OPERATIONAL STANDING ORDERS

of

JOSEPHINE BUTLER COLLEGE MIDDLE

COMMON ROOM

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# Remit

1. These Standing Orders arise from and are subject to the provisions made in the Constitution and Permanent Standing Orders of Josephine Butler College MCR. In the case of a contradiction arising between this document and either of the Constitution or Permanent Standing Orders, that other document shall take precedence.

# Meetings

## Procedure to Convene Meetings

1. Meetings shall be held no less frequently than once termly. In the Easter term, one meeting shall be held as the Annual General Meeting (“AGM").
2. General meetings may be called by the President, with the agreement of the Exec, at no less than one week's notice.
3. Extraordinary meetings shall be called at no less than one week's notice by no less than five Members in order to discuss a specific topic. No other business shall be handled at such meetings.
4. The agenda shall be published no less than 48 hours before the starting time of the meeting.

## Attendance

1. At MCR Meetings:

1. Full Members may attend, speak and vote.
2. Associate Members may attend and speak by invitation from the Exec only.
3. The Presidents of the JCR and SCR may be invited by the Exec to attend and speak. By mutual agreement, they may also send a representative. By the passing of a procedural motion, a part of the meeting may be held without one or both of the representatives present.

## Form of Agenda

1. The agenda of general meetings shall take the following form:
	1. Apologies Received;
	2. Approval of the Previous Meeting's Minutes;
	3. Matters Arising from the Previous Meeting's Minutes;
	4. Reports of Officers;
	5. Questions of Officers;
	6. Motions (where appropriate); (g) Elections (where appropriate); (h) Any Other Business.
2. A procedural motion may be proposed at any point in the meeting to change the order of the agenda.

## Control of Meetings

1. The President or Acting President shall, in general, act as chair of meetings, unless they are the subject of a Motion of No Confidence, in which case the control shall pass to the Vice President.
2. Control of Meetings shall pass to the Secretary for the handling of elections and appointments, unless they are themselves standing for election, in which case the control shall pass to another member of the Exec.
3. The chair may invite a non-member to attend or speak at any meeting.
4. The chair may declare a meeting or section thereof to be held in camera. A procedural motion may also be proposed to this effect.

## Quorum

1. There shall be a quorum at all meetings, which shall be 15% of Members.
2. Any business handled at an inquorate meeting must first be ratified at a quorate meeting before it can take effect.
3. No business may be handled by a meeting at which fewer than 10% Members are present.
4. Quorum for an online vote convened in accordance with clause 2.6.5 of these Operational Standing Order shall be 5% of Members

## Motions

### Procedure for Proposal

1. Any Member of the MCR may propose or second an ordinary motion.
2. All ordinary motions must have a proposer and seconder.
3. Either the proposer or seconder must be present at the meeting for the handling of the motion.
4. All ordinary motions must be submitted to the President no less than 72 hours before the date of the meeting at which they are to be put.
5. Motions which amend or otherwise affect the Constitution, Permanent Standing Orders or Operational Standing Orders must be submitted no less than one week before the meeting at which they are to be put.
6. Questions of Officer's Conduct and Motions of No Confidence must be submitted no less than one week before the meeting at which they are to be put.

### Procedure for Considering Motions

1. All motions shall first be read out by the chair after which the proposer (or seconder if the proposer is not present) shall be given an opportunity to speak in favour of the motion.
2. There shall then be an opportunity for questions to be asked of the proposer, after which the motion is open to the floor and anyone may comment on the motion.
3. The chair shall decide upon a suitable point at which to move to a vote.
4. Associate Members may speak on motions, but may neither vote nor propose amendments.

### Amendments

1. Amendments may be proposed by any Member while the motion is open to the floor.
2. If the proposer of the motion accepts the amendment it is immediately accepted.
3. If the proposer of the motion does not accept the amendment then a seconder is sought and the amendment is treated as a motion, requiring a simple majority of votes to be accepted.
4. If an amendment is passed which significantly alters the substantive of the motion then the motion may only stand until the next meeting at which it must be ratified by a simple majority of votes. If in such a case a motion is not ratified then it may be returned to the floor without the amendment and opened for further consideration after which it may again be voted on.

