

*LINACRE COLLEGE
COMMON ROOM*

BY-LAWS

(Amended 13 August 2020)

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1. COMMON ROOM MEMBERSHIP REQUIREMENTS

1.1. Common Room Membership will consist of all persons as defined by Statute X of the Linacre College Statutes and the preamble of the Common Room Constitution.

2. OFFICER ROLES AND RESPONSIBILITIES

2.1. The Executive Committee shall comprise the following. The duties of each member of the Executive Committee are listed in the sub paragraph as shown:

- 2.1.1. President (Section 2.3.1);
- 2.1.2. Treasurer (Section 2.3.2);
- 2.1.3. Secretary (Section 2.3.3);
- 2.1.4. Social Secretary (3) (Section 2.3.4);
- 2.1.5. Publicity Officer (Section 2.3.5);
- 2.1.6. Sports and Recreation Secretary (Section 2.3.6);
- 2.1.7. Welfare and Services Secretary (Section 2.3.7);
- 2.1.8. Common Room Newsletter Editor (Section 2.3.8);
- 2.1.9. Environment Officer (Section 2.3.9);
- 2.1.10. Development and Charities Officer (Section 2.3.10);
- 2.1.11. Fellows Representative (Section 2.3.11);
- 2.1.12. OUSU Representative (Section 2.3.12).

2.2. Functions and Duties of the Executive Committee

In addition to the functions and duties of Executive Committee members as described in Section 2 of the Constitution, the Executive Committee shall:

2.2.1. Administer financial resources and purchase assets for use of the Common Room membership where the amount of the expenditure is less than £150. In cases where the amount of the expenditure is to exceed £150, the case shall be referred to the Common Room for decision;

2.2.2. Acquire and dispose of Common Room property. Where it appears to the Executive Committee that Common Room property is unserviceable or unsuitable for repair it may, in the case of any item of property the initial cost of which did not exceed £800, authorise it to be written off and disposed of by appropriate means. Where the initial cost exceeded £800, the-matter shall be referred to the Common Room for decision;

2.2.3. Be available to members of the Common Room and prepared to bring issues of concern to members to attention at Executive meetings;

2.2.4. Help organise social and welfare events on a termly basis;

2.2.5. Organize the annual “Freshers Week” for new students in conjunction with the College;

2.2.6. Attend and participate in all Executive meetings and Common Room Meetings.

2.2.7 In recognition of the service the Executive Committee provides to the Common Room, members of the Executive Committee will receive an honorarium of £60 per term. This may be withheld from members of the Executive Committee who do not fulfil the full duties of their role (as outlined in Section 2.3) at the discretion of the President, or a quorum of the Executive committee.

2.3. Officer Duties:

2.3.1. The President shall:

2.3.1.1. Have overall responsibility for the day-to-day affairs of the Common Room;

2.3.1.2. Be responsible for promoting the interests of the Common Room membership to the Governing Body and outside agencies and organisations;

2.3.1.3. Be an ex officio member of all standing committees of the College and the Governing Body, and have voting rights as such;

2.3.1.4. Ensure that other members of the Executive Committee are faithfully discharging their duties as stated below; and that, if they are not, appropriate actions are taken to remedy the matter;

2.3.1.5. Chair all Executive Committee and Common Room meetings.

2.3.2. The Treasurer shall:

2.3.2.1. Maintain and oversee all the accounts of the Common Room;

2.3.2.2. Maintain an accurate inventory of Common Room property and oversee the purchase, maintenance and disposal of said property;

2.3.2.3. Prepare and present to the Common Room before the fourth week of Michaelmas Term an annual financial report and budget, which, if approved by the Common Room, must then be submitted to the Governing Body. The report shall contain a list of external organisations to which the Common Room has made donations and details of those donations;

2.3.2.4. Prepare annual accounts, including an itemised breakdown of expenditures above £800, and post them on the Common Room notice board seven days prior to presenting them to a full meeting of the Common Room;

2.3.2.4.1 Prepare a balance sheet every term by Wednesday of Seventh Week, summarising the total amount spent and the total amount left in each sub-group of the CR account;

2.3.2.5. Take the position of Ball Treasurer on the Ball Committee, prepare and periodically review the Ball's budget and satisfy themselves that the expenditure is valid, and prepare a report to the Executive Committee advising as to the commercial viability of the Ball and the Common Room's exposure to potential losses -- the Executive Committee will then vote to approve/disapprove the Ball's budget;

2.3.2.6. Work closely with the Social Secretaries, the Bar manager, and Sports and Recreation Secretary in the preparation of their accounts, and ensure that all expenditures made by them in excess of £150 are subjected to his/her approval;

2.3.2.7. Be responsible for ensuring, in partnership with the college, that all TV subscriptions are working as well as possible;

2.3.2.8. In the event of the President being absent, assume the responsibilities of the President;

2.3.2.9. Sit on the Finance Committee.

2.3.3. The Secretary shall:

2.3.3.1. Prepare and post accurate minutes of all Common Room and Executive Committee meetings and maintain all Common Room records;

2.3.3.2. Note the attendance of Executive Committee members at Executive Committee meetings, and make such information available to Common Room members upon request;

