



The Constitution of the Junior Common Room of Worcester College, Oxford

Last amended: May 2016 by Mairi Hill

Section A: Preamble

1) Aims of the JCR

- i. To provide and develop scientific, artistic, cultural, political, religious and social activities among students and to represent the interests of the Junior Common Room to the Governing Body.
- ii. To achieve effective representation to the Governing Body. Such representation shall be, at a minimum, secured by the attendance of the President of the JCR at Governing Body meetings to speak and vote on all matters directly affecting the interests of Junior Members of the College.
- iii. The JCR will actively fight against and deter detrimental discrimination from being inflicted by any member of the JCR, or by any person or group whose interests are those of the JCR. At the same, the JCR will respect and uphold the rights of each member to his own privacy and individuality.

2) Membership

Membership of the JCR shall be of two forms: full and honorary.

a) Full Membership

The following are automatically entitled to full membership and its rights, as are listed below:

- i. All Junior Members of the College engaged in a course of study at the University.
- ii. All members of the MCR of the College engaged in a course of study at the University and all those on sabbatical leave who have previously been full members of the JCR and are now continuing their course of study at the University.

- iii. All Junior Year Abroad students at the college engaged in a course of study at the University.

Any person fulfilling the above conditions may not lose or be denied membership of the JCR.

b) Honorary Membership

- i. Any person or creature – alive or dead, animate or inanimate, real or fiction – may become entitled to honorary membership under an ordinary motion. Such membership does not confer the rights of full membership, as explained below, on the honorary member. The name of the honorary member shall be entered into Appendix A of the constitution. Honorary membership shall be lost under an ordinary motion.

c) The Rights of Membership

Subject to the exceptions below, Full Members of the JCR are entitled to the following rights:

- i. Attend JCR meetings.

Such entitlement may be removed during the course of a meeting on the proposal being made by the Chair of the meeting, having been approved by a two-thirds majority of those present if, in the Chair's opinion, the member concerned is behaving in such a disruptive manner as to make the normal continuation of the meeting impossible. The member concerned must be first given the opportunity to desist from such behaviour. The withdrawal of the entitlement shall under no circumstances extend beyond the meeting in which it occurred.

- ii. Speak at JCR meetings.

Such entitlement is subject to the same restrictions as above.

- iii. Propose motions for discussion at JCR meetings.
- iv. Vote at JCR Meetings.

All those present at the meeting shall be irrevocably entitled to vote. No proxy votes may be accepted.

- v. Stand for election for a Committee post.

Those entitled to Full Membership, as described in Section b ii) and b iii) above shall not be entitled to stand for election.

- vi. Vote in JCR elections

Subject to the procedural regulations provided in Section G 7) below, all full members are entitled to vote, and, while they remain full members, may not lose or be denied such entitlement.

- vii. Use any facilities and enjoy any services provided by the JCR.

3) Affiliations

The JCR is affiliated to:

1. The Oxford University Students' Union (OUSU)
2. Any other organisation that shall be agreed on by the JCR under a constitutional motion.

Section B: The JCR Committee

1) Elected Officials

The fully-elected JCR officers are as follows, with the term of election in brackets:

1. The President (Trinity)
2. The Vice-President and Treasurer (Trinity)
3. The Secretary (Hilary)
4. The Academic Affairs and Suspended Students Rep (Trinity)
5. The Access, Admissions and Careers Rep (Trinity)
6. The Art Rep (Hilary)
7. The Charities Rep (Trinity)
8. The Computer Rep (Hilary)
9. The Editor of the JCR Newsletter (Hilary)
10. The Entertainment Rep (Hilary)
11. The Entertainment Secretary (Trinity)
12. The Entertainment Treasurer (Trinity)
13. The Environment and Ethics Rep (Trinity)
14. The Female Welfare Rep (Hilary)
15. The First Year Rep (Hilary)
16. The Food and Bar Rep (Trinity)
17. The Housing and Internal Affairs Rep (Trinity)
18. The Junior Treasurer of the Amalgamated Clubs: the Sports Rep (Trinity)
19. The Equal Opportunities Rep (Hilary)
20. The Male Welfare Rep (Hilary)

21. The OUSU Rep (Trinity)

The semi-elected officers are as follows, for the Equal-Opportunities sub-committee:

1. LGBT Officer
2. Women's Officer
3. International Student's Officer
4. Students with Disabilities Officer
5. Anti Racism and Ethnic Minorities (BME) Officer.

For the Freshers' Week sub-committee:

1. Freshers' Week Treasurer
2. Freshers' Week Design
3. Freshers' Week Entz
4. Freshers' Week Welfare

a) Mandates of fully-elected officers.

1) General

- a) All JCR officers are fully responsible to the JCR for all their actions in their official capacities, and are answerable to JCR meeting.
- b) All officers shall attend all JCR meetings and all open meetings. If a committee member fails, without apology, to attend 3 meetings in a term, they will be deemed to have resigned.
- c) Officers shall produce a short written report prior to each JCR Committee meeting, to be discussed there. Copies of these reports shall be publicised on the JCR website.
- d) In Seventh Week of each term each committee member shall submit to the president a full written report of all that they has achieved and/or done for the JCR during the last term. This report should include problems encountered and suggestions for future improvements.
- e) Every Officer and Representative of the Committee is responsible for the training of their successor and shall, no later than the Sunday of Eighth Week of their final term in office, submit a handover pack to their successor detailing specific instructions and containing materials related to their position.

2) The President shall:

- a) Represent the interests of the JCR on the following committees: Joint Consultative Committee, Joint Domestic Committee and Joint Welfare Committee.
 - b) Represent the interests of the JCR at OUSU Council as one of Worcester's three votes, supporting the OUSU Rep. If the President is unable to attend, they are responsible for sending somebody else instead.
 - c) Chair JCR meetings and Hustings and ensure that they are constitutional.
 - d) Co-ordinate the activities of the JCR Committee.
 - e) Ensure that all JCR motions that are passed are followed through as far as possible.
 - f) Determine the order of motions in JCR meetings to ensure that the meeting focuses on the most important issues.
 - g) Represent the JCR to the MCR and SCR and maintain good working relationships.
 - h) Act as Returning Officer in JCR elections in Hilary Term when the Secretary is standing down. They will assist in vote counting at all elections.
 - i) Have honorary ownership of college ducks, ensure no intentional harm comes to them, have responsibility for feeding the ducks and oversee the purchase (up to £7 and £15 p.a. for duck food and a new duck respectively, naming and introduction (through the Woosta Source) of new ducks.
 - j) To appoint a "Yearbook Organiser" in Michaelmas Term each year.
- 3) The Vice-President and Treasurer shall:
- a) Stand in for the President in his/her absence.
 - b) Carry out tasks mandated in motions passed during JCR meetings.
 - c) Attend JCR meetings and JCR Committee meetings.
 - d) Attend Joint Consultative and Joint Domestic Committee meetings and represent and act in the interests of the JCR.
 - e) Manage the JCR accounts:
 - i. Being informed of the movements of income and expenditure, when required shall advise the JCR on their account balance.
 - ii. Organise payment of all bills addressed to the JCR.
 - iii. Organise payment of expenses to JCR Committee members.
 - iv. Organise payment of any money motions passed in a JCR meeting.
 - v. Organise payment of Committee budgets e.g. to the Women's Rep, and inspect their accounts at the end of the academic year.

