

Constitution of the Charity Fund of the St Edmund Hall Middle Common Room

1. Name and Objectives

1.1 The Middle Common Room (henceforth “the MCR”) of St Edmund Hall (henceforth “the Hall”) in the University of Oxford has established for charitable purposes a fund (henceforth known as the “MCR Charitable Fund”).

1.2 The fund shall exist to collect a termly levy from members of the MCR for the purposes of making donation(s).

1.3 This Constitution shall not interfere with the running of special events, appeals or fundraisers for any other charity by MCR members; save that any charity being supported in any way by the MCR must meet the eligibility criteria listed below in §2.1 and §2.2.

1.4 Under no circumstances shall the funds of the MCR in other ways (through member subscriptions, college grants or income from events) be donated to a charity unless said event, grant or subscription was raised for the express purpose of making a donation to that specific charity.

2. Particulars

2.1 Donations from the MCR Charitable Fund may be made to charitable organisations which are registered in the United Kingdom with the Charity Commission in England and Wales, or its Scottish or Northern Irish counterparts.

2.2 Donations may only be made to such charities which have their accounts in good order on the Charity Commission website.

2.3 The termly levy shall be collected from all MCR Ordinary Members on an opt-out basis.

2.4 The option to opt-out or opt-in will be given once per term. Opting-in shall be the default.

2.5 Any member of the MCR not subscribed in the term to the charity fund will not be a member of said fund, and may not nominate a charity or vote in any ballot within the organisation of the MCR Charitable Fund.

3. Management

3.1 The Treasurer of the MCR shall be responsible for management of the MCR Charitable Fund in financial matters, the MCR Charity Officer shall be responsible for all other organisational matters.

3.2 The Treasurer and Charity Officer shall be responsible for producing an annual report on the MCR Charitable Fund which shall be submitted to the last MCR General Meeting of Trinity Term in each academic year.

3.3 The report shall be made available on the MCR website.

4. Amendments

4.1 This Constitution, shall, for legal purposes, be considered part of the MCR Standing Orders.

4.2 Amendments to this Constitution may be passed by a simple majority at an MCR General Meeting, subject to the regulations for General Meetings listed in the MCR Constitution and Standing Orders.

4.3 Amendments to this Constitution must be approved by the Governing Body of the College as they have the potential to impact upon the College's status as a charity.

5. Nomination of Charities

5.1 Nominations for charities which members request the fund make a donation to should be made at least five full working days in advance of the second General Meeting of each term, or an otherwise convened Emergency General Meeting (henceforth "the meeting").

5.2 Nominations must be made via email to the Charity Officer via email.

5.3 This procedure shall be repeated termly.

5.4 The nomination must include the following points (henceforth the "name an particulars")
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5.4.1 The full, legal name of the charity

5.4.2 The charity's registered charity number

5.4.3 A statement of the nominator's involvement with the charity, including any conflict of interest

5.4.4 The amount being requested

5.4.5 A 150-word manifesto or statement describing the work that the charity does and what the funds would be used for.

5.5 The maximum amount requested by a nominator shall be £500 if the nominating member is involved in the charity or if there is other MCR involvement, or £250 otherwise.

5.6 Late nominations shall not be accepted under any circumstances.

5.7 The MCR Treasurer and Charity Officer shall be responsible for checking that the charity's particulars are correct and that their accounts are in good standing on the Charity Commission website before the list of charities is circulated to the MCR membership.

5.8 Any ineligible charities shall be removed from the list by the MCR Treasurer and Charity Officer at this point.

5.9 If for any reason this procedure is not followed in the correct manner, the funds raised from the levy may be carried over to the following term, though any member may request a return of their levy in this event.

6. Voting Procedures

6.1 The names and particulars of all nominated and eligible charities shall be passed to the MCR membership at least three days in advance of the meeting.

6.2 The nominator of each charity or their nominated alternate may present the name and particulars of the charity at the meeting.

6.3 Nomination of alternates to present the name and particulars of the charity should be done to the MCR Vice-President no less than 24 hours in advance of the meeting.

6.4 If an MCR member wishes to dispute the inclusion of a charity in the nominations list, they may propose this at the meeting provided that there are sound moral or legal reasons for doing this. A charity may be removed by vote if a simple majority is in favour.

6.5 The vote of all remaining nominated charities shall be via electronic vote, organised by the MCR Charity Officer no more than three days after the meeting.

6.6 The voting shall be open for at least 24 hours and no more than 72 hours and upon completion the MCR Charity Officer shall circulate the results to the MCR membership.

6.7 The voting system shall be single, non-transferrable votes. Each member of the charity fund shall thus be eligible to vote for one single charity per term.

6.8 Charities shall receive donations in direct proportion to the number of votes received.

6.9 A charity may not receive funds twice in the same academic year from the charity fund.

7. Making of Donations

7.1 The Charity Officer shall contact the chosen charities no more than one week after the completion of the vote to ensure that they are willing to receive the funds and willing provide a report to the MCR upon receipt.

7.2 In the event that any charity is not willing on either count, the donations allocated to that charity shall be rolled over to the following term.

7.3 The donation shall be made by the MCR Treasurer to the Charity's official, registered bank account via bank transfer. Under no circumstances may be a donation be made by other means or to a personal bank account.