### Voting

1. Motions shall be passed in general by a show of hands.
2. Only Members may vote.
3. The chair has the discretion to take any motion to a secret ballot. A procedural motion may also be proposed to this effect.
4. The chair shall in general not vote, though in situations where there is not overall majority they may hold the casting vote.
5. Motions which do not alter or otherwise affect the Constitution or Permanent Standing Orders shall only require a simple majority of votes to be accepted.
6. Motions which alter or otherwise affect the Constitution or Permanent Standing Orders shall require a two-thirds majority to be accepted.

### Procedure for Exec to Convene Online Vote

1. The Exec may collectively propose and second an ordinary motion to be put to the Members of the MCR directly by online vote outside of a general MCR meeting.
2. The Exec must decide on a period of not less than 3 complete days for which the vote will be open to all Members for them to cast their vote.
3. Notification of the motion and the intention of the Exec for it to be voted on online must be communicated to all Members of the MCR at least 7 complete days before the opening of the vote.
4. The Exec should endeavour to provide as much background information to the motion as practicable with the notification described in clause 2.6.5.3 above. This information must include as a minimum an explanation as to why the Exec considers it impracticable or otherwise inappropriate for this motion to be considered at a general MCR meeting.

### Questions of Officer's Conduct and Motions of No Confidence

1. The following shall apply to all Executive and Non-Executive Officers:

1. A Question of Officer's Conduct may be submitted if a Member believes that an officer is not fulfilling his/her duties as set out by Section 4 of these Operational Standing Orders.
2. The officer shall have opportunity to respond at a meeting, which shall then be followed by discussion from the floor.
3. A Motion of No Confidence may be submitted alongside a Question of Officer's Conduct.
4. Motions of No Confidence must be proposed and seconded by no fewer than five Members acting jointly.
5. Motions of No Confidence may only be proposed against an individual officer.
6. The names of those proposing and seconding the Motion of No Confidence or Question of Officer's Conduct shall not be released and shall be known only to the President (or the Vice President in the case that the motion is against the President).
7. The chair shall read a short statement in support of the motion, after which the officer subject to the motion will have the opportunity to defend themselves.
8. There shall be opportunity to ask questions of the officer facing a Motion of No Confidence.
9. The motion shall be voted upon by secret ballot, a simple majority being required to pass the motion.

# Elections and Appointments

## Schedule

1. The hustings for President shall be held at the AGM in the Easter term. The election for Presessional Representative shall, where possible, be held during an extraordinary meeting of the MCR in the final week of the University’s English for Academic Purposes courses occurring prior to the start of the relevant academic year for the appointment. All other elections shall be held during the first MCR meeting of Michaelmas term.
2. Where an extraordinary meeting is called with the sole business to discuss the election of a Presessional Representative, all members of the Presessional Society shall be afforded attendance, voting, and speaking rights at such an extraordinary meeting as though they were full Members of the MCR. No other business can be handled at such a meeting.
3. A by-election may take place at any point during the year at which a position is vacant, including the creation of a new post.
4. By-elections for positions held by officers not present at the University over Summer shall take place at the AGM.

## Nominations

1. With the exception of President, nominations shall be received at the meeting at which the election is taking place. Nominations for President should be sent to the Secretary no less than one week before the AGM.
2. Any Member is eligible to be nominated for any position, with the exception of President and Postgraduate DSU Representative, who must be a postgraduate at the time of election.
3. Members wishing to stand for the position of Welfare Officer should first speak to the Senior Tutor.
4. Members wishing to stand for the position of President should first speak to the Principal.
5. Only the positions of Social Secretary and Welfare Officer may have joint candidates.
6. If no nominations are received for a position, then they shall first be re-opened after any other elections at the meeting and then subsequently at the next meeting.