2.3.3.3. Keep current copies of the Constitution as designated in Section 6.3.4;

2.3.3.4. Sort and respond to Common Room mail with help from the President;

2.3.3.5. Organise the 'College Family' mentor scheme for new students in collaboration with the welfare officers;

2.3.3.6 Arrange for the ordering and distribution of college branded apparel;

2.3.3.7 Maintain the tea and coffee facilities of the common room, including ordering teabags/coffee beans, the provision of cups, and routine upkeep;

2.3.3.8. Organise the provision of newspapers, magazines, and journals in the Common Room in accordance with members' wishes. Specifically, the Secretary shall ensure that all weekly and monthly periodicals to which the CR subscribes are available to members. If absent for a significant

length of time, the Secretary shall inform the president, who shall delegate these duties as necessary;

2.3.3.9. In the event of both the President and Treasurer being absent, assume the responsibilities of the President;

2.3.3.10. Sit on the Governing Body, and report the decisions of the Governing Body to meetings of the Executive Committee.

2.3.4. The Social Secretaries shall:

2.3.4.1. Plan all social events prior to the start of each term, in conjunction with the Executive Committee and in accordance with the budget;

2.3.4.2. Be responsible for the Social Events Budget, Fund and Accounts, and manage these in conjunction with the Treasurer;

2.3.4.3. Arrange with the Bar manager for alcohol provision at social events and with the Head Porter for security at social events, as necessary;

2.3.4.4. Be responsible for ensuring proper clean-up is done for all social events;

2.3.4.5. Lead the Sexy Sub Fusc (SSF) committee, and arrange for the recruitment of 3 SSF officers (as described in Section 9.2) in preparation for each Michaelmas term.

2.3.5. The Publicity Officer shall:

2.3.5.1. Ensure adequate publicity for social events and sporting events and any other activities of the Common Room;

2.3.5.2. Work closely with the Social Secretaries as part of the social team to organise and publicise social events;

2.3.5.3. Serve as the Returning Officer for Common Room elections;

2.3.5.4. Maintain the Linacre Common Room website and social media pages;

2.3.5.5. Serve as the main point of contact between the College IT-officer and the Common Room on technical matters relating to the College Network and information technology service provision;

2.3.5.6. Maintain the notice-boards around college, keeping notices up-to-date.

2.3.6. The Sports and Recreation Secretary shall:

2.3.6.1. Arrange and chair Recreation Fund meetings;

2.3.6.2. Administer the expenditure of the Recreation Fund in conjunction with the Treasurer and all sports and society captains;

2.3.6.3. Be responsible for all college sporting equipment, and must keep an inventory of this equipment;

2.3.6.4. Serve as a point of contact with Club and Society Captains;

2.3.6.5. Organize sporting and recreational activities as a service to Common Room members.

2.3.7. The Welfare and Equalities Secretaries (2) shall:

2.3.7.1. Keep information on welfare issues, including health, student poverty, housing, finance, discrimination, and so on, and provide it to Common Room members on request;

2.3.7.2. Organise the Peer Support Scheme in cooperation with the Senior Tutor: i) Organise the annual recruitment drive to train up to six peer supporters, ii) coordinate the peer supporter duty schedule, iii) cover shifts in an emergency, iv) provide informal support to the peer supporters, and v) participate in any suitable training and supervision groups;

2.3.7.3. Organise the 'College Parent' mentor scheme for first years in collaboration with the Secretary;

2.3.7.4. Organise events and groups that support and inform members of the Common Room of welfare issues such as physical and mental health needs;

2.3.7.5. Act as a point of advocacy for members of the Common Room on issues of equal opportunities and discrimination (such as disability, age, gender, sexuality, caring responsibilities, race, ethnicity, religion), organise accessible and inclusive events, support groups, and (if necessary) campaigns to promote inclusion, representation, and celebration of diversity;

2.3.7.6. Help the Development and Charity officer to promote the college charities and organise fund-raising events for these charities;

2.3.7.7. Work to uphold the Common Room dedication towards supporting initiatives that emphasize fair and equitable trading schemes.

2.3.8. The Common Room Newsletter Editor shall:

2.3.8.1. Co-ordinate and promote the Linacre newsletter, which is to include general information for members of the Common Room on events, sport and issues relevant to life in college and is to be published a minimum of three times annually;

2.3.8.2. Encourage wide student and fellow participation in the production of content for the newsletter;

2.3.8.3. Arrange distribution of the newsletter.

2.3.9. The Environment Officer shall:

2.3.9.1. Act to promote environmental issues, both local and global, with the main aim of raising environmental awareness in college members;

2.3.9.2. Represent Linacre at OUSU Environment Committee meetings and inform college members of changes to University environmental policy and key points raised;

2.3.9.3. Promote relevant events, both University and public, on the environment notice board and ensure that the notices are kept up to date;

2.3.9.4. Organize, publicize and implement the College recycling scheme;

2.3.9.5. Work with the Bar Manager and other relevant College constituents to ensure the provision and awareness of Fairtrade products and oversee the process for renewing the College's Fairtrade status;

2.3.9.6 Meet regularly and liaise with the Green Student in order to implement environmentally relevant schemes in college. Receive the Green Student's termly report to the Common Room, and assess whether the obligations of the role are being fulfilled.

