HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Hughes Hall Middle Common Room (MCR) Constitution and Standing Orders

Approved by Council, 27th February 2024

Constitution

1. The name of the student representative body at Hughes Hall is specified in the College's Statutes.
2. The objects of the Middle Common Room (MCR) shall be those set down in the College's Statutes.
3. All current full-time and part-time student members of Hughes Hall shall automatically be members of the MCR. In cases of doubt, eligibility will be determined by the Senior Tutor.
4. Members of the MCR have the right to:
    i. vote at Termly General or Extraordinary General MCR meetings, or in any election for MCR Committee posts,* and
    ii. stand for election to MCR Committee posts.
5. Members of the MCR can exercise their right to not be registered as members of the MCR by writing to the MCR Committee President. Those who exercise this right will not be unfairly disadvantaged with regard to provision of services or otherwise for having done so.*
6. There shall be an MCR Committee of officers consisting of, at minimum,
    i. a President, a Vice-President, a Treasurer, a Communications Secretary, and a Social Secretary, in addition there may be
    ii. up-to four further officers as defined in Standing Orders.
7. Only one person may be appointed to each of the MCR Committee posts referred to in clause 6, no individual may be appointed to more than one MCR Committee post.
8. Elections to the MCR Committee shall be:
    i. by election in a secret ballot* in each Michaelmas Term in which all members are entitled to vote and at which a Fellow on the College Council shall be the returning officer,
    ii. by single transferable vote, and shall include the choice to Re-Open Nominations,
    iii. for a term of office from the first day of the Lent Term for a period of one year.
9. In the event of a tie for any MCR Committee post, a recount shall be taken, followed by a coin toss by the MCR Senior Treasurer if the votes are still equal.
10. In the event that any MCR Committee post is not filled or becomes vacant before the end of its term, the post shall be re-advertised for election to fill the remainder of the term of office as soon as possible and within three weeks. The procedure shall be the same as that for general elections to the MCR Committee described in clauses 8 and 9.
    i. If any of the posts referred to in clause 6i is unfilled after a re-advertisement then the Standing Order arrangements for a diminished MCR Committee should be followed.
    ii. MCR Committee posts created under clause 6ii may be left vacant if unfilled after a re-advertisement.
11. The MCR Committee shall meet at least three times per term.

i. At least half of the MCR Officers as defined in clause 6 including the MCR President or Vice-President shall constitute a quorum for a meeting and no decision shall be binding if the meeting is not quorate.
ii. Decisions shall be made by simple majority vote of the Officers present at the meeting. In addition:
    a. abstentions shall not be counted, and
    b. any MCR Officer abstaining from voting may not later cast a vote to break a tie for that vote.
    c. In the event of a tie, the President shall have a further deciding vote.

12. The MCR Committee has joint responsibility for:
i. fostering and promoting the objects of the MCR,
ii. providing general leadership at student level in the encouragement and promotion of a friendly, orderly and inclusive student community in the College, especially in the induction of new students,
iii. overseeing the fair and transparent conduct of MCR business and procedures, including arrangements for any elections and ballots, in line with this Constitution and Standing Orders, the Statutes, Ordinances and other rules, regulations and policies of the College, and any relevant legislation,
iv. the proper management of any MCR Committee-led event, including compliance with College policies and procedures, clearing up, and arrangements for one or more Committee members to attend as MCR host and assist College staff as appropriate,
v. other responsibilities as may be defined in Standing Orders.