- vi. Collect money for bar games.
 - vii. Keep all records and receipts of transactions for annual inspection by an external auditor.
 - viii. Present to the JCR a report on income and expenditure at time of demittal.
 - ix. Create a 'Treasurer's handbook' that would outline to the committee members the main revenue and expenses to the JCR as well as giving details of each account.
 - x. Update the 'Treasurer's handbook' to take into account changes in the JCR's financial situations and new annual and termly money-motions.
 - xi. Create new accounts for the reps with budgets.
 - xii. To ensure that for each rep with a JCR budget the budget goes directly into the rep's account and that the rep shall give the treasurer a breakdown of their spending at the end of each term.
 - xiii. It shall be the responsibility of the JCR Treasurer to set, publish and make available a termly budget for expenditure during their time in office which shall be approved by majority vote of the JCR Committee.
 - xiv. It shall also be the duty of the JCR Treasurer to make available to the JCR an annual report of all JCR expenditure.
- f) Be responsible for JCR property:
- i. Be responsible for the security of JCR Property.
 - ii. Maintain JCR equipment.
- g) Organise the JCR newspaper account
- h) Buy pink carnations for sale in the Buttery for Mid-Term dinners.
- 4) The Secretary shall:
- f) In Meetings:
- i. Advertise JCR meetings no less than 48 hours in advance.
 - ii. Produce an agenda containing all the motions that shall be included in the JCR newsletter.
 - iii. Take minutes during the meeting, recording votes on each motion.
 - iv. Convene the JCR Committee and advise each member of the meeting and location.
 - v. Receive all motions before midnight on the Wednesday before every JCR meeting
- g) Committees:

- i. Attend and minute the JCC. Return the minutes to the Provost's Secretary.
 - ii. Attend and minute the JDC. Return the minutes to the Domestic Bursar's Secretary.
 - h) In JCR elections:
 - i. The Secretary is assumed to be Returning Officer and shall advertise elections.
 - ii. Receive and publish manifestos.
 - iii. Attend Hustings.
 - iv. Print ballot papers, organise scrutineers, count votes and publish results.
 - v. Ensure that the election is constitutional at every stage.
 - i) The Secretary is the publicity officer for the JCR and shall, if necessary, use email and the JCR newsletter to publicise events and information of relevance and importance to the JCR at his/her discretion.
 - j) Ensure that the JCR Committee acts within the constitution, particularly with respect to meetings, motions and elections.
 - k) Re-direct mail to other JCR officials.
 - l) Liaise with the 1st Year Rep and President to ensure that Freshers' Week runs smoothly.
 - m) Liaise with the Governing Body when necessary to discuss JCR matters.
- 5) The Academic Affairs and Suspended Students Rep shall:
- a) Attend termly library committee meetings as a representative of the JCR.
 - b) Represent the interests and needs of suspended Worcester college students in Common Room meetings and other college activities
 - c) Be aware of current college policies for suspended Worcester college students and lobby for changes to these where necessary
 - d) Liaise with members of college staff such as the welfare officer and senior tutor on matters concerning suspended Worcester college students
 - e) Work and liaise with other parties that may be involved in supporting suspended students, such as SusCam, the Student Advice Service, and college welfare, disability and academic affairs reps.
 - f) Act together with the other JCR committee members for the benefit of the JCR and, wherever possible, attend events and entz organised by the JCR committee.
 - g) Give advice on academic matters to undergraduates.

- h) Relay information on academic matters to the JCR from the College authorities and the University, such as changes in the working of the College and University academic practice.
 - i) Attend OUSU Academic Affairs forums where possible.
- 6) The Access, Admissions and Careers Rep shall:
- a) Volunteer at College open days and school visits where possible and help the Admissions and Access Officer recruit other volunteers.
 - b) Stay during the admissions period as a student host.
 - c) Create a volunteering timetable for the other student hosts that are staying during the admissions period.
 - d) Organise social activities for the interviewees staying during the admissions period (pub quiz, trip to G&D's, movie night etc.)
 - e) Have a stall at the Worcester Freshers' Fair in Freshers' week to let people know about access volunteering opportunities within and outside of college. Have a sign-up sheet to the Access mailing list.
 - f) Act together with the other JCR committee members for the benefit of the JCR and, wherever possible, attend events and events organised by the JCR committee.
 - g) Review the Alternative Prospectus and work with the JCR newsletter editor to update content if necessary.
 - h) Display careers information on the careers notice board. Be up-to-date on the services provided at the Oxford University Careers Service (OUCS)
 - i) Organise the JCR led open day with the Social Mobility Foundation - Trinity Term
 - j) Attend OUSU Access, Admissions and Careers Rep forums where possible
- 7) The Arts Rep (Hilary) shall:
- a) Co-ordinate Worcester Arts Week, held annually in Hilary term.
 - b) Promote all art forms in College, both through exhibiting work or providing information about art courses to students.
 - c) Organise Worc in the Park, Worcester's Arts Festival, during Trinity term. This will include live music and however many other types of performance as can be organised (eg. short drama pieces, comedy, dance etc), food (eg. ice cream), and drink (alcoholic and non-alcoholic). All proceeds of the festival will go to Worcester's chosen charities for that year.
- 8) The Charities Rep shall:

- a) In Michaelmas term send letters to 1st Years explaining the charity scheme and enclosing opt-out slips for battels donations.
 - b) Encourage students to nominate charities each term to receive money from the charities' fund and, when necessary, explain which charities are being supported and why. Present these nominations and directions for sending the money to the college accountant at the start of the following term.
 - c) Advertise charitable events and volunteering opportunities going on in Oxford on the notice board or in the JCR newsletter.
 - d) Help to organise charity events each term aided (where appropriate) by the relevant JCR committee members, including a slave auction in Hilary term in aid of an international aid or development charity.
 - e) Promote the use of fair-trade products within Worcester and the university as a whole.
 - f) Liaise with Toynbee Hall to organise an activity day in Trinity term and recruit volunteers.
 - g) Appoint RAG reps to ensure Worcester representation at university RAG meetings and events.
 - h) Liaise with the university sabbatical officer for Charities and Community, and (where appropriate) charities reps from other colleges.
 - i) Maintain records and files of events and donations to pass on to subsequent charities reps.
- 9) The Computing Rep shall:
- a) Represent the interests of JCR members in general regarding College computing facilities.
 - b) Liaise with the College Computing Manager.
 - c) Represent the JCR to the College authorities responsible for computer purchasing decisions and for the allocation of rooms for shared facilities.
 - d) Be responsible for the maintenance and toner refills of JCR printers.
 - e) Ensure that, as much as is possible, computing facilities are maintained in working order.
 - f) Co-ordinate maintenance and repair of the JCR photocopier.
 - g) Provide paper and toner for said machine.
 - h) Keep printer paper supplies in the lodge stocked up with reserves from the college administrative buildings

- i) Ensure, in Freshers' Week, that each JCR member is given a computer and email account.
- j) Provide assistance in computer queries to all JCR members.
- k) Amend and update the JCR website regularly.