2.3.10. Development and Charities Officer shall:

2.3.10.1. Be the elected representative and point of contact for any external student organizations to which the college is affiliated and attend appropriate meetings and conferences;

2.3.10.2. Publicise campaigns run on student issues by any external student organizations to which the college is affiliated, particularly where they are significant for Common Room members (for example, where they concern graduate students);

2.3.10.3. Publicise services available to Common Room members from external student unions;

2.3.10.4. Liaise with the College Development Office regarding student involvement in development initiatives;

2.3.10.5. Attend Trustee Meetings of the 'The Tertiary Education Scholarship Trust for Africa' (TEST for Africa) as the Common Room representative and communicate activities and updates between the Trustees and Common Room;

2.3.10.6. Be the primary point of contact for external and internal charitable organisations;

2.3.10.7. Encourage non-contentious charitable activities of the Common Room.

2.3.11. The Fellows Representative shall:

2.3.11.1. Be the representative of the fellowship at Executive Committee meetings;

2.3.11.2. Serve as a point of contact between the fellowship of the College and the Common Room;

2.3.11.3. Aim to encourage integration of Fellows into the life of the Common Room;

2.3.11.4. Be appointed by the Governing Body.

2.3.12. The OUSU Representative shall:

2.3.12.1. Act as liaison of the Common Room with OUSU;

2.3.12.2 Attend OUSU Council and other OUSU meetings relevant to graduates;

2.3.12.3. Vote in accordance with Common Room policy with remit given to the representative by Common Room Meetings and/or the Executive Committee;

2.3.12.4. Ensure that each Common Room Meeting is informed of major issues to be considered at the next Meeting of Council and of other major OUSU business;

2.3.12.5 Inform the Common Room of any major decisions concerning the Common Room;

2.3.12.6 Distribute any OUSU publications such as the Agenda and Minutes of each Meeting of Council to the Common Room.

2.4. Meetings of the Executive Committee:

2.4.1. Executive Committee meetings shall be held at a minimum of twice per term.

2.4.2. Notice of all Executive Meetings must be posted on the Common Room notice-board no later than two full days before said meeting is deemed to take place.

2.4.3. Any members of the Executive Committee who are unable to attend an Executive Meeting must deliver an apology to the Secretary or another member of the Executive Committee before said meeting takes place.

2.4.4. The quorum for an Executive Meeting shall be half the number of positions which are not vacant at the time an Executive Meeting is deemed to take place.

2.4.5. No member of the Common Room shall be excluded from attending any Executive Meeting, except that staff of the college shall not be present or otherwise participate when a matter in which they have an interest is discussed or voted upon.

2.4.6. Non-executive Committee members shall participate only with the express permission of the chairperson.

2.5. Non-Executive Student Representatives:

2.5.1. Non-executive student representatives shall comprise the following. The duties of each non-executive student representative are listed in the sub paragraph as shown:

2.5.1.1. Arts Coordinator (Section 2.5.2.1.);

2.5.1.2. Bike Representative (Section 2.5.2.2.);

- 2.5.1.3. Food Representative (Section 2.5.2.3.);
- 2.5.1.4. International Representative (Section 2.5.2.4.);
- 2.5.1.5. LGBTQ Representative (Section 2.5.2.5.);
- 2.5.1.6 Disabilities Representative (Section 2.5.2.6);
- 2.5.1.7 Families' Representative (Section 2.5.2.7);
- 2.5.1.8. Punt Admiral (Section 2.5.2.8.);
- 2.5.1.9. Women's Representative (Section 2.5.2.9);
- 2.5.1.10 Race and Ethnic Minorities Representative (Section 2.5.2.10).

2.5.2. Non-Executive Student Representative Duties:

2.5.2.1. The Arts Coordinator shall:

2.5.2.1.1. Organise art exhibitions in the Common Room and Small Common Room, to last around four to six weeks.

2.5.2.1.2. Liaise with Common Room Executive Committee members to arrange for exhibitions to be taken down and safely stored during events such as parties and bops, and put back up afterwards.

2.5.2.2. The Bike Representative shall:

2.5.2.2.1 Be the primary point of contact for bicycle-related matters;

2.5.2.2.2. Organise the annual bicycle cull, with assistance from the Common Room Executive Committee. This takes place in late summer, prior to the start of the new academic year.

2.5.2.3. The Food Representative shall:

2.5.2.3.1. Liaise between the Common Room, the College and the Kitchen on food matters;

2.5.2.3.2. Bring dietary needs and food preferences of Common Room members to the attention of the Kitchen and work together to accommodate these.

2.5.2.4. The International Representative shall:

2.5.2.4.1. Be the primary advocate for international members of the Common Room;

2.5.2.4.2 Provide support and advice for international members of the Common Room, particularly upon arrival, on matters such as visa and immigration issues and English language support;

2.5.2.4.2. Work with the Common Room Executive Committee to ensure inclusivity and diversity of all organised social activities.

2.5.2.5. The LGBTQ Representative shall:

2.5.2.5.1. Be the primary point of contact for lesbian, gay, bisexual, trans- and all others who define themselves as LGBTQ members of the Common Room;

2.5.2.5.2 Provide social events, representation, campaigns and welfare services for LGBTQ members of the Common Room.

2.5.2.6. The Disabilities Representative shall:

2.5.2.6.1. Be the primary point of contact for disabled members of the Common Room;

2.5.2.6.2 Provide social events, representation, campaigns and welfare services for disabled members of the Common Room.

2.5.2.7. The Families Representative shall:

2.5.2.7.1. Be the primary point of contact for members of the Common Room with children, spouses or partners;

2.5.2.7.2 Provide social events, representation, campaigns and welfare services in order to improve the college experience and integration into the Common Room of members with families.

