

**CONSTITUTION OF THE
MURRAY EDWARDS COLLEGE STUDENTS' UNION**

February 2017

Contents

Notes	1
1 Name and Membership	1
2 Aims	1
3 Officers and Committees	2
3.1 MECSU Committee	
3.3 Administration of the MECSU Committee	2
3.4 Senior Treasurer	3
3.5 Welfare Committee	3
3.6 Freshers' Committee	3
4 Finance	4
4.1 Income and Accounts	4
4.2 The MECSU Current Account	4
4.3 The MECSU Reserve Account	5
4.4 Annual Budget	5
4.5 Expenditure	5
4.6 Affiliations, Subscriptions and Donations to External Organisations	
5 Election of MECSU Officers	6
5.1 MECSU President	6
5.2 Michaelmas Term Elections	6
5.3 Lent Term Elections	6
5.4 Election Procedure	6
5.5 Counting of Votes and Results	8
5.6 By-Elections	8
5.7 Appeals Procedure	8
6 Tenure of Officers	8
7 Casual Vacancy of Offices	8
8 Open Meetings	9
8.1 Schedule of Meetings	9
8.2 Business of Open Meetings	10
8.3 Conduct of Open Meetings	10
9 Complaints Procedure	12
10 Constitution and Interpretation	12

Notes

Herein:

1. 'college' always refers to Murray Edwards College, MECSU to Murray Edwards College Students' Union, RO to Returning Officer;
2. 'year' shall mean 'academic year';
3. all periods of time shall be entirely within a single period of Full Term. If there is insufficient time for any procedure to be completed before the end of any Full Term, the whole procedure is to be delayed until the next Full Term, wherein it shall be commenced within the next seven days;
4. 'display' shall mean 'display in a prominent position, for example in the Porters' Lodge, walkway, on MECSU notice boards and at such other places as the Committee may from time to time specify';
5. unless otherwise specified, 'elected' shall mean elected as specified in Section 5, 'standard procedure' shall denote the procedure prescribed in this Constitution and associated Standing Orders;
6. proportions such as two-thirds or three-quarters of a body of people are to be taken as the nearest whole number below the exact figure;
7. 'President' and 'Vice-President' refer to Officers of MECSU (not of the College).

1 Name and Membership

- a. The Murray Edwards College Students' Union, abbreviated "MECSU", shall be the student union of Murray Edwards College, Cambridge.
- b. The MECSU shall consist of all resident members of the College (not being Fellows) who are pursuing a course of study or research in the University ("Junior Members") except graduate, affiliated and mature students and those that exercise their right, in any academic year, to opt-out.
- c. Students who exercise the right to opt-out will not be disadvantaged with regards to the services provided by the MECSU. Students choosing to opt-out may not vote in MECSU or CUSU elections and may not stand for a MECSU or CUSU officer post.
- d. Any Member wishing to opt-out of the MECSU for the duration of the academic year shall inform the MECSU President in writing, by the division of Michaelmas Full Term.

2 Aims

The aims of the MECSU shall be:

- a. To promote general wellbeing, friendship and social interaction amongst all Members of the MECSU.
- b. To promote co-operation among, and communication between, its Members in all activities relating to the College.

- c. To provide a channel of communication between the Junior and Senior Members of the College, and between Junior Members of the College and other organisations, and to ensure their voice is heard and effectively represented in College and throughout the University.
- d. To provide and be responsible for the maintenance of extra amenities for its Members.
- e. To commit to representing the needs of marginalised students.

3 Officers and Committees

3.1 MECSU Committee

The affairs of the MECSU shall be managed by the MECSU Committee. All members of the MECSU Committee shall be Members of the MECSU within the meaning of Article 1.b.

The members of the MECSU Committee shall be as follows:

- i. President.
- ii. Vice-President & External Officer.
- iii. Access Officer.
- iv. Arts Officer.
- v. Bar Officer.
- vi. Communications Officer/Secretary.
- vii. Entertainments Officer (2 positions).
- viii. Environmental & Ethical Affairs Officer.
- ix. Junior Treasurer.
- x. Logistics Officer

- xi. Sports Officer
- xii. Welfare & Academic Affairs Officer (2 positions).
- xiii. Women's Officer.
- xiv. Black and Minority Ethnic Students' Officer
- xv. Disabilities Officer.
- xvi. International Students' Officer.
- xvii. LGBT+ Students' Officer.

The responsibilities of the MECSU Officers shall be as described in the Constitution and Standing Orders of the MECSU.

3.3 Administration of the MECSU Committee

- a. The MECSU Committee shall meet when summoned by the MECSU President upon 72 hours' notice being given by the Secretary, and on not fewer than seven occasions in every Full Term.
- b. The Secretary shall in any case call a meeting at the request of any two members of the MECSU Committee or of the Senior Treasurer.
- c. Quorum shall be two-thirds of the MECSU Committee including either the President, Vice-President or Junior Treasurer.

- d. The President (or in their absence the Vice-President) shall chair the meetings of the MECSU Committee. In the absence of them both, the Junior Treasurer, failing whom the Secretary, shall chair meetings of the MECSU Committee. Procedure at MECSU Committee meetings shall be at the discretion of the Chair, provided that any decision shall have the approval of a simple majority of MECSU Committee members present.
- e. Any Member of the MECSU may attend meetings of the MECSU Committee at the invitation of the Chair. The Senior Treasurer may attend any meeting of the MECSU Committee.
- f. Each position on the MECSU Committee, including the Chair, shall have one vote. Any resolution of the Committee shall be by a majority of the votes cast. In the case of an equal division of votes, the Chair shall have a second and deciding vote.
- g. No single position may be shared jointly between two (or more) Members of the MECSU.
- h. The Secretary shall provide all members of the MECSU Committee with a copy of the minutes of every meeting no more than 72 hours after each meeting. A copy of the minutes will also be displayed on the MECSU notice board and published on the MECSU website.
- i. The names of the members of the MECSU Committee and the Senior Treasurer shall be displayed at all times on the MECSU notice board.
- j. In each academic year the MECSU Committee shall, within one week of the start of Michaelmas Full Term, inform via pigeon hole or e-mail, all new Members of the MECSU of their rights under Sections 1 and 9 of this Constitution.
- k. If any MECSU Committee member is absent without good cause from three consecutive MECSU Committee meetings they shall be presumed to have resigned from the MECSU Committee.
- l. All MECSU Committee members are required to produce a (or update an existing) handover document and submit this document to the MECSU Committee at least a week before their post goes up for election. The document must be handed over to their successor within a week of the election results being confirmed. The President shall be responsible for overseeing handover of positions. A handover meeting will be scheduled at a different time to JCR committee meetings to enable a fully comprehensive handover.

