

# HCR Constitution

*[Approved by GB 19/06/19]*

Brasenose College, Oxford, has a Graduate Common Room which is open to all graduates and all fourth-year undergraduates *in statu pupillari* at the college. In memory of a past benefactor, it is known as the Hulme Common Room (HCR). The HCR aims to provide a meeting place for all members, to promote their welfare, interests and social activities, and to represent them in the official business of Brasenose College (BNC).

## I. The Nature and Structure of the Constitution

- (i) This is a constitution for the HCR of Brasenose College, in accordance with Part II of the 1994 Education Act. It is subject to immediate approval, and review at intervals of not more than five years by the Governing Body of Brasenose College, and it is to be interpreted in accordance with the College's Code of Practice for the Junior and Hulme Common Rooms.
- (ii) This constitution may only be amended if the following hold:
  - (a) A motion is proposed to a general meeting (which may be extraordinary), and passes according to the conditions in Appendix 7, with the additional constraints:
    - i. At least two thirds of respondents approve
    - ii. The motion is not an emergency motion
  - (b) The motion is passed by the Governing Body of Brasenose College.
- (iii) There are nine appendices to this constitution:
  - 1. Procedures for Graduates to “Opt-Out” of Membership of the HCR
  - 2. Standing Orders governing the HCR St Cross Room Ballot
  - 3. Protocol governing the Use of the HCR
  - 4. Codicil on Film-Related Use of the HCR
  - 5. Rights and Responsibilities of the Officers of the HCR
  - 6. Elections
  - 7. Meetings of the HCR
  - 8. Glossary
  - 9. List of affiliated organisations
- (iv) Appendices to this Constitution:
  - (a) are exempt from I.(ii)
  - (b) may be amended by a motion that is considered at a HCR general meeting and passes under the conditions specified in Appendix 7.
  - (c) if amended, the Tutor for Graduates should be informed immediately
- (v) Each graduate student or fourth-year undergraduate has access to the HCR website where a current version of the constitution is present.
- (vi) All members of the HCR shall be notified of any new version of the constitution.

## II. Members and Officers

- (i)** Full members of the HCR are all graduates and all fourth-year undergraduates, in *statu pupillari* at Brasenose College and resident in Oxford, except those who have chosen to opt out in accordance with Appendix 1 of this Constitution.
- (ii)** Associate members of the HCR are individuals who have been invited to become members by the HCR President at the request of a Senior Member of the college (see VII).
- (iii)** The use of ‘members’ in this Constitution and Appendices refers to both full and associate members unless otherwise stipulated.
- (iv)** Membership of the HCR will lapse:
  - a. For graduate students reading for a research degree at the end of the term during which they receive leave to supplicate from the University
  - b. For all other students when they graduate from the University
- (v)** There is one Senior Member of the HCR, the Tutor for Graduates, who oversees the implementation of this constitution on behalf of the Governing Body.
- (vi)** Membership of the HCR shall be free of charge, with the exception to Associate HCR members, who will pay a membership fee as given by the application form for that year.
- (vii)** The HCR Committee consists of the holders of the posts classified in Appendix 5 as committee posts.
- (viii)** The HCR Committee is normally elected annually by a secret ballot, in which all full members of the HCR are entitled both to stand and to vote.
- (ix)** The rules, regulations and the complaints procedure concerning the conduct of elections are outlined in Appendix 6.
- (x)** No two people may run jointly for a position on the HCR Committee.
- (xi)** Elections to all offices are subject to the satisfaction of the Tutor for Graduates that they were freely and properly conducted.

### III. Finances

- (i)** The Vice-President (Treasurer) shall have a duty to:
  - (a)** Produce an annual report and budget, outlining income and expenditure for the past and forthcoming year, at the beginning of the Michaelmas Term.
  - (b)** Keep accurate and up-to-date accounts of the HCR's financial position
  - (c)** Arrange to have the HCR's accounts audited each year.
  - (d)** Make a detailed interim financial statement to be distributed with the agenda for the first general meeting of each term.
  - (e)** Make a detailed interim financial statement at the end of Trinity Term
  - (f)** Ensure that the HCR promptly receives the income to which it is entitled and promptly settles all bills that it accrues.
  - (g)** Make the HCR account books available within one week to any member who asks to inspect them.
  - (h)** Make the HCR budget available for inspection within four days to any member of the HCR or Governing Body.
- (ii)** Both the budget and the results of the audit shall require the approval of the Tutor for Graduates (as the representative of the Governing Body).
- (iii)** The accounts and budget must make reference to any external organizations to which the HCR has made a donation and details of such organisations.
- (iv)** Decisions to give HCR funds to clubs and societies within College must comply with the following procedure:
  - (a)** Where all the members of the club are eligible for membership of the HCR, the Vice-President (Treasurer) can, at their discretion, make a payment of up to £50.
  - (b)** Any payment of more than £50 can only be authorised if a motion is passed by a general meeting of the HCR (where passed is defined in Appendix 7).
  - (c)** Any payment to a club, society, etc. within the college which is not solely composed of individuals who are eligible for membership of the HCR must be specifically sanctioned by a motion passed by a general meeting of the HCR (where passed is as defined in Appendix 7).