10) Editor of the JCR Newsletter:

- a) Compile and edit the Woosta Source (JCR newsletter):
- b) Liaise closely with the JCR Committee in order to preserve the status of the Woosta Source as the official publication of the JCR Committee.
- c) Attempt to reflect the interests of the college by encouraging contributions from all members of college.
- d) Use discretion to ensure that no article within the newsletter will cause undue offence.
- e) Liaise with the President and Treasurer to determine the frequency, length and volume of the newsletter.
- f) Arrange to receive reports from the JCR Committee for inclusion.
- g) Coordinate its printing and delivery to members of college.
- h) Cooperate with the First Year (Freshers') Rep in order to produce the annual Freshers' Woosta Source.
- i) Work with the Access, Admissions and Careers rep to update the Alternative prospectus when necessary.

11) The Entz Team shall:

- a) Liaise with the Assistant Dean, the Bar Manager and other College staff to gain permission for entz events.
- b) Organise entz programmes for each term.
- c) Work with the 1st Year Rep and President to organise events in Freshers' Week.
- d) Produce an entz term card and ensure that each student receives one.
- e) Advertise all entz events.
- f) Manage the entz budget: £1100 in Michaelmas term and £900 in Hilary and Trinity. Accounts must be kept.
- g) Cooperate with the Arts rep in Trinity to organise and run Worc in the Park.

12) The Environment and Ethics Rep shall:

- a) Be responsible for the JCR recycling scheme.

- b) Ensure Green Group meetings occur on a termly basis with members of staff (domestic bursar and assistant bursar), the MCR Environment Rep and ideally an SCR member (the “Environmental Fellow”).
- c) To the best of their ability, ensure that college follows its Environmental Policy and reviews this policy annually.
- d) Promote environmental issues within College.
- e) Consider issues beyond the environment, thus fulfilling their role as ‘ethics’ rep as well.
- f) Be responsible, jointly with the MCR Environment Rep, for the Edible Garden Project, including organising sessions, sourcing materials, planning development, keeping accounts, liaising with garden and catering staff where necessary and encouraging people to volunteer.
- g) To promote the involvement of the JCR in university wide green campaigns such as the Student Switch Off.

13) The Female Welfare Rep shall:

1. In General:
 - a) Be available within College for any students with welfare problems and shall provide advice about the appropriate services.
 - b) Promote health and welfare in college, keeping the welfare notice board up to date with relevant information, university-wide issues, campaigns and events.
 - c) Receive Peer Support training in Trinity term in order to be equipped with the relevant skills to provide effective welfare provisions.
 - d) Liaise with the Dean, Assistant Dean, Tutor for Women and other relevant SCR members, including the MCR Women’s Rep, to help resolve specific issues on behalf of students.
 - e) Attend OUSU Health and Welfare Committee.
 - f) Attend OUSU Women’s Committee.
 - g) Attend OUSU welfare training sessions.
 - h) Represent that JCR at JWC and JCC, when welfare issues are on the agenda.
 - i) Represent Worcester at OUSU Women’s Open Day in Trinity term.
 - j) Organise social events and meetings for women using the welfare budget, such as the Women’s dinner on Thursday of 6th week each term.
2. With the Male Welfare Rep:

- a) Organise welfare events using the welfare budget.
 - i. This includes responsibility for a weekly low key social event involving drinks and snacks that maintains the friendly spirit of welfare (currently called Tea at Three)
- b) Order information from OUSU, such as the Living Out Guide and publicise services within the College.
- c) Produce 'Welfare Packs' for Freshers.
- d) Co-ordinate the Peer Support panel in its duties.
- e) Order and make available sexual health provisions, to be ordered from OUSU using the welfare budget.
- f) Shall make available a free rape alarm to each fresher.

14) The First Year Rep shall:

- a) Stay up in 9th and 10th Week of Michaelmas Term to entertain interview candidates with tea parties, video evenings etc.
- b) Organise and co-ordinate events in Freshers' Week.
- c) Organise the 'College Parents' scheme.
- d) Book the photographers to take the Freshers' photos – both individual and group.
- e) Provide the College Accountant with an accurate list of how much each student owes on battels. Ask the accountant to pay the photo bill from the JCR account. Ensure that the money paid on battels is credited to the JCR account.
- f) Organise the collection of Freshers' photos.
- g) Assist the Secretary in publicising JCR events that are relevant to the First Year.
- h) Represent the 1st Year in the JCR.
- i) Manage and chair meetings of the Freshers' Week sub-committee.

15) The Food and Bar Rep shall:

- a) Organise Parents' dinners, Midway dinner and guest dinners.
- b) Organise a Finalists' Dinner in Trinity Term.
- c) Liaise between the kitchen staff and students regarding complaints, requests and suggestions.
- d) Deal with any problems in the bar and liaise with the Bar Manager.
- e) Assist the College's sports clubs in organising dinners in Hall.
- f) Consult the Conference Manager and Assistant Dean in booking functions in College.

- g) Be polite in obtaining permission from the Provost for a drinks reception if required.
- h) Organise menus and Hall details with the Catering and Hall managers.
- i) Advertise events and organise ticket sales with the Buttery Manager.
- j) Always eat, drink and be merry!

16) The Housing and Internal Affairs Rep shall:

- a) Publicise domestic arrangements to students and follow up complaints with the Accommodation Manager.
- b) Be responsible for ensuring that College notice boards are advertising up-to-date information.
- c) Represent the JCR in all matters concerning JCR rooms, i.e. the JCR, Buttery, and Morley Fletcher Room.
- d) Be responsible for the state of the JCR and the Morley Fletcher Room and deal with any maintenance issues.
- e) Prepare a guide to living out of College, drawn from information of those who have lived out or are currently living out.
- f) Organise an annual clear-out of the College bike shed, in conjunction with the JCR committee.

17) The Equal Opportunities Rep shall:

- a) Chair the Equal Opportunities Sub-Committee.
- b) Make college aware of the decisions made at the Equal Opportunities Sub-Committee through JCR email.
- c) Represent the interests of the Equal Opportunities Sub-Committee at JCR meetings.
- d) Liaise with the OUSU VP (Welfare and Equal Opportunities)
- e) Attend OUSU Equal Opportunities meetings.
- f) Make the members of the Equal Ops Sub-Committee aware when an OUSU meeting will be relevant to them and encourage them to attend also.
- g) Keep the Equal Opportunities notice board up to date.
- h) Liaise with the Academic Affairs and Access Rep on any issue concerning equal opportunities.
- i) Represent the JCR at JWC and JCC when equal opportunity issues are on the agenda.

- j) In the case that one of the positions on the Equal Opportunity Sub-Committee is not filled, the Sub-Committee, under the direction of the Equal Ops Rep shall cover their duties.
- k) Where possible, to attend Open Days and other college outreach events and offer feedback and advice to the Access Officer with regard to outreach activity.