2.5.2.8. The Punt Admiral shall:

2.5.2.8.1 Be responsible for moving the Linacre punts for the length of an entire punting season. This involves putting the punts on the water at the start of the season in the spring and taking them out of the water for storage at the end of the season in the autumn;

2.5.2.8.2. Oversee the maintenance of Linacre punts;

2.5.2.8.3. Liaise with the caretakers where the punts are moored;

2.5.2.8.4. Liaise with Linacre Reception and the Operations Manager during the punting season regarding punt bookings and other punt-related matters;

2.5.2.8.5. Coordinate social events involving punts with the Social Secretaries;

2.5.2.8.6 Receive a free punt card, in partial recognition of their contribution.

2.5.2.9. The Women's Representative shall:

2.5.2.9.1. Be the primary advocate for women in the Common Room;

2.5.2.9.2 Provide support and advice for women in the Common Room;

2.5.2.9.2. Work with the Common Room Executive Committee to ensure inclusivity and diversity of all organised social activities.

2.5.2.10 The Race and Ethnic Minorities Representative shall:

2.5.2.10.1 Be an advocate for racial and ethnic minority members of the Common Room;

2.5.2.10.2 Provide support and advice for racial and ethnic minority members of the Common Room;

2.5.2.10.3 Lead and coordinate groups that support and educate members of the Common Room of issues that are of concern to racial and ethnic minorities, recognizing that these issues are not separate to those who are the majority;

2.5.2.10.4 Host events and seminars which serve to inform and promote issues relevant to racial and ethnic minorities;

2.5.2.10.5 Work with members of the Common room to ensure the events held at Linacre are inclusive and uphold the interests of all racial and ethnic minorities;

2.5.2.10.6 Liaise with members of the Common Room Executive Committee to organise anti-racism training for all incoming students and committee members during Freshers Week;

2.5.2.10.7 Work with Linacre's Dean for Equality and Diversity to promote Race and Ethnic Minority interests in College.

2.5.3. Selection Process for Non-Executive Student Representatives:

2.5.3.1. Common Room members will be sent an announcement by Second week of Michaelmas Term asking them to nominate themselves for one of the positions;

2.5.3.2. Nominations will be received for two weeks. Nominations should detail the post the nominee wishes to take and their reasons why, any previous experience, and the expected completion date of their course;

2.5.3.3. Nominations will be discussed by the Common Room Executive Committee, who will appoint a suitable candidate by Sixth week of Michaelmas Term;

2.5.3.4. The appointments will be announced through the Linacre Publicity emails;

2.5.3.5. Tenure of the above positions shall be for one academic year, starting from Michaelmas Term when the appointees are announced. Upon completion of this one-year term, candidates may put themselves forward for re-appointment.

2.6. Green Student

2.6.1. Common Room members will be sent an announcement by Second week of Michaelmas Term asking them to nominate themselves for the position of Green Student;

2.6.2. Nominations will be received for two weeks. Nominations should detail the post the nominee wishes to take and their reasons why, any previous experience, and the expected completion date of their course;

2.6.3. Nominees will be interviewed by a panel consisting of the CR President, the Environmental Secretary and the previous Green Student, who shall appoint a suitable candidate by Sixth week of Michaelmas Term;

2.6.4. The appointments will be announced through the Linacre Publicity emails;

2.6.5. Tenure of the above positions shall be for one academic year, starting from Michaelmas Term when the appointees are announced;

2.6.6. The Green student shall:

2.6.6.1. Work with college administration to monitor and improve the environmental footprint and sustainability of the college, in line with the college's Carbon Reduction Strategy;

2.6.6.2 Provide a summary of progress at the Common Room meeting at least once per term;

2.6.6.3 Report details of progress to, and collaborate with, the CR Environmental Officer, at least once per term;

2.6.6.4 Organise a college jumble sale in Michaelmas term in order to raise funds for the Common Room contribution to the Green Student stipend, as described in section 2.6.7.

2.6.7. The Green Student will receive a stipend of £750, to be provided by equal contributions from the Common Room and college administration.

3. ELECTION OF OFFICERS

3.1. Notice of Poll

3.1.1. The Publicity officer will take the role of Returning Officer for Common Room elections, except in the circumstance where the Publicity Officer is standing for election, in which case another member of the Executive Committee may be appointed to the role of Returning Officer by the Common Room President:

3.1.2. Two weeks in advance of the close of nominations the Returning Officer will publicise:

3.1.2.1. The position(s) open for election;

3.1.2.2. The dates and hours of polling;

3.1.2.3. The method of polling;

3.1.2.4. The period and method of making nominations.

3.1.3. Nominations will close on the Tuesday of Second week of Hilary Term for the posts of President, Secretary and Treasurer and on Tuesday of Seventh week of

Michaelmas Term for the posts of Common Room Newsletter Editor and Fellow Engagement Officer, Environmental Officer, Development and Charities Officer, Publicity Officer, Sports and Recreation, Social, and Welfare and Services Secretaries, and Ball President and Secretary. In cases of vacancy following the expected resignation of an elective member, nominations will close on Tuesday of Second week of the final term of the outgoing officer (most likely Trinity Term). Hustings will take place the following day.