3.4 Senior Treasurer

A Senior Treasurer shall be appointed from amongst the Fellows of the College by MECSU in consultation with College Council. They shall not be a Member of MECSU nor a member of the MECSU Committee. They shall be responsible for overseeing the activities and finances of the MECSU, and for drawing the attention of the College Council to any proposed payment which in his or their opinion the MECSU may not properly make. They shall ensure that the annual audited accounts and estimated expenditure are brought to College Council.

3.5 Welfare Committee

- a. The Welfare and Academic Affairs Officers, the Women's Officer, the BME Students' Officer, the Disabilities Officer, the International Students' Officer and the LGBT+ Students' Officer, shall constitute the Welfare Committee of the MECSU. Meetings shall be co-chaired by the Welfare & Academic Affairs Officers and the Women's Officer.

- b. This Committee shall meet at least twice per term when summoned by the Welfare & Academic Affairs Officers and the Women's Officer, or at the request of any two members.
- c. This Committee shall run and publicise events and provide support and information in order to address the welfare needs of Members of MECSU.
- d. If any Welfare Committee member is absent without good cause from the three consecutive Welfare Committee meetings they shall be presumed to have resigned from the Welfare Committee.

3.6 Freshers' Committee

- a. The President, Vice-President, Entertainments Officers, Welfare & Academic Affairs Officers, the Women's Officer, the BME Students' Officer, the Disabilities Officer, the International Students' Officer and the LGBT+ Students' Officer shall constitute the Freshers' Committee of the MECSU, along with volunteering Members of the MECSU.
- b. This Committee shall meet at least twice during Easter Term.
- c. This Committee shall plan and organise the Freshers' Programme of the MECSU.
- d. Meetings shall be chaired by the Vice-President.

4 Finance

4.1 Income and Accounts

- a. Monies from the following sources shall be placed in a bank account called the MECSU Account (known as the "Current Account"):
 - i. income derived from "Approved Fees" as defined in Article 4.1.b
 - ii. revenues from the hire of facilities or equipment, which are the responsibility of MECSU, to external organisations.
- b. The MECSU shall receive termly "Approved Fees" from the College on a per capita basis.
- c. Subject to the provision of Article 4.2.f concerning charitable donations, and Article 4.6 (affiliation and subscription to External Organisations), the property and income of the MECSU shall be applied solely towards the promotion of the aims of the MECSU (as defined in Article 2) and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members of the MECSU, except in good faith in the promotion of those aims.
- d. By the beginning of Michaelmas Term, the Junior Treasurer shall make available to all students and College Council a financial report which shall include:
 - i. a summary of the MECSU accounts for the preceding year;
 - ii. a list of the MECSU's external affiliations (subject to Article 4.6); and
 - iii. the annual budget of the MECSU for the coming year (subject to Article 4.4).
- e. The MECSU accounts shall be audited annually by an auditor chosen by the Treasurers with the approval of the MECSU Committee. The Senior Treasurer is responsible for the overseeing of the MECSU's expenditure. The MECSU accounts shall be open to inspection by any Member of the MECSU at a time convenient to the Junior Treasurer.

4.2 The MECSU Current Account

- a. The MECSU Current Account funds shall be used to:
 - i. finance the administration of the MECSU and fulfil its role as a students' union;
 - ii. maintain the facilities of the MECSU; and
 - iii. fund grants to the clubs and societies of Murray Edwards College (as defined within Order 6).
- b. The Junior Treasurer shall be responsible for the MECSU Current Account.
- c. All payments made from the MECSU Current Account shall require two signatures. The signatories of the Account shall be the President, Junior Treasurer and Senior Treasurer.
- d. In the case of legal proceedings being taken against a signatory as a consequence of their signing of a cheque on behalf of the MECSU, the signatory concerned shall be fully indemnified.
- e. No payment may be made which would cause this Account to be overdrawn.
- f. Charitable donations may be made from this Account if approved by resolution of an Open Meeting and subject to the provisions of Article 4.6.

4.3 The MECSU Reserve Account

- a. The Junior Treasurer shall be responsible for the MECSU Reserve Account.
- b. The MECSU shall endeavour to maintain a contingency reserve in the MECSU Reserve Account to meet supplementary estimates and other unforeseen expenses.
- c. All transfers made from the MECSU Reserve Account to the MECSU Current Account shall require confirmation via two signatures. The signatories of the account shall be the President, Junior Treasurer, Senior Treasurer and Senior Treasurer.
- d. No transfer or withdrawal shall be made from this account without the consent of the MECSU Committee, and where it is for a sum in excess of £1000, also an Open Meeting.

4.4 Annual Budget

- a. By the beginning of Michaelmas Full Term, the Junior Treasurer shall, with the advice and assistance of the MECSU Committee, prepare a budget of expenditure for the current year. The budget shall contain:
 - i. a detailed estimate of the expenditure necessary to run the MECSU and to fulfil its role as a students' union during the current academic year;
 - ii. a detailed record of the grants to each College club and society for the current academic year. Estimates of the grants required are to be prepared by each club or society's Financial Officer as defined in Order 6.
- b. The sum of the approved annual estimates and any contingency reserve shall be the MECSU's proposed annual budget.
- c. The proposed annual budget shall be presented to an Open Meeting for discussion. Any motions for further amendments to the proposed budget shall then be considered by the Junior Treasurer, with the advice and assistance of the MECSU Committee, the budget (in original or amended form) is then presented for ratification by resolution of the Annual Budget Meeting (ABM), exactly one week after the above Open Meeting.
- d. If the annual budget is not ratified, it shall be referred back to the MECSU Committee which shall, at weekly intervals, present revised budgets to Open Meetings until a budget is duly ratified.

- e. Upon the ratification of the budget, the Junior Treasurer will submit it to College Council for approval.

4.5 Expenditure

- a. Once a budget is ratified, the individual approved annual estimate for each MECSU Committee position which is part of that budget shall constitute a nominal account for the MECSU administration from which relevant expenditure may be made during the next financial year.
- b. The MECSU Committee shall be responsible for determining the allocation of MECSU funds within the framework set out in the budget.

