

THE CONSTITUTION  
*of* THE JUNIOR COMMON ROOM  
*of* WORCESTER COLLEGE, OXFORD



*As last amended on Friday of Second Week of Hilary Term, 2021.*

*Initially ratified on Tuesday of Fifth Week of Michaelmas Term, 2019,  
adopted immediately but not as of yet approved by Governing Body.*

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about style, format, or intention, or about how best to write an amendment.*

# PART I: PREAMBLE

## Article 1: Name and Purpose

- (i) The name of the unincorporated association herein constituted shall be “The Junior Common Room of Worcester College, Oxford”, hereinafter referred to as “the JCR”.
- (ii) The aims of the JCR shall be:
  - (1) to effectively represent the interests of undergraduate Junior Members of Worcester College, Oxford (hereinafter “the College”) to the Governing Body and all other relevant authorities within the College, and to all relevant authorities outside the College, both within and outside of the University of Oxford (hereinafter “the University”), through the Oxford University Student Union;
  - (2) to provide facilities and services to maintain and improve the college life of Junior Members of the College;
  - (3) actively promote equality and fairness among Junior Members of the College; and
  - (4) to promote access to the College and the University through outreach to schools and the wider community.

## Article 2: Membership Eligibility

- (i) There shall be three types of membership of the JCR: Full Membership, Graduate Membership, and Honorary Membership. Hereinafter the term “Member” shall include “Full Member” and “Graduate Member” only.
- (ii) All undergraduate Junior Members of the College shall be entitled to Full Membership. All graduate Junior Members of the College shall be entitled to Graduate Membership.
- (iii) In this Constitution, “undergraduate” includes undergraduate Visiting Students and fourth-year scientists, while “graduate” does not. Similarly, “graduate” includes fourth-, fifth- and sixth-year medics and graduate Visiting Students, while “undergraduate” does not.
- (iv) Any person entitled to Full Membership shall automatically become a Full Member. Any person entitled to Graduate Membership shall automatically become a Graduate Member.
- (v) Any Member has the right to opt out of membership. This may be done by giving written notice to the Dean by the end of First Week of any Term. Those entitled to Membership who opt out shall still be eligible to use services and facilities provided by the JCR. As stated in Section 22 (2) (c) of the Education Act 1994: “students who exercise that right [to opt out] should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.”
- (vi) Any person or entity may be granted Honorary Membership by an Ordinary Motion. Honorary Membership may also be removed by an Ordinary Motion. A list of Honorary Members shall be kept and made available to all Members.

## Article 3: Rights of Membership

- (i) All Members of the JCR shall be entitled to the following rights:
  - (1) The right to attend, speak at, and vote at all General Meetings, subject to the provisions of Article 60.
  - (2) The right to vote in Referenda amending the Constitution.
  - (3) The right to propose Motions for discussion at General Meetings.
  - (4) The right to use any facilities and services provided by the JCR.
- (ii) Full Members of the JCR (and only Full Members) shall be entitled to the following additional rights:
  - (1) The right to vote in all Elections and Referenda.
  - (2) The right to candidature for any elected position, subject to the eligibility requirements in Article 45.

## Article 4: Affiliations

- (i) In accordance with Part II of the Education Act 1994, any organisation to which the JCR is affiliated shall be listed here in paragraph (ii). The addition or removal of affiliated institutions shall require a Constitutional Motion.
- (ii) The list of affiliations is to be approved by members annually or more frequently, by virtue of a Referendum organised by the Secretary.
- (iii) The JCR is affiliated to the following organisations:
  - (1) The Oxford University Student Union (“Oxford SU”)

## Article 5: Interpretation

- (i) None of the foregoing provisions within this article shall preclude:
  - (1) a Junior Member of the College from exercising their right to make a complaint as set out in Article 67 and such published College procedures as apply from time to time including but not limited to the Student Handbook; or
  - (2) a court of competent jurisdiction from determining any dispute as to the interpretation of any rule of the JCR Constitution insofar as it is alleged that there has been an error of law which cannot be remedied within internal dispute procedures or by recourse to the Office of the Independent Adjudicator for Higher Education.
- (ii) This Constitution, *with the exception of Part III*, serves as the written constitution of the JCR in accordance with Part II of the Education Act 1994.
- (iii) This Constitution shall be subject to the sole interpretation of the President, the Vice-President and Treasurer, and the Secretary.
- (iv) If there is a disagreement about the interpretation of this Constitution, the decision of the President shall be final, but may be overturned by a two-thirds majority vote of the JCR Committee.

## Article 6: Amendment and Review

- (i) The Constitution may only be amended by a Constitutional Motion, requiring a two-thirds majority in a Referendum, in accordance with Article 58.
- (ii) The Constitution *with the exception of Part III* shall be subject to review by the Governing Body every three years, beginning Michaelmas Term 2021, in accordance with Part II of the Education Act 1994. Any changes suggested by the Governing Body must still be passed by a Constitutional Motion.

## PART II: THE JCR COMMITTEE

### Article 7: JCR Committee Officers

- (i) There shall be an elected JCR Committee to conduct the business of the JCR.
- (ii) The JCR Committee shall consist of the following Committee Officers:
  - (1) President
  - (2) Vice-President and Treasurer
  - (3) Secretary
  - (4) Academic Affairs and Careers Officer (“Academic Affairs and Careers Rep”)
  - (5) Access and Admissions Officer (“Access Rep”)
  - (6) Arts Officer (“Artz Rep”)
  - (7) Charities Officer (“Charities Rep”)
  - (8) Class Act Officer (“Class Act Rep”)
  - (9) Computing Officer (“Computing Rep”)
  - (10) Editor of the Woosta Source
  - (11) Entertainment Officer (“Entz Rep”)
  - (12) Entertainment Secretary (“Entz Sec”)
  - (13) Entertainment Treasurer (“Entz Treasurer”)
  - (14) Ethnic and Religious Minorities Representative (“Ethnic and Religious Minorities Rep”)
  - (15) Environment and Ethics Officer (“E&E Rep”)
  - (16) Food and Bar Officer (“Food and Bar Rep”)
  - (17) Freshers Representative (“Freshers Rep”)
  - (18) Gender Equality Officer
  - (19) Housing and Internal Affairs Officer (“Housing Rep”)
  - (20) International Students Representative (“International Rep”)
  - (21) Junior Treasurer of the Amalgamated Clubs (“Sports Rep”)
  - (22) LGBTQ+ Representative
  - (23) Oxford Student Union Representative (“SU Rep”)
  - (24) Suspended Students Representative (“Suspended Students Rep”)
  - (25) Students with Disabilities Representative (“Disabilities Rep”)
  - (26) Welfare Officer (“Welfare Rep”)
  - (27) Welfare Officer, *of a different gender to the first* (“Welfare Rep”)

### Article 8: Sub-Committees and Sub-Committee Officers

- (i) There shall be a Freshers’ Week Sub-Committee consisting of the Freshers Representative and the following elected Sub-Committee Officers:
  - (1) Freshers’ Week Treasurer (“Freshers Treasurer”)
  - (2) Freshers’ Week Design Officer (“Freshers Artz Rep”)
  - (3) Freshers’ Week Entertainment Officer (“Freshers Entz Rep”)
  - (4) Freshers’ Week Welfare Officer (“Freshers Welfare Rep”)
- (ii) The Freshers’ Week Sub-Committee shall be chaired by the Freshers’ Representative.
- (iii) The directives of the Freshers’ Week Sub-Committee shall be to organise Freshers’ Week each year and to ensure new Members have an exciting and smooth introduction to College life.

- (iv) There shall be an Entertainment Sub-Committee (“Entz Sub-Committee”) consisting of the Entertainment Officer, the Entertainment Secretary, and the Entertainment Treasurer.
- (v) The Entertainment Sub-Committee shall be chaired by the Entertainment Officer.
- (vi) The directive of the Entertainment Sub-Committee shall be to organise entertainment events for the benefit of Members throughout the academic year.

## Article 9: Terms of Office

- (i) The following Officers shall hold office from the start of Michaelmas Term until the end of Trinity Term in the same academic year:
  - (1) President
  - (2) Vice-President and Treasurer
  - (3) Academic Affairs and Careers Officer
  - (4) Access and Admissions Officer
  - (5) Charities Officer
  - (6) Class Act Officer
  - (7) Entertainment Secretary
  - (8) Entertainment Treasurer
  - (9) Food and Bar Officer
  - (10) Freshers’ Week Welfare Officer
  - (11) Housing and Internal Affairs Officer
  - (12) Junior Treasurer of the Amalgamated Clubs
  - (13) LGBTQ+ Representative
  - (14) Suspended Students Representative
  - (15) Welfare Officers (*two of different genders*)
- (ii) The following Officers shall hold office from the start of Trinity Term until the end of Hilary Term in the following academic year:
  - (1) Arts Officer
  - (2) Computing Officer
  - (3) Editor of the Woosta Source
  - (4) Entertainment Officer
  - (5) Environment and Ethics Officer
  - (6) Ethnic and Religious Minorities Representative
  - (7) Freshers Representative
  - (8) Freshers’ Week Treasurer
  - (9) Freshers’ Week Design Officer
  - (10) Freshers’ Week Entertainment Officer
  - (11) Gender Equality Officer
  - (12) International Students Representative
  - (13) Oxford Student Union Representative
  - (14) Students with Disabilities Representative
- (iii) The Secretary shall hold office from midway through Hilary Term until midway through Hilary Term in the following academic year, with the official handover during Fifth Week of Hilary Term.
- (iv) For roles commencing in Michaelmas Term, the official handover shall be during Tenth Week of the preceding Trinity Term.

- (v) For roles commencing in Trinity Term, the official handover shall be during Tenth Week of the preceding Hilary Term.
- (vi) Officers may take their successor to Committee or Sub-Committee Meetings or other relevant events or may let their successor begin to undertake certain parts of their role if they wish before they leave office as part of their successor's training.

