

# HERTFORD COLLEGE MCR STANDING ORDERS

Last Amended Michaelmas Term 2021

This document accompanies the Hertford College MCR Constitution. As per Article 71(c) of the Constitution, it may only be amended by the passing of a Special Motion at a General Meeting.

## STANDING ORDERS A: FINANCIAL PROTOCOL

### **Financial Protocol for Hertford College MCR as referred to in the Constitution.**

#### 1) ACCOUNTS

- a) The MCR must maintain a bank account for its financial transactions and possess sole control over the operation of this account
- b) This account must be operated under a dual signatories arrangement, operated by the President and the Treasurer
- c) All financial transactions should be recorded by the Treasurer in keeping with the principles of double-entry bookkeeping.
- d) The Treasurer must report the MCR account balances and spending since the last General Meeting at each General Meeting

#### 2) SAVINGS POLICY

- a) MCR funds may only be invested/saved in the following, exhaustive, list of accounts:
  - i) Savings accounts of UK banks
  - ii) Fixed term deposits of UK banks
- b) Ethical consideration must be made to all accounts used by the MCR. Wherever possible, MCR funds should be deposited in savings accounts and/or fixed term deposits which do not invest in organisations whose core method of business contributes to global climate change, fossil fuel extraction, or which fail to uphold human rights.

#### 3) SPENDING AND BUDGETING POLICY

##### a) **General Spending Policy**

The MCR shall spend moneys subject to the following provisions:

- i) Funds shall only be expended where they have been sanctioned by authority of the membership at a General Meeting, excepting Discretionary Expenses as subject to Paragraph 3(e) below
- ii) All funds expended shall be paid for by a cheque or bank transfer drawing from the MCR operating account, hence no moneys shall be expended via a petty cash system
- iii) Officers shall receive no payments for services rendered, except for the Treasurer and Secretary, who each receive £200 per term

## b) **Yearly Planning**

- i) Prior to the start of the academic year, the Treasurer shall quote the Annual Budget; this is comprised of the allocation of money from the Bursary to the MCR, plus fees taken from Associate Members, as the amount that the MCR can afford for current expenditure.
- ii) From this Annual Budget, the Treasurer should propose expenditure upper bounds for the year as a whole and a breakdown into Freshers' Week, Michaelmas term, Hilary term, Trinity term and the Summer Vacation.
- iii) If less than the allowed amount is spent in one term, the Treasurer may raise the upper bounds for subsequent terms of the same academic year accordingly
- iv) At the first General Meeting of the academic year, this Annual Budget must be presented alongside balances of the MCR bank account(s) and the aforementioned latest yearly allocation from the Bursary.

## c) **Termly Planning**

- i) Prior to each term, the Committee shall create the term card of events for that coming term. The Treasurer shall then create a Termly Budget which provides a maximum financial allocation to each event, not exceeding the upper bounds as laid out in Paragraph 3(b)(ii) above

*Note 1:* If an event is cancelled, it may be replaced by an event costing the same or less, not necessarily on the same day. Event replacements must be approved by a Group 1 officer.

*Note 2:* Events should be budgeted for their projected net cost (expenditure minus income), with conservative estimates for income

- ii) All foreseen expenses for that term should be tallied by the Treasurer.
- iii) This Termly Budget shall be presented as a motion to the first General Meeting of any given term, for scrutiny by members
- iv) If a proposed Termly Budget fails to pass at a General Meeting, an Extraordinary General Meeting shall be called no more than one week from that date in which the Treasurer shall present an amended Termly Budget, highlighting how concerns raised in the previous General Meeting have been addressed
- v) Expenses should be reported to the Treasurer as soon as possible after purchases have been made. The Treasurer should throughout the term keep a real-time log of what has been spent, from which part of the budget these expenditures came, and how much is left in each part of the budget.
- vi) Expenses should be reported with accompanying receipt copies to the Treasurer. These expense reports should contain a detailed breakdown of expenses made (e.g. "£250 wine and cheese for wine and cheese night" is not sufficient, however "£80 cheese, £170 wine for wine and cheese night on 11 October 2021" is sufficient)

## d) **Miscellaneous Budget**

- i) On a termly basis, the Treasurer shall decide upon a maximum Miscellaneous Budget.
- ii) This Miscellaneous Budget shall form a subset of the Termly Budget and is therefore subject to approval at the first General Meeting of every term.
- iii) The aim of the Miscellaneous Budget is to account for expenses that may occur during the course of a term, yet which have not been otherwise foreseen and accounted for in the Termly Budget.