13. In addition to any duties specified in Standing Orders:
i. The President shall:
    a. ensure compliance with this Constitution,
    b. take responsibility for the overall coordination and leadership of the MCR, including the working of its committees and governance processes,
    c. convene and chair Termly General Meetings, Extraordinary General Meetings, and meetings of the MCR Committee,
    d. have final responsibility for the management of MCR property, and
    e. submit this Constitution and the Standing Orders to the Council of the College for their review at least in any year divisible by five, or more frequently if necessary.*
ii. The Vice-President shall:
    a. lead in the oversight, organisation and representation for matters of Welfare and Equality, and
    b. work with and deputize for the President as necessary in support of the MCR President's duties and responsibilities.
iii. The President and Vice-President shall normally represent the MCR membership on College Committees requiring student representation, they may send another member of the MCR Committee in their place as proxy if they are unable to attend.
iv. The Treasurer shall:
    a. oversee the MCR Finances to ensure proper financial management, in collaboration with a Senior Treasurer appointed by the Governing Body of the College,*
    b. provide an annual financial report and budget to the MCR membership and the College Council, in addition to budget and general matters this will

include a list of any external organisations to which the MCR has made donations,*

c. present to the Bursar annually the accounts for the previous year for submission to the College auditors.

v. The Communications Secretary shall:
   a. give notice of all MCR Committee, Termly General and Extraordinary General meetings and circulate agendas in advance,
   b. keep a record of decisions and minutes for all MCR Committee, Termly General and Extraordinary General meetings, and make these available to the membership on request,
   c. Manage the external communications of the MCR on different platforms, and
   d. notify the Senior Treasurer and the Secretary of College Council of any modifications to Standing Orders.

vi. The Social Secretary shall oversee the organisation of social and other community-building events, including:
   a. activities supporting the engagement and induction of new students,
   b. bops,
   c. formal hall swaps with other colleges,
   d. yearly visits to and from Linacre College, Oxford. And
   e. liaise with the Bar Manager and College staff in relation to MCR events held in the MCR Clubroom.
   f. The Social Secretary shall oversee implementation of the procedures for allocating resources to groups or clubs.

14. The MCR Committee may, by majority vote of the Committee, create "representative" posts reporting to and supporting the functions and activities of specified MCR Committee Officers. Representative posts:
   i. may be created as part of a subcommittee under the relevant MCR Committee Officer, or not, as the MCR Committee shall determine when the post is created,.
   ii. shall not be considered members or officers of the MCR Committee for any purpose,
   iii. shall be created for a defined and limited period not extending beyond the term of office of that MCR Committee,
   iv. may be terminated early by a majority vote of the MCR Committee.

15. Any member of the MCR Committee or any Representative will vacate their post immediately:
   i. at the end of their term,
   ii. when they intermit or otherwise suspend their studies in the University, or
   iii. when they reach their course end date as recorded on their official College record.

16. There will be a General Meeting open to the MCR membership at least once in each University Full Term called the Termly General Meeting ("TGM"). The reports and minutes of the meeting shall be provided to the Senior Treasurer and the Secretary of the College Council.

17. The agenda for a TGM shall include:
   i. a report by the MCR President including a general account of the activities of the MCR Committee and MCR events and activities since the previous TGM, and information about any affiliation of the MCR with any external organisation,*
   ii. a vote to approve, renew or discontinue any affiliation with any external organisation,*

iii. a report by the MCR Treasurer, and
iv. approval by majority vote of any proposed new, or deletions or modifications to existing, Standing Orders.

18. Thirty members shall constitute a quorum for a TGM, and no decision shall be binding if the meeting is not quorate.

19. The quorum and majority for an Extraordinary General Meeting shall be the same as it is for a TGM.

20. Further arrangements for the calling and business of a Termly General Meeting or and Extraordinary General Meeting shall be defined in Standing Orders.

21. A secret ballot to decide the question of continued affiliation to any particular organisation shall be held if a total of ten or more members submit a written request to that effect to the Vice-President during the course of any MCR Committee term in office.*

22. MCR Membership fees shall be drawn from College Fees at a rate determined by the College Council.

23. The MCR Committee shall have the authority to administer the funds of the MCR in accordance with its objectives. No money belonging to the MCR may be allocated without the prior authorisation of the MCR Committee. In cases of emergency, the President of the MCR shall have the power to allocate money not exceeding 5% of the budget without the prior authorisation of the MCR Committee. The emergency spending must be ratified by the next MCR Committee meeting and if deemed necessary the MCR Committee or the Senior Treasurer may refer a decision on any financial matter to a General Meeting or to the College Council.