## Article 10: Resignation

- (i) Any Officer may resign at any point by sending a written notice of resignation to the Secretary. A By-Election shall follow in accordance with Article 51.
- (ii) Any Committee Officer absent, without prior apology, at three Committee Meetings in any one Term shall be deemed to have resigned.
- (iii) Any Officer who suspends their studies shall be deemed to have resigned.

## Article 11: Accountability

- (i) All Officers are accountable to the Committee and ultimately to all Full Members of the JCR.
- (ii) No Officer shall enter into an agreement, contractual or otherwise, which binds the JCR, without the specific prior mandate of the Committee.
- (iii) If an Officer acts inappropriately, wilfully disregards any part of the Constitution, or fails to fulfil their mandates, intentionally or through negligence, two forms of censure are available:
  - (1) Letter of Censure
  - (2) Motion for Removal from Office
- (iv) A Letter of Censure may be issued by two-thirds majority vote of the JCR Committee. Such a Letter shall outline the reasons for its issue, and shall be published to all Members. No vote may be held to issue a Letter of Censure without first giving the Officer in question an opportunity to be heard by the Committee.
- (v) A Motion for Removal from Office may be proposed as an Ordinary Motion calling a Referendum on the matter. If the motion is passed, a Referendum shall be held requiring a two-thirds majority to successfully remove the Officer. The Officer in question shall be given the opportunity to speak during the debate of the motion.

## Article 12: Decisions

- (i) Any matter concerning the operation of the JCR not explicitly provided for in this Constitution shall be decided as follows:
  - (1) if the matter falls clearly and completely within the remit of a particular Officer's mandates and does not affect other Officers, the matter may be decided by that Officer (subject to the restriction in paragraph (ii));
  - (2) if the matter does not fall clearly and completely within the remit of a particular Officer's mandates but does fall clearly and completely within the remit of a particular Sub-Committee's directives and does not affect other Officers, the matter may be decided by a simple majority vote of that Sub-Committee; or
  - (3) if the matter does not fall clearly and completely within the remit of a particular Officer's mandates or a particular Sub-Committee's directives, or affects other Officers, the matter shall be (and any matter *may* be) decided by a simple majority vote of the JCR Committee, or, and only if no disagreement arises, by the President, Vice-President and Treasurer, or Secretary, with the President being made aware.
- (ii) Any Sub-Committee Officer making a decision under paragraph (a) (1) should first consult with their Sub-Committee, and in the event of disagreement, the matter shall be decided by a simple majority vote of the Sub-Committee.



- (iii) Any decision not made by the JCR Committee may always be overturned by a two-thirds majority vote of the JCR Committee.
- (iv) Any decision taken by the JCR Committee shall only be valid if taken with a formal vote at a properly constituted Committee Meeting in accordance with Article [53](#).

## PART III: OFFICIAL MANDATES

### Article 13: General Mandates

- (i) Every elected Officer shall:
  - (1) be fully responsible to the JCR for their actions in their official capacities;
  - (2) train their successor, which shall involve submitting a handover pack to their successor containing all necessary instructions and materials for carrying out their role no later than Sunday of Eighth Week of their final Term in office;
  - (3) be available throughout Freshers' Week, and do duty shifts, which may include the role of sober representative, at events during Freshers' Week if called upon to do so by the Freshers' Week Sub-Committee; and
  - (4) act as Returning Officer or Presiding Officer in an Election or Referendum if called upon to do so by the JCR Committee.
- (ii) Every Committee Officer shall also:
  - (1) attend all Committee Meetings;
  - (2) attend General Meetings where possible;
  - (3) ensure that any pages on the JCR Website that they are responsible for are updated to match current information;
  - (4) attend at least one Oxford SU Council meeting during their time in office; and
  - (5) do duty shifts, which may include attending training and undertaking the role of sober representative, at Worc in the Park, the Garden Party, and any BOP or similar Entz event if called upon to do so by the Entertainment Sub-Committee.
- (iii) Any Committee Officer who has been elected but has not started their term of office at the point that the annual Garden Party is held in Trinity Term shall do duty shifts at the Garden Party if called upon to do so by the Entertainment Sub-Committee.

### Article 14: Mandates of the President

- (i) In addition to performing those functions mandated by Article 13, the President shall:
  - (1) attend and represent the interests of the JCR at meetings of the following bodies:
    - (a) the Governing Body;
    - (b) the Joint Consultative Committee;
    - (c) the Joint Domestic Committee;
    - (d) the Gardens and Grounds Committee; and
    - (e) the Joint Welfare Committee;
  - (2) chair General Meetings and Hustings (these may also be chaired by the Vice-President and Treasurer);
  - (3) ensure all Motions passed are followed through as far as possible;
  - (4) co-ordinate the activities of the JCR Committee;
  - (5) chair Committee Meetings in accordance with Article 53;
  - (6) represent the JCR to, and maintain good working relationships with, the Middle Common Room ("MCR") and Senior Common Room ("SCR");
  - (7) liaise with the MCR President and the Housing and Internal Affairs Officer to send a rent proposal to the Finance Bursar by the end of Seventh Week of Hilary Term, and request the opportunity to present and discuss this proposal at the Finance Committee;
  - (8) send an email to all Members no later than Third Week of Michaelmas Term stating the existence and nature of elitist and exclusive drinking and dining societies within the College and stressing that the JCR's position is to discourage Members from accepting invitations to these societies or their events; and
  - (9) appoint a "Yearbook Organiser" in Michaelmas Term.

## Article 15: Mandates of the Vice-President and Treasurer

- (i) In addition to performing those functions mandated by Article 13, the Vice-President and Treasurer shall:
  - (1) stand in for the President in their absence;
  - (2) attend all General Meetings to advise on Money Motions;
  - (3) chair General Meetings and Hustings when not chaired by the President;
  - (4) chair Committee Meetings when the President is absent;
  - (5) attend and act in the interests of the JCR at Joint Consultative Committee and Joint Domestic Committee meetings;
  - (6) manage the JCR accounts:
    - (a) be informed of all income and expenditure;
    - (b) advise the JCR on financial matters when required;
    - (c) collect and keep records of all transactions involving JCR funds, in particular ensuring that each Officer in charge of a budget in accordance with Article 66 gives the Vice-President and Treasurer a breakdown of their spending at the end of each Term or other relevant period;
    - (d) set a termly budget for expenditure which shall be approved by majority vote of the JCR Committee, in accordance with Article 66;
    - (e) submit an annual proposal to the College in Hilary Term for the next academic year's JCR Grant (or at other times if required by the College), and together with the President negotiate the JCR Grant amount with reference to this proposal;
    - (f) provide the College with reports on the JCR's spending whenever required;
    - (g) maintain access to JCR financial records going back at least 6 years, wherever they are available, and pass these on to their successor;
    - (h) organise all payments in accordance with Article 66, including the payment of all bills addressed to the JCR and the reimbursement of Officers' expenses;
    - (i) oversee the general financial conduct of the JCR with reference to Article 66; and
    - (j) ensure that their successor is made a signatory of the JCR accounts at least four weeks before the start of Freshers' Week;
  - (7) be responsible for JCR property:
    - (a) be responsible for the security of JCR property; and
    - (b) maintain JCR equipment;
  - (8) ensure the Constitution is kept relevant and up to date, proposing amendments whenever a change is required, advising Officers on the provisions of the Constitution in relation to any proposed actions, and working with the Secretary to ensure that the Constitution is followed at all times and that any Officers acting unconstitutionally are held accountable;
  - (9) deposit all money collected by the Charities Officer into the Charities bank account, and pay it to the relevant charities at the end of the academic year;
  - (10) purchase refreshments for all General Meetings and Committee Meetings;
  - (11) liaise with the Environment and Ethics Officer to oversee the JCR bike sharing scheme; and
  - (12) liaise with the MCR Vice-President and Treasurer and the College Accountant to organise College punts for Trinity Term.

## Article 16: Mandates of the Secretary

- (i) In addition to performing those functions mandated by Article 13, the Secretary shall:
  - (1) ensure that the JCR Committee and Sub-Committees act according to the Constitution, particularly with respect to meetings, Motions, and Elections;
  - (2) organise General Meetings as detailed in Article 54, including:
    - (a) deciding on and publishing the time and location of each meeting;

- (b) publicising the deadline for receipt of Motions and other agenda items; and
- (c) receiving and publishing Motions and other agenda items before each meeting;
- (3) organise an annual Referendum, usually held in Trinity Term, open to all JCR Members in order to approve new and continuing affiliations with external organisations;
- (4) decide on and advising each Committee Officer of the time and location of each Committee Meeting in accordance with Article 53;
- (5) record the names of Committee Officers who cannot make a Committee Meeting but have sent their apologies to the Secretary or President;
- (6) take minutes at all General Meetings and Committee Meetings, uploading the minutes to the Secretary drive and making them available to the relevant Members in accordance with Article 63;
- (7) attend and take minutes at the Joint Consultative Committee, returning the minutes to the Provost's Secretary;
- (8) act as publicity officer for the JCR, using the JCR Mailing List to publicise events and information of relevance and importance to the JCR at their discretion;
- (9) redirect mail to other Officers;
- (10) chair Committee Meetings in the absence of both the President and the Vice-President and Treasurer; and
- (11) act as Returning Officer in all Elections unless otherwise directed by the JCR Committee.

## **Article 17: Mandates of the Academic Affairs and Careers Officer**

- (i) In addition to performing those functions mandated by Article 13, the Academic Affairs and Careers Officer ("Academic Affairs and Careers Rep") shall:
  - (1) be responsible for the Worcester College Careers Facebook page, keeping it up to date with any internship or job opportunities they are aware of;
  - (2) encourage engagement with the Oxford University Careers Service, by promoting the opportunities it offers, including:
    - (a) the Student Consultancy;
    - (b) Insight into Business; and
    - (c) the Springboard Programme;
  - (3) organise at least one careers workshop with a contact at the Careers Service;
  - (4) organise at least one set of one-to-one appointments within the College with a contact at the Careers Service;
  - (5) assist the Development Office with alumni and careers events internal to the College, and promote and attend the annual alumni event;
  - (6) promote and encourage attendance at the University Careers Fairs;
  - (7) attend and represent the interests of the JCR at termly Library Committee meetings;
  - (8) give advice on academic matters to undergraduate Members;
  - (9) relay to Members any information from the College authorities or the University on academic matters, such as changes to College or University academic practice; and
  - (10) attend Oxford SU Academic Affairs forums whenever possible.