- iv) Funds from the Miscellaneous Budget may be used by any Committee Officer, subject to discussion with and approval by the Treasurer, and where the total of these expenses in any given term does not exceed the limit set out in the respective Termly Budget.
- v) The Treasurer shall keep a record of all purchases made under the Miscellaneous Budget; this record shall be available for viewing upon request by any member of the MCR

e) **Discretionary Expenses**

- i) Discretionary Expenses, surplus to those detailed in the Termly Budget, may be voted for at a Committee Meeting at which all three Group One Officers are present.
- ii) These Discretionary Expenses may not exceed £200 in any single purchase.
- iii) These Discretionary Expenses may not exceed a total of £500 in any given term.
- iv) The Treasurer retains the right of veto over Discretionary Expenses, limited to cases where the MCR does not have the necessary funds to support them.
- v) Any Discretionary Expenses made shall be reported by the Treasurer to the MCR at the next General Meeting.
- vi) The Treasurer shall keep a record of all purchases made under Discretionary Expenses; this record shall be available for viewing upon request by any member of the MCR.

f) **General Expenses**

- i) General Expenses may be voted on by the Members present at a General Meeting
- ii) These General Expenses are extraneous to those outlined in the Termly Budget, and must be submitted as a motion by an MCR Member
- iii) This motion must include a full breakdown of the proposed expense, alongside the reasoning behind the motion.
- iv) If the Treasurer is unable to attend the relevant General Meeting to which this motion has been submitted, then they shall be given the option to comment on the motion by submitting a written statement to the Chair prior to the General Meeting
- v) The Treasurer retains the right of veto over General Expenses, limited to cases where the MCR does not have the necessary funds to support them
- vi) Any proposal for the spending of General Expenses must be voted for in accordance with the Constitution, Article 71(d).

4) **SUBSIDISATION POLICY**

a) **Events**

- i) Per event no more than £25 per person may be allocated as a subsidy
- ii) MCR members (whether committee or non-committee members) who work behind the bar at MCR events are eligible to receive a 50% discount on the price of the ticket to that event, up to a maximum of £25 per person per event as per Paragraph 4(a)(i) above. This discount shall be accounted for in the money allocated to that event by the Termly Budget.
- iii) The sum of the discounts granted under Paragraph 4(a)(ii) may not exceed £250 in any given term.
- iv) MCR members who are not already members of the Committee must receive permission to work behind the bar from the Bar Managers before becoming eligible for this discount.
- v) At the discretion of the Treasurer, up to five MCR members, who play a vital role in the organisation and/or running of an event may receive a fully subsidised ticket to that event. These members shall not also be subject to Paragraph 4(a)(ii). This subsidisation shall be accounted for in the money allocated to that event by the Termly Budget.

**b) Other**

The following goods and services offered by the MCR may be fully subsidised for members:

- i) Food and drink that the committee sees fit to provide for the MCR tearoom
- ii) Supplies that the committee sees fit to provide for the MCR computer room
- iii) TV licenses for communal televisions operating in MCR common rooms;
- iv) Referee fees and ground hire charges for MCR sporting teams up to a maximum of £1,500 per academic year
- v) Taxi trips taken by members in accordance with the rules governing use of the MCR Taxi Service

**5) FINANCIAL LEVIES**

**a) Charities Levy**

- i) The MCR shall levy each member £3 per term as a contribution towards its charities fund,
- ii) This levy shall be charged via Battels, or via bank transfer in the case of Associate Members
- iii) Members may choose to opt out of this levy by informing the President and Treasurer before the end of 1<sup>st</sup> week of any given term
- iv) Members who opt out of this levy at any point during an Academic Year forfeit the right to vote on the use of the charities fund.
- v) Charitable donations from this may be suggested at any point of the year.
- vi) Money collected via the Charities Levy may only be donated to UK Registered Charities.

Money collected by the Charities Levy shall be approved at the final General Meeting of the academic year, in accordance with the following points:

- vii) The Treasurer shall advise on the amount available for the MCR to donate; this amount comprising of the sum of the funds accumulated under the Charities Levy
- viii) Members shall submit suggested Charities to the CCE Representative during the making of the General Meeting agenda. The CCE Representative shall confirm as to whether they are UK Registered Charities.
- ix) At the General Meeting, there shall first be a vote as to whether each suggested Charity should be donated to.
- x) Approved Charities are then allocated amounts via a weighted average vote, whereby members present at the General Meeting shall express via secret ballot how much they believe should go to each charity.
- xi) These votes are pooled and averaged to determine the donation amounts.

**b) Coffee Levy**

- i) The MCR shall levy a charge of £2 per term, battelled to each Full Member and added onto the cost of Associate Membership.
- ii) This money shall be used to provide beans for the MCR coffee machine, and for any equipment required to clean and maintain this machine.
- iii) Any money remaining from this charge at the end of term, up to a maximum of £100 per year, shall be saved towards any repairs to this machine that may become necessary, and towards the eventual purchase of a replacement coffee machine subsequent to approval of that purchase at a General Meeting.

- iv) Any funds accumulated under this levy above £100 per year shall be added to those funds made available to the Committee for the purchase of other refreshments, available to all MCR members under Paragraph 4(b)(i) above
- v) This levy shall include an opt-out for those members who do not wish to take part; the MCR Treasurer shall, at the start of every term, notify all members of their right to opt out of this levy, setting a date at least one week following this notice by which members must opt-out should they so wish. Associate Members will be informed of their right to opt out of this levy upon their successful application.
- vi) Members who have opted out will not be charged and will forfeit their right to use the MCR coffee machine.