4.6 Affiliations, Subscriptions and Donations to External Organisations

- a. The MECSU may affiliate, or pay a subscription, fee or donation, to an external organisation only if:
 - i. it is published to all Members, and to the College Council, notice of its intention to do so, stating the name of the organisation, and the details of any subscription, fee or donation paid or proposed to be paid to it;
 - ii. annually at the ABM a report shall be submitted, stating the names of all the external organisations to which it is affiliated, or to which any subscription, fee or donation has been paid within the year covered by the report.
- b. Upon the written request to the President of at least five per cent of its Members, the question of continued affiliation to a particular organisation shall be decided upon by a secret ballot, provided that no more than one such ballot shall be held in any academic year.

5 Election of MECSU Officers

5.1 MECSU President

- a. The MECSU President shall normally be that Junior Member of the College who is elected in the annual Lent Term election.
- b. If a person is ineligible for, or declines to accept the office of MECSU President, then the person who came second that election shall take their place as President.

5.2 Lent Term Elections

- a. The positions elected in Lent Term shall be:
 - i. President.
 - ii. Vice President & External Officer.
 - iii. Access Officer.
 - iv. Logistics Officer
 - v. Arts Officer.
 - vi. Bar Officer.
 - vii. Communications Officer/Secretary.
 - viii. Environmental and Ethical Affairs Officer.

- ix. Entertainments Officer- two positions.
 - x. Sports Officer
 - xi. Junior Treasurer.
 - xii. Welfare & Academic Affairs Officer - two positions.
 - xiii. Women's Officer.
 - xiv. Black and Minority Ethnic Students' Officer
 - xv. Disabilities Officer.
 - xvi. International Students' Officer.
 - xvii. LGBT+ Students' Officer.
- b. The Hustings for President and Vice President & External Officer will occur at the Open Meeting of the MECSU of Lent Term in Week Four with elections on the Monday and Tuesday of Week Five. Hustings for the rest of the positions will occur at a specific Hustings Event organised in Week Six of Lent Term, with elections occurring on the Monday and Tuesday of Week Seven. The elections for President and Vice President will be considered under this constitution to be a different election from the election for all other positions in accordance with section 5.3-e.
- c. All newly elected officers will assume their positions at the start of Easter Term.

5.3 Election Procedure

- a. The Returning Officer (RO) for all elections of the MECSU shall be the Communications Officer/Secretary of the MECSU or a member of the MECSU Committee delegated by them with the approval of the MECSU Committee. The RO may not be a candidate for the election but is entitled to vote. The RO must also ensure that candidates are aware of the electoral procedure as specified herein.
- b. Only Members of the MECSU may vote for MECSU elected positions. Notification of an election shall be displayed by the RO at least seven days before the day of the election and shall include:
 - i. The name of the RO;
 - ii. The procedure for submitting nominations;
 - iii. The day and date of the election; and
 - iv. A list of the post(s) for which the election is being held.
- c. Nominations shall be in writing to the RO, proposed and seconded by Members of the MECSU and with the written consent of the nominee. Nominations shall be opened when the notice of election is displayed and closed at midnight 48 hours before the day of the election. A list of nominations received shall be displayed by noon on the day preceding the election and shall remain displayed until the voting is closed. Candidates shall be able to withdraw their nominations at any time up to midnight of the day preceding the election. If a nomination is withdrawn after the list of nominations has been displayed, the list shall be amended by the RO when the nomination is withdrawn.
- d. In the event of a candidate being nominated unopposed, the RO shall display a notice of this fact within 24 hours of close of nominations and voters shall be reminded of their right to vote to re-open nominations. If no nominations are received for an election of one of the officers of MECSU, the position shall be filled by way of appointment by the MECSU Committee. The vacancy shall be advertised to all MECSU Members and those interested shall submit proposals expressing their suitability for the post to the President. They shall then present these anonymous proposals at a meeting of the MECSU Committee and all other members of the MECSU Committee shall then vote to decide which proposal they deem to be most suitable.

- e. No person may stand for more than one elected position in any given election. Should any Member attempt to do so, the RO shall request that the person withdraw any nominations which are in excess of this maximum. Failure to do so shall result in them being disqualified from being a candidate for any post in that election.
- f. No Officer of the MECSU Committee may stand for another position, if the term of such should commence before their current term has been completed. If planning on running in an election for such a position, they must resign from their existing position before submitting their nomination for the election.
- g. Candidates may display campaigning material, e.g. posters, anywhere in College as long as it abides by health and safety regulations. Any other means of canvassing should be subject to approval of the RO, including any other propaganda apart from the manifesto. If a candidate's campaigning is deemed unsuitable through intrusive, malicious or slanderous behaviour, then a formal warning may be issued by the RO.
- h. Any complaints about electoral behaviour shall be made in writing to the RO who may, at their discretion, issue a formal warning to the candidate concerned. A formal warning shall take the form of a written document detailing the reasons for the issuing and shall be signed by the RO. If a candidate receives three formal warnings then they may be disqualified at the discretion of the RO. Appeals may be made in writing to the Communications Officer/Secretary (or the President if the Communications Officer/Secretary is the RO) who shall call a meeting of the MECSU Committee, to be held within 24 hours of the appeal being received. The MECSU Committee shall then have the power to overturn the decision of the RO through a quorate vote in favour.
- i. Only Members of the MECSU may vote to elect a Member of MECSU onto the MECSU Committee. Voting is by way of Single Transferable Vote (STV), procedure of which is detailed in Standing Order 4 of the MECSU. Proxy votes may be sent in writing to the RO, to reach them by close of voting. The RO shall cast these votes according to such written notice and record that they have done so. The ballot box shall be supervised by the RO or a member of the MECSU Committee delegated by them who may not be a candidate in the election.
- j. This Article (5.4) of the Constitution shall be displayed, and shall remain displayed until the election is over.

5.4 Counting of Votes and Results

- a. The RO shall be responsible for the counting of the votes and shall, at the request of any candidate, hold a recount of the votes in their presence. The counting shall be performed immediately upon the close of voting by the RO and two Members of MECSU appointed by the RO, other than a candidate.
- b. By noon on the day following the close of election the RO shall display a notice which shall give the results of the election and specify how many votes each candidate received. This notice shall remain on display for at least 48 hours.

5.5 By-Elections

- a. By-elections shall be conducted using the same procedure as ordinary elections.
- b. By-elections shall be held within eight days of the relevant post becoming vacant, except that they may not be held outside of Full Term or during the summer examination period.

