

DOWNING COLLEGE MIDDLE COMBINATION ROOM

STANDING ORDERS

Having regard to clause 147 of the Downing College Middle Combination Room, the Downing College Middle Combination Room has made the following Standing Orders.

Unless otherwise stated, terms used in these Standing Orders shall be defined as in Clause 3 of the Constitution.

STANDING ORDER 1: POSITIONS ON THE MCR COMMITTEE

PRESIDENT

- Creates and implements MCR policies subject to approval at MCR Committee and Open Meetings.
- Ensures MCR representation in all relevant College decision-making procedures.
- Sets the date and agenda, and acts as Chair at the MCR Committee Meetings and Open Meetings.
- Attends General Purposes Committee and Governing Body meetings and other College committee meetings where appropriate.
- Liaises with the College authorities; in particular the Master, the Graduate Tutors, the Senior Tutor, the Tutorial and Admissions Office, the Bursar, Catering, and the Porters.
- Acts as external officer, including attending meetings of other organisations the MCR is affiliated to, or appoints another member of the MCR Committee to do so.
- Participates in the MCR Matriculation day along with the Vice-President and the Freshers' Officers.
- Contributes to relevant College publications.
- Authorises all monetary transactions of the MCR, in conjunction with the Junior Treasurer and Senior Treasurer.
- Engages in extensive dealings with the College Bursar, including rent negotiations.
- Is responsible for the MCR Social Membership Scheme.

VICE-PRESIDENT

- Assumes the roles and duties of the MCR President in their absence.
- Attends General Purposes Committee and Governing Body meetings and other College committee meetings where appropriate.
- Organises MCR meetings and publicises them to the Committee and the MCR members.
- Acts as Returning Officer if the requirements stated in clause 3.37 of the MCR Constitution are met.
- Acts as external officer, including attending meetings of other organisations the MCR is affiliated to.
- Participates in the MCR Matriculation day along with the President and the Freshers' Officers.
- Contributes to relevant College publications.
- Is responsible for the MCR Social Membership Scheme.

JUNIOR TREASURER

- Maintains the accounts of the MCR and advises on financial matters.
- Authorises all the money transactions of the MCR, in conjunction with the President and the Senior Treasurer.
- Engages in extensive dealings with the College Bursar, including rent negotiations.
- Attends the Finance Committee, the Investments Committee, and the Student Facilities and Societies Committee meetings and other relevant College committee meetings where appropriate.
- Reports on financial matters on request.
- Is responsible for managing the cash supply for day to day expenditures, while ensuring expenses do not expose the MCR to significant risk.

SOCIAL SECRETARIES

- There shall be two Social Secretaries.

- Responsible for the organisation of social events. The date, time and theme of a social event must be approved of by the Committee. The expenditure for the event should be agreed with the Junior Treasurer and President.
- Arrange Exchange Dinners with other Colleges and other institutions.
- Ensure adequate publicity for any MCR social events, in collaboration with the Liaison and Communications Officer.
- Book rooms in College for events, through the College's Internal Events Coordinator or the JCR when relevant.

WELFARE AND EDUCATION OFFICERS

- There shall be two Welfare and Education Officers.
- Responsible for attending to the general welfare of all graduates in conjunction with the Graduate Tutors.
- Liaise with the JCR Welfare Officer, the MCR International and Ethnic Minorities Officer, Women and Non-Binary Officer, LGBTQ+ Officer, and Disabilities Officer to ensure the welfare of MCR members and organise relevant welfare events.
- Publicise current welfare issues.
- Attend the College Education Committee and any other relevant committees.
- Organise events relating to welfare and education and are responsible for the termly MCR/SCR Seminar Nights.
- Participate in the organising committee of the Downing Annual Postgraduate Conference.

BAR SECRETARIES

- There shall be two Bar Secretaries.
- Attend the Bar Committee meetings.
- Are responsible for the staffing and operation of the MCR bar, the day to day upkeep of the MCR Common Room and the provision of services in the Common Room.
- Organise and publicise MCR social events in collaboration with the MCR Social Secretaries and the Liaison and Communications Officer.
- Manage the supply of alcoholic and soft drinks at MCR social events.