## **Article 18: Mandates of the Access and Admissions Officer**

- (i) In addition to performing those functions mandated by Article 13, the Access and Admissions Officer ("Access Rep") shall:
  - (1) volunteer at College open days and school visits where possible, and help the College Admissions and Access Officer recruit other student volunteers;

- (2) If requested by the College, stay at College during the admissions period as a student helper and organise the following:
  - (a) a timetable for the other student helpers that may be staying at College during the admissions period; and
  - (b) social activities for the interviewees staying during the admissions period (e.g. quizzes, trip to G&D's, movie night);
- (3) have a stall at the Worcester Freshers' Fair in freshers' week to let people know about access volunteering opportunities within and outside of the College, and have a sign-up sheet for the Access mailing list;
- (4) assist with College-led initiatives involving access, outreach, and admissions;
- (5) ensure that the Alternative Prospectus is annually reviewed and updated every two years, and encourage as many Committee Officers and Members to get involved as possible;
- (6) organise two JCR-led open days with the Social Mobility Foundation in Trinity Term;
- (7) attend Oxford SU Access, Admissions and Careers Rep forums where possible; and
- (8) liaise with the Access Fellow, College Admissions and Access Officer, and Finance Bursar to ensure that the JCR's funding of the REACH scholarship is maintained at the beginning of the academic year.

## Article 19: Mandates of the Arts Officer

- (i) In addition to performing those functions mandated by Article 13, the Arts Officer ("Artz Rep") shall:
  - (1) co-ordinate the Worcester Arts Week held annually, usually in Hilary Term;
  - (2) promote all art forms within the College, both through exhibiting work and through providing information about arts courses to Members; and
  - (3) organise Worc in the Park (the College's annual arts festival usually held in Trinity Term), including live music and as many other types of performance as possible (e.g. short drama pieces, comedy, dance), food, and alcoholic and non-alcoholic drinks, and ensure that all proceeds of the festival go to the JCR Charities.

## Article 20: Mandates of the Charities Officer

- (i) In addition to performing those functions mandated by Article 13, the Charities Officer ("Charities Rep") shall:
  - (1) explain the opt-out battels donations system before 8th Week in both Michaelmas Term and Hilary Term via the JCR Facebook Group and the noticeboard, and explain how to opt-out;
  - (2) encourage students in Michaelmas Term to nominate local, national, and international charities to receive money from the year's charity appeal, and hold a Referendum on which charity to support (the JCR shall vote for one local, one national and one international charity to support);
  - (3) throughout the year, promote awareness of the JCR's chosen charities;
  - (4) advertise charitable events and volunteering opportunities going on in Oxford on the noticeboard or in the JCR Newsletter (the Charities Rep may choose to appoint a RAG representative and/or an Oxford Hub representative to share RAG/Oxford Hub events and notices with the JCR);
  - (5) help to organise charity events each term, including a second-hand sub fusc sale in Freshers' Week, a Christmas Fair in Michaelmas Term, and a charity auction in Hilary Term, aided (where appropriate) by other Committee Officers;
  - (6) attend meetings with other charity reps organised by the RAG Charity Rep Liaison Officer;
  - (7) maintain records and files of events and donations to pass on to subsequent charities reps;
  - (8) manage the charity bank account and ensure that all donations are either sent directly to it or transferred to it;
  - (9) ensure that their successor is made a signatory of the charity bank account at least four weeks before the start of Freshers Week;

- (10) ensure that, when cash donations are to be made at an event or over an agreed period of time, the JCR Committee is notified, that as a result a Committee Officer is chosen to oversee the cash donations, that when the cash donations have been made and the event or period of time is finished, said Committee Officer should count the donations together with the Charities Officer, and that the Vice-President and Treasurer is notified of the amount raised;
- (11) ensure that the Vice-President and Treasurer has access to the charity bank account, and that they scrutinise the accounts at least twice a term; and
- (12) encourage the JCR Committee to work together to design, order, and sell College “stash”, which may be sold to raise money for the JCR’s chosen charities (stash can also be produced not for the purposes of raising money for charity).

## **Article 21: Mandates of the Class Act Officer**

- (i) In addition to performing those functions mandated by Article 13, the Class Act Officer (“Class Act Reps”) shall:
  - (1) draw attention to class- and socioeconomic background-related issues within the College and represent the interests of Members who identify as “Class Act” students to the JCR Committee, the College, and Oxford SU;
  - (2) ensure that no JCR activities discriminate against students on the basis of class or socioeconomic background and that there is no systematic bias in the activities of the JCR;
  - (3) attend and represent the interests of the JCR at meetings of the Equity and Inclusivity Action Group;
  - (4) provide information about issues involving class and socioeconomic background to Members;
  - (5) collaborate with the Access Rep to organise two JCR-led open days with the Social Mobility Foundation in Trinity Term;
  - (6) advertise Class Act events in Oxford to Members (through the Secretary’s mailing list);
  - (7) when possible, attend meetings of Oxford SU’s Class Act Officer forums;
  - (8) liaise with the Oxford SU Class Act campaign and the VP (Welfare and Equal Opportunities) regarding issues relating to class and socioeconomic background and the distribution of information to Members;
  - (9) collaborate with the Housing and Internal Affairs Officer and the President on rent proposals; and
  - (10) organise social events for Class Act students.”

## **Article 22: Mandates of the Computing Officer**

- (i) In addition to performing those functions mandated by Article 13, the Computing Officer (“Computing Rep”) shall:
  - (1) attend and represent the interests of the JCR at meetings of the IT Committee, and represent the interests of the JCR to the College in general regarding IT facilities;
  - (2) liaise with College IT staff;
  - (3) represent the JCR to the College authorities responsible for IT purchasing decisions and for the allocation of rooms for shared facilities;
  - (4) ensure that, as much as possible, IT facilities are maintained in working order;
  - (5) provide paper for the JCR photocopier;
  - (6) keep printer paper supplies in the Lodge stocked up with reserves from the College administrative buildings;
  - (7) be available in Freshers’ Week to help new Members acquire email and SSO accounts;
  - (8) provide assistance in IT queries to Members;
  - (9) report any issues with digital equipment in the JCR, including but not limited to the JCR TV, Wii, PS4, and DVD player, to the JCR Committee;
  - (10) review the JCR Website regularly and publish any updated information submitted by relevant Officers; and
  - (11) act as Presiding Officer in all Elections and Referenda unless otherwise directed by the JCR Committee.

## **Article 23: Mandates of the Editor of the Woosta Source**

- (i) In addition to performing those functions mandated by Article 13, the Editor of the Woosta Source shall:
- (1) compile and edit the Woosta Source (the JCR newsletter);
  - (2) encourage contributions from all Members;
  - (3) use discretion to ensure no article in the Source will cause undue offence;
  - (4) liaise with the President and Vice-President and Treasurer to determine the frequency and length of the Source;
  - (5) make each edition of the Source available to all Members;
  - (6) co-operate with the Freshers Representative to produce the annual Freshers' Woosta Source;
  - (7) work with the Access and Admissions Officer to update the Alternative Prospectus when necessary; and
  - (8) co-operate with the Charities Officer to organise a Charity Special edition of the Source.

## **Article 24: Mandates of the Entertainment Officer**

- (i) In addition to performing those functions mandated by Article 13, the Entertainment Officer ("Entz Rep") shall:
- (1) chair the Entertainment Sub-Committee and oversee the smooth running of all events;
  - (2) liaise with the Assistant Dean, the Home Bursar, and other College departments to gain approval for entertainment and events in generality and in relation to specific licensable activities (e.g. alcohol, amplified music) and complete risk assessments, following relevant advice, procedures, and protocol;
  - (3) organise a schedule of entertainment and activities for each Term, including (if possible) but not limited to: 3 BOPs per Term, Oxmas (in Michaelmas Term), Midway (in Hilary Term), a Garden Party (in Trinity Term if possible), and Cocktails and Karaoke and Pink Drinks nights (whenever possible);
  - (4) ensure that all Committee Officers' events are added to the Term Card and that there are no clashes; and
  - (5) manage the Entz Facebook Page.

## **Article 25: Mandates of the Entertainment Secretary**

- (i) In addition to performing those functions mandated by Article 13, the Entertainment Secretary ("Entz Sec") shall:
- (1) advertise all entertainment events to all Members;
  - (2) produce an entertainment Term Card and ensure that all Members receive a copy;
  - (3) publish the theme of each BOP on the JCR Facebook Group, along with names of sober representatives and other relevant details;
  - (4) find DJs for each BOP, and organise and publish a DJ schedule;
  - (5) liaise with the College to set up a music and sound system on the night of each BOP; and
  - (6) assist the Entertainment Officer with the organisation of other entertainment events.

## **Article 26: Mandates of the Entertainment Treasurer**

- (i) In addition to performing those functions mandated by Article 13, the Entertainment Treasurer ("Entz Treasurer") shall:
- (1) manage the entertainment budget (which shall be £1100 in Michaelmas Term, £900 in Hilary Term, and £900 in Trinity Term) and keep accounts and receipts;

- (2) manage tickets for entertainment events, to include managing the entertainment Fixr and Lydia accounts and keeping records;
- (3) assist the Arts Officer with event ticketing for Worc in the Park if required;
- (4) make rotas for Committee Officers' duty shifts at BOPs, including set-up, sober representatives, and clear-up; and
- (5) assist the Entertainment Officer with the organisation of other entertainment events; and
- (6) ensure that their successor is made a signatory of the entertainment bank account at least four weeks before the start of Freshers' Week.