**c) Iffley Gym Levy**

- i) The MCR shall levy an annual charge of £9 (£3 per term)
- ii) This levy shall be charged via Battels to each Full Member
- iii) Associate members cannot opt in this scheme and are not charged the levy
- iv) Members may choose to opt out of this levy by informing the President and Treasurer before the end of 1st week of Michaelmas Term
- v) Members who opt out of this levy forfeit the right to the use of the Iffley Sports Gym

**6) CHARITABLE DONATIONS**

- a) The MCR may run events to promote and/or collect donations to charities and causes, in addition to those donations which are organised by the Charities Levy
- b) The CCE Representative shall encourage the members to put forward ideas for such events
- c) Donations from these events shall comprise of individual donations by members, and not the use of the MCR finances
- d) The sum of the donations from each event shall be pooled and donated to the relevant charity or cause by the MCR

**7) REPAIRS**

Should the MCR be able to afford it, expenses related to repairs of damage to MCR property may be mandated with consensus of all three Group 1 officers. These expenses are exempt from General Meeting or Committee Meeting approval and instead must be sanctioned through the maintenance team of the college. Any expenses made in this fashion shall be reported at the next General Meeting.

**8) CAPITAL EXPENDITURE**

Money saved by the MCR may be spent on improvements to MCR property or on purchases of Fixtures to be stationed in MCR property. Notwithstanding Paragraph 7, Capital Expenditure is to be approved at a General Meeting.

**9) AUDIT**

All MCR accounts must be resolved by the end of the College financial year (July 31).

## Standing Orders B: Committee Duties, Responsibilities and Reparations

The following is a non-exhaustive list of the duties of the current Committee Officers.

All Committee Officers have an obligation to attend Committee meetings and General Meetings, unless their absence is wholly unavoidable.

### GROUP ONE OFFICERS

#### PRESIDENT

**The President is responsible for the general organisation and smooth running of the MCR. They serve as the MCR's representative in the College and University, and are responsible for the coordination of the rest of the committee**

General duties include:

- To convene and chair General Meetings;
- To convene and chair Committee meetings;
- To represent the MCR within the College and the University;
- To maintain the daily smooth running of the MCR;
- To ensure that Committee Officers are carrying out their duties as laid out in the Constitution;
- To coordinate with the rest of the Committee to facilitate the organisation of a Fresher's Week
- To respond to any suggestions made by Members;
- To hold a copy of the key to the bar and storage facilities;
- To sit on various College committees. These may include, but are not limited to; Governing Body, Welfare Committee, Domus Committee, Joint Committee, and Academic Committee.

#### SECRETARY (VICE PRESIDENT)

**The Secretary is responsible for the general administration of the MCR and assumes the role of acting President in case of absence of the President.**

General duties include:

- To circulate to Committee Officers the agenda for a Committee Meeting;
- To take minutes of all Committee Meetings and General Meetings;
- To place notices of the minutes of Committee Meetings and General Meetings within 72 hours of the meeting;
- To maintain a file of the minutes and agendas of past Committee Meetings and General Meetings for reference by Members in the Octagon;
- To maintain a list of Members;
- To ensure a physical copy of the Constitution is available;
- To arrange the date and time of the MCR photograph in Trinity Term;
- To distribute keys for the MCR lockers;
- To substitute for the President when the President is absent.
- To sit on the College Joint Committee

## TREASURER

**The treasurer is responsible for the smooth and transparent financial operation of the MCR.**

General duties include:

- To take responsibility for the financial stability of the MCR;
- To ensure that all expenditures are reviewed and accounted for;
- To display a notice of accounts at the end of each term;
- To liaise with Committee Officers to ensure that allocated budgets are spent for their intended purposes and are not exceeded
- To ensure accurate recording of all purchases made by members;
- To renew magazine subscriptions;
- To orchestrate charitable giving by the MCR, in coordination with the CCE Rep;
- To collect payment from the Members of the MCR community who cannot be Batted;
- To collect payment for and distribute MCR photographs;
- To liaise with the Bursar and finance committee;
- To provide advice to members about available College and university travel grants, hardship funds, etc.;
- To ensure that the MCR operates with transparency and with strong financial rigour.

## GROUP TWO OFFICERS

### ACADEMIC AFFAIRS REPRESENTATIVE

**The Academic Affairs representative is appointed to improve the academic experience of the members of the MCR.**

General duties include:

- To listen to, and consult with, the MCR on academic matters;
- To represent the MCR's interests on the Academic and Joint Committees in order to improve academic provision for Graduates;
- Where possible, to help support MCR members in any academic disputes between MCR members and College;
- To arrange events of an academic nature (such as talks and soirées) for MCR members;
- To inform the MCR about academic matters and scholarships where possible.

### WELFARE OFFICER

**The welfare officer is responsible for ensuring that the MCR acts in the interests of the physical, mental and financial welfare of its members.**

General duties include:

- To offer Members support and advice relating to welfare;
- To raise overall awareness of welfare and equality issues in the MCR;
- To organise Welfare Teas
- To organise meetings pertaining to welfare issues for Members;

- To work closely with the MCR Equalities Representative(s), MCR Queer and Women's Officer, and to liaise with the Tutor for Women and the JCR Welfare Officers;
- To sit on the College Advisory Panel on harassment;
- To sit on the College Welfare Committee;
- To ensure that members are aware of the financial aid available to them, and to sit on the Student Aid Committee;
- To be aware of all welfare support systems available to students including, but not limited to, Peer Support Networks, College junior deans, Oxford Student Union support services.

