

St. Edmund Hall Middle Common Room By-laws and Guidelines



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Stewarding

Restrict Christmas Dinner and Trinity dinner to MCR members, including MCR guest members

Brought forward: 02 December 2015

Presented by: Linde Wester, on behalf of the committee

- It was proposed to try and address a problem of demand for MCR events, which, due to the growing nature of the MCR, does not always find suitable supply.
- Proposed in order to give an incentive for those that would like their partners/spouses/others to be able to attend MCR social events to nominate them for Guest Membership.

Media

MCR Guidelines on the Use of Social Media and other Online Services

Brought forward: 02 March 2016

Presented by: MCR Committee

MCR Guidelines on the Use of Social Media and other Online Services

This MCR hereby:

Affirms, that the Middle Common Room should be a safe space in all respects, both in the real world and cyberspace.

Recognises, that sometimes MCR members may act in a way that is at odds with the safe and tolerant atmosphere that we hope to cultivate.

Understands, that at times liabilities for the St. Edmund Hall, the MCR or individual members arise due to a disregard for the nature of social media and the ease with which communication(s), which are perceived to be private, can be accessed publically.

Believes, that the MCR should maintain a balance between members' right to freedom of expression, right to privacy and duty to create a space free of harassment.

To this effect we hereby agree to adopt and adhere to the following guidelines:

1. MCR members agree to take personal responsibility for their posts, emails, comments and any other form of online communication.
2. MCR members will refrain from using any MCR or St. Edmund Hall social media/other online forums to make personal attacks or engage any form of harassment.
3. Harassment shall be understood as defined according to the University of Oxford University Policy and Procedure on Harassment, which are available at the following URL: <https://www.admin.ox.ac.uk/eop/harassmentadvice/policyandprocedure/>
4. Only currently-serving MCR Committee Members shall act as Administrators on the MCR Facebook Page.
5. At the end of every academic year, the MCR Committee will renew the Facebook group to include only current MCR students. The remaining Facebook group will then be used as an Alumni group for that year.
6. MCR members will bring to the notice of the MCR Committee any behaviour that they feel is a personal attack on themselves or another member of the MCR, rather than engaging with the alleged transgressor publically.
7. The MCR Committee will communicate the complaint to the alleged transgressor in the hopes of resolving the dispute. The alleged transgressor may be asked to remove the post at issue, if it is felt this will mitigate the situation and/or resolve the dispute.
8. If the alleged transgressor does not agree to remove the post, the MCR Committee will attempt to mediate between the concerned parties to help settle the matter. If parties are still

not satisfied after the Committee's intervention, the Committee will refer the matter, on request, to the Dean of St. Edmund Hall.

9. Where any form of communication grossly and openly violates the University Guidelines, referred to above, the MCR Committee will take reasonable measures to remove or delete said communication and inform the original poster of the reason for its removal.

Guidelines for use of the MCR digital display

Brought forward: 23 November 2016

Presented by: Ryan Daniels, on behalf of the MCR committee

Preamble:

These guidelines were drawn up at the early stage of the use of the digital display in the MCR. At present the digital display can only be used as a digital notice board and for screenings at MCR events when arranged with prior approval from the Executive Committee.

We wish to mention that the MCR is not strictly a work space, though we understand that many people do enjoy it as a work space. We have accommodated this fact into the proposed guidelines.

Proposed use as an Information display:

- The use of the digital display as a digital noticeboard will be maintained by the Vice President in collaboration with the communications officer for the college.
- The Vice-President will be in charge of updating and maintaining the content of the digital display with technical assistance from the MCR IT Officer and the college IT support staff where necessary.
- Notices posted will not include sound or videos
- Content should be considerate of the present diversity and sensitivity of the MCR community
- The use of the digital display should align itself with the present MCR 'atmosphere'

Proposed use as an MCR stewarding and entertainment tool:

