

LINACRE COLLEGE
COMMON ROOM

CONSTITUTION

(Amended 6 March 2013)

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PREAMBLE

We hereby constitute the Linacre Common Room, for the provision of cultural, social, sports and recreational facilities for its members; and for the representation of members in their corporate relations with societies, colleges and other bodies, within or outside the University of Oxford.

The Constitution, Bylaws, composition and funding of the Common Room are subject to the Statutes and Bylaws of Linacre College, and in particular to the provisions of Statute X, which reads:

1. The Common Room shall comprise:
 - a. The Principal and Fellows;
 - b. The Students for the time being of the College;
 - c. Former Fellows and Students of the College on conditions approved by the Governing Body;
 - d. Other persons at the discretion of the Governing Body on conditions approved by it.
2. The purpose of the Common Room shall be to promote the social, cultural, sporting and recreational life of the College.
3. The constitution of the Common Room shall be determined by the Common Room, subject to the provisions of paragraph 4 below, and shall make provision for:
 - a. A President, who shall be a student member of the College, and such other officers as may be required;
 - b. Committees of the Common Room;
 - c. Meetings of the Common Room, provided that not less than one meeting shall be summoned in each term;
 - d. The delegation of such powers as the Common Room shall think fit to its officers and committees.
4. The procedure for making amendments to the constitution of the Common Room and for the election of the officers shall be subject to the approval of the Governing Body and may not be amended without its consent.
5. The Governing Body shall allocate funds to the Common Room, and shall not make any change in any basis of allocation agreed with the

Common Room except at a Stated Governing Body Meeting and with the approval of not less than two-thirds of the members present. All such funds shall be disbursed on the purposes of the Common Room as set out in paragraph 2 above and the Common Room Committee shall not disburse or commit funds in excess of those allocated except with the consent of the Governing Body.

1. COMMON ROOM

1.1. *Membership*

- 1.1.1. Those eligible for full membership of the Common Room with voting rights shall be:
 - 1.1.1.1. The Principal and all official Fellows (Fellows by election, Professorial Fellows, Senior Research Fellows) and Junior Research Fellows;
 - 1.1.1.2. Matriculated student members of the College admitted by the College and paying college fees, also those admitted as official visiting students;
 - 1.1.1.3. Such students who, having been members under the preceding title, are now time-expired for the payment of college fees but are still engaged on continuing course work in the University of Oxford;
 - 1.1.1.4. Former members of the College, whether resident in the Oxford area or outside it, who are present for such part of a term as shall, at the discretion of the Governing Body, make them liable for College membership fees;
 - 1.1.1.5. Other advanced students not being matriculated members of the University of Oxford, who may be admitted by the Governing Body *ad personam* to Common Room membership for a period not exceeding two years and up to a maximum of four such students in any term, and for whom a College membership fee shall be payable.
- 1.1.2. Those eligible for elected membership of the Common Room with voting rights, but who shall not be eligible to stand for positions on the Executive Committee or sit on the Governing Body or College Committees shall be:
 - 1.1.2.1. Introduced Members, defined as;
 - 1.1.2.1.1. Persons affiliated to the University of Oxford, who have received a degree from a university approved by Council for the purposes of Senior Status and are not members of the

common room of any other college or permanent private hall affiliated to the University of Oxford, may apply for Introduced Membership of the Common Room and must be proposed in accordance with paragraphs 1.1.2.2 through 1.1.2.9 below;