3.1.4. Polling will begin on the Sunday of that week or the Monday of the following week and will continue for three consecutive days, closing at 8pm on the Tuesday or Wednesday.

3.1.5. The election results will be announced at a Common Room Meeting on the Wednesday or Thursday of the same week and posted on the Common Room notice-board.

3.1.6. In the event of a tied vote, the polls will re-open for two days during the following week and the Executive Committee may postpone the Common Room Meeting accordingly.

3.2. Nominations

3.2.1. Candidates for election shall be nominated on the appropriate form by two full members of the Common Room, and shall indicate their assent to nomination by signing the form. Without such signature the nomination shall not be valid.

3.2.2. The form shall be endorsed by the Returning Officer not later than 9pm, four days prior to the date fixed for the poll. The form shall be filed and posted on the Common Room notice-board.

3.2.3. No nomination may be withdrawn without the consent in writing of the candidate, and no nomination may be withdrawn after the close of the period for nominations.

3.2.4. Immediately after the close of the period for nominations, the Returning Officer shall post on the Common Room notice-board a nomination list showing:

3.2.4.1. The names in alphabetical order of all duly nominated candidates for each vacancy;

3.2.4.2. The names of their proposers and seconders.

3.2.5. No member may accept nomination for more than one position at any election.

3.2.6. No candidate, or person acting on the behalf of the candidate, shall attempt to influence the result of the election by canvassing for votes (either for or against a candidate), nor shall any form of written canvassing be permitted.

3.3. Hustings

3.3.1. Hustings for all positions shall be held following the close of nominations and shall be chaired by the President of the Common Room. If they are unable to do so, the Treasurer shall preside; in the absence of the Treasurer, the chair shall be taken by the Secretary; in the absence of the Secretary, any member of the Executive Committee may take the chair.

3.3.2. Each person standing for election shall be invited to speak for a limited period of time, the time available being agreed beforehand by the Executive Committee.

3.3.3. All questions to the candidates shall be conducted through the chair. Questions pertaining to information presented by the individual candidates can be addressed to them, but more general questions must be addressed to all candidates.

3.3.4. The proceeding shall be conducted in accordance with the Standing Orders as prescribed for Common Room Meetings (see Section 5).

3.4. Balloting

3.4.1. Elections shall be by secret ballot

3.4.2. Ballots shall list in relation to each vacancy the names in alphabetical order of all candidates, and include a space for "Re-Open Nominations." Social Secretaries shall be voted for according to the method described in section

3.4.4. All other positions shall be voted for by the method of preferential voting, as described in section 3.4.5 below.

3.4.3. In the case of uncontested elections, there shall be a balloted option to re-open nominations;

3.4.4. The method of electing Social Secretaries is as follows:

Each full member of the Common Room may cast as many votes as there are vacancies.

All the votes for each candidate are counted. The candidates with the most votes shall be elected (i.e. in an election with three vacancies, the three candidates with the most votes shall be elected). However, only those candidates with more votes than RON shall be elected. In the event of all positions not being filled, nominations shall be re-opened and a subsequent ballot, held according to this method, shall take place, for the remaining vacancy(ies).

3.4.5. The method of preferential voting is as follows:

For every elective position each full member of the Common Room may cast up to as many votes as there are candidates for that position. They will do so by writing beside the name of the first choice the figure 1, by the second choice the figure 2, etc. However, it is not necessary to state a complete order of preference.

The votes are calculated by the method of single transferable vote as described in the booklet "How To Conduct An Election By The Single Transferable Vote" (Third Edition) by R. A. Newland and F. S. Britton (ISBN 0903291185).

3.4.6. The Returning Officer shall make all preparations for holding elections using as an electoral roll a list of all full Common Room members.

4. COMMON ROOM MEETINGS

4.1. These shall be held at a minimum twice per term to decide matters of Common Room policy; at least one meeting to be in the First or Second week, and at least one meeting in the Eighth week, of each Full Term. The meetings shall be chaired by the President of the Common Room. If they are unable to do so, the meeting shall be chaired by an Executive Committee or Common Room member appointed by the Executive Committee.

4.2. All members shall have the right of participation, except as provided in paragraph 4.8 below. Only Full Members and Introduced Members of the Common Room shall have the right to vote. Non-members of the Common Room may attend only with the approval of the person presiding. Any non-members shall ask the person presiding for permission to speak in any meeting and no non-members shall have the right to vote.

4.3. No meeting shall begin without a quorum which, in the case of Common Room meetings shall consist of 20 full Common Room members, and no motion shall be introduced or voted on without a quorum. In the absence of a quorum it shall not be necessary to appoint a further date for the holding of that meeting and it shall be deemed to have been held.

4.4. The Executive Committee shall prepare a proposed agenda, which shall mean reports by officers, items raised for discussion by members, and any motions naturally arising out of such reports and items. The agenda for each meeting shall be posted on the Common Room notice-board at least five full days in advance of that meeting. Any item added by any member shall be deemed to be part of the agenda, provided that the member adding such item shall sign and legibly print his/her name immediately after such item and that such item is added at least three full days in advance of that meeting.

4.5. The Executive Committee or, in the absence of a quorum thereof, any three members of the Executive Committee, may call an Emergency Meeting by giving notice on the Common Room notice-board. A quorum of the Executive Committee shall be equal to the number of half of the positions filled at any given time. This meeting shall be held not earlier than twelve hours and not later than seven full days after the date of such notice.