- The MCR committee will have access to the digital display as a tool for MCR organised events held in the MCR
- The digital display will be available for use by the MCR when approved by the Stewards and after discussion with the MCR Executive Committee.
- The use of the digital display as an entertainment tool for the MCR should be restricted to the hours before 9am and after 6pm on weekdays but without time restriction on weekends (Friday 6pm until Monday 9am).
- Use of the digital display should be considerate of other members in the MCR.
- The use of the digital display would not mean that the MCR as a room is to be considered 'booked' for private use. Other MCR members would still be allowed to use the MCR and to join in on the use of the digital display.
- Use of the digital display must be in line with college rules, including but not restricted to those regarding gatherings and noise levels.
- The MCR does not have a television license and as such the use of the digital display as a television set is not permitted.

Amendments to the MCR Subscriptions

Preamble:

- The responsibility of maintaining subscriptions and soliciting recommendations for additional subscriptions or cancellations falls upon the committee member as indicated in the Constitution of the MCR (Currently the Treasurer).

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Currently implemented procedure (2016):

- Any nominations for a subscription or a cancellation of a subscription should be addressed to the Treasurer of the MCR detailing;
 - 1) The full title of the subscription, 2) the monthly or yearly cost of the subscription and 3) a short explanation justifying why the the MCR should subscribe or unsubscribe, respectively.
- If the Treasurer of the MCR is content with the provided information, the nominator can then request that the subscription/cancellation be added to the agenda for the next General Meeting of the MCR. This is done by sending the above mentioned information to the Vice-President of the MCR to propose as a motion, with the nominator as the proposer of the motion.
- At the next General Meeting the proposed amendment to the MCR subscriptions will be voted on.
- Should the motion pass at the General Meeting, the Treasurer will secure the new subscription or cancel the old subscription as required as soon as possible.

Charity and Funds

Constitution for the MCR Charity Fund

Brought forward: 02 December 2015

Presented by: MCR Committee

SECTION I: NAME & OBJECT

1. There shall be an association within St. Edmund Hall, University of Oxford (hereinafter, "the Hall"), known as the MCR Charity Fund (hereinafter, "the Charity Fund")
2. The Charity Fund shall exist to collect a termly levy from the Members of the MCR and donate such funds to a registered charity, or organization whose objectives are deemed by the MCR to be charitable.
3. Membership of the Charity Fund shall comprise all Ordinary Members of the St. Edmund Hall MCR, unless they opt out of membership.
4. Members of the Charity Fund shall subscribe to the Charity Fund by paying a termly levy. This levy shall be imposed on an opt-out basis. Any person who opts not to pay the levy shall not be a member of the Charity Fund.

SECTION II: MANAGEMENT & ACCOUNTS

5. The Treasurer of the St. Edmund Hall MCR shall be responsible for managing the Charity Fund Bank Account, cheques for which shall require his/her signature.
6. The Bank Account shall be financed by a voluntary opt-out termly levy of a £5, which shall be made present on the Battels of all Members of the Charity Fund.
7. Motions for the disposal of funds from the Charity Fund shall be sent to the Vice-President of the MCR to be put on the Agenda for the final General Meeting of each Term, in accordance with the procedure for submitting Motions, as outlined in the Constitution of the MCR.
8. A Motion to dispose of funds may be raised in any other General Meeting if the MCR agrees, by a simple majority vote, that a Motion has substantial time pressure and/or is considered urgent, and should be considered in a Meeting other than the final General Meeting of each Term.
9. A motion to dispose of funds from the Charity Fund shall require a simple majority at a General Meeting of the MCR. Funds authorised through such a motion shall be disposed of accordingly by the Treasurer, unless there is a deficit in the termly budget of the Charity Fund.
10. The Maximum amounts for donations to any one organisation/charity shall be as follows:

- i. £500 for charities in which an Ordinary Member of the MCR is directly involved or which involves MCR participation
- ii. £250 for charities in which an Ordinary Member of the MCR is not directly involved or which does not involve MCR participation

11. In case there is a surplus in the termly budget, the Treasurer, in coordination with the Welfare Officer(s), will nominate 3 charities for the disposal of the surplus funds. The surplus will be divided amongst the nominated charities in accordance with a proportion of votes of the Members of the Charity Fund, taken by an online vote.