- 1.1.2.2. The initial period of elected membership of the Common Room will be up to one year. Elected members will be eligible for re-election, subject to re-proposal, on two occasions, each for a period of further membership of the Common Room of up to two years. Elected Common Room membership for individuals in this category will be strictly limited to a maximum total of five years, unless the Academic Committee and Governing Body agree on an extension in any particular case;
- 1.1.2.3. A prospective introduced member must be proposed in a written application signed by no fewer than five members of the Common Room pursuant to Section 1.1.1;
- 1.1.2.4. The persons proposing a prospective introduced member shall submit details of the prospective member's affiliation with the University of Oxford and the degrees received by that person and shall certify that the prospective member is not a member of the common room of any other college or permanent private hall at the University of Oxford;
- 1.1.2.5. No person other than the Principal, acting in official capacity, may propose during an academic year more than one person who is admitted to membership in the Common Room pursuant to this Section;
- 1.1.2.6. A proposal pursuant to paragraphs 1.1.2.3 and 1.1.2.4 above shall be submitted to the Academic Committee of Governing Body, which shall approve or not approve such a proposal, for recommendation to Governing Body, by majority vote in which student representatives appointed to the Committee may vote, provided that no member of the Committee shall vote or be present for the vote concerning a person whom that Member has proposed;
- 1.1.2.7. Elected members will be required to pay the appropriate College membership fee for the period of their membership and will have Common Room voting rights;
- 1.1.2.8. In addition to members elected pursuant to paragraphs 1.1.2.1.1 and 1.1.2.2 through 1.1.2.6 above, Introduced Membership may be conferred to not more than ten members of the research staff of the University Environmental Change Unit who are not members of the common room of any other college or permanent private hall

affiliated to the University of Oxford, and whose application for membership has been approved by the Academic Committee of Governing Body;

- 1.1.2.9. The maximum number of persons who may be Introduced Members of the Common Room shall be reviewed periodically by the Academic Committee in consultation with the Governing Body, with at most ten pursuant to Section 1.1.2.8, above.
- 1.1.3. Those eligible for membership of the Common Room without voting rights shall be:
 - 1.1.3.1. Honorary, Emeritus, Supernumerary, Adjunct, Industrial and Visiting Fellows;
 - 1.1.3.2. Visiting Senior Members, Returning Visiting Senior Members (up to half the number of current Visiting Senior Members) and similar short-term official college visitors (admitted by the Governing Body);
 - 1.1.3.3. All permanent employees of the College;
 - 1.1.3.4. Former members of the College resident outside the Oxford area and visiting for short periods;
 - 1.1.3.5. Invited Senior Members of the College (up to six) admitted by the Governing Body on the nomination of the Principal;
- 1.1.4. Persons pursuant to Membership sections of the Constitution shall become members of the Common Room unless they have given notice, in writing, to the President of the Common Room by the end of Second Week of Michaelmas Term, indicating their wish not to be members.

1.2. Fees

- 1.2.1. The total figure of Common Room members under Section 1.1.1.2 of the Constitution shall be the basis for the Governing Body's allocation of money towards the Common Room and Recreation Budgets.

1.3. Rights and Responsibilities

- 1.3.1. Membership of the Common Room shall bestow to the right of use of the common room and all its facilities, except with regard to restrictions placed on participation in Common Room Meetings as set out in the By-Laws, Section 4.8. Members may invite guests, for whom they shall accept responsibility, into the common room, except at times when guests are excluded by this constitution or by decision of the Common Room.

- 1.3.2. Priority in the expenditure of Common Room funds shall be given to full members of the Common Room.
- 1.3.3. Persons who choose not to take up Common Room membership shall not be unfairly disadvantaged with regard the use of Common Room facilities and property.

2. EXECUTIVE COMMITTEE

- 2.1. The functions and duties of the Executive Committee shall be as follows:
 - 2.1.1. To carry out any legal instructions and policies of the Common Room;
 - 2.1.2. To manage the day-to-day business of the Common Room;
 - 2.1.3. To represent the interests of the Common Room to the Governing Body and on Sub-Committees of the Governing Body;
 - 2.1.4. To manage the Common Room Fund within the framework of the budget approved by the Common Room
 - 2.1.5. To carry out further responsibilities and individual tasks determined by elected position pursuant to Section 2 of By-Laws
 - 2.1.6. To conduct meetings in accordance with Section 4 of By-Laws
 - 2.1.7. To liaise with College administrative staff in the organisation and management of Common Room activities.
- 2.2. The Executive Committee shall consist of a minimum of President, Treasurer and Secretary and shall be augmented by positions further to Section 2.1 of the Common Room By-Laws.