### IV. Affiliations to External Organisations

- (i)** The HCR may only affiliate to an external organization if a motion to this effect is passed at a general meeting of the HCR.
- (ii)** The motion proposing affiliation must give clear details of the name of the organisation and any fee, subscription or donation that will be paid.
- (iii)** When the HCR decides to affiliate with an external organisation the Vice-President (Secretary) must notify in writing all members and the Tutor for Graduates, as a representative of the Governing Body, of the decision, giving the name of the organisation and any fee, subscription or donation involved.
- (iv)** The Vice-President (Secretary) must maintain Appendix 9 'List of all affiliated organizations' to which the HCR is affiliated along with details of any fees, subscriptions or donations involved,

and publish this list annually in Michaelmas Term.

- (v) The list of current affiliations must be annually ratified by a motion to a general meeting of the HCR, which should take place in Michaelmas Term.

## V. Complaints Procedures

- (i) A member or associate member of the HCR may make a complaint using the following process. This includes complaints concerning unfair disadvantage due to opting out of membership of the HCR.
  - (a) The complaint should be raised with the President, who shall then take any necessary action to resolve the matter.
  - (b) A complaint may be raised with the Tutor for Graduates if:
    - (i) It is considered to be too closely related to the President or with their conduct for them to deal with it.
    - (ii) The actions taken by the President with regard to a raised complaint is considered unsatisfactory.
  - (c) If the matter still remains unresolved, it may be referred to an independent person, as specified in the Code of Practice, whose decision shall be binding on all parties.
- (ii) The complaints procedure shall be carried out promptly and fairly.

## VI. Provision of Services for “Opted-Out” Students

- (i) Every graduate or fourth-year undergraduate has the right to opt out of membership of the HCR, by invoking the procedure outlined in Appendix 1, without suffering any disadvantage with regard to the provision of services.
- (ii) Any member who opts out of membership of the HCR is still afforded all the benefits of membership except:
  - (a) The right to stand for HCR office.
  - (b) The right to propose or second motions at HCR meetings.
  - (c) The right to attend HCR meetings.
  - (d) The right to be a Returning Officer
- (iii) Any individual who has opted out of membership of the HCR who believes they have been unfairly disadvantaged as a result must use the complaints procedures prescribed in Section V of this constitution to resolve the issue.

## VII. Associate Membership

- (i) Individuals may apply for associate membership, subject to review by the HCR President and the Tutor for Graduates.
- (ii) An individual must satisfy one of the following criteria to be eligible for associate membership:
  - (a) A graduate student without prior affiliation with another College’s MCR.
  - (b) A recent alumnus,
  - (c) A post-doctoral research assistant,
  - (d) A research assistant,
  - (e) An early career researcher

- (f) A staff member working at the university otherwise not affiliated with another College's MCR
  - (g) A spouse or long-term partner of a full HCR member.
- (iii) Applicants for Associate Membership are required to be supported in writing, signed on the application form, by a Senior Member of Brasenose College.
- (iv) Associate members shall have access to all HCR provisions and facilities that any full member has, alongside college access and dining rights, (library access after consultation with the librarians) with the following exceptions:
- (a) The right to stand for HCR office
  - (b) The right to propose or second motions at general meetings.
  - (c) The right to vote on motions at general meeting.
  - (d) The right to bring guests to formal dinners at the college.
- (v) Associate members are required to pay in full the associate membership fee whose rates are equivalent to the proportion provided by full members from their college fees to the HCR, and which are laid down in the application form.
- (vi) If membership fee is subject to change during the time an associate is a HCR member, they are bound only to cover the amount as stated in their cleared application form. Fees must be paid in full in advance before associate members can access HCR and college provisions and facilities.
- (vii) Associate member terms last for a maximum of 52 weeks, after which the associate must re-apply via application form, subject to the conditions set out in VII (i).
- (viii) Associate members who are not otherwise subject to all rules and regulations governing graduate members of the College also adhere to all said rules and regulations, to be signed and agreed upon application to HCR associate membership.
- (ix) The HCR Committee may review the membership of any Associate Member at any time only if a violation of the rules in VII (vii) has occurred.
- (x) If in the review the HCR Committee conclude a serious infraction has occurred, then with the support of the Tutor for Graduates they may terminate membership without refund.

## VIII. Assets

- (i) The funds, assets, and all other rights recognised by the law (the 'Assets') made available by any person or body for the use of the HCR shall be vested in the HCR Committee on trust for all full members of the HCR for the time being. This Constitution will have contractual force as to how the HCR Committee and Full Members of the HCR deal with their interests under this trust.
- (ii) Every full member of the HCR agrees not to exercise any claim otherwise arising to a share, divided or undivided, in the Assets.
- (iii) Every full member of the HCR agrees not to deal with their share in the Assets in any way not provided for in this constitution.

