



University College
Weir Common Room
Constitution

1. Name

- 1.1. The name of the association shall be the Weir Common Room. It shall also be known as the WCR and shall be referred to as the WCR throughout this Constitution and its associated Standing Orders. The WCR shall be the Middle Common Room of University College, Oxford.

2. Objects

- 2.1. The objectives of the WCR shall include:
 - (a) promoting the interests and welfare of WCR members;
 - (b) organising social activities among WCR members;
 - (c) representing the interests of WCR members to the Governing Body of the College.

3. Membership

- 3.1. All junior members of University College who are graduates shall be eligible to be full members of the WCR. The College shall determine which other persons, if any, shall be eligible to be full members of the WCR.
- 3.2. Any person who is eligible to be a full member of the WCR shall be a full member. A person may give up full membership, associate membership, or honorary membership by notifying the WCR President of his or her desire to do so. No person who is not a full member may attend any WCR meeting, vote in any WCR meeting, vote in any WCR election or stand for any office in the WCR.
- 3.3. Associate membership may be granted to or removed from a person at the discretion of the Dean of Graduates and the WCR President.
- 3.4. Persons may be granted honorary membership of the WCR by majority vote at a General Meeting.
- 3.5. Honorary membership may be withdrawn if withdrawal is supported by a two-thirds majority of those present and voting at any General Meeting provided that the notification of the meeting required by this Constitution indicates that the matter will be an agenda item and provided that the honorary member or members affected have been invited to attend the meeting.

4. Committee

- 4.1 There shall be a Committee consisting of a President, a Vice-President who shall also be the Treasurer, a Secretary, one or two Diversity, Equality, and Welfare Officers, an External Affairs Officer, an Environment Officer, and three or four Social Secretaries, a Women's Officer; an Ethnic Minorities & Racial Equality Officer; an LGBTQ+ Officer; an International Students' Officer; a Mature Students & Families Officer; and a Students with Disabilities & Accessibility Officer
- 4.2 The positions of Women's Officer, Ethnic Minorities & Racial Equality Officer, LGBTQ+ Officer, International Students' Officer, Mature Students & Families Officer, and Students with Disabilities & Accessibility Officer, may be held in conjunction with another Committee position, including each other, except for the positions of President and Vice-President/Treasurer.
- 4.3 The Committee shall be responsible for the running of the WCR between General Meetings. Decisions of General Meetings shall be binding on the Committee. The Committee shall not have the power to alter this Constitution or its associated Standing Orders.
- 4.4 The Committee shall meet whenever it deems necessary, and at least twice a term.
- 4.5 The President, or three members of the Committee, shall have the power to call additional Committee Meetings.
- 4.6 At least three days prior to each Committee Meeting the Secretary shall send notification to all Committee members and post notification on the WCR noticeboard.
- 4.7 Any full member of the WCR may attend any Committee Meeting, but only Committee members shall have the right to vote.
- 4.8 The quorum for Committee Meetings shall be four members of the Committee one of whom must be the President or Vice-President/Treasurer.
- 4.9 Committee Meetings shall be chaired by the President unless he or she is absent or unable to do so in which case the Vice-President/Treasurer shall take the Chair.
- 4.10 Decisions of Committee Meetings shall be taken by simple majority vote. In the event of a tie the Chairperson shall have a casting vote. If there is a tie and the Chairperson chooses not to exercise his or her casting vote the motion, amendment or procedural motion being voted on is lost.