24. In addition to the provisions of this Constitution, the MCR membership may create Standing Orders by a majority vote under the procedures and quorum for a TGM. No Standing Order shall contradict or frustrate the intentions and directions of this Constitution, and the provisions of this Constitution shall take precedence over any Standing Order.

25. Standing Orders shall be made including provision for:

i. The titles and functions of any MCR Committee posts created under clause 6ii.
ii. Arrangements for a diminished MCR Committee should it prove impossible to appoint to the MCR Committee posts defined in clause 6i.
iii. Procedures to request creation, removal or modification of clauses of this Constitution proposed by the MCR to the College Council, including majority vote open to all MCR members, the quorum shall be the same as it is for a TGM.
iv. Arrangements for the proper calling, conduct and procedures of MCR Committee meetings, the TGM, and Extraordinary General Meetings, including passing motions by majority vote.
v. Procedures for the proper management of MCR finances including processes for
    a. limitations to and approval processes and controls for day-to-day spending,
    b. a financial report published at least annually and provided to MCR members and the College Council.
vi. Procedures for allocating resources to groups or clubs.*
vii. A prompt and fair complaints procedure with effective remedy, including provision for an independent person appointed by the College Council to investigate and report on complaints*
    a. for students or groups of students who are dissatisfied in their dealings with the MCR,* or
    b. who claim to be unfairly disadvantaged by reason of their having exercised the right referred to in clause 5.*

viii. Arrangements to manage the MCR's involvement in any May Ball or equivalent event.

ix. Arrangements related to the MCR's involvement in the management of the MCR Clubroom and bar.

x. Such further Standing Orders as are necessary for the furtherance of the objects of the MCR or for its good and orderly functioning.

26. Any modification of this Constitution:

i. may be initiated and enacted by the Governing Body of the College or the College Council, or

ii. may be initiated by the MCR, and must be submitted to the College Council before it can be enacted subject to the College Council's approval.

27. Any modifications to the Standing Orders:

i. must be notified to the Senior Treasurer and the Secretary of the College Council immediately following approval by the MCR membership, and

ii. may be modified or rescinded by the College Council. In such cases, any decision or action taken under the modified or rescinded order may be declared void and cancelled by the College Council, which may require further actions the College Council deems necessary to remedy or correct any effects or outcomes.

28. No part of this Constitution, nor any Standing Orders created through it, can be construed to contradict or frustrate the Statutes, Ordinances, and Regulations of the College.

Standing Orders

1. The titles and functions of MCR Committee posts created under clause 6ii. In addition to the MCR Committee Posts defined in clause 6i of the Constitution, the following posts shall be established under clause 6ii of the Constitution:

i. IT and Infrastructure Officer, who shall be responsible for:
   a. managing bookings of rooms overseen by the MCR,
   b. updating the website,
   c. managing punt bookings,
   d. assisting the Communications Officer,
   e. overseeing the care of MCR materials and stores.

ii. Sports and Societies Officer, who shall
   a. be the point of contact in the MCR Committee for all MCR Sports, Clubs and Societies,
   b. oversee the implementation of the procedures for the recognition of clubs or societies, and
   c. supporting other suitable arrangements for the promotion and recognition of College teams, clubs and societies.

iii. Welfare Officer, who shall:
   a. be a point of contact for students with regard to wellbeing concerns,
   b. represent the wellbeing-related interests of all students and promote equal opportunities in conjunction with the College Head of Wellbeing,
   c. advise the MCR Committee on privacy and health-related concerns amongst members of the MCR,

d. sign-post members encountering welfare difficulties to the appropriate support they can access.