18) The Male Welfare Rep shall:

1. In General:

- a) Be available within College for any students with welfare problems and shall provide advice about the appropriate services.
- b) Promote health and welfare in college, keeping the welfare notice board up to date with relevant information, university-wide issues, campaigns and events.
- c) Receive Peer Support training in Trinity term in order to be equipped with the relevant skills to provide effective welfare provisions.
- d) Liaise with the Dean, Assistant Dean, Tutor for Women and other relevant SCR members, including a male SCR member, to help resolve specific issues on behalf of students.
- e) Attend OUSU Health and Welfare Committee.
- f) Attend OUSU welfare training sessions.
- g) Represent that JCR at JWC and JCC, when welfare issues are on the agenda.
- h) Organise social events and meetings for men using the welfare budget, such as the Men's Dinner.

2. With the Female Welfare Rep:

- a) Organise general welfare events using the welfare budget.
 - i. This includes responsibility for a weekly low key social event involving drinks and snacks that maintains the friendly spirit of welfare (currently called Tea at Three)
- b) Order information from OUSU, such as the Living Out Guide and publicise services within the College.
- c) Produce 'Welfare Packs' for Freshers.
- d) Co-ordinate the Peer Support panel in its duties.
- e) Order and make available sexual health provisions, to be ordered from OUSU using the welfare budget.
- f) Shall make available a free rape alarm to each fresher.

19) The OUSU Rep shall:

- a) Inform the JCR about issues coming up in OUSU Council and shall display the agenda prominently.
- b) Try to ensure that the JCR Committee discusses contentious Council votes and places them before the JCR, to gauge JCR policy.
- c) Attend OUSU Council as one of Worcester's three votes. If the OUSU Rep is unable to attend, they are responsible for sending somebody else instead.
- d) Be the primary interface between the JCR and OUSU, supported by the JCR President, and promote attendance at Council and the use of the third JCR vote.
- e) Read through reports, budgets and briefings prepared by OUSU officers.
- f) Post on the Worcester JCR Facebook Group before each council to notify students of the date, time, and venue of OUSU Council, in addition to any motions the OUSU Rep believes it necessary to mention.
- g) Be prepared to discuss OUSU and its work with the JCR Committee.
- h) Be up-to-date with the wide-ranging work of OUSU.
- i) Summarise any important motions passed in OUSU Council or any other progress that OUSU has made in a small box in the Woosta Source.

20) The Sports Rep shall:

- a) Oversee College sport.
- b) Ensure that College sporting equipment is safe to use.
- c) Liaise with the College ground staff.
- d) Liaise with the SCR.
- e) Organise gym inductions at the start of the academic year, especially for Freshers.
- f) Pay all cuppers and league entry fees.
- g) Provide results of sporting fixtures on the JCR website.
- h) Write a report of College sport for the Worcester College Record.

b) Mandates of semi-elected officers.

The Equal-Opportunities Sub-Committee

1. LGBT Officer shall:

- a) Bring attention to LGBT issues in college and represent the interests of LGBT students to the Common Room, College and OUSU.
- b) Provide information about LGBT issues to members of the Common Room, including advertising and making available the OUSU LGBTQ handbook.

- c) Advertise LGBT events in Oxford on college notice boards and through JCR emails.
 - d) Provide contact details for local and national LGBT organisations.
 - e) Maintain their section of the Equal Opportunities notice board.
 - f) Ensure that no Common Room activities discriminate against students on the basis of sexuality or gender identity and that there is no systematic bias in the activities of the Common Room.
 - g) Attend the Equal Ops Sub-Committee.
 - h) Attend OUSU LGBT Officer meetings.
 - i) When possible, attend a listening skills workshop or undergo listening skills training.
 - j) When necessary, liaise with the OUSU LGBTQ officer.
 - k) Be prepared to attend and introduce LGBTsoc gatherings to undergraduates.
 - l) Liaise with the college nurse once a term on health issues.
2. The Anti Racism and Ethnic Minorities (BME) Officer shall:
- a) Bring attention to and represent the interests of black and minority ethnic (BME) students to the Common Room, college and OUSU.
 - b) Provide information about issues of ethnic and religious minorities to members of the Common Room.
 - c) Advertise BME events in Oxford on college notice boards and through JCR emails.
 - d) Provide contact details for local and national ethnic and religious minority organisations.
 - e) Maintain their section of the Common Room website and the Equal Opportunities notice board.
 - f) Ensure that no Common Room activities discriminate against students based on race, ethnicity or religion and that there is no systematic bias in the activities of the Common Room.
 - g) Attend the Equal Ops Sub-Committee.
 - h) Attend meetings of OUSU's campaign for Cultural and Racial Awareness and Equality.
 - i) When possible, attend a listening skills workshop or undergo listening skills training.
 - j) Liaise with the OUSU BME and Anti-Racism Officer and the VP (Welfare and Equal Opportunities) regarding ethnic and religious minority issues and distribution of information to CR members.

3. The International Student's Officer shall:

- a) Bring attention to and represent the interests of international students to the Common Room, college and OUSU.
- b) Provide information about issues facing international students to members of the Common Room, including advertising and making available the International Student's Handbook.
- c) Advertise international student events in Oxford on college notice boards and through JCR emails.
- d) Maintain their section of the Equal Ops notice board.
- e) Attend the Equal Ops Sub-Committee.
- f) When possible, attend a listening skills workshop or undergo listening skills training.
- g) When necessary, liaise with the OUSU International Student's Officer and with the college's International Student's Officer.
- h) Be the first point of contact for International students within the JCR on issues affecting them specifically.

4. The Women's Officer shall:

- a) Bring attention to and represent the interests of women to the Common Room, college and OUSU.
- b) Provide information about issues of women to members of the Common Room.
- c) Advertise WomCam and other events that promote women's rights on the notice boards in college and through JCR emails.
- d) Provide contact details for local and national women's organisations.
- e) Maintain their section of the Equal Ops notice board.
- f) Ensure that no Common Room activities discriminate against women and that there is no systematic bias in the activities of the Common Room.
- g) Attend Equal Ops Sub-Committee.
- h) Attend meetings of OUSU Women's Officer meetings.
- i) When possible, attend a listening skills workshop or undergo listening skills training.
- j) When necessary, liaise with the OUSU Vice President (Women) and Tutor for women in college.
- k) Represent Worcester at OUSU Women's Open Day in Trinity.

5. The Students With Disabilities Officer shall:

- a) Bring attention to and represent the interests of students with disabilities to the Common Room.
- b) Provide information about issues facing students with disabilities to members of the Common Room, including advertising and making available the Students with Disabilities Guide.
- c) Advertise events in Oxford which may be of interest to students with disabilities on college notice boards and through JCR emails.
- d) Provide contact details for local and national disabilities organisations.
- e) Maintain their section of the Equal Ops notice board.
- f) Ensure that no Common Room activities discriminate against, or systematically exclude, students with disabilities.
- g) Attend the Equal Ops Sub Committee.
- h) Attend meetings of OUSU's Students with Disabilities Campaign.
- i) When possible, attend a listening skills workshop or undergo listening skills training.
- j) When necessary, liaise with the OUSU VP (Welfare and Equal Opportunities) and OUSU's Students with Disabilities Officer and college Disability Co-ordinators.
- k) Provide information about disability issues in appropriate formats.