## **Article 27: Mandates of the Environment and Ethics Officer**

- (i) In addition to performing those functions mandated by Article 13, the Environment and Ethics Officer ("E&E Rep") shall:
  - (1) be responsible for the JCR recycling scheme;
  - (2) attend and represent the interests of the JCR at meetings of the Joint Sustainability Committee, and represent the interests of the JCR to the College in general regarding sustainability;
  - (3) liaise with the College Sustainability Committee and the MCR Environment Rep;
  - (4) ensure to the best of their ability that the College follows its Sustainability and Environmental Policies and reviews the policy annually;
  - (5) promote environmental issues within the College;
  - (6) consider ethical issues beyond the environment related to the College and JCR;
  - (7) advertise the JCR bike sharing scheme to Members, charge the JCR bike lights, and ensure that the Lodge is stocked with the scheme's sign up forms;
  - (8) be jointly responsible with the MCR Environment Rep for the Edible Garden project, including organising sessions, sourcing materials, planning development, keeping accounts, liaising with the College where necessary, and encouraging people to volunteer; and
  - (9) promote the involvement of the JCR in University-wide sustainability campaigns such as the Student Switch Off.

## **Article 28: Mandates of the Ethnic and Religious Minorities Representative**

- (i) In addition to performing those functions mandated by Article 13, the Ethnic and Religious Minorities Representative ("Ethnic and Religious Minorities Rep") shall:
  - (1) draw attention to ethnicity- and religion-related issues within the College and represent the interests of Members from ethnic or religious minorities to the JCR Committee, the College, and Oxford SU;
  - (2) ensure that no JCR activities discriminate against students on the basis of religion or ethnicity and that there is no systematic bias in the activities of the JCR;
  - (3) attend and represent the interests of the JCR at meetings of the Equity and Inclusivity Action Group;
  - (4) provide information about issues involving ethnic and religious minorities to Members;
  - (5) provide contact details for local and national ethnic and religious minority organisations;
  - (6) advertise CRAE and BME events in Oxford to Members (through the Secretary's mailing list);
  - (7) when possible, attend meetings of Oxford SU's Campaign for Cultural and Racial Awareness and Equality;
  - (8) when possible, attend a listening skills workshop or undergo listening skills training;
  - (9) attend CRAE Race 101 workshop training and organise and facilitate CRAE Race 101 workshops within College; and
  - (10) liaise with the Oxford SU BME and Anti-Racism Officer and the VP (Welfare and Equal Opportunities) regarding ethnic and religious minority issues and the distribution of information to Members.



## **Article 29: Mandates of the Food and Bar Officer**

- (i) In addition to performing those functions mandated by Article 13, the Food and Bar Officer (“Food and Bar Rep”) shall:
- (1) organise Parents’ and Carers’ Formals, the Midway Dinner and guest dinners;
  - (2) organise an additional Finalists’ Parents’ Dinner in Hilary Term;
  - (3) liaise between the College and Members regarding issues, requests, and suggestions;
  - (4) liaise between the Designated Premises Supervisor (“licensee”) and Members with any alcohol service or licensing issues, requests, or suggestions;
  - (5) assist the College’s sports clubs in organising celebratory dining, consulting the relevant College departments and Assistant Dean for booking functions within the College;
  - (6) organise dining menus and details with the College, and make these menus available to Members; and
  - (7) advertise events and organise ticket sales with College support.

## **Article 30: Mandates of the Freshers Representative**

- (i) In addition to performing those functions mandated by Article 13, the Freshers Representative (“Freshers Rep”) shall:
- (1) chair and oversee the actions of the Freshers’ Week Sub-Committee;
  - (2) organise and co-ordinate events in Freshers’ Week;
  - (3) organise the ‘College Parents’ scheme;
  - (4) ensure that a ‘Freshers’ Pack’ is produced and circulated to all incoming freshers;
  - (5) ensure that the College has booked photographers to take the freshers’ photos (individual and group);
  - (6) organise the collection of freshers’ photos;
  - (7) procure event tickets for the following year’s Freshers’ Week if for any reason their successor has not been chosen when tickets are released;
  - (8) assist the Secretary in publicising JCR events relevant to freshers; and
  - (9) represent the interests of new Members to the JCR Committee, the College, and Oxford SU.

## **Article 31: Mandates of the Freshers’ Week Treasurer**

- (i) In addition to performing those functions mandated by Article 13, the Freshers’ Week Treasurer (“Freshers Treasurer”) shall:
- (1) assist the Freshers Representative with all tasks relevant to the Freshers’ Week Sub-Committee;
  - (2) manage the Freshers’ Week Sub-Committee bank account, and keep accounts and receipts;
  - (3) liaise with the College to agree the support package for JCR Officers and the Freshers’ Week Sub-Committee if they are required to arrive before Freshers’ Week;
  - (4) organise the purchase of Freshers’ Week event tickets and t-shirts for freshers and JCR Officers; and
  - (5) advertise and sell Freshers’ Week club night tickets and freshers’ t-shirts.

## **Article 32: Mandates of the Freshers’ Week Design Officer**

- (i) In addition to performing those functions mandated by Article 13, the Freshers’ Week Design Officer (“Freshers Artz Rep”) shall:
- (1) assist the Freshers Representative with all tasks relevant to the Freshers’ Week Sub-Committee;
  - (2) produce the Freshers’ Pack, in an accessible and inclusive manner;
  - (3) design the freshers’ t-shirts and t-shirts for JCR Officers; and
  - (4) design and produce the College Family Tree to be displayed in the JCR.

### **Article 33: Mandates of the Freshers' Week Entertainment Officer**

- (i) In addition to performing those functions mandated by Article 13, the Freshers' Week Entertainment Officer ("Freshers Entz Rep") shall:
  - (1) assist the Freshers Representative with all tasks relevant to the Freshers' Week Sub-Committee;
  - (2) to organise and execute entertainment events in Freshers' Week; and
  - (3) liaise with the Freshers' Week Treasurer to make any necessary purchases for events.

### **Article 34: Mandates of the Freshers' Week Welfare Officer**

- (i) In addition to performing those functions mandated by Article 13, the Freshers' Week Welfare Officer ("Freshers Welfare Rep") shall:
  - (1) assist the Freshers Representative with all tasks relevant to the Freshers' Week Sub-Committee;
  - (2) liaise with the College to ensure the provision of Freshers' Week 'workshops', which must include any workshops mandated by Oxford SU and/or the University;
  - (3) ensure that issues of welfare are considered in the production of the Freshers' Week timetable.

### **Article 35: Mandates of the Gender Equality Officer**

- (i) In addition to performing those functions mandated by Article 13, the Gender Equality Officer shall:
  - (1) draw attention to gender equality issues within the College and represent the interests of female, transgender, and non-binary Members to the JCR Committee, the College, and Oxford SU;
  - (2) ensure that no JCR activities discriminate against students on the basis of gender and that there is no systematic bias in the activities of the JCR;
  - (3) provide information about gender equality issues to Members;
  - (4) provide contact details for local and national women's organisations and organisations working with transgender and non-binary people;
  - (5) advertise WomCam and other events that promote gender equality to Members (through the Secretary's mailing list);
  - (6) when necessary, liaise with either the Oxford SU Vice President (Women) and the Tutor for Women in College;
  - (7) when possible, attend Oxford SU Gender Equality/Women's Officer meetings;
  - (8) when possible, attend any appropriate and associated consent workshop training sessions;
  - (9) when possible, attend a listening skills workshop or undergo listening skills training; and
  - (10) represent Worcester at Oxford SU Women's Open Day in Trinity Term.

### **Article 36: Mandates of the Housing and Internal Affairs Officer**

- (i) In addition to performing those functions mandated by Article 13, the Housing and Internal Affairs Officer ("Housing Rep") shall:
  - (1) make Members aware of domestic arrangements and follow up issues with the College;
  - (2) ensure that College notice boards are advertising up-to-date information;
  - (3) represent the JCR in all matters concerning the JCR use of rooms (for example, but not limited to, the JCR and the Morley Fletcher Room);
  - (4) support the President in the drafting of a rent proposal in Hilary Term, with a particular focus on collecting survey data to support this proposal;
  - (5) be responsible for the state of the any JCR assigned rooms, including but not limited to the JCR and the Morley Fletcher Room, and report any housekeeping or maintenance issues;

- (6) prepare a guide to living out of College, drawn from information from those who have lived out or are currently living out;
- (7) organise an annual clear-out of the College bike shed, in conjunction with the JCR Committee;
- (8) ensure that Members understand the balloting system for accommodation in the College, and assist the Accommodation Manager in sorting the ballot for accommodation; and
- (9) ensure that the Accommodation page on the JCR Website is updated to match current information.

## **Article 37: Mandates of the International Students Representative**

- (i) In addition to performing those functions mandated by Article 13, the International Students Representative (“International Rep”) shall:
  - (1) draw attention to issues facing international students within the College and represent the interests of international Members to the JCR Committee, the College, and Oxford SU;
  - (2) ensure that no JCR activities discriminate against students on the basis of their nationality or home residence and that there is no systematic bias in the activities of the JCR;
  - (3) provide information about issues facing international students to Members;
  - (4) advertise international student events in Oxford to Members (through the Secretary’s mailing list);
  - (5) when necessary, liaise with the Oxford SU International Students’ Officer;
  - (6) attend CRAE Race 101 workshop training and organise and facilitate CRAE Race 101 workshops within College;
  - (7) when possible, attend a listening skills workshop or undergo listening skills training;
  - (8) be the first point of contact for international students within the JCR on issues affecting them specifically; and
  - (9) organise social events throughout the year for international students, including at the beginning of Michaelmas Term for international freshers.