5. Duties of Committee Members

- 5.1. All members of the Committee shall act in accordance with this Constitution.
- 5.2. All members of the Committee shall have the following duties:
 - a) attending all General Meetings and Committee Meetings;
 - b) representing the interests of the WCR at any appropriate University committees;
 - c) liaising with the relevant Committee members on the Junior Common Room Committee where appropriate.
 - d) Carrying out the objectives of the WCR
- 5.3. The President's duties shall include:
 - a) taking overall responsibility for the day-to-day running of the WCR;
 - b) calling and chairing all General Meetings of the WCR in conjunction with the secretary;
 - c) representing the views and interests of the WCR in dealings with the college;
 - d) representing the WCR on College committees; and
 - e) representing the WCR at meetings of Oxford University Student Union (Oxford SU) Council and the MCR Presidents' Committee (PresCom).
- 5.4. The Vice-President/Treasurer's duties shall include:
 - a) taking overall responsibility for the day-to-day running of the financial affairs of the WCR in accordance with section 9;
 - b) representing the WCR on all appropriate College committees;
 - c) deputising for the President if the President is unable to carry out his or her duties; and
 - d) administering, together with the Diversity, Equality, and Welfare Officers, the WCR hardship fund.
- 5.5. The Secretary's duties shall include:
 - a) taking minutes at all General Meetings and Committee Meetings of the WCR;
 - b) maintaining an up-to-date version of this Constitution and its associated Standing Orders and ensuring that it is available for inspection in the College Office;
 - c) managing the WCR website; and
 - d) calling and chairing all General Meetings of the WCR in conjunction with the president.
- 5.6. The Diversity, Equality, and Welfare Officers' duties shall include:
 - a) representing the WCR on all appropriate College committees;
 - b) dealing with matters relating to the welfare of individual WCR members;
 - c) administering, together with the Vice-President/Treasurer, the WCR hardship fund; and
 - d) taking a leading and proactive role in making University College, and in particular the University College WCR, a place where all students feel welcome and at home, irrespective of personal characteristics including; gender, race, religion, nationality, citizenship, sexual orientation, or ethnic, national, or social origins.

- e) to organize and chair a welfare sub-committee that will meet at least once a term
- 5.7. The External Affairs Officer's duties shall include:
- a) representing the WCR at meetings of the Oxford University Student Union (Oxford SU) Graduate Committee;
 - b) representing the WCR at meetings external to the College as is appropriate; and
 - c) reporting to the WCR Committee on relevant matters brought forward at external meetings.
- 5.8 The Environment and Hall Officer's duties shall include:
- a) raising environmental awareness within the WCR;
 - b) promoting environmentally sustainable activities among WCR members;
 - c) promoting environmentally sustainable policies within University College;
 - d) collaborating with the JCR on college-wide environmental awareness and policy campaigns;
 - e) liaising with the Environment and Ethics Committee of Oxford SU on university-wide environmental awareness and policy campaigns, and attending meeting of that Committee where possible; and
 - f) liaising with Hall and College on matters arising.
- 5.9 The Social Secretaries' duties shall include:
- a) Lead in fostering the WCR as an active community
 - b) Lead in organising the major WCR events, including termly bops, Sunday Socials, Exchange and Guest Dinners, and all other social events;
 - c) Lead in delegating tasks in the running of events;
 - d) Inform the WCR about events external to the College.
- 5.10 The Women's Officer's duties shall include:
- a) Promoting the interests and welfare of female and transfeminine members of the WCR
 - b) Raising awareness of issues concerning women and gender equality and justice within the WCR
 - c) Collaborating with the JCR on college-wide awareness and policy campaigns
 - d) Liaising, at their discretion, with the Oxford SU Women's campaign on university-wide awareness and policy campaigns
 - e) Liaising with the College on matters arising
 - f) To sit on the WCR's Welfare Sub Committee
- 5.11 The Ethnic Minorities & Racial Equality Officer's duties shall include:
- a) Promoting the interests and welfare of black, minority ethnic, and visible minority members of the WCR
 - b) raising awareness of issues concerning people of colour, ethnic minorities, visible minorities and racial equality and justice within the WCR
 - c) collaborating with the JCR on college-wide awareness and policy campaigns
 - d) liaising, at their discretion, with the Oxford SU Campaign for Racial Awareness and Equality
 - e) liaising with the College on matters arising
 - f) to sit on the WCR's Welfare Sub-Committee

- 5.12 The LGBTQ+ Officer's duties shall include:
- a) promoting the interests and welfare of LGBTQ+ members of the WCR
 - b) raising awareness of issues concerning LGBTQ+ people, gender and sexual diversity, and LGBTQ+ justice and equality within the WCR
 - c) collaborating with the JCR on college-wide awareness and policy campaigns
 - d) liaising, at their discretion, with the Oxford SU LGBTQ+ Campaign
 - e) liaising with the College on matters arising
 - f) to sit on the WCR's Welfare Sub-Committee
- 5.13 The International Students' Officer's duties shall include:
- a) promoting the interests and welfare of international members of the WCR
 - b) raising awareness of issues concerning international students within the WCR
 - c) collaborating with the JCR on college-wide awareness and policy campaigns
 - d) liaising, at their discretion, with the Oxford SU International Students' Campaign
 - e) liaising with the College on matters arising
 - f) to sit on the WCR's Welfare Sub-Committee
- 5.14 The Mature Students & Families Officer's duties shall include:
- a) promoting the interests and welfare of mature members of the WCR
 - b) promoting the interests and welfare of members of the WCR with children
 - c) raising awareness of issues concerning families and mature students within the WCR
 - d) liaising, at their discretion, with Oxford SU's 'STUDENTSplus' group
 - e) liaising with the College on matters arising
 - f) to sit on the WCR's Welfare Sub-Committee
- 5.15 The Students with Disabilities & Accessibility Officer's duties shall include:
- a) promoting the interests and welfare of members of the WCR with disabilities
 - b) raising awareness of issues concerning disabilities and accessibility within the WCR
 - c) collaborating with the JCR on college-wide awareness and policy campaigns
 - d) liaising, at their discretion, with Oxford SU's Oxford Students Disability Campaign and the Oxford Accessibility Project
 - e) liaising with the College on matters arising
 - f) to sit on the WCR's Welfare Sub-Committee