The Freshers' Week Sub-Committee

This will consist of the Freshers' Week Treasurer, Freshers' Week Design rep, Freshers' Week Entz rep, Freshers' Week Welfare rep. All members of the sub-committee are mandated to:

- a) To assist the first-year rep in booking club nights, selling tickets, and ordering and selling T-Shirts, as directed by the freshers' rep.
- b) To assist the first-year rep in setting up, executing, and clearing up after events - e.g. the first night freshers' party.
- c) To assist the JCR committee and the first-year rep when freshers are moving in.
- d) To assist the first-year rep in drawing up a budget for freshers' week.
- e) 5) To assist the freshers' rep by taking on tasks delegated by the first-year rep, and acting as a source of information for other people and JCR members assisting with freshers' week.

c) Elections

- 1) Returning Officer and Deputy Returning Officer:

- a) A Returning Officer (RO) shall be appointed by the JCR Committee at the second scheduled JCR Committee meeting of the term. The Secretary shall be presumed to be RO, unless the JCR Committee decide otherwise.
- b) The RO shall not be a candidate for a post in the election nor shall they be an officer who is about to stand down.
- c) The RO shall be an elected officer of the JCR Committee.
- d) The RO shall be responsible for the organisation of ballot papers, scrutineers, the publicity of elections and hustings, the publication of mandates on the JCR notice board and the list of persons eligible to vote.
- e) The RO shall be responsible for adherence to the Election Regulations, the receipt of nominations, the security of the ballot box and the counting of votes.
- f) If the election is conducted online the Computing Rep shall act as a Deputy Returning Officer (DRO) unless decided otherwise by the JCR Committee or the Computing Rep position is being contested.
- g) The DRO shall assist the RO with the conducting of free and fair online elections.

2) Nominations

- a) Nominations must include one and only one nominee, the post concerned, a proposer and a seconder. A nomination should include a manifesto for the position.
- b) Nominations consisting of two people standing together for one post shall be disqualified, and purported candidates shall be notified at the earliest opportunity by the RO.
- c) No serving JCR Committee member, nor any person who is not a member of the JCR, may propose or second any candidate for any JCR post.
- d) The timetable for all scheduled elections, barring that of the JCR President, shall be as follows:
 - i. Midnight deadline for nominations: Saturday 3rd Week;
 - ii. Evening hustings in the JCR: Monday 4th Week;
 - iii. 0830 – 2030 elections in the JCR, Buttery or online: Thursday 4th Week;
 - iv. Evening vote count and announcement of new officers: Thursday 4th Week.

- e) The presidential election shall be as follows:
 - i. Elections shall take place in 2nd week of Trinity Term, following the same structure as above.

3) Year Abroad Students

Year abroad students shall be able to vote by the following means:

- a) If the JCR election is to take place online JYA students are to be allowed to vote in the same manner as full JCR members. If the election is a paper ballot JYA students may vote in JCR elections in the way detailed below.
- b) Sending an email to the university email (Nexus) address of the RO stating which candidate they place 1st, 2nd, 3rd etc. for each role for which they would like to vote, from their university email address.
- c) This must be sent between the hours of 0830 – 2030 on the day of the election in accordance with the civil time in Oxford.
- d) Once voting has ended at 2030, the RO is to check their university email inbox and submit ballot forms on behalf of each year abroad student who has requested this service. This must be done before the ballot box is opened and the votes are counted.
- e) The RO must maintain the anonymity of each JCR member who casts their vote using this system.

4) Powers of the RO

The RO shall have the power to:

- a) Open the ballot box or online equivalent at the end of the voting.
- b) Declare a candidate disqualified from running if they have reasonable grounds for believing that the candidate has behaved or is behaving unscrupulously or in a manner vexatious or contrary to the aims of the JCR (see 'Conduct of Candidates' below). This decision must be validated by a two-thirds majority of the JCR Committee. A candidate may only be disqualified after hustings.
- c) Dismiss anyone from the JCR or Buttery who is, in their opinion, breaching the regulations governing conduct on Election Day.
- d) Clear the JCR or Buttery of publicity material relating to any aspect of the election in hand.

- e) Prevent any member of the JCR from scrutinising at any point in the election if they have reasonable grounds to believe that the member is behaving in an unscrupulous manner, or has an unacceptable allegiance to any particular candidate that might cause such behaviour. Any such decision by the RO shall be final.
- f) Make any other ad hoc decisions concerning the administration of the election.

5) Hustings

a) Chairing:

- i. The President, the Secretary, or Vice-President shall chair hustings.
- ii. The Chair shall not attempt to influence the performance of the candidates either to their benefit or detriment.
- iii. Any attempt to so influence a hust shall be deemed an act in excess of mandate.
- iv. The Chair must relinquish their position only if a motion for removal from office is proposed by a member against the Chair and accepted by the JCR.
- v. The individual posts shall be dealt with in turn.
- vi. All candidates must be present at hustings when the Chair deals with the relevant post. Candidates absent without good reason shall be disqualified.
- vii. Each candidate shall be given up to five minutes to make a speech.
- viii. The order of husting will be determined beforehand in a random fashion (e.g. draw from a hat).
- ix. Questions from the audience will be asked only after all candidates for the same post have husted so each will have an equal chance of answering.

b) Questions:

- i. Questions can be addressed to individual candidates.
- ii. Where a question has been addressed to an individual candidate the Chair shall have the power to disallow the question and to put the question to any or all of the candidates.
- iii. The Chair shall only disallow a question in exceptional circumstances, taking care not to influence the performance of candidates.

- iv. The Chair shall have the power to allow or disallow JCR members to respond to candidates' answers and ask follow-up questions.
- v. Each candidate shall, at the conclusion of the questioning period, be given the opportunity to make a summing-up speech, of duration no longer than two minutes.
- vi. No candidate shall be obliged to speak or answer questions.
- vii. Summation speeches will be done by each candidate after all candidates have been questioned, in the original order of husting.

6) Scrutineers

- i. In the event of paper ballot elections the RO shall appoint scrutineers to issue, validate and accept the ballot papers. No scrutineer shall be a candidate in the election or a JCR official who is standing down.
- ii. For each ballot paper issued, the scrutineer shall sign the ballot paper to validate it, and ensure that the voter signs the list to confirm that he has voted.
- iii. The scrutineer shall act as the agent of the RO in ensuring that the regulations governing conduct in the JCR and Buttery are adhered to and that publicity material relating to a candidate is not brought into the JCR or Buttery.
- iv. The scrutineer shall not leave the desk or ballot box while on duty.

7) Conduct in the JCR or Buttery (does not apply in online elections)

- i. No candidate shall canvass in the JCR or Buttery on the day of the elections.
- ii. No publicity material, manifestos, posters, flyers etc. shall be brought into the JCR or Buttery on the day of the election.
- iii. Anyone canvassing on behalf of a candidate in the JCR or Buttery on Election Day shall be required to leave the room immediately.
- iv. No ballot forms shall be removed from the scrutineers' desk, except those that have been validated for voting.

8) Conduct of candidates

This list is not exhaustive. It is intended to include any act by candidates that shall be deemed unscrupulous, vexatious, or contrary to the aims of the JCR.