5.6 Appeals Procedure

- a. Objections to the conduct of an Election or a By-election shall be submitted in writing, together with a statement setting out the nature of the objection, to the MECSU Committee not later than 72 hours after the determination of the election or the by-election. Objections shall be deemed to have been submitted when handed personally to the RO or, if sent via e-mail, marked as an official complaint and verified by an electronic read receipt. The MECSU Committee shall decide on the merits of the objection and shall be empowered to:
 - i. invalidate all, or any part of, the Election or the By-election; and/or
 - ii. disqualify any candidate; and/or
 - iii. order a recount.
- b. Such decisions will only be made if approved by a simple majority of the MECSU Committee.
- c. A decision of the MECSU Committee shall only be amended or overturned by a subsequent decision of that Committee or by a decision of the College Council. The decision of the College Council shall overrule that of Elections Committee, although one may appeal to the bodies in any order.

6 Tenure of Officers

- a. Officers elected in termly elections shall take office, for a period of one year, from the beginning of the next Full Term following the publication of election results.
- b. Any Officer who becomes ineligible for their post at any time shall immediately tender their resignation to the MECSU Committee.
- c. Any Officer may be removed from their post by resolution of two consecutive Open Meetings.

7 Casual Vacancy of Offices

- a. A casual vacancy occurs in an office and that position becomes vacant if any Officer:
 - i. dies;
 - ii. resigns;
 - iii. is removed from office as described in Article 8;
 - iv. is permanently incapacitated by mental or physical health; or
 - v. ceases to be a Member of the MECSU.
- b. When a casual vacancy of President, Vice-President, Secretary or Junior Treasurer occurs within the meaning of the above:
 - i. the position shall be filled by way of a By-Election as described in Article 5.5; and
 - ii. a Member so elected shall remain in that position until the end of the term of office of the person they replaced.
- c. When a casual vacancy occurs for any other MECSU Committee Officer within the meaning of Article 7.a,
 - i. the position shall be filled by way of appointment by the MECSU Committee. The vacancy shall be advertised to all MECSU Members and those interested shall submit proposals expressing their suitability for the post to the President. They shall then present these anonymous proposals at

- a meeting of the MECSU Committee and all other members of the MECSU Committee shall then vote to decide which proposal they deem to be most suitable; and
- ii. a Member so appointed shall remain in that position until the end of the term of office of the person they replaced.
- d. In the absence of the President, the Vice-President shall assume all the powers and responsibilities described in this Constitution.
- e. In the absence of both President and Vice-President, the MECSU Committee shall appoint one of its members to be Acting President, with all the associated powers and responsibilities, until such time as the President or Vice-President return.
- f. In any case of doubt the Senior Treasurer shall determine whether the President or Vice-President is to be regarded as absent.

8 Open Meetings

8.1 Schedule of Meetings

- a. There shall be at least one Open Meeting in Week Four of every Full Term, with the possibility of others occurring at other points in the Full Term.
- b. Additionally, the Annual Budget Meeting (ABM), a specific Open Meeting with the sole business of discussing the annual budget, shall be held after the division of Michaelmas Full Term.
- c. Open Meetings shall be called by the President of the MECSU. They must do so if requested in writing by:
 - i. Four members of the MECSU Committee;
 - ii. 25 Members of the MECSU; or
 - iii. the Senior Treasurer.
- d. No OM shall be held outside of Full Term.
- e. Quorum of Open Meetings and the Annual Budget Meeting shall be 25 Members. If an Open Meeting or the Annual Budget Meeting is not quorate it shall be adjourned and a second meeting called within seven days with the same agenda. If this second meeting is not quorate it shall be deemed to be quorate.
- f. The Secretary shall inform Members of the time and date of Open Meetings and the Annual Budget Meeting no fewer than five days before the meeting. If this requirement is not met then resolutions of the Meeting shall be considered null and void.
- g. The Secretary (or in their absence, another person so designated by the Chair) shall take the minutes and display them on the MECSU notice board within 24 hours of the close of the Meeting.

8.2 Business of Open Meetings

- a. Once a meeting has been called, pursuant to the requirements of Article 8.1, the Secretary shall solicit written motions for discussion from the Membership. The deadline for submission of these motions shall be 72 hours before the Meeting is to take place. All motions must bear the name and signature of the proposer and seconder who shall be Members of the MECSU.
- b. All motions received by the deadline shall be published on the MECSU notice board at least 48 hours before the Meeting.
- c. All motions proposing:

- i. any expenditure (including the annual budget and any amendments or supplements to it);
 - ii. the dismissal of any Officer; or
 - iii. the alteration of the Constitution or Standing Orders of the MECSU
- must be published as described in Article 8.2.b, and brought to the attention of the Members by pigeon hole or e-mail. Any motion not so publicised shall be struck out by the Chair of the Meeting. Any motion passed in contravention of the requirements of this Article shall be void.
- d. The order of business in Open Meetings shall consist of the presentation and discussion of:
 - i. previously published motions of business;
 - ii. Emergency Motions from the floor, which do not require advance publication as prescribed in Article 8.2.c.
 - e. The order of business in Annual Budget Meetings shall consist of the presentation and discussion of:
 - i. the accounts for the financial year just ended;
 - ii. the list of the MECSU's external affiliations (subject to Article 4.6);
 - iii. the annual budget for the coming year; and
 - iv. Emergency Motions.

8.3 Conduct of Open Meetings

- a. The Meeting shall be chaired by the MECSU President (or Acting President) or another member of the MECSU Committee delegated by them.
- b. Non-Members may be present and speak at the invitation of the Chair. The Senior Treasurer may observe any OM and may speak on financial matters.
- c. All Members present shall have one vote and may vote only once for each motion of business. Non-Members may not vote.
- d. The Chair shall have discretion to limit the length of all speeches, questions and answers.
- e. The Chair may issue reprimands for abuse of free discussion and may demand an apology from the Member concerned. If such an apology is not given the Chair may expel that Member from the Meeting. All reprimands shall be minuted.
- f. The Chair may propose or oppose any valid motion or amendment, provided that while it is being put, discussed and voted upon, they hand the Chair to the next most senior JCR Committee member present (Vice-President, then Junior Treasurer, then Communications Officer/Secretary).
- g. The procedure for a motion of business shall be:
 - i. The Chair shall allow the proposer of a motion to speak on it.
 - ii. The Chair shall ask whether there is any person prepared to second the motion. If there is no seconder then the motion shall fail. If there is a seconder the Chair shall then invite questions from the floor, and ask if there is any person who wishes to oppose the motion. They ("the opposer") shall then be invited to speak against the motion. If there is no opposer then the motion is passed *nem con*: otherwise there shall be discussion of the motion at the discretion of the Chair.
 - iii. If the motion is not passed *nem con* then after the Chair has closed discussion there shall be a vote, unless a procedural motion that the motion shall not be put or the Meeting shall be closed has been passed. Voting shall normally be by show of hands, although a secret ballot may be called at the discretion of the Chair or by a procedural motion being

- passed. The vote shall take place at the Meeting. The Chair shall appoint three tellers who must not be proposer, seconder or opposer of the motion. The tellers and Chair may vote, but shall have no casting vote.
- iv. Motions shall become resolutions of the OM if they are passed with a simple majority, provided that no referendum is requested. Members may request a referendum on a motion by submitting to the President of the MECSU a petition signed by no fewer than 30 Members of the MECSU, within one week of the Meeting at which the motion in question was voted on. The MECSU Committee shall then arrange for the matter to be decided by a referendum of all MECSU Members. Members may not request a referendum on motions seeking to dismiss an Officer or amend this Constitution.
 - v. Motions seeking to dismiss an Officer or amend this Constitution shall require a two-thirds majority to become resolutions as described in the relevant Articles of this Constitution.
 - vi. Subject to paragraph g.iv, once a motion is passed it shall (unless it is otherwise *ultra vires*) be binding on the relevant Officers of the MECSU Committee and they shall implement it.
 - vii. A procedural motion may be used to propose an amendment to any motion, except where its effect would be to bring the amended motion within the criteria for advanced publication prescribed in Article 8.2.c; nor may any amendment increase the amount of proposed expenditure beyond the amount published under the same.
- h. The following procedural motions may be put:
- i. "that X be heard";
 - ii. "that this matter be adjourned until the next Open Meeting";
 - iii. "that this matter be referred to the MECSU Committee/Welfare Committee";
 - iv. "that this motion be amended";
 - v. "that this motion shall not be put to the vote";
 - vi. "that this motion shall be immediately put to the vote";
 - vii. "that this motion shall be voted on by secret ballot";
 - viii. "that this meeting shall be immediately closed";
 - ix. a challenge to a specific ruling of the Chair;
 - x. "that the Chair should step down".
- i. Procedural motions shall be put to the Meeting in the same manner as ordinary motions of business. If passed they shall be binding upon the Chair, including procedural motions that successfully challenge a particular ruling of the Chair where this Constitution otherwise gives their discretion.
- j. The following Points of Order may be raised by any Member present to draw the attention of the Chair and the Meeting to:
- i. a breach, or an imminent or likely breach, of the Constitution or Standing Orders;
 - ii. the presence of a non-Member other than the Senior Treasurer;
 - iii. a slanderous remark or other abuse of free discussion;
 - iv. some relevant provision of the law;
 - v. a desire to move a procedural motion;
 - vi. a desire to substitute oneself for the proposer of a motion who is absent from the Meeting.

9 Complaints Procedure

- a. Students who feel dissatisfied in their dealings with the MECSU or claim to be unfairly disadvantaged by reason of having exercised the right to opt-out should submit a written complaint to the President of the College who will investigate and report on the complaint.
- b. The MECSU Committee shall be responsible for implementing an effective remedy where a complaint is upheld. Any appeal against the remedy should be submitted to the President of the College who will investigate further with the MECSU Committee.

10 Constitution and Interpretation

- a. Interpretation of this Constitution shall be at the discretion of the President of MECSU, who may declare decisions made unconstitutionally to be null and void. Appeal for interpretation of the Constitution shall be to the College Council whose decision shall be final.
- b. A copy of the Constitution and Standing Orders of the MECSU shall at all times be available in the College Library and on the MECSU website. Ensuring these copies are current and accurate shall be the responsibility of the Communications Officer/Secretary.
- c. The Constitution shall be reviewed by the MECSU Committee in conjunction with College Council as much as is necessary, or failing this, in the academic year 2022-2023, and in every fifth subsequent year.
- d. Amendments to the Constitution will require the approval of one quorate Open Meeting of the MECSU. No amendment to this Constitution shall take effect until it has been approved by College Council.

THE STANDING ORDERS OF THE MURRAY EDWARDS COLLEGE STUDENTS' UNION

February 2017

Abstract

The Standing Orders of the MECSU are those valid resolutions of Open Meetings that govern the day-to-day operation of the MECSU beyond that specified in the Constitution. They shall be held in the Library and published on the MECSU website, and any Member of the MECSU may request a copy at any time for their own information.

1 Responsibilities of Officers

The MECSU resolves that the responsibilities of its Officers shall be as follows:

All members must assist at at least three events in Freshers Week.

1. The President shall:

- i. carry overall responsibility for the running of the MECSU Committee, and direct the business of the MECSU Committee as they see fit;
- ii. chair MECSU Committee meetings and co-ordinate the activities of the Committee;
- iii. chair MECSU Open Meetings, unless a "concerned Member";
- iv. sign contracts on behalf of the MECSU Committee;
- v. be a signatory to the MECSU accounts;
- vi. be responsible for overseeing the handover of MECSU Committee Officer positions;
- vii. act as the main contact point for Senior Members of College wishing to discuss general College or JCR business;
- viii. organise Freshers' Week with the assistance of the Freshers' Committee (as defined in Section 3.6 of the Constitution of the MECSU);
- ix. attend College Council, Finance Committee, Liaison Committee and any other meetings they are asked to attend;
- x. assist the Rooms Tutor with the rooms ballot in Lent Term;
- xi. attend CUSU Council and CUSU Presidents' & Externals' meetings.

2. The Vice-President & External Officer shall:

- i. support the rest of the MECSU Committee, in particular the President, in carrying out their regular duties;
- ii. assist in the organisation of Freshers' Week including purchasing the Freshers gowns.
- iii. attend Art, Bar Management, College Council, Development, Kitchen and Liaison Committees;
- iv. attend College committee meetings in the place of another MECSU Committee member who cannot attend, if possible;
- v. be a point of contact for the Porters in the case of a welfare-related emergency;

- vi. assist the Tutorial Office in the organisation of the seating plans for Matriculation Dinner and Halfway Hall;
 - vii. attend CUSU Council and CUSU Presidents' & Externals' meetings;
 - viii. publicise CUSU events and services in College.
3. The Access Officer shall:
- i. co-ordinate the student-run Offer Holders' Open Day;
 - ii. liaise with the Welfare & Academic Affairs Officer and College in organising Open Days;
 - iii. organise events for interviewees;
 - iv. work with College to develop new ways of improving access to Cambridge and to Murray Edwards College;
 - v. attend CUSU Access meetings with other JCR Access Officers
 - vi. liaise with the CUSU Access Officer and Murray Edwards Schools Liaison Officer to organise the Shadowing Scheme and Target Schools Visits.
 - vii. Be responsible for leading and collaborating with the access sub-committee of two access representatives towards protections and initiatives.
4. The Arts Officer shall:
- i. run the annual student art competition;
 - ii. run art and craft workshops;
 - iii. co-ordinate the hiring of pieces from the student art collection to students;
 - iv. Supervise the use of the College Art Room and run or assist with the running of art-related activities;
 - v. attend Art, Film and Life Drawing Committees, and assist in the publicising of related events;
 - vi. assist in the promotion of the New Hall Art Collection to students.
 - vii. be responsible for the Freshers t-shirts.
5. The Bar Officer shall:
- i. maintain the appearance of the Bar, working within their budget as they see fit;
 - ii. take responsibility for the television and associated equipment in the Bar;
 - iii. organise events in the Bar, in liaison with the Entertainments Officers, and provide staffing and supplies for student-run events;
 - iv. liaise with students and student societies over their use of the Bar;
 - v. head the student-run Bar Committee;
 - vi. update the relevant section of the MECSU website as they see fit;
 - vii. liaise with the Catering Office over bar equipment and in order to arrange offers for students;
 - viii. attend Kitchen and Bar Management Committees.
6. The Communications Officer/Secretary shall:
- i. compile the agenda for, accept apologies for and take minutes at all MECSU Committee meetings and Open Meetings;
 - ii. book venues for MECSU Committee meetings;
 - iii. run elections, including publicising the election, being responsible for the MECSU elections notice board and liaising with CUSU about the online voting system;
 - iv. be responsible for ensuring that copies of the Constitution and Standing Orders of the MECSU are held in the Library and posted online, and that these copies are current and accurate;
 - v. compile and send the weekly MECSU e-mail bulletin;
 - vi. manage the MECSU e-mail list;
 - vii. maintain the MECSU notice boards and assist in the publication of both internal and external events, at their discretion;

- viii. Be a point of contact for the organisers of the Gateway Programme;
- ix. liaise with the Women's Officer in the organisation and promotion of Alumnae Talks;
- x. provide information to the student body related to personal development, skills and career-focused events in the College and across the University;
- xi. publicise CUSU events and services, and forward CUSU notices, on behalf of the CUSU.
- xii. Attend IT and Communication Strategy Committee
- xiii. Be responsible for running and maintaining the MECSU website;
- xiv. liaise with the College Computer Office regarding the MECSU Committee's e-mail redirects at each MECSU Committee election;
- xv. promote the use of IT facilities amongst students, and promote computer safety;
- xvi. be a point of contact for students, and liaise with the College Computer Office in order to address relevant queries or concerns of students
- xvii. Attend IT and Communications Strategy Committees
- xviii. Be a point of contact on freshers' arrival weekend, helping the IT department with set up on the Saturday and conducting a follow up surgery on the Sunday

5. The Entertainments Officers shall:

- i. head their Ents Committee;
- ii. organise ents in Freshers' Week;
- iii. liaise with the Bar Officer with regard to bar-based events;
- iv. sell tickets for Ents at other Colleges;
- v. be responsible for the Ents PA system;
- vi. manage the Ents accounts, both digitally and on paper;
- vii. send out a weekly Ents Bulletin to the MECSU e-mail list;
- viii. manage and update the Ents sections of the MECSU website;
- ix. liaise with the Women's Officer and the Welfare Committee to ensure that images and wording used in Ents publications are appropriate;
- x. attend Bar, Bar Management and Liaison Committees;
- xi. attend CUSU Ents Committee meetings;
- xii. liaise with the CUSU to promote and sell tickets for CUSU Ents;
- xiii. liaise with other 'Hill College' Ents Officers in order to promote joint and independent College events.

9. The Environmental & Ethical Affairs Officer shall:

- i. liaise with College on recycling policy and general recycling schemes;
- ii. promote awareness of environmental and ethical issues and campaigns in College;
- iii. update the relevant section of the MECSU website and the Facebook page as they see fit;
- iv. implement the charitable donation procedure, as defined in Section 4.6 of the MECSU Constitution;
- v. attend the Gardens and Buildings Committees;
- vi. liaise with those on the central CUSAFE Committee regarding the spending of student donations and other relevant matters.

10. The Junior Treasurer shall:

- i. collect, count and bank cash income of the MECSU;
- ii. pay all relevant bills and reimburse those who spend money on behalf of the MECSU;
- iii. be a signatory to the MECSU bank accounts;
- iv. maintain records of MECSU income and expenditure;
- v. prepare annual accounts for the MECSU to the satisfaction of the auditor;