- (iv) On leaving the HCR for whatever reason, each member renounces any ongoing claim to the Assets unless otherwise provided for in this constitution.
- (v) Every occasion upon which a member is elected to the HCR Committee will amount to a new declaration of trust on the terms provided by this section for the period of five years, or until the next election of the HCR Committee members, whichever is sooner.
- (vi) If for whatever reason this trust should fail or the purposes of the trust should become obsolete (as judged by the membership of the HCR in a general meeting after consultation with the Senior Member and the Bursar of Brasenose College), the residual beneficiary under the trust shall be Brasenose College, for whom the HCR Committee shall hold the Assets absolutely. The receipt by a person who appears to be a proper officer of the College shall be a discharge to the President and Treasurer under the trust and if at that time the College has ceased to exist or has amalgamated with another Charitable organisation this trust shall not fail but the HCR Committee shall nominate as beneficiary the charitable organisation which they consider in their opinion most nearly fulfils the objects of Brasenose College.

## **Appendices to the HCR Constitution**

### ***Appendix 1: Procedures for Graduates to “Opt-Out” of Membership of the HCR***

**(i)** Procedures for Graduates to “Opt-Out” of membership of the HCR:

- (a)** The right to opt out of membership of the HCR shall be advertised to all eligible students by the Tutor for Graduates during the first two weeks of Michaelmas term, as outlined in the Code of Practice.
- (b)** Any individual who wishes to exercise their right to opt out for the whole of that academic year must notify the Tutor for Graduates by Sunday of the 3rd Week of Michaelmas Term.

### ***Appendix 2: Standing Orders governing the HCR St Cross Room Ballot***

**(i)** Rooms at the St Cross Graduate Annexe not allocated to new graduates and those in Hollybush Row are allocated to second- and third-year fee-paying graduates on the basis of a ballot conducted by the HCR Committee. Eligible members have to opt-in to the ballot. The ballot will be run on a priority system.

**(ii)** Eligibility for the ballot shall be on grounds determined from time to time by the college. If there are more students applying than rooms available they will be sorted according to the following priority groups:

- (a)** The HCR President will be drawn first in the ballot.
- (b)** All other HCR Officers must be drawn after the President. The order in which they are drawn will be decided using randomly generated numbers.

**(iii)** Within a priority group the order of students will be decided using randomly generated numbers. Students at the bottom of the list will be removed from the ballot to ensure the number of students on the ballot matches the number of available rooms. The priority of remaining students will then be decided using randomly generated numbers.

**(iv)** At the start of Hilary Term the Domestic Representative shall notify all members that the ballot is about to take place and the time at which it is to take place, shall send opt-in forms to all eligible members and post on the HCR notice board a draft priority list supplied by the Tutor for Graduates.

**(v)** The ballot shall be conducted towards the end of Hilary Term by the Domestic Representative in public in the HCR in strict accordance with the priority scheme in force at the time. Prior to the ballot a final list of opted-in members in order of priority shall be posted by the Domestic Representative on the HCR notice board. The results of the ballot, including the composition of any waiting list, shall be posted by the Domestic Representative on the HCR notice board within 24 hours of the ballot being held.

**(vi)** Complaints about eligibility should be addressed to the Tutor for Graduates. Complaints about the conduct of the ballot should be addressed to the President. If this does not bring satisfaction the complaint should be presented to the Tutor for Graduates.

### ***Appendix 3: Protocol governing the Use of the HCR***

- (i) For the purpose of this appendix, “HCR Member” means any individual who is eligible for full membership of the HCR, and associate members.
- (ii) HCR members shall have sole use of all areas of the HCR (lounge area, TV room, graduate computer room, lobby and kitchen) throughout the entire year, except when the college as a whole is closed (subject to the terms of paragraph (iii)).
- (iii) Non-HCR members can only make use of the facilities of the HCR in the following situations:
  - (a) *Bona fide* guests of HCR members may make use of the facilities in the HCR, provided that the member whose guest they are is present.
  - (b) JCR members may make use of the HCR facilities, if they are employed by the college during vacations or are examinees with late examinations, only when the JCR is not available for use.
  - (c) BNC members and their *bona fide* guests may make use of the lounge area of the HCR during social events which the HCR Committee organises from time to time and which are not restricted to HCR members.
- (iv) The HCR may only be used for College Balls if a motion is passed (as defined in Appendix 7) by members of the HCR.
- (v) If permission is granted by Appendix 3.(iv) then the Ball Committee should ensure that the HCR is returned to the condition it was handed over in.
- (vi) The College has the right to sole use of the HCR provided all the following hold:
  - (a) It is for the utility of conferences held by the College
  - (b) It is between Sunday of 11<sup>th</sup> Week of Trinity Term and the Saturday two weeks before the start of Michaelmas Full Term
  - (c) HCR members are provided with their own lounge, toilet and coffee and tea making facilities elsewhere in College.
- (vii) During the period between 1<sup>st</sup> September to the Saturday two weeks before the start of Michaelmas Full Term, if the College has been using the HCR, it should return the HCR facilities to HCR members at the first available opportunity.
- (viii) This agreement on the use of the HCR is between the Governing Body and the HCR. Although the Governing Body holds the ultimate responsibility for decisions about the use of college facilities, any amendments to these arrangements should be discussed by the Governing Body with the HCR with a view to reaching the agreement of both parties.
- (ix) In the first instance, disputes about this agreement should be settled by negotiation between the HCR Committee and the Domestic Bursar, though the Governing Body is the final arbiter of disputes.