1. No candidate may be sponsored or claim the support of any political organisation or club. This does not extend to promotional offers from external business organisations. Failure to comply with this rule shall render the candidate disqualified immediately.
2. If a candidate has demonstrated no intention to fulfil the mandate of the post for which they are a candidate conscientiously, then they may be liable for disqualification from the election.
3. Any act of bribery, harassment, coercion or deceit on the behalf of a candidate may render the candidate liable for disqualification from the election.
4. Manifestos submitted may not include any reference to other candidates by name or include any libellous or otherwise unlawful statements. The RO shall have the power to refuse to publish any part of any manifesto submitted that does not comply with this subsection. The RO must inform the relevant candidate of any decision taken under this subsection.

9) Vote Counting

- a) In the case of paper ballot elections a team of no fewer than four JCR officials, which must include the RO and President, shall undertake vote counting.
- b) Counting shall take place in the room of one of those above.
- c) The ballot box shall remain unopened until all members of the counting team are present.
- d) Votes in all JCR elections shall be counted using the Single Transferable Vote (STV), as outlined in Appendix B.
- e) A vote shall be disqualified if it is defaced.
- f) No proxy votes shall be valid.
- g) If voting is conducted online the votes cast may not be seen by anyone until voting has closed. At this point the RO, DRO and JCR President shall be responsible for counting the votes or verifying the result if the votes were counted by a computer programme.

10) Recounts

- a) In the case of paper ballot elections, if the winning margin of a candidate is fewer than five votes there shall be a recount. As soon as successive recounts tally there shall be no further recounts. This is not compulsory for online elections where the counting has been conducted by a computer programme.

- b) Any candidate may request a recount after publication of the results. If in the opinion of the RO this is unnecessary, then no recount shall be ordered. The ruling of the RO may be overturned by a 66% majority of those JCR Committee members who are not candidates for election or are standing down.

11) By-elections

- a) By-elections shall be held in the event of the resignation of a JCR officer or his removal from office.
- b) The JCR Committee shall appoint the RO as under scheduled elections.
- c) The RO shall arrange hustings and polling. The announcement of hustings shall be given not more than two days before the date of hustings.
- d) No fewer than two days shall pass between the date of the hustings and the date of the election.

12) Elections to sub-committees

- a) The Freshers' Sub-Committee
 - i. To take place in the JCR meeting subsequent to the election of the freshers' rep and to be voted on, by secret ballot, by those present.
 - ii. Candidates will give a short speech and answer questions. Committee members will hold their role until the next election. If they wish to continue after a year, they may stand for re-election.
 - iii. Positions on the Freshers' Sub-Committee are open to all JCR members excluding those on the JCR Committee.
 - iv. These regulations do not apply to the first-year rep. They are elected according to JCR Committee election guidelines.
- b) The Equal Opportunities Sub-Committee
 - i. To take place in the JCR meetings of 8th week in Hilary Term and to be voted on, by secret ballot, by those present.
 - ii. Candidates will give a short speech and answer questions. Officers will hold their role for at least a year. If they wish to continue after a year, they can stand for re-election.
 - iii. Positions on the Equal Ops Sub-Committee are open to all JCR members (including those already on the Equal Ops Sub-Committee and on the JCR Committee).
 - iv. These regulations do not apply to the Equal Opportunities Rep. They are elected according to JCR Committee election guidelines.

21) Accountability

The JCR Officers are ultimately accountable to both the JCR Committee and the student body of the JCR as a whole. Censure may take one of two forms: the issue of one shall not preclude the issue of the other:

1) Letter of censure by the JCR Committee:

- a) A letter of censure may be issued where a 66% majority of the full JCR Committee decide either that a JCR official has acted in excess of his mandate intentionally or through negligence, or that a JCR official has failed to perform his mandated functions, intentionally or through negligence.
- b) The letter of censure shall outline the reasons why the Committee have chosen to issue the letter.
- c) The letter of censure shall be published in the JCR newsletter.
- d) There can be no vote to issue such a letter unless the JCR official in question has been given an opportunity to be heard by the Committee.

2) Motion for removal from office by the JCR:

- a) Any full member of the JCR may submit a motion for removal from office in the usual manner.
- b) Such a motion may be adopted if the JCR believe either that the official has acted in excess of his mandate intentionally or through negligence, or that the JCR official has failed to perform their mandated functions, intentionally or through negligence.
- c) If the motion is an ordinary motion, the official facing removal shall be given the opportunity to speak after the speeches in proposition.
- d) If the motion is an emergency motion, the official facing removal must be present at the time of proposal of the motion for the motion to be valid in adoption.
- e) A motion for removal from office shall require a quorum of 30 and a 66% majority of those present to be adopted.

- Wilful disregard of any of the provisions of the Constitution shall constitute a failure to fulfil a mandate.
- Letters of censure and motions for removal from office may not be reversed.

- A successful censure or removal from office shall be followed as soon as possible by a by-election for the post. An officer removed from office shall not be debarred from standing.
- No JCR official shall enter into an agreement, contractual or otherwise, which binds the JCR, without the specific prior mandate of the JCR Committee.

22) Other committees and their functions

1) Ad hoc Committees:

- a) The JCR Committee shall have the power to establish by two-thirds majority vote any committee that it feels is necessary to deal with particular matters arising.
- b) The members of such committees need not be elected JCR officials, although the Chair of any such committee must be an elected official.
- c) Any proposal suggested by such a committee must, in order to be put into operation, be submitted to the JCR Committee for discussion and approval.

2) Joint Consultative Committee (JCC):

- a) The President, Treasurer and Secretary shall represent the JCR's interests on this Committee.
- b) The Welfare Rep(s) should attend the committee at the appropriate times.
- c) The President can ask two other officers or ex-officers of the JCR to attend in the place of the Welfare Rep(s).
- d) The President shall submit to the Committee those matters that have been accepted by the JCR Committee.

3) Joint Domestic Committee (JDC):

- a) The President, Treasurer and Secretary shall represent the JCR's interests on this committee.
- b) They shall negotiate on behalf of the JCR the level of College charges for each academic year, in addition to representing the JCR in discussions of the catering and social facilities of the College.

4) Joint Welfare Committee (JWC):

- a) The President and Welfare Rep(s) shall represent the JCR's interests on this committee.
- b) They shall represent the interests of the JCR in discussions concerning the pastoral system and welfare provisions of the College.

5) OUSU Council

- a) The President, the OUSU Rep and one other JCR official shall represent the three votes of Worcester College JCR at OUSU Council.
- b) The JCR Committee, at its first meeting of each term, shall choose which JCR official shall have the third vote for that term.
- c) The President, the OUSU Rep and the third JCR official shall be responsible for their votes. If they are unable or unwilling to attend the Council, they must delegate another JCR member in their stead.