## QUEER AND WOMEN'S OFFICER

**The Queer and Women's Officer should work with the rest of the committee to ensure that the MCR acts in the best interests of the physical and mental welfare of those MCR members who identify as female.**

General duties include:

- To offer members support and advice relating to welfare;
- To raise overall awareness of women's and equality issues in the MCR;
- To organize meetings pertaining to women's issues for members;
- To provide a social focus for MCR women;
- To work closely with the MCR Welfare Officer and MCR Equalities Representative(s), and to liaise with the Tutor for Women and the JCR Welfare Officers;
- To sit on the College Advisory Panel on harassment;
- To sit on the College Welfare Panel;
- To liaise with Oxford Student Union Women's Committee and advertise campaigns.

## BAR MANAGERS

**The Bar Managers are responsible for the organisation and smooth running of the MCR bar.**

General duties include:

- To stock and maintain the bar;
- To respond to suggestions made by members concerning stock;
- To maintain an accounting system for recording purchases made from the bar by members;
- To, alongside the Social Secretary, supervise the recurrence of social events in the MCR;
- To submit terms accounts to the Treasurer by Wednesday of 8<sup>th</sup> Week;
- To liaise with the Treasurer regarding event budgets and the payment of orders;
- To liaise with the Social Secretary to provide drinks for MCR events and staff for the bar;
- To hold a copy of the key to the bar and storage facilities;
- To liaise with the Sommelier(s) regarding wine stocks and social events.
- To, alongside the Social Secretary, coordinate a team of social representatives – non-committee members of the MCR who have volunteered to help out at social events.

## SOCIAL SECRETARY

**The Social Secretary is responsible for the organisation of MCR social events**

General duties include:

- To organise social events in the MCR;
- To, jointly with the Steward, plan the major termly MCR social events;
- To encourage Members to suggest ideas for events;
- To, alongside the Bar Manager(s), supervise the recurrence of social evenings in the MCR;
- To maintain active contact with the Social Secretary's counterparts in other colleges in order to include their members in some social events;
- To liaise with the Bar Manager(s) for supplying drinks for MCR social events;
- To hold a copy of the key to the bar and storage facilities;
- To arrange for a clean up after social events;
- To, alongside the Bar Manager(s), coordinate a team of social representatives – non-committee members of the MCR who have volunteered to help out at social events.

## STEWARD

**The Steward is responsible for the organisation of internal and external dinners of the MCR.**

General duties include:

- To organise dinners;
- To choose menus in consultation with the catering manager where necessary for all formal social events, including but not limited to; exchange dinners, guest dinners and receptions of a formal nature;
- To solicit suggestions for, arrange, and promote joint MCR/SCR events in the MCR and in other venues in which MCR and SCR members may interact;
- To hold a copy of the key to the bar and storage facilities;
- To, jointly with the Social Secretary, plan the major termly MCR social events;
- To liaise with the Sommelier for supplying drinks for formal MCR events.

## FOOD AND HOUSING OFFICER

**The food and housing officer responsible for all issues with regards to housing and catering of the MCR.**

General duties include:

- To liaise with the catering manager on a regular basis;
- To encourage members to make suggestions concerning food and act on such suggestions;
- To undertake an annual food survey and discuss results with catering manager;
- To maintain the tea-room with tea, coffee, hot chocolate and sugar facilities including provision of mugs;
- To co-ordinate the housing ballot each year, ensuring that all who are eligible and wish to live in College accommodation have been contacted and are included on the list in Hilary Term;

- To maintain a list of College rooms with their particular characteristics (e.g. dimensions, telephone extension etc.) for reference when balloting for rooms is undertaken;
- To liaise with the Housekeeper/Graduate caretakers on a regular basis;
- To ensure maintenance problems in College houses are dealt with quickly and promptly;
- To develop a long-term plan for College house facility improvements (e.g. introduction of bike locks etc.)
- To hold a copy of the key to the bar and storage facilities;
- To undertake an annual housing survey and publish the results, indicating action to be taken on suggestions made;
- To order coffee beans, maintain the MCR coffee machine, and liaise with the Treasurer to apportion funds from the coffee levy towards beans, maintenance equipment, mugs and savings towards an eventual replacement machine

## IT OFFICER

**The IT Officer is responsible for the maintenance of the computing facilities of the MCR.**

General duties include:

- To undertake responsibility for the maintenance of the computing facilities of the MCR;
- To liaise with Members regarding computer requirements;
- To order and install new computing facilities;
- To dispose of unwanted computing facilities in the manner provided for in Section 76 of the Constitution
- To develop any potential for computer facilities in graduate houses;
- To maintain an electronic mailing list of all Members;
- To maintain and manage accounts for the MCR website.

## GROUP THREE OFFICERS

### EQUALITIES REPRESENTATIVES

**The Equalities Representatives should work with the rest of the committee to ensure that the MCR operates in a way that is fair for all, promoting access and equalities issues.**

General duties include:

- To petition the MCR to act fairly
- To be aware of issues affecting gender, age, disability, faith and racial inequality and sexual orientation, and to be a point of call for students in need of support;
- To sit on the College Welfare Committee.