### ***Appendix 4: Film-Related Use of the HCR***

- (i) The College has the right to occasional use of the HCR for filming or filming-related activities provided:
  - (a) It is outside full term time (defined in Appendix 8); or
  - (b) All the following hold:
    - (i) It is inside full term time

**(ii)** The HCR Committee and Bursar agree

**(iii)** It is a weekend

**(ii)** As much advance notice as practicable that filming-related activities are to take place must be given to the HCR President in writing.

**(iii)** During periods of filming-related use the film companies have sole use of the lounge and kitchen areas of the HCR.

**(iv)** If the HCR is required by College for filming purposes for more than one day in any week then adequate alternative lounge, toilet and tea and coffee-making facilities must be provided for HCR members elsewhere in College for this period.

**(v)** If the HCR is used for filming or filming-related activities it shall be the responsibility of the College to return the HCR to its members in a pristine condition.

**(vi)** Any disputes regarding the operation of this codicil will be settled in the first instance by negotiation between the HCR Committee, the Tutor for Graduates and the Bursar. The Governing Body remains the final arbiter of any disputes which remain unresolved by this method. The Governing Body has the power to determine whether the level of filming-related use of the HCR is excessive.

### ***Appendix 5: Rights and Responsibilities of the Officers of the HCR***

**(i)** The following officers of the HCR should be elected annually by secret ballot, in which all full members are entitled to a single vote:

- President
- Vice-President (Treasurer)
- Vice-President (Secretary)
- Domestic Representative
- Steward
- Welfare Representative
- LGBTQ+ Representative
- Arts Representative
- IT Representative

**(ii)** At least three Social Secretaries should be elected and serve for the HCR. One will be elected at annual elections and two should be elected after the 1st HCR Meeting in Michaelmas.

**(iii)** The President and Vice-Presidents of the HCR are permitted to appoint temporary members of the HCR Committee only if:

**(a)** The temporary member is a full or associate member of the HCR

**(b)** The temporary member has not had a position on the HCR Committee for the last eight weeks

**(c)** The President publicises the appointment to all members of the HCR at least one week before the appointment begins

**(d)** The publicity should contain the dates of appointment, their role and responsibilities, contact details and photograph.

**(e)** The duration of the membership is set at not more than eight weeks

**(f)** The number of temporary members during the entire appointment is less than or equal to 2.

**(iv)** The HCR may consent to not require **(iii)(b)** by passing a motion at a general meeting.

(v) Two different members of the HCR may write to the President objecting to the appointment of a temporary member before the appointment begins. If this occurs:

- (d) The President must obtain the support of the HCR through a motion before appointing the same individual as a temporary member. This constraint holds for 12 months from the date of objection.

(vi) Once the term of office of a temporary member of the HCR Committee has begun, the normal impeachment protocol applies.

*(vii) The President shall:*

- (a) Represent the interests of the members of the HCR, both collectively and on behalf of any individual member when requested to do so by that member, to the College authorities.
- (b) Attend on behalf of the HCR the General Purposes Committee; meetings with the Principal to discuss the agenda for a forthcoming Governing Body meeting and the minutes of the previous meeting; and other meetings with College officers which they might be invited to attend from time to time.
- (c) Attend on behalf of the HCR any meetings for MCR or GCR Presidents called by the University authorities or the Oxford University Student Union (Oxford SU).
- (d) Attend Governing Body meetings on behalf of the HCR when invited to do so by the Governing Body.
- (e) Chair general meetings and extraordinary general meetings of the HCR or to authorise a Vice-President to chair such meetings in their unavoidable absence.
- (f) Call regular meetings of the HCR committee to coordinate the work of its members.
- (g) Be available to give confidential advice to HCR members who seek it.
- (h) Ensure that the Constitution is followed
- (h) Support the Vice-President (Secretary) in providing services for graduate freshers.

*(viii) The Vice-President (Treasurer) shall:*

- (a) Assist the President in representing the interests of the members of the HCR, both collectively and on behalf of any individual member when requested to do so by that member, to the College authorities.
- (b) Attend on behalf of the HCR the General Purposes Committee; meetings with the Principal to discuss the agenda for a forthcoming Governing Body meeting and the minutes of the previous meeting; and other meetings with College officers which he/she might be invited to attend from time to time.
- (c) Attend Governing Body meetings on behalf of the HCR when invited to do so by the Governing Body.
- (d) Fulfil the responsibilities laid out in section III.
- (e) Be available to give confidential advice to HCR members who seek it.

*(ix) The Vice President (Secretary) shall:*

- (a) Write letters on behalf of the HCR when mandated to do so by a general meeting (which may be extraordinary) of the HCR.
- (b) Maintain an up-to-date copy of this constitution which shall be available for inspection by members.
- (c) Revise the Freshers' Guide each year and send it to fresher graduates during the summer before they come into residence.