Section C: Meetings

1) JCR Committee Meetings

- a) The Committee shall meet not less than four times a term.
- b) Meetings shall take place at the most convenient time for majority of the committee. In exceptional circumstances, it may be prior to a JCR meeting.
- c) Meetings are to be chaired by the President who shall vote only when a casting vote is required.
- d) Agenda items are to be sent to the president prior to the meeting.**
- e) No meeting shall be properly constituted unless the President, the Secretary or Treasurer and four other officers are present.
- f) The Committee shall consider ways in which they might best fulfil the mandates, general and specific, given to them by the JCR. Disagreements shall be settled by a simple majority vote.
- g) The Committee may adopt motions that it wishes to put to the JCR. Such motions shall be known as Committee Motions. They shall require two thirds majority consent of the Committee members present to be adopted.
- h) The Committee shall consider motions submitted by the JCR. The Committee shall not have the power to reject motions. All motions submitted must be put to the JCR. The Committee shall not have the power to alter the wording of any motion.

2) Open Meetings

Chairmanship of meetings:

- i. The Chair of the meeting shall be the President.
- ii. In the event of the President's absence, the Treasurer or Secretary shall take the Chair.

- iii. If the Chair wishes to speak on any motion he must give the Chair to a JCR official nominated at his discretion for the remainder of the duration of that motion.

a) Ordinary Meetings

- i. Ordinary meetings shall be held on Sundays of 2nd, 4th, 6th and 8th weeks of every term.
- ii. Ordinary meetings may be postponed but not cancelled at the discretion of the JCR Committee. Such a decision shall require a 66% majority of those present at the JCR Committee meeting prior to the Ordinary meeting.
- iii. Notice shall be given of Ordinary meetings not less than four days in advance.
- iv. The Secretary shall publish the agenda for the meeting on the Friday before a JCR meeting. This shall be published in the JCR newsletter. The agenda for the meeting shall be distributed no less than 48 hours in advance of the meeting to all Junior Members resident in College and to those living out who have submitted their names to the Secretary in advance. The newsletter shall also contain any reports that members of the JCR Committee wish to make to the JCR.

b) Extraordinary Meetings

- i. The JCR Committee may call extraordinary meetings if it feels that a matter is too important to be left until the next ordinary meeting, on the adoption of a motion to that effect by a 66% majority.
- ii. No less than two days shall elapse between first publication of the date of the meeting and the holding of the meeting itself.
- iii. Publicity for the extraordinary meeting shall set out the motions to be discussed in full. No further motions may be submitted until the meeting.
- iv. Extraordinary meetings shall require a quorum of 30.
- v. Conduct of the meeting shall accord to the rules governing conduct of ordinary meetings as set out above.
- vi. Emergency motions may be submitted during an extraordinary meeting.

c) Motions

All motions, except procedural motions (5 below), must be submitted to the JCR Secretary before midnight of the Wednesday before the relevant JCR meeting for inclusion on the agenda.

1) Constitutional motions

- i. Constitutional motions may not be amended after publication of the agenda.
- ii. Constitutional motions will use an online voting system, having first been discussed and debated at an open meeting. The points discussed at the meeting will be made available at time of voting.
- iii. They will require a 66% majority of votes cast.
- iv. Any constitutional motion impliedly repeals any contrary existing provision as far as is necessary for the internal consistency of the Constitution.

2) Money Motions

- i. Money motions may not be amended after publication of the agenda.
- ii. Money motions require a quorum of 30 and a simple majority vote to be passed.
- iii. Any money motion releasing funds for an ultra vires purpose shall be deemed invalid and without force.
- iv. A money motion shall state either a precise sum or a ceiling figure for expenditure.
- v. A money motion shall state the purpose for which the expenditure is required.
- vi. Any motions failing to comply with the above provisions shall be deemed an ordinary motion and shall not authorise any expenditure by the JCR.
- vii. No motion whose effect is to reverse a money motion may be adopted after the money mandated to be spent has been released.

3) Ordinary motions

- i. Ordinary motions may be amended after publication of the agenda; see 5 b) below.
- ii. Ordinary motions require a simple majority to be passed.
- iii. A subsequent motion may reverse an ordinary motion. Until such a motion is submitted, however, a JCR officer who refuses to fulfil the mandate or represent the adopted mandate shall fail to fulfil their mandate.

4) JCR Committee Officials' Mandate Changes

- i. All proposed amendments to the mandates of JCR Committee members must be tabled before a JCR Committee Meeting. Should the amendment be proposed by a

member of the JCR not on the Committee that member should speak in support of their amendment but he shall not be given voting rights on the Committee.

- ii. The proposed amendment must receive a simple majority of the Committee's votes in support.
- iii. The proposed amendment must then be tabled at the next JCR Meeting.
- iv. The proposed amendment must receive a simple majority of votes in support in order to be passed.
- v. Any proposed amendments which are defeated may still be tabled as constitutional motions.
- vi. Amendments which are approved will be made to the "Mandates of JCR Officers and Officials" document and the Provost and Dean will be alerted to any such amendments by the President.

5) Procedural motions

a) Move to Vote:

- i. No motion to move to vote may be submitted until after the proposer has spoken and a speech of opposition called for.
- ii. When such a motion is proposed, the discussion of the primary motion shall be suspended until after the vote on the motion to move to a vote.
- iii. The proposer of the procedural motion shall make a speech of proposition.
- iv. The Chair shall then call for a speech of opposition.
- v. A motion to move to a vote requires a simple majority of those present to be passed.
- vi. If passed, the vote on the primary motion shall be taken immediately.

b) Amendment:

- i. A JCR member wishing to amend a motion must propose a procedural motion to amend.
- ii. The proposer of the primary motion shall be asked if they accept the amendment.
- iii. If the proposer refuses the amendment then the procedural motion is defeated.
- iv. If the proposer accepts the amendment, the procedural motion is put to the JCR for discussion.

- v. A motion to amend requires a simple majority to be passed; the primary motion shall be amended.
 - vi. The amended primary motion shall then be subject to further discussion.
- c) Overturning a ruling by the Chair:
- i. Where the Chair makes an ad hoc ruling, a procedural motion to overturn it may be proposed.
 - ii. The Chair shall relinquish chairmanship of the meeting to a JCR official.
 - iii. The proposer of the procedural motion shall make a speech of proposition.
 - iv. The Chair shall be given the opportunity to give reasons for their ad hoc ruling.
 - v. A motion to overturn a ruling by the Chair shall require a simple majority of those present to be passed.
 - vi. If the procedural motion is passed, then the ad hoc ruling shall be disregarded.

d) Emergency Motions:

- i. Emergency motions may be proposed at any stage between motions published in the agenda.
- ii. The Secretary shall minute all Emergency motions.
- iii. Emergency motions shall not propose any expenditure of funds or amendment to the constitution.
- iv. Emergency motions require a 66% majority of those present to be adopted onto the agenda of an ordinary JCR meeting.
- v. If adopted onto the agenda, emergency motions shall be treated as ordinary motions for the purposes of debate, amendment and voting.
- vi. Expulsion: See Section H 3 (f) (4) below.

6) Referenda

- i. A referendum shall take place after an ordinary motion on the proposal of a referendum has been passed with a 66% majority.
- ii. The JCR Secretary shall be presumed to be the Returning Officer. The instructions for the RO are as described in Section I (1).
- iii. The announcement of a referendum shall be given no less than two days before the date of the referendum. It shall be advertised through JCR emails and the Woosta Source.