6. General Meetings

- 6.1 The President or Secretary shall call at least two Ordinary General Meetings per year. The first Ordinary General Meeting shall be held during Michaelmas Term each year.
- 6.2 An Extraordinary General Meeting may be called by the President at any time.
- 6.3 At least one week prior to an Ordinary General Meeting the Secretary shall notify all full members of the WCR. At least three days prior to an Extraordinary General Meeting the Secretary shall notify all full members of the meeting.
- 6.4 The President must call an Extraordinary General Meeting if a written request for such a meeting signed by fifteen full members of the WCR is submitted to him or her between Monday of nought week and Friday of seventh week in any term. The meeting shall be held no less than three days but no more than six days after the request is submitted. The Secretary shall ensure that within three days of the request being submitted to him or her all full members are notified of the meeting and notification is posted on the WCR noticeboard.
- 6.5 If the position of President is vacant the holder of the first non-vacant committee position in the following order of priority - Vice-President/Treasurer, Secretary - shall have the duties assigned to the President.
- 6.6 If all the Committee positions are vacant a General Meeting may be called by the Dean of Graduates of University College provided that notification is placed on the WCR noticeboard a week in advance. Further notification may be issued at the discretion of the Dean of Graduates. The meeting shall not start unless it is opened by a Chairperson the Dean of Graduates has appointed from among the full members of the WCR.
- 6.7 Ordinary motions for General Meetings must be submitted in writing to the Secretary at least three days in advance of the meeting if the meeting is an Ordinary General Meeting and at least 24 hours in advance of the meeting if the meeting is an Extraordinary General Meeting and must be submitted along with the names of the proposer and seconder. The Secretary shall notify WCR members as soon as possible after they are submitted.
- 6.8 Emergency motions for General Meetings must be submitted in writing to the Secretary at least one hour before the meeting is due to start along with the names of the proposer and seconder. No motion shall be accepted as an emergency motion unless it could not have been proposed early enough to be an ordinary motion and is too urgent to be left until the next meeting.
- 6.9 The quorum for any General Meeting shall be twelve full members of the WCR.
- 6.10 Minutes shall be taken at all General Meetings and retained.
- 6.11 All full members shall be eligible to attend meetings, eligible to vote and eligible to

propose or second motions.

- 6.12. Decisions on motions, amendments and procedural motions shall be taken by simple majority vote except where a two thirds majority is required by this Constitution or its associated Standing Orders. In the event of a tie the Chairperson shall have a casting vote. If there is a tie and the Chairperson chooses not to exercise his or her casting vote the motion, amendment or procedural motion being voted on is lost.
- 6.13. There shall be a set of Standing Orders to govern the conduct of business at General Meetings. These Standing Orders shall form a schedule to this Constitution and shall be considered part of it. Any Standing Order may be suspended for part or all of a meeting by a two-thirds majority of those present and voting.