12. In the case of a deficit in the termly budget, the budget will be divided between the charities/organisations, which have been approved by a Motion of the MCR, proportionally to their popularity, as surveyed by an online vote.

13. The Treasurer shall prepare an Annual Report of how funds have been spent, which shall be presented to the MCR President and Vice-President.

14. The Annual Report prepared by the Treasurer shall be made available on the MCR website.

SECTION III: AMENDMENTS

15. The provisions of this Constitution may be amended by a two-thirds majority at a General Meeting of the MCR and shall be, unless stated otherwise, effective immediately.

16. Amendments shall be subject to the subsequent approval of the Governing body.

Additional Points from GM Minutes

- The IT Officer shall make the MCR Charity Fund Constitution available on the MCR Archives Page

Support Scholarships for Refugees

Brought forward: 02 November 2015

Presented by: Erica Aiazzi

The Motion to support scholarships for refugees was subject to the following:

- That the Oxford Students Refugees Council would keep the MCR informed of the progress of the efforts to successfully implement the scheme

This MCR notes:

1. The ongoing refugee crisis has displaced many thousands of students worldwide.
2. That these students have been deprived of the chance to pursue higher education courses in their native countries.
3. That the University of Oxford has yet to provide organized, clear and comprehensive financial and welfare support for refugee and asylum-seeking students.
4. That the University of Oxford has a tradition of aiding students seeking asylum, as proven by the efforts of the Bureau of Information for Refugee Scholars in the 1930s.
5. Several other UK Universities have committed to funding scholarship places, such as Warwick University, York University, SOAS University of London, London School of Economics, and the University of East London.
6. The existence of the Oxford Students Refugee Campaign, which aims at coordinating the efforts of student, academic and administrative members of the Oxford University to work with refugee assistance organisations (e.g. CitizensUK, Article 26, Kiron University, ISNUK, Just Love, Asylum Welcome, Oxford City of Sanctuary, amongst others) to develop well-round financial and welfare support for displaced students, whose studies have been disrupted, to pursue their higher education at the Oxford University
7. That 1st week OUSU Council passed a motion mandating the OUSU sabbatical officers to support the work of the Campaign.
8. If every student at Oxford contributes £1 a month, the living costs of 20 refugee and asylum seeking students could be funded.
9. That asylum seekers already living in the UK are counted as foreign nationals, and are not eligible to receive a student loan or domestic tuition fee status.

This MCR believes:

1. That access to higher education should be based on merit, and not nationality, immigration status, race or financial situation.
2. That the University of Oxford has a duty to support refugee students.
3. Given that the University of Oxford is one of the leading universities in the world, by supporting this cause, it has the potential to influence the policy pertaining to student refugees at an international level.
4. Such a scheme would not only change the lives of the scholars, but also enrich the Oxford community, as well as demonstrate the students' commitment to sharing the excellent educational opportunities the University has to offer with those students whose studies have been disrupted due to war and persecution.
5. That creating these student funded scholarships would help put pressure on the University to provide long-term and sustainable financial support to refugee and asylum seeking students.

This MCR resolves to:

1. Commit to implementing an opt-out levy of £4 per term, in the form of a battels charge, for two years, subject to the successful implementation of the campaign. This will go towards the Oxford Students Refugee Scholarships fund that would provide expected refugee and asylum seeking students with a stipend.
2. Mandate the MCR President to send oxrcampaign@gmail.com an email with the header 'St. Edmund Hall' MCR supports Oxford Students Refugee Scholarships'.
3. Mandate the MCR President to inform College Officers and Governing Body that this motion has been passed and ask they support the campaign as individuals and as a college body.
4. Mandate the President and OUSU Rep to support all OUSU council motions consistent with the beliefs set out in this motion.
5. Mandate the [JCR/MCR] OXSRC representative to keep the common room up to date with the Oxford Students Refugee Campaign.