## Nomination of Associate Members

1. Associate Members shall by default not normally be allowed to stand for election to any MCR Executive or Non-Executive position. An exception to this shall be for the position of Presessional Representative, for which Associate Members shall by default be allowed to stand.
2. A procedural motion may be passed enabling an Associate Member to stand for election to a given Executive or Non-Executive position (notwithstanding other conditions placed on the

status of a candidate for that given position) as though they were a full Member, subject to the below subclauses.

1. Such a motion can only be proposed after no nominations are initially received for the position in question when the election is first opened at a given MCR meeting, and that election is subsequently closed with no nominations having been received.
2. The passing of such a motion shall then allow the Associate Member in question to stand for election to the position as though they were a full Member when nominations for the position are reopened after any other elections at the meeting.
3. Should an Associate Member be successfully elected to a position in accordance with the above provisions, they shall then become a full Member upon the commencement of their term of office in accordance with any provisions given in the Permanent Standing Orders.
4. A person so elected shall be required to pay the MCR levy in accordance with their status as a full Member upon the commencement of their term of office. The Exec shall have the power to waive the requirement for the payment of the levy by an Associate Member elected to the position of Presessional Representative where the individual elected shall not be a student registered at the College subsequent to the completion of their English for Academic Purposes course.

## Election Procedure

1. The procedure of the section of an MCR meeting at which elections are to take place shall be as follows:

1. Candidates shall be announced.
2. Candidates shall be given a maximum of five minutes to hust.
3. There shall be an opportunity to ask questions of candidates. Questions should not be addressed to any individual candidate and all candidates must answer all questions.
4. The chair shall decide when to move to voting, which shall occur as described in Section 3.4.

## Voting

1. Voting for all Exec positions, with the exception of President, shall take the form of a secret ballot, held at the meeting, in which all Members are eligible to vote.
2. Voting for the President shall take the form of an online vote, which should be open for no less than three days.
3. Voting for all Non-Executive positions shall take place by a show of hands at the meeting with the candidate(s) waiting outside the room while the vote takes place.
4. The vote totals shall be included in the minutes of the meeting.

## Terms of Office

1. The term of office for all Executive and Non-Executive positions, with the exception of those officers elected at the AGM, shall begin from midnight on the day the election takes place and run until the first MCR meeting of the following academic year or until such time as the officer leaves the University.
2. As set out in Paragraph 3.1.3, a by-election shall be held at the AGM for officers not present at the University over Summer. The officer-elect shall take office when the current officer leaves the University.
3. The term of office of President shall run from the 1st of July to the 31st of June the following year.

## Election Regulations

1. For all positions, with the exception of President, there shall be no campaigning.
2. Candidates for the position of President may submit an A4 poster in pdf format to the Secretary no less than one week before the AGM. This shall be emailed to all Members no less than 48 hours before the AGM.
3. Candidates must not make any defamatory remarks about other candidates.
4. Candidates must not use websites, emails, flyers, door-to-door canvassing or other forms of advertising to publicise their campaigns.
5. Candidates are forbidden from spending their own money on their campaigns.
6. Any breach of the Election Regulations listed above by the candidate will be immediately investigated by the Exec and may result in appropriate disciplinary action, which includes the possibility of exclusion of that candidate from the election. Ignorance of the rules and regulations will not be accepted as an excuse.
7. Candidates are not allowed to ask others to campaign on their behalf. If candidates become aware of any individuals campaigning for them, it is the candidate’s responsibility to notify the Exec immediately. If someone does canvas on behalf of a candidate even without having been asked to, it may reflect negatively on the candidate.