## **Article 38: Mandates of the Junior Treasurer of the Amalgamated Clubs**

- (i) In addition to performing those functions mandated by Article 13, the Junior Treasurer of the Amalgamated Clubs (“Sports Rep”) shall:
  - (1) oversee sporting activities within the College;
  - (2) report any issues with College sporting equipment;
  - (3) liaise with College ground staff;
  - (4) liaise with the MCR;
  - (5) organise gym inductions at the start of Michaelmas and Hilary Terms, especially for freshers;
  - (6) pay all coppers and league entry fees, and pay kit laundry fees;
  - (7) publish results of sporting fixtures on the JCR Website, and keep the College Media Officer up to date on fixtures and results;
  - (8) ensure that captains keep the Editor of the Woosta Source up to date on relevant fixtures and results; and
  - (9) organise sports events in College for the JCR and the MCR, to include Sports Dinner, College Varsity, and Sports Day.

## **Article 39: Mandates of the LGBTQ+ Representative**

- (i) In addition to performing those functions mandated by Article 13, the LGBTQ+ Representative shall:
  - (1) draw attention to LGBTQ+ issues within the College and represent the interests of LGBTQ+ Members to the JCR Committee, the College, and Oxford SU;
  - (2) ensure that no JCR activities discriminate against students on the basis of sexuality or gender identity and that there is no systematic bias in the activities of the JCR;
  - (3) provide information about LGBTQ+ issues to Members, including advertising and making available the Oxford SU LGBTQ+ Campaign handbook;
  - (4) provide contact details for local and national LGBTQ+ organisations;
  - (5) where Worcester LGBTQ+ events are open to all, advertise them to Members (through the Secretary's mailing list) and add them to the JCR term card;
  - (6) when necessary, liaise with either the Oxford SU LGBTQ+ campaign or Oxford University LGBTQ+ Society;
  - (7) make Members aware of events being run by Oxford University LGBTQ+ Society;
  - (8) be prepared to attend and make introductions for Members at Oxford University LGBTQ+ Society events;
  - (9) maintain and promote the Secret Worcester LGBTQ+ Facebook Page; and
  - (10) liaise with the Freshers' Week Sub-Committee to ensure the provision of LGBTQ+ 101 Workshop training so that workshops can be delivered to new Junior Members of the College in Michaelmas Term.

## **Article 40: Mandates of the Oxford Student Union Representative**

- (i) In addition to performing those functions mandated by Article 13, the Oxford Student Union Representative ("SU Rep") shall:
  - (1) act as the primary interface between the JCR and Oxford SU, supported by the JCR President;
  - (2) attend Oxford SU Council as one of the JCR's three votes, or, if unable to attend, ensure someone else attends in their place;
  - (3) arrange a rota of Committee Officers to ensure that there are always three representatives of the JCR at every Council meeting, and that each Committee Officer attends Oxford SU Council at least once in their term of office;
  - (4) inform the Members of issues coming up in Oxford SU Council and publicise the agenda prominently;
  - (5) keep the JCR Committee informed of relevant issues discussed at Council meetings;
  - (6) ensure that the JCR Committee discusses important Council votes and places them before the JCR to gauge JCR policy;
  - (7) read through reports, budgets and briefings prepared by Oxford SU officers, and inform the JCR Committee of relevant details;
  - (8) post on the JCR Facebook Group before each Council meeting to notify Members of the date, time, and venue of the meeting, in addition to any motions thought to be necessary to mention;
  - (9) keep up to date with the wide-ranging work of Oxford SU; and
  - (10) summarise any important motions passed in Oxford SU Council or any other progress that Oxford SU has made in a small section in the Secretary's weekly emails.

## **Article 41: Mandates of the Suspended Students Representative**

- (i) In addition to performing those functions mandated by Article 13, the Suspended Students Representative ("Suspended Students Rep") shall:

- (1) draw attention to suspension-related issues within the College and represent the interests of Members who have suspended their studies, or who are considering or returning from suspension, to the JCR Committee, the College, and Oxford SU;
- (2) be aware of current College policies for suspended students and lobby for changes to these where necessary;
- (3) liaise with College staff (such as the Academic Administrator, the Welfare Officer and the Senior Tutor) on matters concerning suspended students;
- (4) support and advise any suspended Member or any Member affected by suspension should they request it;
- (5) accompany and represent any suspended Member in any meetings should they request it; and
- (6) liaise with other parties that may be involved in supporting suspended students (such as SusCam, the Student Advice Service, and the JCR Welfare Officer, Students with Disabilities Representative, and Academic Affairs and Careers Officer).

## **Article 42: Mandates of the Students with Disabilities Representative**

- (i) In addition to performing those functions mandated by Article 13, the Students with Disabilities Representative (“Disabilities Rep”) shall:
  - (1) draw attention to disability-related issues within the College and represent the interests of students with disabilities to the JCR Committee, the College, and Oxford SU;
  - (2) ensure that no JCR activities discriminate against, or systematically exclude, students with disabilities, for example by holding Officers and societies accountable in their use of disability-friendly language, information (such as plain text copies and image descriptions), and facilities;
  - (3) provide information about issues facing students with disabilities to Members, including advertising and making available the Students with Disabilities Guide;
  - (4) provide contact details for local and national disabilities organisations;
  - (5) advertise events in Oxford which may be of interest to Members with disabilities (through the Secretary’s mailing list);
  - (6) when necessary, liaise with the Oxford SU VP (Welfare and Equal Opportunities), Oxford SU Disabilities Campaign and the College Disability Co-Ordinators;
  - (7) when possible, attend a listening skills workshop or undergo listening skills training;
  - (8) liaise with the Freshers’ Week Sub-Committee to ensure the provision of Intersectionality Workshop training so workshops can be delivered to new Junior Members of the College in Michaelmas Term; and
  - (9) organise the provision of a “Quiet Space” for all in-College BOPs by ensuring that there is a quiet room nearby open and supervised by sober volunteers for the duration of the BOP, and where alcohol is not permitted.

## **Article 43: Mandates of the Welfare Officers**

- (i) In addition to performing those functions mandated by Article 13, the two Welfare Officers (“Welfare Reps”) shall:
  - (1) have different gender identities;
  - (2) receive Peer Support training in Trinity Term and be an active peer supporter with the University Peer Support Programme, attending fortnightly supervisions;
  - (3) be available within the College for Members with welfare problems or queries and be able to provide guidance about the appropriate services;
  - (4) promote health and welfare within the College, keeping the JCR Facebook Page up to date with relevant information, University-wide issues, campaigns, and events;

- (5) liaise with the Dean, Assistant Dean, Tutor for Women, Equalities Officer, and other relevant SCR members, including the MCR Committee if necessary, to help resolve specific issues on behalf of Members;
- (6) liaise with the Peer Support Coordinator to organise events which improve peer support's visibility in college;
- (7) organise Peer Support drop in sessions, two a week when available;
- (8) attend Oxford SU WelfCom events when available;
- (9) attend Oxford SU Extra Training Sessions when appropriate and available;
- (10) attend training to facilitate workshops in Freshers' Week;
- (11) organise at least one weekly welfare event, ordinarily Welfare Tea;
- (12) organise a termly Welfare Week, to be held in the Fifth Week of each Term, with approximately one welfare event a day;
- (13) co-ordinate with the Freshers' Week Sub-Committee to ensure the fresher's pack contains up-to-date welfare information; and
- (14) order from Oxford SU and make available sexual health products.

## PART IV: ELECTIONS AND REFERENDA

### Article 44: Dates of Elections

- (i) Elections for the following positions shall be held on Thursday of Third Week of Hilary Term each year:
  - (1) Secretary
  - (2) Arts Officer
  - (3) Computing Officer
  - (4) Ethnic and Religious Minorities Representative
  - (5) Freshers Representative
  - (6) Gender Equality Officer
  - (7) Oxford Student Union Representative
  - (8) Welfare Officers (*two of different genders*)
- (ii) Elections for the following positions shall be held on Thursday of Fourth Week of Hilary Term each year:
  - (1) Class Act Officer
  - (2) Editor of the Woosta Source
  - (3) Entertainment Officer
  - (4) Environment and Ethics Officer
  - (5) International Students Representative
  - (6) Students with Disabilities Representative
- (iii) Elections for the following positions shall be held on Thursday of Fifth Week of Hilary Term each year:
  - (1) Freshers' Week Treasurer
  - (2) Freshers' Week Design Officer
  - (3) Freshers' Week Entertainment Treasurer
- (iv) The Election for the position of President shall be held on Thursday of Second Week of Trinity Term each year.
- (v) Elections for the following positions shall be held on Thursday of Third Week of Trinity Term each year:
  - (1) Academic Affairs and Careers Officer
  - (2) Charities Officer
  - (3) Entertainment Secretary
  - (4) Entertainment Treasurer
  - (5) Freshers' Week Welfare Officer
  - (6) Housing and Internal Affairs Officer
  - (7) Junior Treasurer of the Almgamated Clubs
  - (8) Vice-President and Treasurer
- (vi) Elections for the following positions shall be held on Thursday of Fourth Week of Trinity Term each year:
  - (1) Access and Admissions Officer
  - (2) Food and Bar Officer
  - (3) LGBTQ+ Representative
  - (4) Suspended Students Representative
- (vii) Every Election shall be for the term of office beginning the following Term (or the following Michaelmas Term, for the Welfare Officers).

## **Article 45: Eligibility for Election**

- (i) With the exception of the position of Suspended Students Representative, only Full Members of the JCR who are matriculated undergraduates currently engaged in a course of study at the University shall be eligible for election to a JCR position.
- (ii) The following persons shall be eligible for election to the position of Suspended Students Representative:
  - (1) Full Members of the JCR who are matriculated undergraduates currently engaged in a course of study at the University; and
  - (2) matriculated Undergraduates who were previously Full Members for at least one Full Term, have suspended their studies, and will resume their studies prior to the start of their term of office as Suspended Students Representative.
- (iii) No Full Member may simultaneously hold, or be a candidate for, two or more elected positions.
- (iv) No current or former Officer shall be eligible for election to any JCR position.