- vi. produce an annual budget;
 - vii. complete tax returns and other legal requirements;
 - viii. keep an up to date list of heads of College societies and pay grants to College societies;
 - ix. attend Finance Committee.
11. The Logistics Officer shall:
- i. liaise with College staff about Accommodation and Maintenance;
 - ii. be a point of contact for College catering staff, and liaise with them on issues concerning food served in college;
 - iii. be in charge of the JCR spaces (JCR Cupboard, JCR Sports Cupboard, Froud Room, Coach House), ensuring that they are in a usable condition and that MECSU members are aware of their rights and responsibilities in using them;
 - iv. to liaise with College staff and MECSU members about the Room Ballot, organising room shopping and information sessions;
 - v. attend Estates & Buildings and Liaison Committees.
14. The Sports Officer shall:
- i. Promote a healthy attitude towards exercise within college and promote the use of the gym and sports facilities within college
 - ii. Liaise with the Communications and Computing Officers to publicise and update information regarding sport in college and the university
 - iii. Liaise with the Communications Officer to organise the Freshers' Societies Fair;
 - iv. Liaise with college sport team captains in order to encourage students to get involved and to encourage active support of the college's sports teams at matches and races; Maintain the sports display board; Liaise with the college over relevant issues including college facilities, gym inductions and exercise classes or activities;
12. The Welfare & Academic Affairs Officers shall:
- i. co-chair the MESCUS Welfare Committee with the Women's Officer;
 - ii. work with the Women's Officer to provide information and, where needed, supply free pregnancy tests, contraception and chlamydia tests;
 - iii. promote meningitis awareness and responsible drinking;
 - iv. supply attack alarms and 'fifth week blues' packs;
 - v. assist in the organisation of Freshers' Week, including the organisation of the Subject Representatives and the co-writing and delivery of the health and safety talk with the Women's Officer;
 - vi. organise the Parent & Child Scheme with the assistance of the Welfare Committee;
 - vii. liaise with the Access Officer in organising the student side of Open Days;
 - viii. organise the Welfare Library with the assistance of the Welfare Committee;
 - ix. maintain the Welfare & Academic Affairs notice board, update the relevant section of the MECSU website as necessary, and publicise relevant information at their discretion;
 - x. liaise with the Entertainments Officers and the Welfare Committee to ensure that images and wording used in Ents publications are appropriate;
 - xi. attend Academic Policy, Health & Safety, Liaison Committees;
 - xii. be a point of contact for the Porters in the case of a welfare-related emergency;
 - xiii. attend CUSU Welfare Officer meetings and CUSU Academic Affairs Committee meetings;
 - xiv. attend CUSU Academic Affairs training sessions.

- xv. act as a point of contact for students wanting to discuss concerns regarding mental health.
13. The Women's Officer shall:
- i. self identify as a woman or non-binary
 - ii. co-chair the MECSU Welfare Committee with the Welfare & Academic Affairs Officers;
 - iii. work with the Welfare & Academic Affairs Officers to provide information and, where needed, supply free pregnancy tests, contraception and chlamydia tests;
 - iv. assist in the organisation of Freshers' Week, including the co-writing and delivery of the health and safety talk with the Welfare & Academic Affairs Officers, and leads the delivery of consent workshops.
 - v. maintain the Women's notice board and update the relevant section of the MECSU website as they see fit;
 - vi. run and oversee the use of the MECSU Women's Collection;
 - vii. liaise with the Communications Officer in the organisation and promotion of Alumnae Talks;
 - viii. Attend WomCam Forum and WomCam training
 - ix. Publicise CUSU Women's Union events and other events concerning women's issues.
 - x. Co-chair the Murray Edwards Feminist Society with the outgoing Women's Officer
14. The Black and Minority Ethnic Students' Officer shall:
- i. self define as being of an ethnic minority in order to best represent black and minority ethnic applicants and students and address their needs and concerns; if no candidate self defining as being of an ethnic minority should come forward in the first instance of the elections or after the MECSU Committee opens the positions for co-option, the position will then be reopened in the following Michaelmas term as a by-election
 - ii. represent MECSU students who self-define as being of an ethnic minority and address their needs and concerns;
 - iii. liaise with the CUSU Black and Minority Ethnic Campaign and publicise events and campaigns in college;
 - iv. assist the Chairs of the Welfare Committee with the organisation of the Parent & Child Scheme, the Welfare Library and any other appropriate business;
 - v. Annually review and publish the college's racial harassment policy and post on the MECSU website
 - vi. Work with the Access Officer and SLO to improve access of BME students to the college
15. The Disabilities Officer shall:
- i. where possible self define as being disabled in order to best represent disabled applicants and students and address their needs and concerns; if no candidate self defining as being disabled should come forward in the first instance of the elections or after the MECSU Committee opens the positions for co-option, the position will then be opened to all members of MECSU;
 - ii. represent disabled MECSU students and address their needs and concerns;
 - iii. maintain the Disabilities notice board and update the relevant section of the MECSU website as they see fit;
 - iv. assist the Chairs of the Welfare Committee with the organisation of the Parent & Child Scheme, the Welfare Library and any other appropriate business;

- v. publicise events and campaigns in College at their discretion, and work to raise awareness of issues concerning disabled students;
 - vi. liaise with Senior Members of College and with the CUSU Students with Disabilities Officer on all relevant issues.
16. The International Students' Officer shall:
- i. where possible self define as being international in order to best represent international applicants and students and address their needs and concerns; if no candidate self defining as being international should come forward in the first instance of the elections or after the MECSU Committee opens the positions for co-option, the position will then be opened to all members of MECSU.
 - ii. be responsible for the welfare of international students, in conjunction with the Welfare & Academic Affairs Officers;
 - iii. update the relevant section of the MECSU website as they see fit;
 - iv. assist the Chairs of the Welfare Committee with the organisation of the Parent & Child Scheme, the Welfare Library and any other appropriate business;
 - v. assist in the organisation of Freshers' Week;
 - vi. work closely with the Access Officer;
 - vii. make overseas students aware of the available provision of storage facilities for overseas students within College, and liaise with the Accommodation Office on this issue;
 - viii. Publicise events of 'international' societies and raise awareness of issues that concern international students;
 - ix. Liaise with CUSU International, attending their meetings and passing on relevant information from them.
17. The LGBT+ Students' Officer shall:
- i. self-define as LGBT+ in order to best represent lesbian, bisexual, gay and transgender MECSU students and address their needs and concerns; if no candidates self-defining as LGBT+ should come forward in the first instance of the elections or after the MECSU Committee opens the positions for co-option, the position will then be reopened in the following Michaelmas term as a by election.
 - ii. represent lesbian, bisexual, gay and transgender MECSU students, and MECSU students with other gender or sexuality identities and address their needs and concerns;
 - iii. maintain the LGBT+ notice board and update the relevant section of the MECSU website as they see fit;
 - iv. be a point of contact in College for any MECSU Member who may wish to discuss sexual orientation, questioning and coming out in a supportive and confidential environment;
 - v. assist the Chairs of the Welfare Committee with the organisation of the Parent & Child Scheme, the Welfare Library and any other appropriate business;
 - vi. publicise events and campaigns in College at their discretion, and work to raise awareness and acceptance of issues concerning lesbian, bisexual, gay and transgender students, and students with other gender or sexuality identities;
 - vii. act as a link to the CUSU LGBT+ campaign.

2 Format of Hustings

Each candidate standing for election to a MECSU post (apart from that of President) shall give a speech of no more than two minutes. Speeches shall be timed by the Secretary and the time limit strictly enforced by applause after the allotted times has elapsed.