- Employed by College and subject to College requirements and regulations.

FRESHERS' OFFICERS

- There shall be two Freshers' Officers.
- Participate in the MCR Matriculation day along with the President and Vice-President.
- Construct the annual MCR Welcome Guide for the new Graduates and contribute to College publications.
- Arrange Freshers' Week in conjunction with the rest of the committee.
- Run the College family scheme for Graduates.

SPORTS AND AMENITIES OFFICER

- Provide information regarding Downing College, Inter-collegiate and University sports teams, and the booking of sporting facilities within Downing.
- Attends the Buildings and Environment Committee meetings.
- Is responsible for the day-to-day management of MCR sports equipment.
- Manages the amenities available for use in the MCR, including taking responsibility for the acquisition of new items.
- Is responsible for the day to day upkeep of the MCR Common Room and the provision of services in the Common Room.

GREEN OFFICER

- Liaises with College officers and the JCR Green Officer concerning environmental issues such as recycling, sustainability, energy efficiency.
- Attends the Buildings and Environment Committee meetings.
- Advertises external environmental initiatives and campaigns and coordinates the MCR's involvement in such campaigns.
- Is responsible for the MCR Gardening Club and any other relevant initiatives as they arise.

LIAISON AND COMMUNICATIONS OFFICER

- Responsible for maintaining the MCR sections of the College website.
- Takes minutes of MCR meetings and distributes copies to all members of the MCR Committee.
- Takes minutes of MCR Open Meetings. Distributes copies of minutes to all MCR Committee members and makes them available to MCR members on request.
- Is responsible for the social media presence and communication channels of the MCR.
- Attends the Information Management Committee meetings.
- Liaises with the College authorities; in particular the Fellow for Liaison with Postgraduate Students, the Master, the Graduate Tutors, the Senior Tutor, the Tutorial and Admissions Office, the Bursar, and the Porters.
- Contributes towards the organisation of joint MCR/SCR events, such as seminars, talks and joint dining events in conjunction with the Fellow for Liaison with Postgraduate Students.
- Participates in the organising committee of the Downing Annual Postgraduate Conference.

INTERNATIONAL AND ETHNIC MINORITIES OFFICER

- Responsible for the provision of information and welfare support to international students and ethnic minority MCR members, especially during College closure periods.
- Responsible for actively soliciting the views of international and ethnic minority students and reporting these to the Committee.
- Provides information and advice on issues of discrimination.
- Attends the Diversity Committee meetings.
- Is responsible for the organisation of events and initiatives relevant to international and ethnic minority MCR members.

LGBTQ+ OFFICER

- Ensures that the needs and views of LGBTQ+ MCR members are taken into account.

- Provides information and advice on issues of discrimination.
- Attends the Diversity Committee meetings.
- Is responsible for the organisation of events and initiatives relevant to LGBTQ+ MCR members.

WOMEN AND NON-BINARY OFFICER

- Ensures that the needs and views of women and non-binary MCR members are taken into account.
- Provides information and advice on issues of discrimination.
- Attends the Diversity Committee meetings.
- Is responsible for the organisation of events and initiatives relevant to women and non-binary MCR members.

DISABILITIES OFFICER

- Ensures that the needs and views of MCR members with disabilities are taken into account.
- Provides information and advice on issues of discrimination.
- Attends the Diversity Committee meetings.
- Is responsible for the organisation of events and initiatives relevant to disabled MCR members.
- Engages with the Accessibility and Disability Resource Centre (ADRC) and any other relevant bodies when necessary and/or useful.

STANDING ORDER 2: CONDUCT OF OPEN MEETINGS

1. Ordinary and Extraordinary Open Meetings of the MCR may be held by suitable electronic or hybrid electronic and in-person means agreed by the MCR Committee in which each participant may communicate with all the other participants.