2. MCR Committee Officers cessation of office.

i. MCR Committee members may voluntarily resign during their term of office, having given their reasons to the MCR Committee.

ii. An MCR Committee member is removed from their position if they have had a motion of no confidence, including a detailed statement of the reasons, passed against them at a duly notified and quorate General or Extraordinary General Meeting.

3. Elections to the MCR Committee. In addition to the provisions of the Constitution for the election of MCR Committee officers:

i. Candidates should communicate their manifestos at least three days prior to the election.

ii. Candidates must be members and seconded by at least one other member.

iii. There shall be a hustings meeting where candidates may present themselves and answer questions from members.

iv. Following formal nominations and the hustings, a secret ballot shall be conducted. No proxy votes shall be permitted.

4. Arrangements for a diminished MCR Committee under clause 10 of the Constitution. If any of the posts referred to in clause 6i is unfilled after a re-advertisement the remaining members of the MCR committee shall:

i. notify the Senior Treasurer, who may then ask the remaining members of the MCR Committee to hold new elections for the vacant posts,

ii. independently of their roles and to their capacity:

a. Make arrangements between themselves to continue the functions of the vacant offices on an interim basis,

b. seek to replace missing committee officers with new members,

c. organise activities supporting the engagement and induction of new students, especially with a view to encouraging new students to stand for MCR Committee posts,

d. regularly report to the Senior Treasurer and the College Council on the Committee's functioning and effectiveness.

iii. The College Council may make any arrangements it deems appropriate to support the functions and effectiveness of the MCR Committee should it deem it appropriate to intervene.

5. Subcommittees.

i. MCR Committee Officers shall directly perform their functions and responsibilities as stated in the Constitution. However, in circumstances where projects or activities outside of their usual functions necessitate additional assistance, the relevant MCR Committee Officer may propose the creation of a subcommittee for the MCR Committee's approval, which shall be approved by the MCR Committee by a majority vote. Members of a subcommittee are not members of the MCR Committee, but they shall be given appropriate credit for their work and may be "in attendance" at MCR Committee meetings.

ii. Any MCR Committee Officer can join any subcommittee, and a subcommittee member may sit on multiple subcommittees.

6. Creation, removal or modification of the Constitution by the MCR.

i. A motion to change the Constitution shall be brought to the MCR Committee, circulated to all members for consultation, passed at a Termly General or Extraordinary General Meeting, and sent to the College Council for ratification.
ii. Any proposed change shall be presented in a document including the current wording, the proposed new wording and the rationale for change. It shall first be brought to the MCR Committee for discussion and perhaps emendation. It shall then be communicated to all members by the Communications Secretary, indicating whether the MCR Committee supports the proposal.
iii. Members shall be invited to comment in writing within 3 working days. The Committee will consider these comments, perhaps circulate them for further comment and perhaps emend the proposal. It shall then send the original or amended proposal with notice of the meeting at which a vote will be taken.
iv. The quorum, voting procedure and communication of the result shall be as for Termly General Meetings.
v. If passed, the change shall then be presented to the next College Council meeting for ratification.
vi. If the College Council requires emendations before ratifying the proposed changes, these proposed emendations shall be brought to the MCR Committee. If the MCR Committee rejects them, the relevant sections shall be deemed unratified and the previous wording retained. If the MCR Committee accepts them, they shall be circulated to the MCR. If fifteen members submit written objections within three days, the relevant sections shall be deemed unratified and the previous wording retained. (In either case, further changes may be proposed as outlined above.) Otherwise all proposals shall be deemed ratified.

7. Creation, removal or modification of Standing Orders by the MCR.
i. Any proposed creation, removal or modification of a Standing Order shall be presented in a document including the current wording, the proposed new wording and the rationale for change. It shall first be brought to the MCR Committee for discussion and perhaps emendation. It shall then be communicated to all members by the Secretary, indicating whether the MCR Committee supports the proposal.
ii. Members shall be invited to comment in writing within 3 working days. The Committee will consider these comments, perhaps circulate them for further comment and perhaps emend the proposal. It shall then send the original or amended proposal with notice of the meeting at which a vote will be taken.
iii. The quorum, voting procedure and communication of the result shall be as for Termly General Meetings.
iv. Any agreed change must be notified to the Senior Treasurer and the Secretary of the College Council immediately following approval by the MCR membership, and is subject to clause 26 of the Constitution.

8. Calling and conduct of MCR Committee meetings.
i. The MCR Committee shall meet at least three times each term. Notice of a meeting and the agenda shall be communicated not later than 24 hours beforehand to all members of the MCR Committee. The minutes shall be circulated not more than 14 days after a meeting.
ii. Arrangements for quorum, voting, and tied vote shall be as directed in clause 11 of the Constitution.
iii. Records of all decisions taken shall be entered in the MCR Committee archive, available on request.

iv. Any motion put forward in an MCR Committee meeting requires a vote in order to become an official position of the MCR Committee.

9. Calling and conduct of Termly General Meetings.

i. There shall be a Termly General Meeting at least once during each Full Term.

ii. Notice of a General Meeting shall be displayed at least seven days beforehand. The agenda shall be displayed not later than 24 hours beforehand. Minutes shall be displayed not more than 14 days after the meeting.

iii. Notices, agendas and minutes of all General Meetings and notices of all elections shall be communicated to all members of the MCR and to the Senior Treasurer.

iv. Meetings are open to all members of the MCR. Motions may be proposed and seconded by any member. Motions and resolutions shall be decided by simple majority vote of the members present at the meeting, abstentions not counted.

v. Visitors may be invited at the discretion of the MCR Committee.

vi. Motions for Termly General Meetings shall be submitted to the Secretary not later than two days before the meeting. They should be in writing and indicate the proposer and seconder.

vii. A Motion of No Confidence against one or more officers shall include a detailed statement of the reason(s).

viii. No binding motion can be taken under Any Other Business.

10. Calling and conduct of Extraordinary General Meetings.

i. In Full Term up to Tuesday of Week 7, upon a majority decision of the MCR Committee or if requested in writing by fifteen MCR members, the President shall call an Extraordinary General Meeting to take place within 10 days. After Tuesday of Week 7 or out of Full Term, the President shall exercise their discretion as to whether and when to call an Extraordinary General Meeting, taking account of the urgency of the matter and the principle of fairness. The notice of such a meeting and the agenda shall be communicated at least two days beforehand.

ii. Notices, agendas and minutes of all Extraordinary General Meetings and notices of all elections shall be communicated to all members of the MCR and to the Senior Treasurer.

iii. The quorum, voting procedure and communication of minutes shall be as for Termly General Meetings.

11. Procedures for the proper management of MCR finances.

i. The MCR Treasurer shall use the book-keeping system of monthly income and expenditure with monthly balance shown.

ii. At each meeting of the MCR Committee, the Treasurer shall give a full account of all income and expenditure made by the MCR since the start of the Committee's term of office and since the last Committee meeting.

iii. There shall be the following bank accounts:

a. Amalgamated Clubs Account: All membership fees shall be paid into this account, which acts as the college holding account for MCR Funds. The Senior Treasurer and Bursar shall be the signatories to this account.

b. Senior Treasurer's Account: Ten percent of the income of the MCR shall be set aside for the Senior Treasurer's account on which the Senior Treasurer shall be the sole signatory.

c. MCR Account: This shall be the MCR current account, and the Treasurer and Senior Treasurer shall be joint signatories. Any signature is sufficient, but

agreement on the part of the Senior Treasurer is necessary for expenditures over £1000.