- iv. If the referendum has more than two possible outcomes, the outcome shall be determined on the principle of the Single Transferable Vote as described in Appendix B.
- v. The outcome of the referendum shall have the power to amend the Constitution, to release JCR fund, and/or simply be advisory.
- vi. Referenda may take place using online voting or with paper ballots. They must conform to all the electoral standards as stated in section I.

d) Procedure of Meetings (Standing Order)

The order of business for each open meeting shall take the following form, unless specifically altered by procedural motions:

- 1) Matters arising from the previous minutes**
- 2) Report from the relevant committee members**
- 3) Questions for committee members**
- 4) Any other reports or announcements, as permitted by the chair**
- 5) Committee motions**
- 6) Constitutional motions, including committee mandate changes**
- 7) Money motions**
- 8) Ordinary motions**
- 9) Any other business**

The conduct for motions will be as follows:

- 1) Proposition:
 - i. The Chair shall call for a speech of proposition.
 - ii. The proposer of the motion may waive their speech to a guest speaker.
 - iii. The proposer shall not be obliged to accept or answer any questions put from the floor.
- 2) Opposition:
 - i. The Chair shall then call for a speech of opposition.
 - ii. The opposer of the motion may waive their speech to a guest speaker.
 - iii. The opposer of the motion shall not be obliged to accept or answer any questions from the floor.
- 3) Debate:
 - i. The motion shall then be opened up for a general debate by the JCR.
 - ii. The Chair shall ensure a balanced and ordered debate.

- iii. Failure to attempt a balanced and ordered debate shall constitute failure to fulfil a mandated function.

4) Summing Up:

- i. At the end of the debate on the motion the Chair shall invite the opposer to make a summing-up speech of no more than three minutes length.
- ii. The Chair shall then invite the proposer to make a summing-up speech of no more than three minutes in length.
- iii. Neither the proposer nor the opposer shall waive his speech to another member or a guest speaker.

5) Failure to adhere to the procedure outlined above shall render the motion void.

6) Keeping Order:

- i. The Chair may call the meeting to order.
- ii. On being called to order, the members of the JCR present shall return to their seats and await the Chair's call to resume the debate.
- iii. If order is not established after calling for order not less than five times, having allowed a reasonable period to elapse between each call to order, the Chair may declare the meeting suspended.
- iv. Where, in the opinion of the Chair, a particular member is behaving in a manner so disruptive as to make the normal continuation of the meeting impossible, the Chair may propose a procedural motion to expel the member from the meeting. The member shall be given the opportunity to desist. The motion shall require a 66% majority of those present to be adopted. The motion shall have no effect beyond the duration of the meeting at which it is passed.

7) Voting:

- i. No proxy votes shall be accepted.
- ii. Where the term 'simple majority' is used, it shall be taken to mean more votes in favour than against a motion.
- iii. The Chair shall not vote except where the votes are equally distributed, in which case he shall have the casting vote.
- iv. Voting shall take place when no more members wish to make speeches for or against the motion, or where a move to vote has been successfully adopted.
- v. The Chair shall call for votes in favour.
- vi. The Chair shall then call for votes against.
- vii. The Chair shall then call for abstentions.

- viii. The Chair and two other JCR officers shall count the votes.
- ix. If the counts do not tally, there shall be a recount. When two successive recounts tally there shall be no further recount.

Section D: Miscellaneous Provisions

- 1) Where in this document the term 'Constitution' is used, this shall be taken to be the Constitution of Worcester College Junior Common Room, Oxford.
- 2) Any JCR officer purporting to exercise in his official capacity a power not within the scope of the Constitution or his mandate, general or specific, shall be deemed to have committed an act in excess of mandate.
- 3) 66 votes out of 100 are not sufficient for a 66% majority: 67 are. Under simple majority vote, more votes for than votes against are sufficient to pass the vote: abstentions are ignored. Where voting demands a majority of those present, abstentions are to be counted as votes against.

Section E: Statutory Conformity

- 1) This Constitution does not affect your statutory rights.
- 2) Specifically, this Constitution impliedly provides as demanded in the Education Act of 1994. Any inconsistency between the wording of this constitution and the provisions of the afore-mentioned statute shall be resolved by according the latter primacy and rendering the contrary provisions of the former void.

Appendix A: Honorary Members

In accordance with Section A 2) b) of the Constitution of Worcester College Junior Common Room the following have been accorded the honour of honorary membership by the members of the Common Room.

- **Homer Simpson**

Membership From: 28/02/1999

Honorary membership was conferred in the belief that Homer Simpson is one of the world's most intelligent men and that Worcester College has a dearth of banana coloured people

among its members. In addition, it was believed that he would benefit greatly from an Oxford education.

- **Houssain**

Membership From: 18/11/2001

Honorary membership was conferred on Houssain in respect of his record and standing as a purveyor of fine quality kebabs and condiments to the members of Worcester JCR.

- **Jonny Wilkinson**

Membership from: 23/11/2003

Honorary membership was conferred on Jonny Wilkinson in recognition of his services to English rugby, and his status as a 'true legend'.

- **Thomas Montague Bate**

Membership from: 4/3/2012

- **Elinor Claire Bate**

Membership from: 4/3/2012

- **Harry Sebastian Bate**

Membership from: 4/3/2012

- **Mary Berry**

Membership from: 29/11/2015

Honorary membership was conferred on Mary Berry in recognition of her stellar baking and is a purveyor of goodness, bringing sweetness and light not just to delightful sponge cakes, but to the soul itself. Her services as a style icon, prolific baker, and all-round good egg are acknowledged.

Appendix B: Definition of STV

All elections for a position on Worcester JCR Committee shall be held according to the principles of the Single Transferable Vote (STV) as described below.

In all elections, candidates shall be offered the choice of 'Return of Nominations' (RON) on the ballot, if they do not wish to vote for any named candidate.

The STV is a form of preferential voting. Voters in JCR elections shall cast their votes by preference, i.e. votes are cast by putting a '1' in the column next to their first choice candidate, a '2' by their second preference candidate and so on until they no longer wish to express a preference.

The Droop Quota is calculated, which sets the number of votes that a candidate must attain in order to be elected. This is:

$$\text{ROUNDUP} \left[\frac{\text{The number of vote cast for the particular post}}{2} \right]$$

The function ROUNDUP rounds up the number. For example, if 101 votes are cast for a position, the DQ will be $\text{ROUNDUP}[101/2] = 51$. i.e. a candidate requires 51 votes to be elected.

By following this formula, no more than the required number of candidates can reach the quota.

Votes are counted according to first preferences first. Any candidate who reaches this quota on first preference votes shall be elected.

If no candidate meets this quota, second preference votes shall be counted. The candidate with the least number of votes is removed from the competition, and second preference votes on his ballot papers are re-allocated to the remaining candidates. Any candidate who, with these votes, reaches the quota shall be elected.

If after this second count, no candidate meets the quota, then the candidate with the least number of votes shall be removed from the competition. Second preference votes on his ballot papers shall be re-allocated to the remaining candidates.

This process shall continue until a candidate has attained the required number of votes and is elected.

The Returning Officer shall display the results of the elections as soon as possible after the count.

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ELP