7. Elections

- 7.1. The term of office for each committee position shall commence on Sunday of Seventh Week of Hilary Term and end on Saturday of Sixth Week of Hilary Term the following year.
- 7.2. The election consists of four sequential stages, which from beginning to end must last no more than three weeks:
 - (a) A nomination period, lasting for at least seven consecutive days.
 - (b) Hustings, occurring during a General Meeting.
 - (c) A poll, lasting over a period no shorter than 8am to 8pm over a single day.
 - (d) Announcement of the result.
- 7.3. Annual elections to fill the committee positions for the next term of office shall be held every Hilary Term. These shall be scheduled such that nominations begin no earlier than Monday of Third Week, and results are announced no later than Monday of Sixth Week. An election shall be held for each role in the committee, such that a single election shall be held for the three or four Social Secretary positions, and a single election shall be held for the one or two Diversity, Equality and Welfare Officer positions.
- 7.4. All full members shall be eligible to vote in WCR elections.
- 7.5. All full members shall be eligible to be nominated as a candidate in all WCR elections except in the following cases:
 - (a) No person may be nominated for a position if they hold, or are currently nominated in an election for, another position on the Committee; except for combinations of positions which section 4.2 allows a single person to hold simultaneously.
 - (b) No person may be nominated for the position of President if he or she has already been twice elected to this position.
 - (c) The Returning Officer may not be nominated for any position.
- 7.6. The Secretary shall be the Returning Officer for elections; except for cases where the Secretary is currently running or wishes to run for a position in any election, in which case the Committee shall appoint a full member not currently running in any election as the Returning Officer.
- 7.7. At least three days before the nomination period begins, the Returning Officer shall
 - (a) Send notification of the election inviting nominations to all full members and detailing dates and times of the stages listed in section 7.2.
 - (b) Post notification of the election inviting nominations on the WCR noticeboard.
 - (c) Post a copy of the Duties Statement on the WCR noticeboard.
- 7.8. The nomination period shall take place over a period of at least seven consecutive days. The Returning Officer shall post a nomination paper on the WCR noticeboard during this period. All nominations must be made on this nomination paper and must contain the signature of both the nominated candidate and a valid seconder.

- 7.9. Any full member of the WCR may second a nomination in any WCR election, other than:
- (a) A candidate who is currently nominated in an election for this, or any other, position.
 - (b) Anyone who is currently seconding a candidate in an election for any other position.
 - (b) The Returning Officer.
- 7.10. The President shall call a General Meeting (which may be an Extraordinary General Meeting in the case of a by-election). At this meeting hustings shall be held.
- 7.11. Polling shall take place by secret ballot, either in the Weir Common Room or by use of secure online voting software. Polls shall be open for a period no shorter than from 8am to 8pm on a single day and may take place over multiple days. Where the polling takes place in the Weir Common Room, all votes must be cast in person except that the Returning Officer shall make appropriate provision for people with disabilities. Security of the ballot box shall be the Returning Officer's responsibility.
- 7.12. The candidates shall submit summaries of their hustings speeches of a single A4 page to the Returning Officer before the beginning of the General Meeting. Where the polling takes place in the Weir Common Room, the candidates' summaries must be posted on the WCR noticeboard for the entire duration that polls are open. Where the polling takes place online, the candidates' summaries must be available to view with the candidates' names on the online poll.
- 7.13. The candidates shall be listed on the ballot in alphabetical order by surname. The voting procedure shall be in accordance with Oxford SU elections guidelines and use a single transferable vote.
- 7.14. The announcement of the results shall include the winner of the election, the total number of votes cast, and the number of spoiled ballots if any. Notification of the result is to be sent to all full members as soon as possible after votes are counted, and this notification shall take place no more than three weeks after nominations for that election were initially opened.
- 7.15. At any time until 24 hours after the result of an election is made public, any candidate in that election may demand that votes be recounted. The Returning Officer shall then be obliged to carry out such a recount but any further recount shall be at the Returning Officer's discretion.
- 7.16. Any candidate in an election may be present at any count or recount which takes place in that election except that the Returning Officer may order any unruly candidate to leave the room during counting.
- 7.17. If an election is held for a position and no nominations are received, the Committee may appoint a full member of the WCR to fill the position until the end of term of office for that role.

8. Resignations and By-elections

- 8.1. Any Committee member may resign at any time.
- 8.2. The Committee may decide if any Committee member who fails to implement in full any duties assigned to him or her by sections 5.2 – 5.15 shall be deemed to have resigned.
- 8.3. Any Committee member shall be deemed to have resigned if he or she is rusticated or sent down or if any motion of no confidence in him or her is passed at a General Meeting.
- 8.4. If a Committee position becomes vacant before the end of the term of office for that position a by-election shall be held before the end of the term following the term in which the vacancy was made. In the interim, the Committee can appoint a full member of the MCR to fill the position until the next election or by-election.
- 8.5. All by-elections shall be conducted in accordance with sections 7.2 and 7.4-7.18 inclusive.