## **Article 46: Oversight of Elections and Referenda**

- (i) For every Election there shall be a Returning Officer and a Presiding Officer.
- (ii) For every Referendum there shall be a Presiding Officer.
- (iii) The Returning Officer shall be an elected Officer and shall be presumed to be the Secretary unless the JCR Committee decides otherwise.
- (iv) The Presiding Officer shall be an elected Officer and shall be presumed to be the Computing Officer unless the JCR Committee decides otherwise.
- (v) The Returning Officer for an Election shall be responsible for the administration of that Election.
- (vi) The Presiding Officer for an Election or Referendum shall be responsible for collecting and publishing votes in that Election or Referendum, as detailed by Articles 49 and 52.
- (vii) In Elections, the Returning Officer shall have the power:
  - (1) to disqualify any candidate for electoral misconduct under Article 50;
  - (2) to disqualify any candidate not eligible for election under Article 45;
  - (3) to disqualify any candidate they believe to have behaved in a manner otherwise unacceptable or contrary to the aims of the JCR (such a disqualification must be approved by a two-thirds majority of the JCR Committee); and
  - (4) to make any relevant decisions about the conduct of the Election not otherwise provided for in the Constitution.
- (viii) In Referenda, the Presiding Officer shall have the power to make any relevant decisions about the conduct of the Referendum not otherwise provided for in the Constitution.
- (ix) The Returning Officer or the Presiding Officer may be removed from their position, or any disqualifications made may be reversed, by a two-thirds majority vote of the JCR Committee.

## **Article 47: Nominations**

- (i) All nominations for candidates for an Election shall be submitted via email to the Returning Officer by midnight on the Saturday preceding the Election. The Returning Officer shall make all Full Members aware of this deadline.
- (ii) If no nominations have been received for a particular position, then the Returning Officer shall extend the deadline for that position first by twenty-four hours, and if still no nominations have been received they shall extend the deadline and reschedule Hustings and the Election for that role as they see fit.
- (iii) Nominations shall include a Proposer, a Seconder, and a manifesto.



- (iv) Manifestos shall be in the form of a digital poster and shall include the Proposer and the Seconder.
- (v) Nominations must include one and only one candidate to be valid.
- (vi) No current Officer, nor any person who is not a Full Member of the JCR, may propose or second a candidate for an elected position.
- (vii) The Returning Officer shall at the earliest opportunity make the candidates' manifestos available by:
  - (1) displaying all manifestos on the notice board outside the JCR;
  - (2) emailing the manifestos to all Full Members of the JCR; and
  - (3) posting the manifestos, along with image descriptions, on the JCR Facebook Group.

## **Article 48: Hustings**

- (i) Hustings shall take place on the Monday preceding each Election, no earlier than 7:00 p.m.
- (ii) The time and location of Hustings shall be publicised by the Returning Officer.
- (iii) The Officer currently holding a position being husted for may set Challenges to be completed by all candidates for that position. If any Challenges are set, they shall be sent to the candidates no later than midnight on the Sunday preceding the Election. The Challenges must be the same for all candidates for a particular position.
- (iv) Hustings shall be chaired by the President or the Vice-President and Treasurer.
- (v) The Chair shall not attempt to influence the performance of candidates to their benefit or detriment. The Chair shall do all in their power to ensure that candidates are treated fairly. The Chair may be removed from their position by a two-thirds majority vote of all those present.
- (vi) It shall be the responsibility of the Chair to ensure Hustings is constitutional.
- (vii) Each position shall be husted for in turn, with the order decided by the Chair.
- (viii) The procedure for husting for each position shall be as follows:
  - (1) Each candidate shall be given up to three minutes to make an introductory speech, with the order determined beforehand in a random fashion.
  - (2) Each candidate shall then present their completion of any Challenges set to them, in the same order as of their speeches.
  - (3) The Officer currently holding the position being husted for may then ask the candidates up to four questions. Each question shall be addressed to all candidates equally and shall not introduce any bias towards one or more candidates. Each candidate shall answer the question in turn, with the order being determined by the Chair and being different for each question.
  - (4) Questions for the candidates will then be taken from the audience by the Chair. Questions addressed to all candidates shall be answered by each candidate in turn in an order determined by the Chair and being different for each question. Questions may be addressed to individual candidates, however the Chair shall have the power to disallow the question or to put the question to all candidates.
- (ix) No candidate shall be obliged to speak or answer questions.
- (x) Hustings shall be streamed live to all Full Members of the JCR via the JCR Facebook Group.

## **Article 49: Procedure for Elections**

- (i) All Elections shall be conducted using a secure online voting system.
- (ii) In accordance with Article 3, only Full Members shall be entitled to vote in Elections.
- (iii) The Single Transferable Vote system, specifically the ERS97 STV system, shall be used for all Elections.
- (iv) In all Elections, the option "Re-Open Nominations" ("RON") shall be included on the ballot. In the event of a winning vote for RON, nominations shall be re-opened and the Hustings and Election for that position held again, with all dates and times decided by the Returning Officer.

- (v) Polling on the day of the Election shall be open between 8:30 a.m. and 8:30 p.m.
- (vi) From midnight at the start of the day preceding an Election or Referendum to the time that polls close for that Election or Referendum, no Officer or candidate shall engage in public discussion, debate, or campaigning (to include arranging events) in relation to the Election or Referendum or any topics related to its content, other than the Presiding and/or Returning Officers, who may make public announcements solely for the purposes of administrating the Election or Referendum. Candidates failing to abide by this rule shall be immediately disqualified, and Officers failing to abide by this rule shall be held in negligence of the Constitution under Article 11.
- (vii) During the above time period, additionally no discussion, debate or campaigning in relation to the Election or Referendum (other than by the Presiding and/or Returning Officers for the reasons given above) shall be allowed on the JCR Facebook Group by any Member, and this shall be part of the Guidelines enforced by the Moderators under Article 66.
- (viii) The Presiding Officer shall administrate the online voting.
- (ix) The Presiding Officer shall notify all Full Members when polls are open, detailing the positions being elected, how to vote, and when polls will close.
- (x) The Presiding Officer shall notify all Full Members of the outcome of the Election at the earliest opportunity after polls have closed by:
  - (1) emailing all Full Members the outcome of the Election; and
  - (2) posting the outcome of the Election on the JCR Facebook Group.
- (xi) The outcome of the Election shall be verified by the Returning Officer.

## **Article 50: Electoral Conduct**

- (i) All candidates for a position should be present at Hustings when the relevant position is husted for, unless they have a valid reason not to be. Any candidate who is absent without good reason shall be disqualified from the Election.
- (ii) Candidates for an elected position may not be sponsored by, or claim the support of, any political organisation or club. Candidates failing to comply by this rule shall be immediately disqualified from the Election.
- (iii) If a candidate has demonstrated no intention to conscientiously fulfil the mandates of the position for which they are a candidate, they shall be disqualified from the Election.
- (iv) Any act of bribery, harassment, coercion, or deceit on the part of a candidate shall render them disqualified from the Election.
- (v) Manifestos submitted may not include any reference to other candidates by name or include any libellous or otherwise unlawful statements. The Returning Officer shall refuse to publish any part of a manifesto not compliant with this rule, and shall inform the candidate of any such decision taken.

## **Article 51: By-Elections**

- (i) If an officer resigns or is removed from office, or if a new position on the Committee is created, there shall be a By-Election.
- (ii) The By-Election shall follow all provisions set out for Elections, except that the dates and times of the nominations deadline, of the Challenges deadline, of Hustings, and of the By-Election itself shall be decided by the Returning Officer.
- (iii) At most one week of Full Term shall pass between the date of resignation or removal of an Officer and the announcement of Hustings.
- (iv) The announcement of Hustings shall be given at least two days before the date of Hustings.
- (v) At least two days shall pass between Hustings and the By-Election.

- (vi) Until the results of the By-Election have been announced, the duties of the contested position shall be conducted by other Officers, as decided by the JCR Committee. No Officer shall be forced to conduct the duties of a resigned or removed Officer.
- (vii) The term office of the winner of a By-Election shall normally start as soon as the result is announced and shall continue until the end of the normal term of office of the resigned or removed Officer.
- (viii) In the event of a By-Election for the position of Welfare Officer, alternative provisions will be made by the JCR Committee.

## **Article 52: Referenda**

- (i) A Referendum may be advisory or may by simple majority have any of the powers normally possessed by Ordinary Motions or Money Motions, or by two-thirds majority may have the power to remove an Officer or amend the Constitution.
- (ii) A Referendum on any question other than an amendment to the Constitution may be called by an Ordinary Motion with a two-thirds majority vote of those present. A Referendum amending the Constitution may be called by a Constitutional Motion with a simple majority vote.
- (iii) In accordance with Article 3, only Full Members shall be entitled to vote in Referenda, with the exception of Referenda amending the Constitution, in which all Members shall have a vote.
- (iv) If a Referendum is called which either has potential cross-college impact or has the potential to affect graduate students in any substantial way, the MCR President and Vice-Presidents shall be notified at the earliest opportunity by the President, the Returning Officer, or the Presiding Officer.
- (v) All Referenda shall be conducted using a secure online voting system.
- (vi) A summary of the debate on the corresponding Motion as well as the original Motion text shall be included with the question posed in any Referendum.
- (vii) Referenda shall be held on a day decided by the Presiding Officer no more than seven days after the passing of the corresponding Motion, unless another date is specified in the Motion.
- (viii) The announcement of a Referendum shall be given by the Presiding Officer no less than two days before the date of the Referendum using the Secretary's emails (ensuring all Full Members are notified).
- (ix) If a Referendum has more than two possible outcomes, the Single Transferable Vote system, specifically the ERS97 STV system, shall be used.
- (x) Polling on the day of the Referendum shall be open between 8:30 a.m. and 8:30 p.m.
- (xi) The Presiding Officer shall administrate the online voting.
- (xii) The Presiding Officer shall notify all Full Members when polls are open, detailing the content of the Referendum, how to vote, and when polls will close.
- (xiii) The Presiding Officer shall notify all Full Members of the outcome of the Referendum at the earliest opportunity after polls have closed by:
  - (1) emailing all Full Members the outcome of the Referendum; and
  - (2) posting the outcome of the Referendum on the JCR Facebook Group.
- (xiv) The outcome of the Referendum shall be verified by at least one other Committee Officer.