## SPORTS REPRESENTATIVE

**The Sports Representative is responsible for all internal and external sports related matters of the MCR.**

General duties include:

- To organise and promote MCR sport-related activities;
- To liaise with the JCR sports representative(s)
- To liaise with MCR sports representative(s) from other colleges.
- To organise the allocation of the Sports Fund

## ARTS REPRESENTATIVE

**The Arts representative is responsible for the organisation and promotion of MCR arts-related activities (i.e. theatre trips and other cultural activities).**

## SOMMELIERS

**The Sommeliers are assistants to the Bar Managers, sharing their responsibilities.**

General duties include:

- To supervise the procurement, storage, and presentation of wine for formal MCR events where the bar manager is not in charge;
- To liaise with both the Steward and the Bar Manager(s) in choosing the wine, and to respond to suggestions by members regarding such selection;
- To hold a copy of the key to the bar and storage facilities;
- To manage the battling of wine and refreshments for all formal social events and liaise with the Treasurer regarding battels.

## CHARITIES, COMMUNITIES, AND THE ENVIRONMENT REPRESENTATIVE

**The CCE representative is responsible for promoting the engagement with charities, communities and the environment within the MCR.**

General duties include:

- To coordinate the charitable giving of the MCR with the Treasurer;
- To encourage awareness of and engagement with college and local communities;
- To raise awareness of environmental issues in the MCR;
- To organize, maintain, and promote a recycling program for the MCR and its housing facilities;
- To liaise with the college's administration and housekeeping staff on the functioning of the recycling program;
- To undertake an annual survey of MCR members regarding the performance of the recycling program and publish the results, indicating suggestions made and/or action to be taken;
- To promote environmental considerations in MCR and college purchasing and construction decisions;

- To encourage suggestions from MCR members for new environmental campaigns or concerns to be taken up;
- To recruit a team of volunteers to help fulfil the above duties.

## OUTREACH OFFICER

**The Outreach Officer is appointed to encourage the future growth of the MCR by encouraging applicants to graduate study at Hertford from within and outside of College**

## Committee Privileges

<b>Group One Officers</b>	<b>Privilege</b>	<b>In the Gift of</b>
President	Room in NB7.3, gratis	The College
	Two high-table dinners per week in term time	
Secretary	A stipend of £200 per term	The MCR
Treasurer	A stipend of £200 per term	The MCR
<b>Group Two Officers</b>		
Academic Affairs	Free meals when accompanying the speaker of an academic soiree to hall. If this does not occur in any given term, then they shall instead be eligible for one free Dinner (in Hall)	The MCR
Bar Manager	One free Dinner (in Hall)	The MCR
Food and Housing	One free Dinner (in Hall)	The MCR
	A designated room in NB quad	The College
Computer Clerk	One free Dinner (in Hall)	The MCR
Social Secretary	One free Dinner (in Hall)	The MCR
	A designated room in NB quad	The College
Steward	Free attendance to the home and away legs of any exchange dinners organised by the Steward	The MCR
Welfare	One free Dinner (in Hall)	The MCR
Women's	One free Dinner (in Hall)	The MCR
<b>Group Three Officers</b>		
Sommelier	One free Dinner (in Hall)	The MCR

The entire Committee collectively has one free dinner per term, at a reasonable cost, paid for by the MCR, at a venue other than the College.

The Committee may not vote to bestow upon themselves any other rights without further consulting the general body and amending this document, in accordance with Article 71(c) of the Constitution.

## STANDING ORDERS C: HOUSING BALLOT PROTOCOL

The housing ballot for the application of accommodation for the following year is to be conducted in Hilary Term. The ballot is conducted randomly to generate an order in which room selection will follow. Available accommodation will be made public once the list of accommodation has been confirmed and finalised by College. A sign-up will be made available via the MCR mailing list to enter into the ballot, in which all relevant information will also be accessible. Note that:

- Entry to the ballot does not commit you to college accommodation.
- Once sign-up is complete and the final ballot numbers have been obtained, a random ballot will be publicly conducted in the interest of clarity and fairness.
- The rankings will be published online and circulated via e-mail to inform the MCR members of their likelihood of securing college accommodation shortly after the ballot.
- Selection of rooms is undertaken once college confirms the amount of accommodation that will be allocated to the MCR (usually in Trinity).
- When there are senior scholars, they, as part of their agreement, have preference of college accommodation and will automatically be placed at the front of the list if they wish to do so. This is to be made clear as soon as College appoint any senior scholars.

# STANDING ORDERS D: RESPONSIBLE SERVICE OF ALCOHOL POLICY

## Introduction

The aim of this document is to ensure that future iterations of the Hertford MCR committee can learn from our current experiences and benefit from our ideas about what constitutes best practices with regards to the sale of alcohol to MCR members and guests. Broadly this document aims to prevent harm or injury occurring to those who seek to enjoy the events the MCR organises. The document also considers various issues that might arise in throwing an event such that their negative effects might be circumvented prior to any undesirable consequences.

## Core objectives

- Thinking about when, why, how, and to whom we serve alcohol.
- Ensuring the enjoyment and safety of MCR members and guests attending MCR events
- Balancing a commitment to providing excellent entertainment whilst diligent attention to potential risks.