3. ELECTIONS AND TERMS OF OFFICE FOR EXECUTIVE COMMITTEE MEMBERS

- 3.1. *Eligibility, Tenure and Elections Procedures*
 - 3.1.1. Eligibility shall be confined to full members of the Common Room who will be, or who intend to be, able to hold the office for one year.
 - 3.1.2. Elections will take place in the Third week of Hilary Full Term for the posts of President, Secretary and Treasurer. The elected representatives will then take office after the Common Room Meeting in Eighth week.

- 3.1.3. In the Eighth week of Michelmas Full Term there shall be elected the remaining Executive Committee Officers as defined by By-Laws Section 2.1. They will take office immediately.
- 3.1.4. Tenure of the above positions shall be for one year
- 3.1.5. Except where, under the vacancy provision (section 3.2) below, he/she is elected, or deemed elected, during a term in which the election would not normally take place, no person may hold a position for more than one year without re-election
- 3.1.6. No member may hold more than one elective position at any one time, except where he/she has been elected, or deemed elected, under Section 3.2, in which case he/she may hold no more than two elective positions.
- 3.1.7. If, in the opinion of two-third of the Executive Committee, an elected member of the Executive Committee has consistently failed to discharge his/her duties, his/her resignation may be asked for. If said member refuses to resign, a Common Room meeting shall be held to decide the issue. A simple majority in favour of the post being declared vacant shall be sufficient.
- 3.1.8. Election Procedures for new Common Room Executive Committee officers will follow the timetable and requirements set out in Section 3 of By-Laws

3.2. *Vacancies*

- 3.2.1. In the event of the expected resignation of a member holding any elective position, for instance due to graduation, elections will be held during their last term in office according to the procedures as defined by By-Laws Section 3.
- 3.2.2. In the event of an unexpected resignation of a member holding any elective position or in the case of an unfilled vacancy, the Executive Committee will publicise the position(s) open for election and accept nominations from any full member of the Common Room according to the provisions of Section 3.2 of By-Laws and Section 3.1 of the Constitution. If a nomination is received by the Executive Committee within one week, in Full Term, of such notice, an election shall be held according to the normal provisions. If there are no nominations at the end of the one week period, the Executive Committee may appoint any full member of the Common Room to act in that position. Notice of the name of the appointee shall be immediately posted for one week of Full Term (in the case of a vacancy occurring during the Summer Vacation, for positions other than those elected in Hilary Term, it may be filled in the above manner also) on the Common Room notice-board. If any objections are received by the Executive Committee within one week, in Full Term, of such notice, an election shall be held according to the normal provisions. In the intervening period the appointee shall continue to act in this position. If there are no objections at the end of the one week period, the appointee shall be deemed elected.

- 3.2.3. The Executive Committee shall have the power to appoint any of its members to act temporarily in any position in an emergency.

4. GOVERNING BODY SUB-COMMITTEES

- 4.1. The Executive Committee shall be responsible for Common Room membership of the Governing Body and its Sub-Committees, as laid down in the Governing Body Standing Orders. Common Room members on Governing Body Sub-Committees and student representatives to the Governing Body will have voting rights.

5. COMPLAINTS PROCEDURE

- 5.1. Members who are dissatisfied with their dealings with the Common Room, or who claim to be unfairly disadvantaged are recommended to lodge a complaint with the Secretary of the Common Room to be considered by the Common Room Executive Committee. If the complainant feels the matter cannot be resolved with the Executive Committee he/she may make a request, in writing, to the independent person appointed by the Governing Body to deal with such complaints, for an investigation and, if necessary, an arbitration on the matter.

6. PROCEDURES FOR AMENDMENT OF CONSTITUTION

- 6.1. 14 days notice of a proposal of amendment, together with full details and explanation of the proposed amendments shall be posted by the President on the Common Room notice-board before any amendment may be discussed.
- 6.2. Two-thirds of those full members of the Common Room present at a Common Room Meeting must vote in favour of a proposed amendment before it shall be adopted.
- 6.3. Proposals for amendment of the Constitution shall be subject to approval by the Linacre College Governing Body.