## PART V: MEETINGS

### Article 53: Committee Meetings

- (i) The JCR Committee shall meet no less than four times per Term.
- (ii) Committee Meetings shall take place at the most convenient time for the majority of the Committee. The time and location of each Committee Meeting shall be decided and published by the Secretary with at least seven days' notice.
- (iii) Emergency Committee Meetings may be called by the President, Vice-President and Treasurer, or Secretary given at least 24 hours' notice. The attendance of Emergency Committee Meetings shall be non-compulsory.
- (iv) The President shall chair all Committee Meetings. If the President is absent at a Committee Meeting then it shall be chaired by the Vice-President and Treasurer. If the Vice-President and Treasurer is also absent then it shall be chaired by the Secretary.
- (v) In each Committee Meeting, Officers shall consider ways to fulfil their mandates and the aims of the JCR. Disagreements shall be settled by a simple majority vote of Committee Officers present.
- (vi) The Chair shall vote only when a casting vote is required. Voting shall be conducted openly and votes shall be counted by the Chair.
- (vii) Only current Officers or Members who have been elected to a position starting the next Term may be present at Committee Meetings, except by invitation of the Chair.
- (viii) No Committee Meeting shall be properly constituted unless at least five Officers are present, including the President, the Vice-President and Treasurer, or the Secretary.

### Article 54: General Meetings

- (i) General Meetings shall normally be held on Sundays of Second, Fourth, Sixth, and Eighth Weeks every Term, at a time decided and published by the Secretary.
- (ii) The Secretary shall notify all Members of the time and location of each General Meeting at least four days in advance.
- (iii) General Meetings shall deal with Motions proposed by Members and with any reports Officers wish to give to the JCR, following the procedure outlined in Article 60.
- (iv) All proposed Motions shall be submitted to the Secretary by midnight on the Friday preceding the General Meeting. The Secretary shall publish this deadline in advance. In the case of a postponed meeting, the deadline shall be set by the Secretary. Any Officers wishing to give a report at the General Meeting shall notify the Secretary of their intention to do so by this deadline.
- (v) All proposed Motions and the details of any reports to be made shall be sent to all Members by the Secretary (using the JCR Mailing List) no less than 24 hours before the time of the General Meeting.
- (vi) General Meetings shall be open to all Members of the JCR.
- (vii) A General Meeting may be postponed (but not cancelled) by a two-thirds majority decision of the JCR Committee. The date of the General Meeting must be set at the time of postponement.
- (viii) A General Meeting may be cancelled by the Secretary only if no agenda items have been received by the deadline for receipt of Motions.
- (ix) If a matter is deemed too important to be left until the next General Meeting, an Emergency General Meeting may be called by a two-thirds majority vote of the JCR Committee. The Emergency General Meeting must be announced by the Secretary at least 24 hours in advance, and this announcement shall include all proposed Motions and the details of any reports to be made. No further Motions may be proposed until the meeting.
- (x) No General Meeting shall be properly constituted unless at least twenty Members are present.

## Article 55: Motions

- (i) There shall be four types of Motions:
  - (1) Ordinary Motions
  - (2) Money Motions
  - (3) Constitutional Motions
  - (4) Procedural Motions
- (ii) Motions shall be debated in General Meetings.
- (iii) A Motion may be proposed by any Member of the JCR. All proposed Motions shall be submitted to the Secretary by the deadline detailed in Article 54, with the exception of Procedural Motions which may be proposed only during a General Meeting.
- (iv) All Motions except Procedural Motions shall include a Proposer and a Secunder and shall be laid out in three sections, following the format “This JCR notes that . . . ; This JCR believes that . . . ; This JCR resolves to . . .”.

## Article 56: Ordinary Motions

- (i) Ordinary Motions may:
  - (1) dictate JCR policy;
  - (2) mandate the JCR Committee, a Sub-Committee, or an Ad-Hoc Committee to perform an action within its powers (but not to authorise expenditure);
  - (3) mandate an elected Officer to perform a task that falls within their remit;
  - (4) call a Referendum (except to amend the Constitution);
  - (5) confer or remove Honorary Membership; or
  - (6) reverse a previous Ordinary Motion.
- (ii) Ordinary Motions shall require a simple majority vote to pass, with the exception of Ordinary Motions calling a Referendum, which shall require a two-thirds majority vote of those present to pass.
- (iii) Ordinary Motions calling for a Referendum shall specify the exact text of the question, and the possible voting options. The question must be neutral in tone, and must not contain any additional detail, be it factual or persuasive. Any such Motion without a question specified or with one that does not conform to these criteria shall be void, and a Referendum shall not be held. If answers are not specified, they shall default to “Yes”, “No”, and “Abstain”.

## Article 57: Money Motions

- (i) Money Motions may:
  - (1) authorise JCR expenditure of a specified amount for a certain purpose;
  - (2) authorise JCR expenditure up to a specified maximum amount for a certain purpose; or
  - (3) reverse a previous Money Motion that has not yet been fulfilled.
- (ii) Money Motions deemed out of means by the Vice-President and Treasurer shall be void.
- (iii) Money Motions shall require a simple majority vote, with a quorum of thirty, to pass.

## Article 58: Constitutional Motions

- (i) Constitutional Motions may call a Referendum to amend the Constitution.
- (ii) Constitutional Motions must include specific details of proposed changes to the Constitution, line-by-line, to be valid.
- (iii) Constitutional Motions shall require a simple majority vote to call the Referendum.
- (iv) Constitutional Motions proposing an amendment to Part III must *also* receive a simple majority vote of the JCR Committee in order to go to Referendum. If the Proposer is not an Officer they may speak at but not vote at the Committee Meeting in which this vote takes place.

## Article 59: Procedural Motions

- (i) Procedural Motions may:
  - (1) move to vote;
  - (2) amend a proposed Motion of any type;
  - (3) change the order of business for that General Meeting;
  - (4) call for a vote to be conducted openly;
  - (5) overturn a ruling by the Chair;
  - (6) remove the Chair for the remainder of the meeting; or
  - (7) propose an Emergency Motion be added to the agenda.
- (ii) Procedural Motions may be proposed by any Member during a General Meeting in accordance with Article 62.
- (iii) Procedural Motions shall require a simple majority vote of those present to pass, with the exception of Procedural Motions proposing an Emergency Motion or removing the Chair for the remainder of the meeting, which shall require a two-thirds majority of those present to pass.

## Article 60: Procedure for General Meetings

- (i) General Meetings shall be chaired by the President or the Vice-President and Treasurer.
- (ii) It shall be the responsibility of the Chair to ensure the meeting is constitutional.
- (iii) If the Chair wishes to speak on any Motion, or propose or second a Motion, then another Officer shall chair the meeting for the duration of the debate of that Motion.
- (iv) The order of business for all General Meetings shall be as follows, unless altered by a Procedural Motion:
  - (1) Matters arising from the minutes of previous General Meetings shall be discussed.
  - (2) Reports from JCR Officers shall be given.
  - (3) Questions for Committee members shall be taken from the audience.
  - (4) Any other reports or announcements shall be given, at the discretion of the Chair.
  - (5) Constitutional Motions and Money Motions shall be debated and voted on.
  - (6) Ordinary Motions shall be debated and voted on.
  - (7) Any other matters shall be discussed, at the discretion of the Chair.
- (v) The order of debate of Motions within each category shall be decided by the Chair, prioritising the most important issues.
- (vi) The Chair may call the meeting to order at any point. On doing so, all persons in the room shall stop speaking, return to their seats, and await the Chair's call to resume the debate. If order is not established after calling the meeting to order no less than five times, having allowed a reasonable period to elapse between each call to order, the Chair may declare the meeting suspended until further notice.

- (vii) If any person in the room is behaving in a manner so disruptive as to make the continuation of the meeting impossible, the Chair may expel that person from the room for the remainder of the meeting if approved by a two-thirds majority vote of those present. The person concerned must first be given the opportunity to desist from their behaviour.
- (viii) If any procedures in this Constitution are not being followed properly, any person in the room may raise their hand and say "Point of Order" at any point during the meeting, and the Chair shall hear the person's complaint.

## **Article 61: Debating and Voting on a Motion**

- (i) The procedure for debating a Motion shall be as follows:
  - (1) The Chair shall read the text of the Motion.
  - (2) The Chair shall give the Proposer of the Motion the opportunity to make a speech of proposition of no more than three minutes in length. The Proposer may let another person make the speech in their place.
  - (3) The Chair shall ask for any factual questions or points of information to be put to the Proposer or Seconder. The Chair may reject any questions they deem inappropriate or irrelevant.
  - (4) The Chair shall call for a speech of opposition by asking if anyone present opposes the Motion. If such a speech is made, it shall be no more than three minutes in length, and there shall then be a general debate on the Motion, which the Chair shall ensure is balanced and ordered. At the conclusion of any such debate, the Proposer shall be invited to make a concluding speech of no more than three minutes in length, and may not let another person make this speech in their place.
  - (5) The Motion shall then be voted on, following the procedure outlined in paragraph (ii).
- (ii) The procedure for voting on a Motion shall be as follows:
  - (1) The Chair shall call for all votes in favour of the Motion, followed by all votes against the Motion, followed by all abstentions. The Chair shall then announce the result of the vote.
  - (2) Members shall vote by raising their hand. Voting shall be conducted with all those present, except those counting the votes, having shut their eyes, unless a Procedural Motion is passed for voting to be conducted openly.
  - (3) The Chair and two other Officers shall count the votes. Those two Officers shall not be Proposer or Seconder for the Motion. If the counts do not tally, there shall be a recount.
  - (4) None of the Officers counting shall vote, except if a casting vote is necessary, in which case the Chair shall give the casting vote.
  - (5) No proxy votes shall be accepted.
- (iii) The Proposer of a Motion may withdraw the Motion from consideration at any time before the vote.
- (iv) In votes requiring a majority "of those present", abstentions shall be counted as votes against the Motion.
- (v) Any Motion debated or voted on in a way not following the procedures of this Article shall be void.