9. Finance

- 9.1. All major items of expenditure must be approved by a General Meeting. The Treasurer will decide what constitutes a major expenditure.
- 9.2. The Vice-President/Treasurer shall produce an annual budget for approval by a General Meeting during Michaelmas Term and approval by the Governing Body of the College.
- 9.3. Following the end of each financial year the Vice-President/Treasurer shall publish a financial report, present it to a General Meeting and make it available to the Governing Body of the College. The report shall include receipts and expenditures during that year and must contain a list of all external organisations to which the WCR has made donations and details of those donations. It shall also include a balance sheet reflecting the position of the WCR accounts at the end of the financial year concerned.
- 9.4. The WCR may include in its budget a sum dedicated to charitable donations, not to exceed £500 per academic year. The allocation of such funds shall follow the guidelines set in the WCR Charity policy. The WCR Charity policy is included as a schedule to the Constitution and can be amended through a motion passed in any Ordinary General Meeting.

10. Complaints

- 10.1. Complaints about the management of the WCR may be made to the WCR President

or to the Dean of Graduates.

11. Interpretation

- 11.1. In the event of a dispute as to the interpretation of any part of this Constitution or its associated Standing Orders the President must rule on the matter if requested to do so by any full member of the WCR. The President's ruling may be challenged in any General Meeting but a decision on the President's ruling reached by a General Meeting shall be final.

12. Amendments to this Constitution or to Standing Orders

- 12.1. Amendments to this Constitution or to its associated Standing Orders shall be made if and only if they receive a two-thirds majority of those present and voting at a General Meeting.
- 12.2. Any amendment to this Constitution or to its associated Standing Orders must be submitted in writing to the Secretary at least three days in advance of the General Meeting at which it is to be proposed along with the names of the proposer and seconder (who must both be full members) and must specify the words to be deleted, inserted and/or substituted. The Secretary shall inform the WCR as soon as possible after they are submitted.

13. Sub-Committees

- 13.1 There is to be a welfare sub-committee which meets at least once a term, to be chaired by the Diversity, Equality, and Welfare Officers and to be attended by any full member of the WCR.

Schedule I

Standing Orders for WCR General Meetings

1. Agenda

- 1.1 The business of General Meetings shall be taken in the following order:
- (a) Minutes of the last General Meeting
 - (b) Matters arising from the minutes
 - (c) Reports and statements from Committee members
 - (d) Constitutional motions and amendments
 - (e) Ordinary motions
 - (f) Emergency motions
 - (g) Any other business

2. Chairperson

- 2.1. The Chairperson shall be responsible for keeping the meeting in order. He or she shall be the sole interpreter of these Standing Orders while he or she is chairing the meeting, subject to the right of any member to challenge his or her ruling in accordance with Standing Order 6.2.
- 2.2. The person chairing the meeting shall not speak on a motion or propose and second a motion unless he or she vacates the Chair for the whole of the debate on that motion. The person chairing the meeting shall also vacate the Chair when the meeting is dealing with any challenge to a ruling that he or she has made on the interpretation of the Constitution or of these Standing Orders.
- 2.3. All General Meetings shall be chaired by the President unless he or she is absent or unable to do so. If the Presidency is vacant, or if the President is absent or unable to chair the meeting, it shall be chaired by the holder of the first non-vacant committee position in the order of priority given in section 6.5 of the Constitution whose holder is not absent or unable to chair the meeting. If there are no committee members who are not absent or unable to chair the meeting and the Chairperson has not been appointed by the Dean of Graduates in accordance with section 6.6 of the Constitution a Chairperson shall be elected by the meeting.

3. Speaking

- 3.1. All speakers shall address the Chair. The Chairperson shall decide right of priority in speaking.
- 3.2. No person shall exceed three minutes in his or her speech without the express

permission of the meeting.

4. Motions

- 4.1. Every motion shall have a proposer and a seconder.
- 4.2. The proposer shall move the motion. No motion shall be debated unless the person named as proposer when it was submitted is present or another full member proposes it instead.
- 4.3. No motion that is being debated may be withdrawn without the unanimous consent of the meeting. Neither shall any addendum or rider be added without such consent. Should any member dissent, the addendum or rider must be proposed and seconded and treated as an ordinary amendment.
- 4.4. The proposer may sum up the debate either immediately before the substantive motion is put to the vote or immediately before the first amendment that he or she, as proposer, has not accepted is put to the vote.

5. Amendments

- 5.1. Every amendment shall have a proposer and a seconder.
- 5.2. If an amendment is carried which was not accepted by the proposer of the motion, the amended motion shall become the substantive motion and the proposer of the amendment shall then be treated as the proposer of the motion for the purposes of Standing Orders 4.4, 5.2., 6.4 and 7.2.
- 5.3. When all amendments have been voted on the substantive motion shall be debated.
- 5.4. No amendments to constitutional motions or amendments shall be moved.