- (d)** In conjunction with the President organize a programme of welcoming events for graduate freshers which should include, as a minimum:
  - (i)** a welcoming drinks party,
  - (ii)** an introductory information meeting,
  - (iii)** welfare information,
  - (iv)** a meal at a restaurant in town.
- (e)** In conjunction with the President send to all graduate freshers during the summer before they start
  - (i)** a welcoming letter,
  - (ii)** a programme of Freshers' Week events
  - (iii)** any other information they should deem to be necessary
- (d)** Fulfil the responsibilities laid down in Appendix 7.(iv) and Appendix 9

*(x) The Domestic Representative shall:*

- (a)** Organise the annual ballot of rooms at the St Cross Annexe in accordance with Appendix 2.
- (b)** Attend meetings of the Food and Domestic Committee.
- (c)** Liaise with the College on other food and housing issues.
- (d)** Present the requests and complaints of HCR members to the Domestic Bursar and St Cross Warden where necessary.
- (e)** Collect information on out-of-college accommodation from the College and the University to present to HCR members who are looking for an out-of-college residence.
- (f)** Gather environmental concerns from the members of the Common Room, and present these to the College during termly Environmental meetings.
- (g)** Liaise with the JCR's Environment Representative to ensure that all Common Room members are educated about recycling and other major student environmental concerns; this will include:
  - (i)** Update information in the Brasenose "Blue Book" as required.
  - (ii)** Compiling and disseminating a termly environmental newsletter for the benefit of all College members.
  - (iii)** Encourage all HCR members to equip their bicycles with lights.

*(x) The Steward shall:*

- (a)** Purchase provisions for HCR social events and ensure that there are adequate supplies of tea, coffee, sugar, milk and drinking chocolate available to members in the HCR kitchen.
- (b)** Keep an accurate and up-to-date record and valuation of the HCR's stocks of food and drink.
- (c)** Take action to ensure that the HCR kitchen meets whatever hygiene regulations are in force at the time.
- (d)** Take action to ensure that weekly magazines remain in the HCR.
- (e)** Keep the lounge area and TV room of the HCR reasonably tidy.

*(xi) The Welfare Representative shall:*

- (a)** Represent the needs of graduates on gender equality, disability and other welfare issues to the college authorities.
- (b)** Give confidential advice to graduates who approach him/her for it.
- (c)** Organize at least one welfare event each term.
- (d)** Liaise with the College Advisor to Women Students, the JCR Women's Officer and the Brasenose College Women's Group in the exercise of her duties.
- (e)** Report to each HCR general meeting on forthcoming events on issues of welfare described in

(vi)(a)gender equality.

*(xii) The LGBTQ+ Representative shall:*

- (a) Be available to talk confidentially to students who would benefit from this form of support.
- (b) Be responsible for the impartial distribution of information received on the subject of LGBTQ+ welfare.
- (c) Liaise regularly with OUSU and JCR LGBTQ+ rep and to organise an informal termly meeting with the latter along with the welfare reps from both common rooms and any members of the Diversity Welfare Committee.
- (d) Promote awareness by organising one welcome event during Freshers' Week and one similar event every term. It is advised that in this capacity the HCR LGBTQ+ representative should seek to liaise with their counterpart in the JCR.

*(xiii) The Arts Representative shall:*

- (a) Organise at least three art-related events a term.
- (b) Make HCR members aware of art-related events and societies in Oxford throughout the year.
- (c) Encourage HCR participation in cultural activities in College.
- (d) Liaise with the JCR Arts Representative.
- (e) Be first point-of-contact for applications from HCR members to the Brazen Arts Fund; review submissions against the eligibility criteria of said fund; pass on any applications to the presiding member of College.

*(xiv) The IT Representative shall:*

- (a) Maintain the HCR website including:
  - (i) taking proportionate measures to ensure the website is secure
  - (ii) ensuring a current copy of the HCR Constitution is available on the website
- (b) Liaise with the College IT office to ensure that the website, HCR computers, printers and scanners are functioning as they should be, requesting for assistance when needed.
- (c) Maintain the electronic equipment within the HCR

*(xv) The Social Secretaries shall:*

- (a) Organize social events for HCR members during term time.
- (b) Publicise any social events with plenty of advance notice (normally by maintaining a calendar)
- (c) Recruit a Social Committee, as and when necessary, to help them in the organization of HCR social events.
- (d) Seek decanal permission for all social events held on college premises which require such permission.
- (e) Report to each HCR general meeting on past and forthcoming social events.
- (f) Organize at least one fundraising event each term (subject to the relevant permissions being granted).

*(xi) General rights and responsibilities:*

- (a) The officers shall have the right to exercise such dining rights as the Governing Body bestows on them from time to time in recognition of their services.
- (b) Officers shall attend meetings called by the President and carry out other duties that the President asks them to do from time to time.

- (c) The President and Vice-President (Treasurer) shall have the power to act as signatories for the HCR's bank or building society account(s).
- (d) All officers shall have a responsibility at the end of their term of office to give clear guidance to their successors on how to carry out their office.
- (e) An officer, who is not the President, may resign by informing the President in writing.  
(Appendix 6 contains provisions for vacant positions)
- (f) The President may resign by informing a Vice-President in writing.