In order to address these core objectives, the document will take the following format. Firstly some broad thoughts about when and where the MCR serves alcohol, followed by a brief consideration of why we serve alcohol. This will then be followed by a more detailed consideration of how and to whom we serve alcohol which will be contained as part of the best practices section, This also entails some pointers on how to ensure the safety and welfare of our members and guests.

## Why we serve alcohol

Many events benefit from serving alcohol – as a trend over my time at the college the events at which alcohol and in particular subsidised or free alcohol are served are the best attended by the MCR members. Whilst attendance should not drive or incentivise the provision of alcohol to the MCR, it should be noted that a large proportion of the MCR enjoys relaxing and socialising with a glass of wine or beer. This does not mean that every event is suitable to the service of alcohol, equally due consideration *must* be made towards those who choose not to imbibe – soft drinks and alternatives should always be provided. Integral to the welcoming ethos of Hertford College is the notion that all should be made to feel welcome at our events and we must be sensitive to the fact that we should provide events without alcohol too!

## When and where we serve alcohol

Hertford MCR serves alcohol at many events during the academic year. These range from wine and port tastings, to exchange dinners, bops, and balls. These events are spread across the year and will cater to a very wide array of individuals. The primary locations for these events are the MCR – this comprises of the Octagon, the Tea Room and the Waugh Room, or the Graduate Centre. Both should be approached in a different light and have different benefits and drawbacks.

## Best Practices – How and To Whom We Serve Alcohol

### 1. Staffing the bar

- a. Well-trained staff will contribute to well-run premises – consider approaching the college bar manager to draft in members of the JCR who normally work in the college bar.

- b. The social secretary should consider utilising the College bar manager to run the bar at larger parties. This depends on the scale of the party and the likelihood of people drinking in large quantities. Thus, for large bops this should be considered.
- c. Staff serving alcohol must maintain a reasonable level of sobriety throughout the evening. When drunk, people lose their ability to make important decisions and communicate.

## **2. General safety of staff and customers**

Prior to the event starting, consider all the hazards posed to staff or customers and set out precautions to manage them.

- a) First aid boxes should be available at the premises
- b) The area in which the party is being held should be appropriately lit, ideally fire exits should be obvious and it is essential that the flooring be considered.
- c) If the floor gets wet from spilt drinks, then it has to be mopped. Slippery floors have led to accidents in the past.
- d) Other factors such as floor space, numbers of toilets, potential queuing time and available fire exits should be considered when planning any event.
- e) A policy to manage the capacity should be adopted to prevent unreasonable overcrowding with consideration of the flow of traffic within the premises.

## **3. Refusal to serve patrons who are intoxicated or underage**

This might seem like a very obvious point, but both are deceptively complex to address and require clear communication and authority to prevent.

- a. Clear rules have to be set about what constitutes intoxication – i.e. if an MCR member or Guest starts slurring or falls over it is obvious they have had too much to drink and should not be served. Trickier is when a member or guest is drinking too fast, repeatedly returns to the point of sale, or has arrived at the event already intoxicated.
- b. A bar manager should always be on hand to make a judgement call about when a member/guest has had too much to drink.
- c. Consider using a cooling off period in which you advise a member that they may be served later but should slow down or drink some water for a while.
- d. No event where alcohol is present can have under 18s. We must be vigilant to the fact that the JCR has under 18-year-old members and that it is strictly illegal for them to drink on our premises. Make sure to ID when in doubt – again this can be deferred to the bar manager who should have authority over the sale of alcohol.
- e. Staff must be aware of the effects of alcohol and how to spot early signs of customers becoming drunk: they should be given clear instruction as to how to be this and be confident in dealing with drunken patrons.
- f. At the start of the event MCR staff should be given a briefing, and at the end a debriefing, to ensure this policy is clear and we can learn any lessons from the evening.
- g. Offer to call a taxi for customers to help them get home safely.

## **4. Security**

Most of the events we run do not require professional security, however some may. Door staff and/or stewards employed at the venue should supervise admissions and also customers inside the venue. If you are hiring security, then consider these factors.

- a. Any person performing the role of a door supervisor must be licensed with the Security Industry Authority (SIA) and SIA badges must be clearly displayed whilst working.

- b. The number of door supervisors should be determined by taking into account the size of venue, at the very least on a ratio of 1 door supervisor per 75 attendees. Most security firms will provide a minimum of 2 staff.
- c. Door staff should be easily identifiable by wearing uniform, or armbands. Door staff should sign into a register detailing their full SIA licence number, their name, contact details and the time and date their duty commenced and concluded – all to be overseen by social secretary.
- d. Stewards and other staff at the premises should also be easily identifiable also. Stewards must not be used for supervision of the door.
- e. The MCR reserves the right to eject or refuse entry to persons into the premises if they do not meet your admissions standards or they are known to be violent or aggressive.
- f. For promoted events and large venues, the use of clickers is essential to record the number of patrons inside the premises.

