dinners every Friday entail a commitment of sherry, port and often wine from the MCR, and plentiful alcohol will be required for other social events (concerning which shared information and endeavour with the Social Secretaries is paramount). The Bar Officer may also feel it beneficial to the MCR to organize events based on oenological education and other food and drink appreciation, most obviously wine-tasting events; this is encouraged, and many College personnel are willing to help in this respect.

Storage is available for bar stock in the lockable cupboards and fridges of the MCR bar itself, as well as in the MCR storeroom..

The Bar Officer also presently holds the position of Chairman of the Bar Committee, whose independent duties are twofold: to organize training and information to members of the Committee, and to manage bar staffing on occasions for which it is known in advance to be necessary. It has long been held ideal to be able to open the MCR Bar on a daily basis, but sufficient dedicated Committee members have not yet coincided in one Committee.

No drinks promotions, give-aways, or drinking games are permitted in the MCR.

Handover

An outgoing bar manager should supply to his successor:

- Details of standing orders and credit accounts in the MCR's name with wholesalers;
- Bar policies on stocking and supply, including recommendations on pricing structures;
- Licensing documents and a briefing on the legal requirements for selling alcohol and training new staff (assisted by the JCR Bar Manager and nominal licensee, currently Ferhat Engin);
- Information on access and key availability of bar and associated premises, storage rooms. (assisted by the Co-Presidents);
- Names and contact details of useful personnel where required, notably College officers and fellows with oenological expertise and members of the Bar Committee.
- Access to the MCR bar related mail-lists.

MCR Elections

The MCR elections are handled by the Returning Officer, who in the first instance should be the Tutor for Graduates, however typically this role is delegated to the Secretary. The new Committee should be elected by MCR ordinary members via a public ballot. Associate and Honorary members are not eligible to vote.

Nominating Candidates

MCR members interested in becoming a member of the new Executive Committee are required to create a manifesto of themselves and present it to the MCR Secretary by midnight of Friday before the hustings. Candidate's manifestos should be put up on the MCR website and members of the MCR notified via email on where to access them. Candidates are required have two supporters formally nominate them. Both supporters are required to email the Secretary stating their nomination before midnight of Friday before the hustings.

Hustings

Hustings are a chance for the MCR to better know the candidates and any questions related to their candidature. They should take place at an open meeting in the MCR on a Sunday between 3rd and 5th week of Hilary Term. The MCR Secretary chairs the electoral part of this meeting and prepares ballot papers. Each candidate presents their case, typically with a brief introduction to themselves and why they are running for the post.

Voting

All MCR members present can vote via paper ballot. If the Secretary chooses, once the hustings conclude the Secretary can send a email to the whole of the MCR stating that internet voting is now open for 24 hours. All members who did not attend the hustings are eligible to vote via email. Once voting window has expired, the Secretary must count all internet votes and combine them with those cast at the hustings.

Results

Notification of the election results to the MCR is done by the Secretary via email as soon as possible after closure of voting (ideally within 24 hours). Notification should also be copied to the Tutor for Graduates and the Academic Registrar.

Committees and Meetings Attended by MCR members:

There are a variety of meetings that regularly occur around College and the University; here is a list of those that exist (2009) and the recommended representatives. It is recommended that you contact the Master's Executive Assistant for exact dates and times of the College meetings and passes this list to members of the MCR committees.

MCR Executive Committee

Attendees: The Executive Committee

Frequency: At least 1x per term, typically before Open Meetings and to plan Fresher's Week and the Garden Party.

Contact: The MCR Secretary

This committee is part of the central governance of the MCR and can concern itself with any matters encountered by the MCR Executive. It should meet prior at least prior to each open meeting and also prior to any major event in College (e.g. bops, fresher's week, garden party). The Secretary should take minutes.

MCR Open Meeting

Attendees: The MCR

Frequency: At least 1x per term, preferably 2x per term

Contact: The MCR Secretary

This meeting is part of the central governance of the MCR. Motions can be raised by general members and it is the only way in which the MCR can instruct the Treasurer to spend more than 200 pounds to purchase items for the MCR (excluding bar stock and items in the annual budget). The Officers of the MCR should report items to this meeting.

Governing Body

Attendee: One Co-President [Observer]

Frequency: 3x per term

Contact: The Master's Executive Assistant

At the beginning of your term as Co-Presidents you should arrange a meeting with the Master to discuss arrangements about Governing Body. Any policy relating to the governance of College can be discussed here. Typically the minutes and discussion are considered confidential, but the Master has been happy to discuss particular issues raised and how they will relate to the MCR.

Student Liaison

Attendee: At least one Co-President (both invited)

Frequency: 2x per term

Contact: The Home Bursar

This committee deals with matters relating to all student matters in College. It can include academic, welfare, and other domestic SCR-MCR-JCR issues.

Graduate Committee

Attendees: All the MCR Executive Committee, Academic Committee, and potentially OUSU/Graduate Officer.

Frequency: 1x per term

Contact: Academic Registrar

This committee relates to specific MCR related activity and focuses often on the academic issues related to graduate life in St Catz. Typically domestic issues should be raised in Student Liason, as this committee is more specific for graduate related issues.

Safety Committee

Attendee: One MCR Co-President (or deputy)

Frequency: 1x per term

Contact: Personnel Advisor

This committee is related to safety issues around College, typically reporting on COSSH forms, accident reports and safety related matters around College.

Library Committee

Attendee: One member of the MCR committee

Frequency: 1x per term

Contact: Assistant Librarian

This committee discusses loss of books, delegation of library funds for book acquisitions, library opening hours and general improvements to library facilities.

Fabric Committee

Attendee: One Co-President (or deputy) [Observer]

Frequency: 2x per term

Contact: The Home Bursar

This committee discusses the acquisition of furnishings for the College as well as the planning of buildings and costs.

Welfare Committee

Attendees: Both Co-Presidents, MCR Welfare Officer

Frequency: 1x per term (7th week)

Contact: The Master's Office

This committee meets to discuss general welfare provision, specific health concerns and other matters relating to the wellbeing of College members.

Equality Committee

Attendee: MCR Equal Ops officer (or deputy)

Frequency: 1x per term

Contact: Personnel Advisor

This committee meets to discuss matters relating to equality, provision of facilities and monitoring of equal opportunities statistics around College.

Clubs and Societies

Attendees: Clubs and Societies representatives (plus Sports Officer)

Frequency: 1x per term

Contact: JCR Clubs and Societies Rep

This committee meets to discuss funding of College-level Clubs and Societies. Clubs & Society representatives can approach this Committee with budget request for the upcoming year/term. Typically College are happy to support the purchase of communal equipment, hire of space, but will rarely fund individuals (e.g. their purchase of kit). Claims are made by submission of receipt for the expense to the Dean's Secretary.