12. Representatives created under clause 14 of the Constitution.

i. In addition to further representative posts created under clause 14, there shall normally be seven representative posts created during each MCR term of office:

a. BAME Representative, reporting to the MCR Vice-President, who shall:

1. represent the interests of all BAME students and promote equal opportunities in conjunction with College,
2. be a point of contact for BAME students with regard to equality or discrimination concerns,
3. advise the MCR Committee on issues affecting the BAME student community,
4. work closely with the Cambridge Students' Union to ensure any relevant campaigns are appropriately implemented at Hughes Hall.
5. The BAME Representative position shall normally be filled by a self-identifying Black, Asian or Minority Ethnic candidate. If no such candidate is elected, this position may be filled by any student who is concerned with raising BAME awareness.

b. Female and Non-Binary Representative, reporting to the MCR Vice-President, who shall:

1. represent the interests of all Female and Non-Binary students and promote equal opportunities in conjunction with College,
2. be a point of contact for Female and Non-Binary students with regard to equality or discrimination concerns,
3. advise the MCR Committee on issues affecting the Female and Non-Binary student community,
4. work closely with the Cambridge Students' Union to ensure any relevant campaigns are appropriately implemented at Hughes Hall.
5. The Female and Non-Binary Representative position shall normally be filled by a self-identifying Female or Non-Binary candidate. If no such candidate is elected, this position may be filled by any student who is concerned with raising Female and Non-Binary awareness.

c. LGBTQ+ Representative, reporting to the MCR Vice-President, who shall:

1. represent the interests of all LGBTQ+ students and promote equal opportunities in conjunction with College,
2. be a point of contact for LGBTQ+ students with regard to equality or discrimination concerns,
3. advise the MCR Committee on issues affecting the LGBTQ+ student community,
4. work closely with the Cambridge Students' Union to ensure any relevant campaigns are appropriately implemented at Hughes Hall.
5. The LGBTQ+ Representative position shall normally be filled by a self-identifying LGBTQ+ candidate. If no such candidate is elected, this position may be filled by any student who is concerned with raising LGBTQ+ awareness.

d. Disability Representative, reporting to the MCR Vice-President, who shall:

1. represent the interests of all students with disabilities and promote equal opportunities in conjunction with College,

2. be a point of contact for students with disabilities with regard to equality, discrimination or accessibility concerns,
3. advise the MCR Committee on issues affecting students with disabilities in the Hughes Hall community,
4. work closely with the Cambridge Students' Union to ensure any relevant campaigns are appropriately implemented at Hughes Hall.
5. The Disability Representative position shall normally be filled by a self-identifying disabled candidate. If no such candidate is elected, this position may be filled by any student who is concerned with raising disability awareness.

e. Academic Representative, reporting to the MCR President, who shall:
   1. promote academic events and initiatives as well as equal opportunities in conjunction with College,
   2. be a point of contact for students wishing to discuss academic-related concerns or ideas for implementation,
   3. advise the MCR Committee on academic issues affecting the Hughes Hall community,
   4. work closely with College and the Cambridge Students' Union to ensure any relevant initiatives or campaigns are appropriately implemented at Hughes Hall,
   5. signpost members encountering academic difficulties to the appropriate support they can access.

f. Green Representative, reporting to the MCR Vice-President, who shall:
   1. promote an ethical and environmental approach to the daily business of the MCR and College,
   2. be a point of contact for students wishing to discuss environmental-related concerns or ideas for implementation,
   3. advise the MCR Committee on ethical and environmental issues affecting the Hughes Hall community,
   4. work closely with College and the Cambridge Students' Union to ensure any relevant initiatives or campaigns are appropriately implemented at Hughes Hall.

g. One-year Representative, reporting to the MCR President, who shall:
   1. represent the interests of all one-year students and promote equal opportunities in conjunction with College,
   2. be a point of contact for one-year students with regard to equality, discrimination or accessibility concerns,
   3. advise the MCR Committee on issues affecting one-year students in the Hughes Hall community,
   4. work closely with the Cambridge Students' Union to ensure any relevant campaigns are appropriately implemented at Hughes Hall.
   5. The One-year Representative position shall normally be filled by a one-year student candidate. If no such candidate is elected, this position may be filled by any student who is concerned with raising awareness about issues faced by one-year students.