## 5. Food/Drinks

- a) Drinks promotions should be socially responsible and not encourage excessive drinking. Any drinks promotion should market the availability of soft drinks / availability of water.
- b) Encourage the sale of soft drinks and food/offer free water to people who have had too much.
- c) We recommend with any food keep it simple – for example snacks like crisps, nuts, sweets are all very popular and inexpensive options.
- d) Drinking vessels – at larger events should be made from plastic or polycarbonate.
- e) Avoid glass if the event is large, crowded, or taking place in outside areas.

## 6. Lost/Found

Although this isn't always necessary; at larger events it is worth having a lost/found box.

- a) A lost and found policy should be in place in relation to lost/found property at the premises.
- b) The policy should include procedures regarding the logging and disposal of property and in particular any valuable property.
- c) Place a message about the found articles on the event/MCR page of the relevant social media. Email addresses of Oxford students can also easily be found in the Nexus email application.
- d) In case nobody comes to collect it, passports, wallets and other valuables found should be handed in to any police station.

## Conclusion

By briefly considering why, when, how, and to whom we serve alcohol, this document seeks to ensure that future MCR committees can continue to learn from our own experiences. The best practices offer only an incomplete guide as to how to run a successful MCR event. That said, by adhering to these guidelines one can help to minimise the risks posed when hosting events that cater to a wide range of members and guests.

## STANDING ORDERS E: WELFARE TAXI

### **Aim**

The aim of the MCR Taxi Service is to keep Members safe at night and to aid them in receiving medical care.

To use this service, the following conditions must be met:

- (a) Only Full or Associate Members may use this service.
- (b) Members may only travel by themselves unless travelling to see a medical professional in which case the member may be accompanied by one additional person.
- (c) The trip must be booked via the College Lodge. The journey must be recorded in the MCR Taxi Book by the Porter on duty.
- (d) The trip must be between 9pm and 6am, unless travelling to see a medical professional in which case this service may be used at any time.
- (e) The journey must only be between College Properties, or between College Properties and Health Care Centres. See the list below for pre-approved locations.
- (f) The service may be used up to four times a term per member. Any additional journeys will be battelled directly to the member.
- (g) If these conditions are not met then the trip will be battelled at full cost to the member who booked the journey.
- (h) Exceptions to these conditions can be made on an individual basis, subject to an application to the Committee, which will outline the reasons for the individual exception. This application must be approved at a Committee Meeting before the journey takes place. The College Nurse may also request an exemption for a Member to use this service without the need for a Committee decision.
- (i) The Committee reserves the right to battel any member who is suspected of having misused this service.

### **Pre-approved Locations:**

- 1) College Main Site
- 2) Warnock House
- 3) Graduate Centre
- 4) Abingdon House
- 5) 204 Woodstock Road
- 6) 57 Banbury Road
- 7) 59 Banbury Road
- 8) 189 Banbury Road
- 9) 214B Banbury Road
- 10) 29 Leckford Road
- 11) The Graduate Centre
- 12) Warnock House
- 13) 3 Western Road
- 14) 4 Western Road
- 15) 34 Western Road
- 16) 96 Abingdon Road
- 17) 28 Beaumont Street
- 18) John Radcliffe Hospital

- 19) Churchill Hospital
- 20) Nuffield Orthopaedic Centre
- 21) East Oxford Health Centre
- 22) 8 Winchester Road
- 23) 9 Winchester Road
- 24) 10 Winchester Road
- 25) 63-64 St Bernard's Road
- 26) Any private residence registered with the MCR Committee and the Lodge. Maximum one residence registered per Member

## STANDING ORDERS F: PUNTING SCHEME

### Hertford MCR Trinity/Summer Punt Scheme

1. The MCR President and Treasurer are to coordinate annually with the JCR in negotiating a set, fixed price for access to, at minimum, two punting vessels for JCR and MCR members to use (on a first-come, first-served basis) throughout Trinity term and the summer.

2. Usually, the total cost will be divided by the total number of JCR and MCR members, and the MCR will pay the upfront costs for all MCR members to have access. The MCR may subsidise all or part of the cost and/or battel members on a pay-per-use or flat rate basis. If the MCR is subsidising all or part of the punting costs, that amount is to be included in the Trinity term budget for approval at a General Meeting. Members wishing to opt out must contact the Treasurer by the end of 2nd week of Trinity term. The MCR will absorb the cost for any members who opt out. Any member who opts out will not be eligible to use the allocated punts, and the MCR Treasurer may battel that member if that member has opted out but accesses the punts anyway. Any batteling of MCR members for punts will be coordinated by the MCR, rather than the JCR.

## STANDING ORDERS G: BLUES SPORTS FUND

### Hertford MCR Blues Sports Fund

1. The Blues Fund is to be distributed annually in Trinity term. The fund will be distributed according to the rules outlined below, however a certain level of discretion will also be engaged. The fund is to be administered and coordinated by the MCR Sports Officer. In the absence of a Sports Officer, the MCR Committee will coordinate the fund's application and distribution process.

2. The deadline for the Hertford MCR Sports Fund (or Blues Fund) application is the Monday of 6th Week. Claims should be submitted to the Sports Officer (or, in the absence of a Sports Officer, the President), accompanied by receipts, where appropriate, and countersigned (either physically or electronically) by the Captain, Vice Captain, Treasurer, or other relevant officer of the Blues Squad concerned.