6. Procedural Motions

- 6.1. Every procedural motion shall have a proposer and a seconder.
- 6.2. The following procedural motions may be put:
 - a) A vote of no confidence in the Chairperson
 - b) A challenge to the Chairperson's ruling
 - c) That a secret ballot be taken when the question is put
 - d) That the question be now put
 - e) That one or more specified Standing Orders shall be suspended for a specified length of timeOther procedural motions may be put at the discretion of the Chairperson.
- 6.3. If procedural motion (a) or (b) is moved, the Chairperson shall vacate the Chair and, for the purposes of Standing Order 2.3, shall be treated as unable to chair the

meeting for the whole of the debate on the procedural motion. The proposer shall state his or her case, the person who has just vacated the Chair shall reply and the procedural motion shall then be put to a vote. If procedural motion (a) is carried the person who has just vacated the chair shall not resume it during the meeting.

- 6.4. If procedural motion (c) or (d) is moved, the Chairperson shall allow one speech in favour of the procedural motion and one speech against and shall then put the procedural motion to a vote. If procedural motion (d) is carried the matter under discussion shall be put to the vote immediately except that if the proposer of the motion has the right to sum up immediately before this vote under Standing Order 4.4 he or she shall be allowed to do so.
- 6.5. If procedural motion (e) is moved, the mover must specify the one or more Standing Orders which are to be suspended and the length of time (not exceeding 30 minutes) for which the suspension is to last. Procedural motion (e) shall be carried if and only if it receives a two-thirds majority of those present and voting (ie excluding abstentions).

7. Voting

- 7.1. Voting on motions, amendments and procedural motions shall be by show of hands unless procedural motion (c) has been carried. When a vote is taken by show of hands the Chairperson shall ask for votes in favour of the motion, amendment or procedural motion and then for votes against.
- 7.2. If procedural motion (c) above has been carried, each full member present shall be given a slip on which he or she should write "FOR", "AGAINST" or "ABSTAIN". The Chairperson shall appoint two scrutineers who shall count the votes and determine whether the motion or amendment is carried. The proposer and seconder of a motion or amendment being voted on and the proposer and seconder of any motion to which an amendment being voted on applies shall be ineligible to be scrutineers.

8. Points of Information and Order

- 8.1. Points of information may be raised by any full member provided that the speaker occupying the floor signifies his or her intention of giving way.
- 8.2. Points of order, which take precedence over any other business, may be raised by any full member. They must be framed as a question to the Chair and be related to the conduct of the meeting.

Schedule II

WCR Charity policy

The Weir Common Room Constitution states that the WCR may dedicate in its budget up to £500 per academic year for charitable donations. In making use of these funds, the WCR shall refer to the following guidelines:

1. The WCR may consider making a donation to any charity in which one or more WCR members is/are directly involved. This includes sponsoring WCR members for their direct participation in fundraising events for charity (i.e. Races, cycling events, etc.).
2. The WCR committee shall proceed through a call for applications at any time during Hillary term each year.
3. The WCR committee (preferably through its Treasurer or Diversity, Equality, and Welfare Officers) shall advertise the call for applications, requirements and deadline to all WCR members.
4. Applications should be submitted via email or pigeon to the Treasurer or Diversity, Equality, and Welfare Officers before the advertised deadline.
5. Applications shall be no more than one page long and minimally include the following:
 - The name of the (lead) WCR member;
 - The name of the charity, including full contact details and website (if available);
 - A short description of the charity's objectives and activities;
 - A short description of the WCR member's involvement with the organization;
 - A short description of the projected use of the WCR's financial contribution.
6. The WCR committee shall evaluate applications and make decisions within 2 weeks of the deadline. It shall inform the successful applicants by email and advertise the outcome to all WCR members.
7. Each member of the WCR may submit only one application (for one charity), individually or as part of a group, per academic year. A maximum donation from the WCR is set at £50 per WCR member, or £100 per project or charity (in case of group applications).
8. Budgeted funds do not have to be entirely allocated each year. In the absence of suitable applications, the WCR committee can decide not to make any donation and make these sums available for other similar purposes, make a new call for applications in Trinity term or decide upon another appropriate use of this portfolio.
9. The WCR committee may exceptionally consider unsolicited applications at other moments in the academic year (e.g. for fundraising events happening in MT or TT). Such applications shall follow the guidelines above. The committee may decide favourably even

if the budgeted sums have already been allocated, as long as the total WCR contributions for the academic year have not reached a maximum of £500.