Presidential candidates shall give a speech of no more than five minutes and the time limit shall again be strictly enforced.

Any Member of MECSU may ask questions to the candidates. Any question must be addressed to all candidates standing for each individual position. Each candidate shall be allowed no more than 90 seconds to respond to questions.

Hustings shall be held after the close of nominations at the discretion of the RO. Notice of the time and place at which hustings will be held shall be given a minimum of 48 hours before the hustings are due to take place.

3 The Single Transferable Voting System

The text that follows is adapted from the Cambridge University Students' Union's 'A guide to Single Transferable Voting (STV)' (2008).

It is believed that the STV method offers increased efficiency and certainty in elections, as well as allowing for a greater proportion of the constituents to elect a more preferable candidate.

Candidates are voted for using numbers rather than an X. The numbers correspond to the voter's preference, that is to say, 1 is given for the most preferred candidate, 2 for a second choice, and so on.

It is important that voters only rank candidates that they would want to win. If the voter does not want someone to be elected, they should not assign them a number. Not all the boxes need to be filled in; voters may indicate their first preference only.

Re-Open Nominations (RON) is a 'candidate' in each election. A first preference vote for RON is equivalent to voting against all the candidates and does not mean that you think the position that is being elected should not exist, even if only one person has stood for election.

4 MECSU Policy on Harassment and Discrimination

MECSU resolves to seek to restrict discrimination and abuse against creed, race, sexual orientation, disability and gender in all its meetings and publications.

For the purposes of this policy, racism, sexism, religion or creed discrimination and anti-disabled abuse can be defined as:

1. a remark made which incites physical, legal or economic oppression of an ethnic, sexual minority group;

2. an assertion that one or more ethnic, sexual or minority groups are inferior to another because of their ethnicity, sexual orientation, minority group or degree of disability;
3. an insult directed at a race, ethnic, sexual or minority group because of their ethnicity, sexual orientation, minority group or degree of disability; or
4. the denial of cultural expression to an ethnic, minority or sexual group.

Guidelines for restriction on racist, sexist, heterosexist or anti-disabled abuse in MECSU meetings shall be as follows:

1. anyone making a racist, sexist, heterosexist or anti-disabled remark in a speech shall be asked to withdraw that remark by the Chair. If they refuse to do so they shall be asked to leave the Meeting;
2. anyone interrupting a speech with a racist, sexist, heterosexist or anti-disabled remark shall be asked to withdraw that remark by the Chair. If they refuse to do so they shall be asked to leave the Meeting;
3. any Member of MECSU may lodge a complaint to the Chair regarding a racist, sexist, heterosexist or anti-disabled remark made during a speech. However, they must wait until the end of the given speech to do so.

These guidelines shall apply to all MECSU Committee meetings, OMs, ABMs and Hustings.

No racist, sexist, heterosexist or anti-disabled material shall be printed in any MECSU publication.

5 Funding of Clubs and Societies

1. A grant shall only be given to a club or society of Murray Edwards College if the following criteria are fulfilled:
 - a. Societies must open a bank account through which all transactions regarding the society are made. For societies that are run jointly with other Colleges, a Murray Edwards College branch with its own account must be maintained, with funds from MECSU grants remaining in this account.
 - b. The primary signatories of the society's account must be Members of the MECSU and must be kept up to date. There must be two primary signatories on all accounts, with the recommendation that a third signatory be appointed from amongst the Fellows of the College.
2. Full and detailed accounts recording all transactions to or from the society's account must be kept, including details of:
 - a. all income to the society
 - b. the designation of all expenditure; and
 - c. the total balance remaining at the end of each academic year.
3. MECSU grants shall not be used for:
 - a. the purchase of alcohol;
 - b. the funding of food or drink for members above the total of £3.00 per member per year;
 - c. the funding of food or drink for guest speakers above the total of £10.00 per guest speaker per year (to a maximum of three guest speakers);

- d. the funding of food or drink for fellows or lecturers above the total of £10.00 per fellow/lecturer per year (to a maximum of ten fellows/lecturers).
4. The provision of secure storage for all society equipment will be ensured to the best of the society President or Captain's abilities.
5. The procedure for the application for grants shall be as follows:
 - a. During the Long Vacation the Junior Treasurer shall inform all Members of the MECSU of the deadline and procedure for applications for grants.
 - b. College societies wishing to apply for a grant from the MECSU for the current year shall submit an application in writing to the Junior Treasurer during the long vacation. Such an application must include an estimate of expenditure for the year and shall either:
 - i. in the case of newly founded societies, be accompanied by a statement of the society's aims; or
 - ii. in the case of societies which have previously received a grant from the MECSU, be accompanied by accounts for the previous year, as defined in Order 6.a.iii.
6. The procedure for the distribution of grants shall be as follows:
 - a. Once the annual budget has been ratified at the ABM and approved by the College Council, the Junior Treasurer shall notify the Financial Officer of all societies of the time and date of the sessions for collection of grants. These sessions shall be held before the end of Michaelmas Full Term, and shall total no fewer than six hours, and shall be run by the Junior Treasurer or another member of the MECSU Committee as nominated by them.
 - b. The Financial Officer of each society (or another member of that society as delegated by them) shall then be responsible for attending to collect the grant.
 - c. The grant cheque for each society shall only be released once the Annual Societies Agreement has been signed, as defined in Order 6.d.
 - d. The Annual Societies Agreement shall be signed by the Financial Officer of each society upon collection of the grant and shall be witnessed in doing so by the Junior Treasurer or another member of the MECSU Committee as nominated by them.
7. The Agreement shall be as such:
 - a. I, the undersigned, understand my responsibilities as regards the money I receive from the MECSU, and understand that a failure to carry out these responsibilities may result in the refusal of a grant in future. I also acknowledge the receipt of the sum of £_____ from the MECSU.
 - b. To abide by the Murray Edwards Societies' Charter [current year]. In particular, this includes;
 - i. Keeping clear and comprehensive records of society income and expenditure
 - ii. Adhering to the rules of 'acceptable spending' – See Societies Charter
 - iii. Informing the MECSU Treasurer of committee changeover
 - iv. To provide secure storage for society equipment to the best of my abilities.
 - v. To allow the Bursar or MECSU Treasurer to view the Society's accounts should they request to do so.
 - vi. To provide accounts for [current year] to the Junior Treasurer at the start of Michaelmas Full Term [following year].