3. Reimbursement may be claimed for such things as equipment, kit, travel to special training, etc.

4. The Hertford MCR Sports Fund (or Blues Fund) is open to all full MCR members only. The fund is not open to visiting students or associate members or anyone who is eligible to apply for the JCR's equivalent fund.

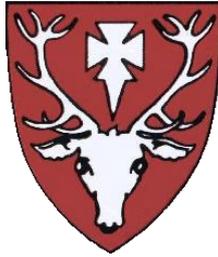
5. The Hertford MCR Sports Fund (or Blues Fund) is allocated based on the nature and status of the sport rather than the amount of money any individual has spent. Sports are firstly divided based on the university's classification system: Blue, Half Blue, Discretionary Blue, and Undefined Status. There is then a further division based upon the level reached within the sport: 1st team, 2nd team, and 3rd team. Funding is at the discretion of the Sports Officer/Committee, with priority according to the following framework shown below:

1	Full Blue and 1st Team
2	Full Blue and 2nd Team Discretionary Full Blue 1st Team
3	Discretionary Full Blue 2nd Team Half Blue and 1st Team
4	Half Blue and 2nd Team
5	Undefined Status
6	Not a Regular Participant

6. The maximum amount any individual person may receive from the Blues Fund is £100 or 75% of their expenses whichever is lower. The total of all awards given out will not exceed £500.

7. In the event of limited MCR funds, the Treasurer and President reserve the right to veto all or part of the distribution of the Blues Fund, if necessary for the MCR's financial solvency

SUPPLEMENTARY DOCUMENT H: OCTAGON HIRE FORM



HERTFORD COLLEGE MCR  
OCTAGON BOOKING FORM  
PERSONAL DETAILS

Full Name:

---

Address/Post code:

---

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Hertford College/MCR (if any):

---

Society Name (if applicable):

---

CONDITIONS OF HIRE

Date of room rental:

---

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Hire fee (non-refundable): \_\_\_\_\_ Deposit amount: \_\_\_\_\_

Rooms to be used:

---

Maximum attendance:

---

## AGREEMENTS

I, \_\_\_\_\_, take complete responsibility for any damage, loss or theft that occurs during the time the room is in use by the society/person mentioned above. I will be financially liable to pay the Hertford College MCR in order to repair and/or replace any item/fixture in order to restore the facilities to the condition they were in before the event took place. I acknowledge the conditions listed above and below, and understand that a failure to comply with them may result the deposit not being refunded:

- The gate into NB Quad from Catte Street, the door into NB7 (the MCR) from NB Quad, and the door into the IT / pigeonholes room **must not** be propped open at any time. If any of these 3 doors are found to be propped open then the MCR can terminate the event and retain the full deposit.
- The facilities **must be** cleaned and tidied immediately after the event and returned to its original state. If the facilities are left in an unacceptable state then the MCR can retain the full deposit and may not host further events for your society/organisation.
- Only the room(s) stated above may be used: all other rooms in the MCR must be fully accessible to MCR members.

If the event is to feature an outside speaker (i.e., any person who is not a member of the College who will be given a platform to speak) or shall involve the consumption of alcohol, then permission must also be sought from the Dean.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MCR President Full Name: \_\_\_\_\_

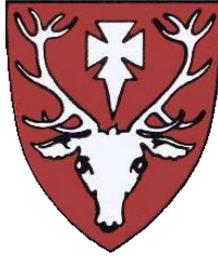
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The below is only required if an outside speaker is to attend, or if alcohol is to be consumed*

Dean of Hertford College name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SUPPLEMENTARY DOCUMENT I: ASSOCIATE  
MEMBER APPLICATION FORM



HERTFORD COLLEGE MCR

ASSOCIATE MEMBERSHIP APPLICATION FORM

*Associate membership allows access to the MCR facilities and many events, however does not allow access to other College facilities, including the Library, IT services and equipment, and the Dining Hall. Associate Membership requests must be seconded by a Full Member of the MCR. Associate membership will expire if the seconding Full Member ceases to be a Full Member, or at the start of the following Michaelmas Term, whichever is sooner.*

APPLICANT DETAILS

Name:

Email address:

Status (delete as appropriate): Student/Researcher/Visitor/Other (please state)

Current address:

Reason for membership:

I, \_\_\_\_\_, agree to the following conditions of MCR Associate Membership:

1. Battels (money owed to the MCR/Hertford College) will be paid within 30 days of being issued by email or by post. If, for any reason, I am unable to pay within this period, I will inform the MCR Treasurer.
2. I will not bring more than 2 guests into the MCR, or leave guests unaccompanied in the MCR at any time.
3. I will not use the MCR for any financial gain, including, but not limited to:
  - a. Running tutorial sessions
  - b. Hosting professional interviews or meetings
4. I will pay the agreed membership fee, if applicable.

Signature:

Date:

#### SECONDING MEMBER DETAILS

Name:

Email address:

University of Oxford student card expiration date:

I, \_\_\_\_\_, agree to take full responsibility for any damages to the MCR Quarters or other Hertford College Property caused by the applicant written above. I understand that any battels not paid by the above within 30 days of issue will be applied to my own battels.

Signature:

Date: