

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 money raised by the MCR in other ways (through member subscriptions, college grants or income from events) be donated to another 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 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.
- 2.5 The fund shall exist to collect a termly levy from members of the MCR for the purposes of making donation(s).

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 Amendments to this Constitution may be passed by a two-thirds majority at an MCR General Meeting, subject to the regulations for General Meetings listed in the MCR Constitution and Standing Orders.
- 4.2 Amendments to this Constitution must be approved by the Governing Body of the College.

5. Nomination of Charities

- 5.1 Nominations for charities which members request the fund make a donation to should be nominated at least five full working days in advance of the first General Meeting of each term.
- 5.2 Nominations must be made via email to the MCR Vice-President and Charities Officer via email.
- 5.3 Any member making a nomination undertakes not to opt-out from the charity fund in the term in which they have made the nomination.
- 5.4 This procedure shall be repeated termly.
- 5.5 The nomination must include the following points (henceforth the “name and particulars”):
 - 5.5.1 The full, legal name of the charity
 - 5.5.2 The charity’s registered charity number
 - 5.5.3 A statement of the nominator’s involvement with the charity, including any conflict of interest
 - 5.5.4 The amount being requested
 - 5.5.5 A 150-word manifesto or statement describing the work that the charity does and what the funds would be used for.
- 5.6 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.
- 5.7 Late nominations shall not be accepted under any circumstance.
- 5.8 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, at least three days prior to the first General Meeting of each term, or an otherwise designated Emergency General Meeting (henceforth “the meeting”).

6. Voting Procedures

- 6.1 The names and particulars of all nominated and eligible charities shall be passed to the MCR Vice-president at least three days in advance of the meeting..
- 6.2 The MCR Vice-President shall circulate the names and particulars of the nominated charities to the MCR Members at least two days in advance of the meeting.
- 6.3 The nominator of each charity or their nominated alternate may present the name and particulars of the charity at 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 upon completion the MCR Charity Officer shall circulate the results to the MCR membership.
- 6.7 The charity receiving the most votes shall be the recipient of the term's takings from the levy.
- 6.8 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 winning charity 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 they are not willing on either count, the Charity Officer shall contact the second highest-placed charity and offer the funding in its entirety to them. This shall continue down the list of charities as ranked by number of votes as far as is necessary.
- 7.3 If no charity which received more than one single vote is willing to accept the donation as per these terms, the levy shall be returned to those MCR members who have paid it.
- 7.4 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.