### ***Appendix 6: Elections***

- (i) Elections for all of the offices outlined in Appendix 5 shall be normally held in 6th Week of Hilary Term and the terms of office shall run from 1st April to 31st March inclusive.
- (ii) The President shall appoint a Returning Officer for the election of Officers, usually ensuring one is in place during 1<sup>st</sup> week of Hilary term.
  - (iii) The Returning Officer:
    - (a) Must be a full or associate member of the HCR
    - (b) Is ineligible to stand for election
    - (c) Is ineligible to propose or second a candidate in the election
    - (d) Must ensure that elections and hustings are conducted fairly
    - (e) Must provide all HCR members notice of the election at least three weeks before the close of nominations
    - (f) Must notify all members of the HCR of the manifestos of all candidates within 48 hours of close of nominations
    - (g) Must conduct hustings within one week of close of nominations
    - (h) Must monitor the online voting for any irregularities
    - (i) Must circulate the results to all members of the HCR within 24 hours of the close of the poll.
  - (iv) If any member of the HCR objects to the President's appointment of a Returning Officer, they may submit a motion to the next general meeting of the HCR.
  - (v) An individual is able to stand for election provided the following hold:
    - (a) They are a full member of the HCR
    - (b) Their course of study and funding will last for the full term of their office
    - (c) They submit their manifesto to the Returning Officer before the deadline
    - (d) Their nomination is proposed and seconded by two full members of the HCR
    - (e) They are not the Returning Officer
  - (vi) No canvassing or campaigning of any kind with the exception of HCR-organised hustings and posting of manifestos should take place at any time.
  - (vii) At hustings:
    - (a) Each candidate may initially speak for a maximum of five minutes
    - (b) Present members may ask questions, but these cannot be directed at a particular candidate
  - (viii) The poll:
    - (a) shall be conducted by remote/online ballot and shall be open for at least 48 continuous hours.
    - (c) Shall be by preferential or single transferable vote (see Appendix 8: Glossary for details)
- (ix) Any candidate may appoint an agent by informing the Returning Officer in writing. An agent

must be a member of the HCR and must not be a candidate for any of the HCR offices.

**(x)** The HCR President and Tutor for Graduates have the right to observe the analysis of the votes by the Returning Officer. The candidates' agents are entitled to witness the analysis. No other persons shall be allowed to observe the analysis.

**(xi)** A record should be kept of the result (count and turnout).

**(xii)** Any member of the HCR may within 5 days of the declaration of the results give notice in writing to the Tutor for Graduates that they object to the results. Then:

**(a)** The Tutor for Graduates shall at once notify all members of the HCR saying that an objection has been lodged.

**(b)** The Tutor for Graduates shall inform the Returning Officer that the results should not be deleted.

**(c)** The Tutor for Graduates may either:

**(i)** confirm the results

**(ii)** conduct a recount

**(iii)** annul the election

**(d)** If the election is annulled, the Tutor for Graduates shall instruct the Returning Officer to take steps to organise a fresh election.

**(xiii)** After the election, the HCR President and the Returning Officer should submit a report on the election, including the full results, to the College's Governing Body.

**(xiv)** If a full member of the HCR is unable to use the remote/online system to vote on the grounds of disability or some other grave cause, they shall have the right to appoint a Senior Member of the college as a proxy to enter their votes. The Returning Officer shall announce this possibility and do all within their power to facilitate such a course of action.

**(xv)** If a candidate stands for more than one post and wins the most senior of these then their name shall be withdrawn from the ballot for any other posts and their votes redistributed in the same way as if they had come last.

**(xvi)** Ballots for all positions shall list as a final option a choice to "Re-open nominations" ("RON"). Votes for this choice shall be tabulated just as votes for any other candidate, and if this choice wins the election then no individual is elected and the position becomes vacant.

**(xvii)** If the Returning Officer does not receive a manifesto for a position by the deadline, they should request manifestos from individuals for that position who do not need to satisfy the funding and course requirements 7.(ii).(b).

**(xviii)** The Returning Officer should keep the following timetable, but they are not bound by it:

**(a)** Provide notice of the election on Wednesday 2<sup>nd</sup> week

**(b)** Close of nominations Wednesday 5<sup>th</sup> week

**(c)** The hustings shall take place in 6<sup>th</sup> week

**(d)** The poll shall be open Thursday and Friday of 6<sup>th</sup> week

**(xix)** If a position other than President or Vice-President becomes vacant at any time then:

**(a)** The President should inform all members of the HCR

**(b)** The process for holding an election to fill a vacant post is identical with the exception that the notice of the election need only be one week before the close of nominations.

**(c)** The President assumes the mandatory responsibilities of that role

- (xx)** If the Vice-President (Secretary) role become vacant at any time then:
  - (a)** The President should inform all members of the HCR
  - (b)** The process for holding an election to fill a vacant post is identical with the exception that the notice of the election need only be one week before the close of nominations.
  - (c)** The President assumes that mandatory responsibilities of that role with the exception that:
    - (i)** At a general meeting of the HCR, the first item of business is to elect a present full or associate member to take the minutes of the meeting, and send them to the President.
  