13. MCR Events.

i. An MCR Committee-led event is one which is organised by one or more MCR Committee Officers and then communicated as an MCR Committee event and/or notified by an MCR-role email address.

ii. MCR Committee Officers are responsible for the good conduct of any MCR Committee led event they organise, in compliance with College policies and procedures. The organising MCR Officer should attend the event in full or nominate a substitute responsible to host the event. However, a responsible Officer shall not be personally liable for the misconduct of students at an event, unless the MCR Officer or nominated substitute has been clearly negligent or has condoned unacceptable behaviour by these students.

14. The May Ball.

i. The position of May Ball President for the current academic year shall be advertised in Michaelmas Term, for election at the beginning of Lent Term by a panel consisting of: the MCR President and another Committee member nominated by the President, two members of the previous and/or current May Ball committee, the College's Bursar and Head of Operations.

ii. Members of the previous or current May Ball Committee or MCR Committee may stand for May Ball President, as long as they will be students at the time of the Ball.

15. MCR Clubroom and bar. There shall be a Memorandum of Understanding between the MCR and the Bursar related to the appropriate management of the MCR Bar and Clubroom.

16. Complaints procedure. Should any member or group of members be dissatisfied in their dealings with the MCR, including claims to be unfairly disadvantaged by reason of their having exercised the right referred to in clause 5, they should write to the MCR President or the Vice-President within 14 days of the incident complained about giving full information about the incident. On receipt of a complaint:

i. the President or Vice-President, as investigating officer, will investigate and report to the MCR Committee within 7 days,

ii. the MCR Committee may decide to uphold the complaint and may propose a remedy, or not uphold the complaint. In either case the complainant will be notified of the outcome and the reasons for the Committee's decision at the earliest opportunity and within 7 days.

iii. Should the complainant not accept the outcome they should notify the investigating officer within 7 days of receiving notification of the outcome, in which case the investigating officer will refer the matter including all relevant documentation to the Senior Treasurer who will inform the College Council. The College Council shall appoint an independent person to review the case and carry out any necessary further investigation, reporting to the College Council which will determine the final outcome.*

iv. Complaints may be submitted more than 14 after the incident complained about if there is a valid reason given making delay unavoidable.

v. Complaints that should appropriately be dealt with under one of the College's other complaints, grievance or other policies may be referred to the alternative procedure at any point.

17. Procedures for allocating resources to groups or clubs.* Every club, society or team that wishes in any given academic year to obtain funding from the MCR, and/or to include the name "Hughes Hall" in their title (unless otherwise approved by the College Council or the Governing Body of the College), shall submit to the MCR Treasurer a request including:

i. A statement of the aims and objectives of the club or society supported by the names and signatures of ten MCR members who support the creation or continuation of the club or society,
ii. the names of two MCR members who will be the President and Treasurer,
iii. an undertaking by at least one MCR member undertaking to:
    a. be responsible to the MCR Committee for the activities of the club, society or team,
    b. ensure the activities of the club, society or team are conducted for the benefit of MCR members in line with the stated aims and objectives of the club or society and of the MCR,
    c. account to the MCR Committee for any funds received or spent by the club, society or team from any source and for all purposes.
iv. The MCR Committee may reduce the number of names and signatures required under clause i above in appropriate cases.
v. Following receipt of a request under this procedure, the MCR Committee will consider the request and either approve or not approve the club, society or team's recognition giving reasons.
    a. If the request includes the use of "Hughes Hall" in the club, society or team's title, the request to use "Hughes Hall" in the title shall be sent to the College Council for approval.
    b. Where a club, society or team has received approval for three years in a row, the MCR Committee may extend the time period before the next approval is required to a maximum of three years, subject to any further conditions it may deem appropriate.