

# **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**

*Adopted on 24 June 2022*

#### **PRESIDENT**

- Creates and implements MCR policy subject to approval at Open Meetings.
- Ensures complete 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, the Kitchen Manager and the Porters.
- Acts as Chairperson at Formal Halls or appoints other MCR Officers to do so.
- 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.
- Arranges the MCR Matriculation day, including the photograph and speeches, in conjunction with the Tutorial and Admissions Office.
- Constructs the annual MCR Welcome Booklet for the new Graduates and contributes to College and Graduate Prospectuses, with the Vice-president and Communications Officer.
- Authorises all monetary transactions of the MCR, in conjunction with the Treasurer.

#### **VICE-PRESIDENT**

- Assumes the roles and duties of the MCR President in his/her 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 external officer, including attending meetings of other organisations the MCR is affiliated to.
- Constructs the annual MCR Welcome Booklet for the new Graduates and contributes to College and Graduate Prospectuses, with the President.

#### **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. Extensive dealings with the college Bursar, including rent negotiations.
- Sits on relevant college committees.
- Gives a report on financial matters on request.
- Is responsible for managing the cash supply for day to day expenditures, while ensuring the quantity of cash does 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 Treasurer and President.
- Arrange Exchange Dinners with other colleges.
- Ensure adequate publicity for any social events organised.
- Attend intercollegiate Social Secretaries meetings.
- Book rooms in college for events, through the Conference Office and the JCR.
- Work with the JCR Entertainments Committee to produce joint events during Full Term
- Liaise with the MCR Cultural Society.

#### **WELFARE AND EDUCATION OFFICER**

- Responsible for attending to the general welfare of all graduates in conjunction with the Graduate Tutors.
- Acts as a point of contact for internal and external welfare agencies.
- Liaises with the JCR Welfare Officer, the MCR Overseas Officer and the MCR Equal Opportunities Officer.
- Publicises current welfare issues.
- Attends the college Education Committee and any other relevant committees.
- Runs the parenting scheme for Graduates.
- Organises events relating to welfare and education

#### **BAR SECRETARIES**

- There shall be two Bar Secretaries.
- Attends the Bar Committee meetings.
- Is responsible for the day to day upkeep of the MCR Common Room and the provision of services in the Common Room. Manages the supply of alcoholic and soft drinks at MCR social events.

#### **BAR OFFICERS**

- There shall be two Bar Officers.
- Attends the Bar Committee and Bar and Amenities Committee meetings.
- Is responsible for the operation of the MCR bar
- Organises and publicises MCR social events.

#### **FRESHERS' OFFICER**

- Arranges the MCR Matriculation day, including the photograph and speeches, in conjunction with the Tutorial and Admissions Office.
- Constructs the annual MCR Welcome Booklet for the new Graduates and contributes to College and Graduate Prospectuses, with the Vice-president and Communications Officer.
- Arrange Freshers' Week in conjunction with the rest of the committee.

#### **SPORTS AND AMENITIES OFFICER**

- Provides information regarding Downing College, Inter-collegiate and University sports teams, and the booking of sporting facilities within Downing.
- 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

#### **GREEN OFFICER**

- Attends the Buildings and Environment Committee meetings, and liaises with college officers and the JCR Green Officer concerning environmental issues such as recycling, sustainability, energy efficiency.
- Advertises external environmental initiatives and campaigns, and coordinates the MCR's involvement in such campaigns.

#### **INTERNATIONAL OFFICER**

- Responsible for the provision of information and welfare support to overseas students, especially during college closure periods.
- Responsible for actively soliciting the views of overseas students and reporting these to the Committee.
- Liaises with CUSU International Officers and the International Forum.

#### **LIASON AND COMMUNICATIONS OFFICER**

- Responsible for maintaining the MCR sections of the College website.
- Manages the e-mail lists, with one other member of the MCR Committee, and advertises the lists regularly. Takes minutes of MCR meetings and gives copies to all members of the MCR Committee. Takes minutes of MCR Open Meetings. Gives copies of minutes to all Committee members and makes them available to MCR members on request.
- Contributes to the MCR newsletter and interim news bulletins.
- Is responsible for the social media presence of the MCR Committee
- Liaises with the College authorities; in particular the Master, the Graduate Tutors, the Senior Tutor, the Tutorial and Admissions Office, the Bursar, the Kitchen Manager and the Porters.
- Contributes towards the organisation of joint MCR/SCR events, such as seminars, talks and joint dining events.

#### **ETHNICALLY MINORITISED COMMUNITIES (EMC) OFFICER**

- Ensures that the needs and views of ethnic minority MCR members are taken into account.
- Provides information and advice on issues of discrimination.
- Liaises with the the BME Campaign and any other relevant bodies.
- Liaises with the MCR International Officers and the MCR Welfare and Education Officer.
- Reports to the Committee on issues that have arisen.

#### **LGBTQ+ OFFICER**

- Ensures that the needs and views of LGBTQ+ MCR members are taken into account.
- Provides information and advice on issues of discrimination.
- Liaises with the LGBT+ Campaign and any other relevant bodies.
- Liaises with the JCR LBGT+ Officer and the MCR Welfare and Education Officer.
- Reports to the Committee on issues that have arisen.

#### **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.
- Liaises with the Women's Campaign and any other relevant bodies.
- Liaises with the JCR women's officer and the MCR Welfare and Education Officer.
- Reports to the Committee on issues that have arisen.

#### **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.
- Liaises with the Disability Resource Centre and any other relevant bodies.
- Liaises with the MCR Welfare and Education Officer.
- Reports to the Committee on issues that have arisen.

## **STANDING ORDER 2: CONDUCT OF OPEN MEETINGS**

*Adopted on 24 June 2022*

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.