- (xxi)** If the Vice-President (Treasurer) role becomes vacant at any time then:
  - (a)** The President should inform all members of the HCR
  - (b)** The process for holding an election to fill a vacant post is identical with the exception that the notice of the election need only be one week before the close of nominations.
  - (c)** The President assumes that mandatory responsibilities of that role with the exception that:
    - (i)** All non-budgeted expenditure must be approved by the HCR by a motion
    - (ii)** The Vice-President (Secretary) should become a bank signatory
  
- (xxii)** If the President role becomes vacant at any time then:
  - (a)** The Vice-President (Treasurer) should inform all members of the HCR
  - (b)** The process for holding an election to fill a vacant post is identical with the exception that the notice of the election need only be one week before the close of nominations.
  - (c)** The Vice-President (Treasurer) assumes the mandatory responsibilities of that role with the exception that:
    - (i)** The Vice-President (Secretary) should become an additional bank signatory
  
- (xxiii)** If two or more of the President, Vice-President (Secretary) or Vice-President (Treasurer) roles become vacant, then
  - (a)** the HCR must govern solely by approving motions
  - (b)** at each general meeting:
    - a. must elect a Chair,
    - b. must elect an individual to assume the responsibilities in Appendix 7.(iv).(e-j)
  - (c)** The most senior officer of the HCR assumes the responsibilities in Appendix 7.(iv).(a-d)
  - (d)** Additionally, the Tutor for Graduates should attend general meetings
  - (e)** General meetings should be held weekly during full term
  
- (xxiv)** Any complaints regarding the running of an election should be addressed in the first instance to the Returning Officer. If this does not bring satisfaction, then complaints should be addressed to the Tutor for Graduates.

### ***Appendix 7: Meetings of the HCR***

- (i)** At least two general meetings of the HCR must be held during each full term and are open to all members of the HCR. General meetings are usually held in 2<sup>nd</sup> week and 6<sup>th</sup> week.
- (ii)** One general meeting may be called at the President's and Vice-President's discretion during the Long Vacation. This meeting may only consider motions with the following topics:
  - (a)** Committee positions
  - (b)** Organisation of Fresher's Week (including purchasing)
- (iii)** With the exception of general meetings in **(ii)** no other general meeting may be held outside of full term.

- (iv)** The Vice President (Secretary) must ensure that:
- (a)** All members are informed of a meeting at least one week before the meeting;
  - (b)** A notification is sent to all members requesting motions at least five days before the meeting;
  - (c)** A notification is sent to all members outlining the provisional agenda at least five days before the meeting
  - (d)** A notification is sent to all members outlining all proposed motions 24 hours before the meeting;
  - (e)** The systems necessary for remote/online voting are functional
  - (f)** There are adequate quantities of copies of the agenda and any supporting papers available at the meeting.
  - (g)** There are secret ballot voting slips present at the meeting
  - (h)** Minutes are taken at all general and extraordinary general meetings
  - (i)** The minutes are circulated to all HCR members within four days of the meeting, before any remote/online polls from the meeting are open.
  - (j)** A remote/online poll is created and publicised to all members within five days of the meeting for each motion that they are the Returning Officer for.

**(v)** A motion may only be considered at a general meeting if all of the following hold:

- (a)** It is proposed and seconded by two different members of the HCR.
- (b)** It is submitted to the Vice-President (Secretary) by the deadline.
- (c)** The proposer and seconder of the motion is present at the general meeting.
- (d)** It has not been considered and put to a quorate vote within the last 12 months.

**(vi)** In serious adverse circumstances the Vice President (Secretary) may suspend the requirement imposed by **(v)(c)**.

**(vii)** An emergency motion:

- (a)** Is a motion
- (b)** Does not need to satisfy **(v)(b)**
- (c)** Should be announced before any other motions are considered
- (d)** Should be considered in the “Any Other Business” section
- (e)** Should also satisfy:
  - (i)** The issue arose too late for the agenda
  - (ii)** The next scheduled general meeting is too late to resolve the issue
- (f)** Must also satisfy:
  - (i)** A simple majority of those present is in favour of discussing the motion
  - (ii)** Does not amend the Constitution of the HCR.

**(viii)** A motion for the impeachment of an officer, who is not the President:

- (a)** Does not need to satisfy the requirements of **(v)**
- (b)** Must name a member an officer of the HCR to be impeached,
- (c)** Must be sent to the President with the names of five percent of full members of the HCR
- (d)** Should name a Returning Officer (usually the Vice-President (Secretary) or President)
- (e)** Must be considered within 3 weeks of full term at a general or extraordinary meeting of the HCR
- (f)** The President must ensure that **(iv)(j)** and **(iv)(i)** are completed
- (g)** The President must enable the Officer to be impeached to write a statement, and the President must ensure the statement is suitably distributed.
- (h)** If the motion passes, then the Officer must resign immediately

**(vii)** A motion for the impeachment of the President must satisfy **(viii)** with President replaced with Vice-President (Secretary)

- (viii)** In exceptional circumstances a motion for impeachment may specify the Officer they wish to take the role of President in **(viii)** and it must not be the Officer that the motion seeks to impeach.
  
- (ix)** A motion may be amended during the course of a general meeting if all the following hold:
  - (a)** It does not change the essence of the motion
  - (b)** The motion does not seek to amend the Constitution of the HCR
  - (c)** Either:
    - (i)** The proposer of the original motion agrees to the amendment, or
    - (ii)** If not, the amendment is formally proposed and seconded by two different full members of the HCR, discussed, voted on and passed. **((xiv)** gives the conditions for the amendment passing)
  
- (ix)** The Returning Officer is the Vice-President (Secretary) except in the case of a motion to impeach an Officer, in which case the motion should specify the Returning Officer.
  