4.6. Fifteen full members may call an Extraordinary Meeting, to be held in Full Term, by giving notice and agenda on the Common Room notice-board, as well as informing any member of the Executive Committee. Upon receipt of such notice the said committee member shall immediately post the convening notice and agenda calling the meeting within a period not earlier than five full days nor later than seven full days from the date of such notice.

4.7. Unratified minutes shall, if possible, be posted at least five full days before the day appointed for the next Common Room Meeting. If this is done, that meeting may decide to take such Minutes as read; if this cannot be done, the Minutes shall be read.

4.8. Staff of the College shall not be present or otherwise participate when a matter in which they have a potential conflict of interest is discussed or voted upon.

5. STANDING ORDERS

5.1. *General*

5.1.1. Standing orders shall apply to all Common Room Meetings and Extraordinary and Emergency Common Room Meetings.

5.1.2. All business shall be conducted through the Chair, and governed by Roberts Rules of Order, unless otherwise noted within this Section. The person presiding shall be the sole interpreter of the Constitution and By-Laws and the standing orders for the purposes of the meeting.

5.1.3. Limitation beyond five minutes of the first speech on a matter by any one member and limitation of further speeches and discussion shall be at the discretion of the person presiding.

5.2. *Voting*

5.2.1. Except where otherwise provided, decisions shall be by a simple majority of those for or against. The number of abstentions must be recorded. The person presiding shall have a casting vote only.

5.2.2. Postal voting shall be admissible via email or college post sent to the Secretary.

5.2.3. Proxy voting shall be inadmissible for any purpose.

5.3. *Motions and Amendments*

5.3.1. There shall be two types of motions which may be made to a Common Room Meeting, Extraordinary Common Room Meeting or Emergency Common Room Meeting:

5.3.1.1. An *Executive Motion* shall be posted on the common room notice-board at least seven days before the Common Room Meeting, Extraordinary Common Room Meeting or Emergency Common Room Meeting at which the motion is to be considered

5.3.1.2. A *Private Motion* shall be posted on the Common Room notice-board at least five days before the Common Room Meeting, Extraordinary Common Room Meeting or Emergency Common Room Meeting at which the motion is to be considered with the signature and legibly printed name of each of the motion's proposer and seconder.

5.3.2. No person who proposes or seconds a motion, or proposes or seconds an amendment to a motion, shall preside during the discussion of or the vote on such motion or any amendment thereto. In such a case, they shall leave the chair during the discussion of and vote on such motion and amendments thereto. The person presiding shall not speak with regard to the discussion of a motion, with the exception of responding to questions for clarification, or points of information.

5.3.3. An Executive Motion shall be proposed at a Common Room Meeting, Extraordinary Common Room Meeting or Emergency Common Room Meeting by a member of the Executive Committee who shall be identified by the person presiding at or before the time of discussion of that motion.

5.3.4. Any amendment to a motion shall be in writing and shall be submitted to the person presiding with the signature and legibly printed name of each of the proposer and seconder of the amendment.

5.3.5. The proposer of a motion or amendment shall have the right to speak immediately before the vote is taken.

5.4. *Procedural Motions*

5.4.1. The following procedural motions may be put to the meeting:

5.4.1.1. That the motion be now put

5.4.1.2. That the motion be not put.

5.4.1.3. That non-members be requested to leave.

5.4.1.4. That non-members be re-admitted.

5.4.1.5. That the ruling of the person presiding be challenged.

5.4.1.6. A vote of no-confidence in the person presiding.

5.4.1.7. That the meeting adjourn until the next Common Room Meeting.

5.4.1.8. That the motion be voted on by secret ballot.

5.4.1.9. That non-full members be requested to leave.

5.4.1.10. That non-full members be re-admitted.

5.4.1.11. That staff of the College shall be requested to leave

5.4.2. If either of procedural motions 5.4.1.1 or 5.4.1.2 is proposed and seconded, then a vote must be taken without further discussion, except if procedural motion 5.4.1.8 is proposed, in which case procedural motion 5.4.1.8 shall be voted upon without discussion; the substantive motion shall then be voted upon. If procedural motion 5.4.1.1 is carried, a vote must be taken immediately upon the motion or amendment concerned.

5.4.3. The discussion of procedural motions 5.4.1.3 or 5.4.1.9 may itself be held in private at the discretion of the person presiding.

5.4.4. Procedural motion 5.4.1.5 and 5.4.1.6 shall have precedence over all other motions. When either procedural motion 5.4.1.5 or 5.4.1.6 is proposed or seconded, the person presiding shall leave the chair, and have the right to reply. If procedural motion 5.4.1.6 be carried, the person presiding shall not resume the chair during that meeting. The chair shall be filled according to Section 4.1.

5.4.5. Discussion on matters arising under “any other business” may be brought to a vote only if it is determined a matter of urgency by the Chair of the meeting.

5.4.6. Procedural motion 5.4.1.8 shall be carried if five or more of the members present are in favour of the motion.

5.4.7. Procedural motion 5.4.1.5 shall require for passage a two-thirds majority.

5.5. *Votes of No-Confidence*

5.5.1. In the event of a vote of no-confidence in any person(s) holding an elected position and that person(s) not resigning, it shall be open to the meeting to call a referendum proposing that a new election for that (those) position(s) be held. No referendum shall be required in the case of a meeting called under the provisions of Section 4.6. If 50 percent or more of the full members of the Common Room vote, then a simple majority shall suffice to call an election. If fewer than 50 percent of the full members of the Common Room vote, then a two-thirds majority shall be necessary. Any new election so called shall be held within three weeks in accordance with Section 3. The person(s) challenged may be nominated in the new elections.