# Positions

## The Exec

### General Responsibilities

1. As outlined in the Permanent Standing Orders:
	1. The Exec shall administer the business of the MCR between MCR meetings.
	2. The Exec shall be collectively responsible for the business of the MCR, except where specific responsibilities have been conferred, by the Constitution, the Permanent Standing Orders, these Operational Standing Orders or decisions of MCR meetings, upon individual officers or committees.
	3. The Exec shall meet at least once a month.
	4. All members of the Exec must be full MCR Members during the entirety of their term of office, as defined in Section 3.5.
	5. No person may hold more than one Executive or Non-Executive position simultaneously. However, if a position is vacant, the duties of that position shall be executed by other members of the Exec.
2. Further to this:
	1. The Exec may choose any of their number to represent the MCR on any committee of the College, University, PGA or the DSU, where a representative is required.
	2. Where the position of Treasurer is unfilled, the Exec may choose any of their number to act as signatory to the MCR bank account until such time as a Treasurer is elected or the nominated Exec officer ceases to be a member of the Exec.

### President

1. The President shall:

1. Be responsible for speaking on behalf of the MCR;
2. Liaise with the College, JCR, SCR, DSU, PGA and University on general issues relating to the MCR;
3. Be the DSO President for the purposes of the DSO Framework
4. Co-ordinate the actions of officers;
5. Be responsible for strategic planning for the MCR in co-ordination with the Exec;
6. Chair, in general, meetings of the MCR and Exec;
7. Be a signatory for the MCR bank account;
8. Ensure that all information is passed to the relevant incoming officers;
9. Ensure that the signatories on the MCR bank account remain updated;
10. Sit on the following committees:
	1. College: College Officers, Trust Board, Alumni Association;
	2. DSU: MCR Presidents.

### Vice President

1. The Vice President shall:

1. Aid the President in their duties;
2. Be a signatory for the MCR bank account;
3. Be Acting President if the post of President is vacant;
4. Assist all officers with their duties
5. Organise and run MCR activities under the delegation of the president

### Treasurer

1. The Treasurer shall:
	1. Be the Treasurer for the purposes of Section 9 of the Permanent Standing Orders and carry out all responsibilities assigned to the Treasurer as defined in that Section, including responsibility for the general administration of the finances of the MCR;
	2. Be the DSO Treasurer for the purposes of the DSO Framework;
	3. Manage the MCR Bank Account;
	4. Produce annually a set of detailed accounts and a budget for the following year;
	5. Be a signatory for the MCR bank account
	6. Sit on the following committees:
		1. JCR: JCR Finance Committee

### Welfare Officer

1. The Welfare Officer shall:

1. Be Nightline trained when standing for election or attend the training at the first available opportunity;
2. Be responsible for the welfare of the MCR Members;
3. Be a point of information for welfare related issues;
4. Hold weekly drop-in sessions. The level of confidentiality of such drop-ins shall be subject to the discretion of the Welfare Officer;
5. Obtain and make available to Members safer sex supplies, pregnancy test kits and information;
6. Have regular meetings with the Senior Tutor;
7. Adhere to College confidentiality guidelines;
8. Sit on the following committees:

i. JCR: JCR Welfare Committee.

### Secretary

1. The Secretary shall:

1. Be responsible for communication between the Exec and Members of the MCR;
2. Organise MCR meetings and elections;
3. Take minutes of MCR meetings which should be published on the website within 14 days of the meetings;
4. Keep the lists of Members and Associate Members;
5. In general, act as chair of MCR meetings during elections;
6. Maintain a copy of the Constitution, the Permanent Standing Orders and these Operational Standing Orders and ensure that they are available for Members to view on the MCR website;
7. Hold ultimate responsibility for the MCR website;
8. Liaise with the JCR Sports Officer and Societies Officer to promote college sports and societies within the MCR.

### Social Secretary

1. The Social Secretary shall:

1. Organise and attend social events for the Members and Associate Members of the MCR;
2. Ensure that the MCR and College facilities are cleaned after MCR social events;
3. Have responsibility for intercollegiate social relations;
4. Work with the Treasurer to produce budgets for each event;
5. Liaise with the International Students Representative, Livers Out Officer and Fourth Year Representative to encourage participation;
6. Produce a term card of events for each university term, before the end of the previous term;
7. Sit on the following committees:
	1. DSU: MCR Social Secretaries;
	2. JCR: JCR Social Committee.