- (xii)** The Returning Officer of a motion considered at a general meeting, must create and publicise to all members a remote/online poll within 5 days.
  
- (xiii)** A motion passes and is binding, only if all of the following hold:
  - (a)** The motion has been considered at a general meeting of the HCR
  - (b)** A remote/online poll has been created and publicised by the Returning Officer of the motion
  - (c)** In the remote/online poll ten percent of the membership of the HCR have participated
  - (d)** In the remote/online poll more than 50% of respondents approve
  - (e)** The remote/online poll was open for at least 48 continuous hours
  
- (xiv)** Business for a general meeting shall include, as a minimum:
  - (a)** Confirmation of the minutes of the previous meeting,
  - (b)** Discussion of any matters arising,
  - (c)** A report from each committee member
  
- (xv)** An extraordinary general meeting (EGM) may only be called by either:
  - (a)** Three members of the HCR committee; or
  - (b)** Five percent of the members of the HCR
  
- (xvi)** An EGM may only discuss a matter of urgency which cannot wait until the next scheduled general meeting to be resolved.
  
- (xvii)** The motion to be discussed at the EGM must be submitted to the President, with the names of the proposing members.
  
- (xviii)** The motion must be sent out by the Vice President (Secretary) to all members.
  
- (xix)** An EGM must be held five or more days after the Vice President (Secretary) has sent the motion.
  
- (xx)** An EGM is a general meeting and as such is governed by all general meeting rules with the following exceptions:
  - (a)** It may be held outside of full term
  - (b)** No other motions may be submitted, emergency or otherwise

- (xxi)** The President shall chair all general meetings, except if:
- (a)** In their unavoidable absence a Vice-President shall chair the meeting; or
  - (b)** Procedural motion 7.(vix).(b) is passed by the meeting
- (xxii)** An equal chance must be given all sides of a debate, and contributions should not last longer than 3 minutes.
- (xxiii)** Each of the following procedural motions must be debated as soon as it is proposed, unless more than one is proposed at the same time, in which case they should be debated in the following order:
- (a)** The motion be voted on by secret ballot.
  - (b)** The meeting has no confidence in the chair.
  - (c)** The chair be overruled.
  - (d)** The meeting be closed.
  - (e)** The order of business be changed.
  - (f)** The motion be not put.
  - (g)** The motion be put to the vote.
  - (h)** The motion be taken in parts.
  - (i)** A non-member of the HCR be allowed to speak on a motion.
  - (j)** There should be a recount.
  - (k)** The minutes of a previous meeting be amended.
  - (l)** A specific person who is not a member of the HCR be ejected
- (xxiv)** Any member may propose any of the procedural motions.
- (xxv)** Procedural motions are not required to satisfy any of the requirements on motions outside of this section.
- (xvi)** The chair may put any of the above procedural motions to the meeting and if unopposed, it will be carried without any formal voting.
- (xvii)** Procedural motions may act upon other procedural motions
- (xviii)** A procedural motion or an amendment passes only if more than 50% of members present support the motion or amendment.

## ***Appendix 8: Glossary***

- (i)** Graduate Fresher: A person who is in their first year of membership of the HCR.
- (ii)** Single Transferable Vote:
  - Voting shall be by preferential or single transferable vote, whereby multiple candidates (if there are more than two) are ranked according to preference.
  - After the first counting of ballots, if no candidate has a majority of votes, that candidate who has the lowest number of votes shall be eliminated, and their second preferences distributed among the remaining candidates.
  - The process shall be repeated until a candidate has a majority of votes. If, when this process is completed, two or more candidates are tied then the candidate with the most first preferences shall win.
  - If this fails to give a result then the candidate with the most second preferences shall win. If the

result is still tied the candidate with most third preferences shall win. If the result is still tied the process shall be continued until all the preferences have been examined in order. If when all the preferences are taken into account there is no result then the Returning Officer shall settle the result by the toss of a coin.

If two or more positions of Social Secretary are contested, the process applies to each position in parallel such that each member is allotted transferable votes equal to the number of positions open.

- (iii) An Officer of the HCR is any member of the HCR Committee
- (iv) An individual is 'eligible for membership of the HCR' if they satisfy the requirements in II.(i), regardless of whether they have opted out under Appendix 1, or are associate members of the HCR.
- (v) Full term is defined to be the time between:
  - (i) Sunday 0<sup>th</sup> Week Michaelmas Term till Saturday 8<sup>th</sup> Week Michaelmas Term
  - (ii) Sunday 0<sup>th</sup> Week Hilary Term till Saturday 8<sup>th</sup> Week Hilary Term
  - (iii) Sunday 0<sup>th</sup> Week Trinity Term till Saturday 8<sup>th</sup> Week Trinity Term

### ***Appendix 9: List of affiliations***

- (i) The Vice-President (Secretary) is responsible for maintaining the list of affiliated organisations included in this appendix
- (ii) The HCR is not affiliated with Oxford University Student Union (Oxford SU)