5.5.2. If a referendum for a vote of no-confidence is required, the person(s) holding the elected position in question shall resign their office immediately, until the result of the referendum is known.

5.6. *Agenda*

5.6.1. The first item of business of each meeting shall be the agenda. At that time motions may be made to delete from, add to, or change the order of the agenda. At any point in the meeting the agenda may be changed only by a two-thirds majority vote.

6. REFERENDA, STANDING ORDERS AND INTERPRETATION

6.1. *Referenda*

6.1.1. The Executive Committee of the Common Room may decide to hold a referendum and shall decide at the time its form, and the significance to be attached to the results.

6.2. *Standing Orders*

6.2.1. These may be suspended by a two-thirds majority vote at any legally constituted meeting of the Common Room.

6.3. *Interpretation*

6.3.1. In the event of doubt as to the interpretation of these bylaws, the following procedures shall apply:

6.3.2. For all Common Room Meetings and Extraordinary and Emergency Meeting the person presiding shall be sole interpreter of these bylaws as provided in Section 5. Such interpretation shall be considered to establish a precedent which shall be binding. Where the Common Room is called upon to decide between interpretations, the decision shall be by simple majority.

6.3.3. All other cases shall be referred to the Executive Committee which shall adopt the interpretation acceptable to a majority of its members. Any such decision shall be reported to the next Common Room Meeting which may overrule it by a simple majority.

6.3.4. A copy of the Constitution shall be maintained at all times in the following places by the Secretary:

- 6.3.4.1. Common Room record (Master Copy).
- 6.3.4.2. Common Room (behind bar in the Common Room minutes book).
- 6.3.4.3. The Principal's Office.
- 6.3.4.4. Bursary.

7. COMMUNICATIONS ON CONTROVERSIAL MATTERS

7.1. Where it is intended to communicate to persons or bodies within the University of Oxford on matters internal to the University, the Common Room may decide to send a report of part or all of the proceedings of a meeting. This communication shall include the numbers voting, the number of those present at the meeting, and the number of the members of the Common Room.

7.2. When a communication is made from the Common Room to any persons or bodies any member may dissociate themselves from the communication and have a written statement to this effect endorsed by the Executive Committee.

7.3. If the Common Room decides to affiliate to an external organisation it shall publish notice of its decision stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid to the organisation. Any such notice shall be made available to the Governing Body and to all students.

7.3.1. The current list of affiliations shall be submitted for approval by members annually;

7.3.2. A request may be made by at least 5 percent of full members that the question of continued affiliation to any particular organisation be decided upon by secret ballot in which all full members are entitled to vote. For any one particular affiliation, only one ballot may take place in a 12 month period.

8. APPROVAL PROCESS FOR LINACRE CLUBS AND SOCIETIES

8.1. Rules for application for admission as a Linacre College Club, Society or Organization:

8.1.1. Any student or students who wish to form a club, society, or organisation with affiliation to Linacre College must complete the application form and submit it to the President of the Common Room. Applications for new clubs, societies, or organisations may be submitted at any time.

8.1.2. Upon approval by the Common Room, each form will be subject to approval or rejection by the Principal and Operations Manager, acting on behalf of the Governing Body of Linacre College. The Principal may refer any application to the Governing Body, whose decision will be final.

8.1.3. The Common Room and the Principal and Operations Manager on behalf of the Governing Body will review the complete list of approved organisations periodically, and at least once every three years.

8.1.4. In order to qualify for official status of a Linacre College club, society, or organisation, which grants these bodies use of the College name and crest in print and competition, and the right to link any website whose central focus is the Linacre College club, society, or organisation in question from the

Common Room section of the Linacre website, the said group must possess the proper personnel and membership.

8.1.4.1. All groups must have at least one president/captain;

8.1.4.2. At least two other members who serve, along with the president(s)/captain(s), as the governing committee of the body;

8.1.4.3. All of the above members must be full members of the Linacre College Common Room, according to Section 1.1.1 of the Common Room Constitution;

8.1.4.4. One of these members, or a designated member of the club, society, or organisation must provide contact information, either in the form of a phone number or e-mail address, on the application;

8.1.4.5. The roles and powers of members of the committees running the club or society will be determined on an individual basis by that club or society.

8.1.4.6. Clubs, societies and organisations requesting more than £500 from the recreational fund are required to submit a break-down of expected expenditure to the Committee to regulate the granting of funds to clubs falling under the recreational fund, as stated in section 8.2

8.1.5. Membership of the club, society, or organisation must be open without restriction to all members of the Linacre College Common Room, as stated in Section 1 of the Common Room Constitution.

8.1.6. Any other costs related to participation in the events of the club, society, or organisation will depend on the character of the group, and are subject to review by the Common Room, the Operations Manager and the Principal of Linacre College on behalf of the Governing Body.

8.1.7. Any club, society, or organisation that is included in the budgeting of the recreational fund, and that wishes to obtain more money than the budgeted amount, may petition the committee to regulate the granting of funds to clubs, societies, or organisations that fall under the recreational fund, as specified in Section 7.