### Scholarly Activities Officer

1. The Scholarly Activities Officer shall:
	1. Take the lead on events which support the academic abilities of MCR members, such as organising and finding speakers for our Scholars’ Suppers and the College Research Forum
	2. Liaise with College staff such as the Collegiate experience officer, whilst working with the rest of the exec to ensure activities are relevant to the MCR’s members.

## Other Positions

1. Each of these positions is optional; if they are not fulfilled then their duties shall be taken on by a member of the Exec.

### Website Officer

1. The Website Officer shall:

(a) Take full responsibility for the maintaining and upgrading of the MCR website; (b) Liaise with the Secretary on all matters concerning the website.

### Fourth Year Representative

1. The Fourth Year Representative shall:

1. Be responsible for relaying all information concerning fourth year students to the same;
2. Present the views, opinions and requests of individual fourth year students to the Exec;
3. Liaise with the Social Secretary to organise social events to encourage the involvement of fourth year students.

### International Students Representative

1. The International Students representative shall:

1. Be responsible for relaying all information concerning international students to the same;
2. Present the views, opinions and requests of individual international students to the Exec;
3. Liaise with the Social Secretary to organise social events to encourage the involvement of international students.

### Livers Out Officer

1. The Livers Out Officer shall:

1. Send a monthly newsletter to livers out containing all relevant information about College, JCR and MCR activities;
2. Present the views, opinions and requests of individual livers out to the Exec;
3. Liaise with the Social Secretary to organise social events to encourage the involvement of livers out;
4. Sit on following committees:

i. JCR: JCR Livers Out Committee.

### Presessional Representative

1. The Presessional Representative shall:

1. Act as a main point of contact for members of the Presessional Society;
2. Sit as a member of the Presessional Committee;
3. Assist in an advisory capacity with the preparation of budgets and the control of finances for the Presessional Society;
4. Assist with the planning and execution of social events for the Presessional Society;
5. Be responsible for relaying all information concerning presessional students to the same;
6. Represent the views, opinions and requests of presessional students to the Exec and the Presessional Committee.

### Postgraduate DSU Representative

1. The Postgraduate DSU Representative shall:

(a) Represent the views, opinions and requests of all postgraduate students to the DSU; (b) Attend the following committees:

i. DSU: Joint committee, DSU Council.

### Disability Support Officer

1. The Disability Support Officer shall:
2. Run campaigns to raise awareness for disabilities, particularly those that are invisible and work to improve accessibility and inclusivity at MCR events
3. Liaise with the Students’ With Disabilities Association and JCR Disability Support Officer to co-ordinate specific events and planning.

# Finance

## Subscriptions

1. The cost of membership shall be set annually for the following year by the Exec on a basis of the budget prepared by the Treasurer.
2. The cost of associate membership of the MCR and membership of the Presessional Society for each presessional student’s presessional study period shall be set by the Exec and agreed with College in the Presessional Memorandum of Understanding. Proceeds from the charge(s) made to students for presessional associate membership shall in general be spent to the benefit of Presessional Associate Members through the activities of the Presessional Society as set out in the Presessional Memorandum of Understanding
3. A portion of the subscription for Members shall be awarded to the JCR to grant full membership of the JCR, as detailed in the JCR-MCR Memorandum of Understanding.

## Expenditure

1. All cheques must be signed by two of the President, Treasurer, Vice-President or College Bursar. One of the signatories must be either the President or College Bursar. Where no Vice-President nor Treasurer are in office, an alternate signatory as agreed by the Exec may sign in place of the Vice-President/Treasurer.
2. Any item of expenditure up to £250 may be agreed by the President and either Vice-President or Treasurer. Where no Vice-President nor Treasurer is in office, the President and an alternate signatory as agreed by the Exec may agree such items of expenditure.
3. Any item of expenditure up to £1000 may be agreed by the Exec.
4. Any charge by the College or University may be paid by agreement of the Exec.
5. Any other item of expenditure must be brought to a meeting as a motion.

# Presessional Society

## Existence

1. There shall be a Presessional Society of the MCR whose membership consists only of those students who are Presessional Associate Members and co-opted members as set out in the Presessional Memorandum of Understanding. The members of the MCR Exec, the MCR Presessional Representative, and the Postgraduate and Presessional Student Support Officer employed by the College shall automatically be co-opted members of the Presessional Society.
2. The aims of the Presessional Society shall be:
	1. to provide a base for the College to deliver its Presessional Collegiate Experience

Programme;

* 1. to provide range of social events for Presessional Associate Members;
	2. to relay the views of its membership to the wider MCR, College and the University.

## Management

1. There shall be a Presessional Committee of the Presessional Society who shall administer the business and promote the aims of the Presessional Society on behalf of its members.

 2. The Presessional Committee shall be collectively responsible for the business of the Presessional Society, except where specific responsibilities have been conferred, by the

Constitution, the Permanent Standing Orders, these Operational Standing Orders, the Presessional Memorandum of Understanding, or previous decisions of the Presessional Committee, upon individual officers.

1. Membership of the Presessional Committee shall be the MCR President, the MCR Vice-President, the MCR Presessional Representative, the Postgraduate and Presessional

Student Support Officer employed by the College, and optionally several co-opted members (as mutually agreed by the MCR President, the MCR Presessional Representative, and the Postgraduate and Presessional Student Support Officer) as follows:

* 1. Up to two additional members of the MCR Exec
	2. Up to four additional members of College staff
	3. Up to two members who are currently attending or have previously attended an English for Academic Purposes course at the University.
1. The Presessional Committee shall nominate one of its number to act as Chair of the Presessional Committee.
2. The Presessional Committee shall meet at least fortnightly throughout the period during which the University operates English for Academic Purposes courses.

## Finance

1. The finances of the Presessional Society shall form a part of the MCR’s account, though shall in general have separate budgetary control from that of the MCR.
2. Proceeds from any charge made to Presessional Associate Members of the MCR shall in general be recognised as income of the Presessional Society and thus these proceeds shall in general be spent to the benefit of members of the Presessional Society, in accordance with any provisions contained in the Presessional Memorandum of Understanding
3. The MCR Treasurer and the Postgraduate and Presessional Student Support Officer shall be jointly responsible for the prudent financial operation of the Presessional Society. As such, the MCR Treasurer and the Postgraduate and Presessional Student Support Officer should collaborate to prepare a budget for the Presessional Society covering the period during which the University operates English for Academic Purposes courses in advance of each such period.
4. The Postgraduate and Presessional Student Support Officer may make purchases and incur expenses on behalf of the Presessional Society, subject to the other financial controls of the MCR.
5. In addition to the other financial controls of the MCR, items of expenditure pertaining to the Presessional Society must necessarily be approved by the College Bursar.

# Effect and Revocation

These Operational Standing Orders were adopted by a two-thirds majority of a quorate MCR meeting on the Thirteenth of December 2015 and approved by Josephine Butler College Council on the Eleventh of November 2015, in accordance with the requirements of the governing documents of Josephine Butler College previously in effect. By the adoption of this document the previous document titled ‘Standing Orders’ of Josephine Butler College MCR is duly revoked.

On the Sixteenth of October 2018, these standing orders were amended to add the roles of Scholarly Activities Officer and Disability Support Officer to the MCR Committee by Emily Walters, having had the approval of MCR Members on the Fourteenth of October 2018.

On the Twenty Second of September 2019, these standing orders were amended by Huw Thomas to add the role of Treasurer to the MCR Executive Committee, alter the role of Vice-President, and enable the role of Welfare Officer to be jointly held, having received approval of MCR Members in a quorate online vote on the First of September 2019.

Huw Thomas

MCR President 2019-20