8.1.7.1. Any newly formed club, society or organisation that has not been allocated money from the recreational fund in the current Common Room budget shall be subject to a £200 cap on funding, unless approved by a majority at a full Common Room meeting.

8.1.8. Any club, society, or organisation that has not been budgeted any money from the recreational fund, and would like to be so, under the recreational fund, may also petition the aforementioned committee for financial support, as stated in Section 7.

8.1.9. Any member of the Linacre College Common Room whose application has been denied either by the Common Room or the Governing Body, and any member who wishes to appeal the decision, may file a complaint according to Section 5 of the Common Room Constitution.

8.2. Committee to Regulate the Granting of Funds to Clubs Falling Under the Recreational Fund:

8.2.1. The Committee is to consist of 4 members: President of the Common Room, The Treasurer, The Sports Secretary and 1 elected Common Room representative.

8.2.2. The President is to have the casting vote in the event of a tie.

8.2.3. The Committee will meet once per year. The meeting will be advertised at least a week before taking place.

8.2.4. Club captains will be invited to present their proposal to the Committee regarding any expenses which they expect to incur in that term.

8.2.5. The Committee will then decide whether they believe the expenditure to be justified in the light of the proposal. In making its decision the Committee will consider factors such as the size of the expenditure in relation to the overall budget, the number of Common Room Members who will benefit from the expenditure and whether the expenditure is necessary for the continuation of the activity involved. If the proposal is successful the expenditure will be authorised by the Treasurer.

8.2.6. The Committee will only consider any proposal for expenditure between meetings if in the opinion of the President the anticipated expenditure was unforeseen and cannot be delayed.

8.2.7. The Committee's decision will be final. Unsuccessful captains will have the opportunity to resubmit their proposal at the next formal meeting of the Committee.

8.2.8. The Sports and Recreation Secretary (and in their absence the President) is required to report back to the Common Room on the decisions of the Committee as soon as possible after each meeting.

8.2.9. Captains can bring complaints about decisions made by the Committee to the Common Room.

9. THE LINACRE MAY BALL

9.1.1. The Common Room shall endeavour to hold an annual May Ball during Trinity Term. The oversight for the Ball shall be the responsibility of the Ball Committee, liaising closely with the Executive Committee, with special responsibility for oversight from the Treasurer (who is also the Ball Committee Treasurer, see section 9.1.2.2) and Bar Manager. From the outset of the planning process for the Ball regular communication should be maintained between the Ball President and the Operations Manager.

9.1.2. The May Ball Committee:

9.1.2.1. Any remaining members of the previous Ball Committee are responsible for raising awareness and interest in the formation of the new committee in Michaelmas term. In the case that there are none, this falls to the CR Executive.

9.1.2.2. A minimum requirement of President and Secretary are necessary for the Ball Committee to be formed. In the event of two or more candidates for these positions coming forward, a vote shall be conducted which is open to all

members of the CR and arranged at the discretion of the previous Ball Committee and present CR Executive. The position of Ball Treasurer will be taken by the Executive Committee Treasurer and the rest of the Ball Committee will be appointed by the new Ball President.

9.1.2.3. The Treasurer must provide a budget update to the rest of the Executive Committee at each Executive meeting in the lead-up to the Ball and loss cutting measures discussed if a deficit looks likely. In extreme circumstances, the CR Executive may choose to cancel the Ball

9.1.2.4. The CR may instigate a vote of no confidence in the Ball President or Secretary, according to the procedures listed in Section 5.5.

9.1.2.5. If there is a vote of no confidence in the Ball Committee, the CR Executive must then decide whether the Ball should continue, and if so, how to re-form the Ball Committee.

10. “Sexy Sub Fusc” Matriculation Bop

10.1.1. The Common Room shall endeavour to hold the annual Sexy Sub Fusc (SSF) Matriculation Bop on Matriculation Day of Michaelmas term. The oversight for the Ball shall be the responsibility of the SSF Committee, liaising closely with the Executive Committee, with special responsibility for oversight from the Social Secretaries, Treasurer and Bar Manager. From the outset of the planning process for SSF regular communication should be maintained between the Committee and the Operations Manager.

10.1.2. The SSF Committee:

10.1.2.1. Any remaining members of the previous SSF Committee are responsible for raising awareness and interest in the formation of the new committee in Trinity term. In the case that there are none, this falls to the CR Executive.

10.1.2.2. A minimum requirement of the three Social Secretaries and one additional volunteer are necessary for the SSF Committee to be formed. In the event no volunteers step forward, the planning of SSF will be carried out by the three Social Secretaries.

10.1.2.3. The Treasurer must provide a budget update to the rest of the Executive Committee at each Executive meeting in the lead-up to SSF and loss cutting measures discussed if a deficit looks likely. In extreme circumstances, the CR Executive may choose to cancel SSF.

10.1.2.4. The CR may instigate a vote of no confidence in the SSF Committee, according to the procedures listed in Section 5.5.

10.1.2.5. If there is a vote of no confidence in the SSF Committee, the CR Executive must then decide whether SSF should continue, and if so, how to re-form the SSF Committee, or whether to leave planning the event to the three Social Secretaries.

11. PROCEDURES FOR AMENDMENT OF BY-LAWS

11.1. 10 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.

11.2. A simple majority 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.