## **Article 62: Handling Procedural Motions**

- (i) Procedural Motions may be proposed verbally by any Member at any point in the meeting, subject to the following restrictions:
  - (1) A move to vote may only be proposed after a speech of proposition has been called for, all questions have been taken, and a speech of opposition has been called for.
  - (2) An amendment to a Motion may only be proposed after the text of that Motion has been read.
  - (3) An Emergency Motion may not be proposed during the debate of another Motion.
  - (4) Procedural Motions proposing to add an Emergency Motion to the agenda must be accompanied by a full written document containing the proposed Emergency Motion, complete with a Proposer and Seconder.

- (5) Procedural Motions to amend a proposed Motion shall not be voted on before the exact written text of the proposed amendment (i.e. the proposed changes from the current version of the Motion) is submitted to the Secretary and made available to all Members present at the Meeting. If the amendment is passed, the “This JCR resolves to...” part of the newly amended version of the original Motion shall be drafted in writing (according to the amendment just passed) and made available to all Members present at the Meeting before a vote is held on the newly amended Motion.
- (ii) Upon the proposal of a Procedural Motion, the Chair shall immediately conduct a debate and vote on the Procedural Motion before resuming any other business.
- (iii) Any Procedural Motion moving to vote shall be voted on immediately after speeches of proposition and opposition have been called for.
- (iv) Any Procedural Motion amending a Motion must, if it passes, also be accepted by the Proposer of the Motion being amended.
- (v) On proposal of any Procedural Motion overturning a ruling by the Chair or removing the Chair, the Chair shall step down and the debate of the Procedural Motion shall be chaired by another Officer. The original Chair shall be given the opportunity to defend themselves.

### **Article 63: Minutes**

- (i) The Secretary shall minute all Committee Meetings and General Meetings in full.
- (ii) If the Secretary is unable to attend, another Officer shall minute the meeting in their place.
- (iii) The minutes for all Committee Meetings shall be made available to all Committee Officers.
- (iv) The minutes for all General Meetings, and the text of all proposed Motions, shall be made available to all Members by publication on the JCR Website.



## PART VI: MISCELLANEOUS PROVISIONS

### Article 64: Representation

- (i) The Full Members of the JCR shall be represented, at the very least, on the following bodies:
  - (1) The Governing Body
  - (2) The Joint Consultative Committee
  - (3) The Domus Committee
  - (4) The Joint Sustainability Committee
  - (5) The Gardens and Grounds Committee
  - (6) The Library Committee
  - (7) The IT Committee
  - (8) The Equity and Inclusivity Action Group
  - (9) The Oxford Student Union Council
- (ii) The details of representation on each of these bodies are given in Officers' mandates.
- (iii) In addition, the JCR Committee shall seek to ensure Full Members are represented on any other College committees discussing matters concerning the JCR.
- (iv) In reporting the outcome of any Referenda other than those amending the Constitution to any bodies of the College or University, it shall be made clear that the results of the Referendum only reflect the views of undergraduate members of the College.

### Article 65: Ad-Hoc Committees

- (i) An Ad-Hoc Committee may be established at any time to deal with arising matters by two-thirds majority vote of the JCR Committee.
- (ii) Ad-Hoc Committees shall be chaired by a Committee Officer, but any person may be a member of an Ad-Hoc Committee.
- (iii) Ad-Hoc Committees shall report back to the JCR Committee and shall not have the power to put any proposals into operation without the approval of the JCR Committee.

### Article 66: Finances

- (i) The Committee Officers shall act as the trustees of the JCR and hold all property and funds of the JCR on behalf of its Members.
- (ii) There shall be a Treasury bank account, an Entertainment bank account, a Charities bank account, and a Freshers' Week bank account. These shall be used as follows:
  - (1) The Vice-President and Treasurer and the Secretary shall be signatories of the Treasury bank account. The Entertainment Treasurer and the Vice-President and Treasurer shall be signatories of the Entertainment bank account. The Charities Officer and the Vice-President and Treasurer shall be signatories of the Charities bank account. The Freshers' Week Treasurer and the Vice-President and Treasurer shall be signatories of the Freshers' Week bank account. Each account shall need only one signatory to make payments.
  - (2) All money raised through charity collections shall be kept in the Charities bank account and shall only be used to pay the relevant charities. The charities must be paid by the end of the academic year in which the money was collected.
  - (3) The income of the Freshers' Week Sub-Committee shall be kept in the Freshers' Week bank account and shall not be used for any purposes other than the directives of the Freshers' Week Sub-Committee.

- (4) The income of the Entertainment Sub-Committee shall be kept initially in the Entertainment bank account but may be used for other purposes if required by the JCR Committee.
  - (5) JCR funds must be kept in the accounts listed above at all times, except where an Officer, Sub-Committee, or Ad-Hoc Committee has been authorised to spend a certain amount of money (as below), in which case an Officer specified may hold the specified sum in their personal account on behalf of the JCR. Any cash held on behalf of the JCR must be deposited as soon as possible.
  - (6) All other income of the JCR, including the termly JCR Grant provided by the College, shall be kept in the Treasury bank account. Of the termly JCR Grant provided by the College, at least one-sixth must be set aside for the use of Money Motions.
- (iii) The investment of JCR funds shall be decided as follows only:
- (1) Subject to the constraints in paragraph (ii), the JCR Committee may, by simple majority, authorise any individual payment for a specified purpose falling directly within the aims of the JCR as set out in Article 1.
  - (2) The JCR Committee may also, by simple majority, authorise investment by any named Officer, Sub-Committee, or Ad-Hoc Committee, of JCR funds up to a set amount for a specified purpose falling directly within the aims of the JCR as set out in Article 1.
  - (3) The JCR Committee's exercise of the powers in subparagraphs (1) and (2) shall normally take the form of approving a termly budget set by the Vice-President and Treasurer at the start of each Term.
  - (4) Any expenditure not falling directly (as decided by the Vice-President and Treasurer) within the aims of the JCR as set out in Article 1 may only be approved by a Money Motion. Donating to causes external to the JCR, or funding services not provided solely for JCR Members, does not qualify as falling directly within the aims of the JCR.
  - (5) Any Money Motion that is passed must be fulfilled if it is within the means of the JCR (i.e. if there are JCR funds available which have not already been authorised to be used for other purposes).
  - (6) The Freshers' Week Sub-Committee and Entertainment Sub-Committee shall have the power to spend their own income on their respective directives without consultation with the JCR Committee.
- (iv) A record of all payments made from JCR funds must be kept by the relevant Officers, as well as of all JCR income, and these records shall be collected by the Vice-President and Treasurer at the end of each Term for the purposes of keeping accounts.
- (v) The Vice-President and Treasurer shall keep accounts throughout the academic year, and at the end of the academic year shall produce a financial report containing the accounts for that academic year (including those of the Entertainment and Freshers' Week Sub-Committees and the Charities Officer) and the details of any termly budgets set. The report shall also include visualisations of spending categories. The report shall be presented to the JCR Committee and shall be made available to any Member who wishes to see it. In accordance with Section 22 (2) (k) of the Education Act 1994, this report should contain details of subscriptions or similar fees paid, or donations made, to organisations to which the JCR is affiliated over the past year.
- (vi) Full indemnity out of the JCR funds shall be given to Officers against all payments and other liabilities properly incurred by them in the exercise of their duties.

## Article 67: Online Presence

- (i) There shall be a JCR Website and a JCR Facebook Group.
- (ii) The JCR Website shall be maintained by the Computing Officer.
- (iii) The JCR Facebook Group shall be open to all Full Members and shall be a primary tool for announcements by the Committee.
- (iv) There shall be a set of Guidelines governing the fair use of the JCR Facebook Group.
- (v) The Guidelines may be altered only by a two-thirds majority vote of the JCR Committee.
- (vi) There shall be a team of Moderators for the JCR Facebook Group, who shall be the listed admins on the group. The Moderators shall include only:

- (1) The President
  - (2) The Vice-President and Treasurer
  - (3) The Welfare Officers
  - (4) The Computing Officer
- (vii) Any person found by one or more of the Moderators to be in breach of the Guidelines shall be temporarily muted for a duration as follows:
- (1) On the first offence, for twenty-four hours.
  - (2) On the second and third offences, for seven days.
  - (3) On the fourth and subsequent offences, for twenty-eight days.
- (viii) Any such temporary mute may be reversed at any time by a two-thirds majority vote of the JCR Committee.
- (ix) Any person found by one or more of the Moderators to be in breach of the Guidelines must be informed of the rationale behind the decision with reference to the specific guideline they are alleged to have breached.
- (x) Any of the Moderators may, if they see fit, remove any post or comment (including but not limited to: links, images, videos and files) that they find to be in breach of the Guidelines.
- (xi) Any of the Moderators may turn off commenting on a post if they deem the continuation of the comment thread likely to result in a breach of the Guidelines in their reasonable opinion.
- (xii) Any dispute among the Moderators shall be resolved by the President.
- (xiii) Access to the Facebook Group shall be restricted to current Full Members of the JCR, except by approval from the President.

## **Article 68: Complaints**

- (i) In accordance with Part II of the Education Act 1994, any Junior Member of the College may make a complaint against a particular JCR Officer or against the JCR as a whole.
- (ii) Any complaint against a particular JCR Officer shall be submitted in writing to the President, or if the President is the subject of the complaint, to the Vice-President and Treasurer.
- (iii) Any complaint submitted to the President or Vice-President and Treasurer shall be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.
- (iv) The outcome of a complaint submitted to the President or Vice-President and Treasurer may be appealed by writing to the Dean.
- (v) Any complaint against the JCR as a whole, or against a group of JCR Officers including the President and the Vice-President and Treasurer, shall be submitted in writing to the Dean.

## **Article 69: Previous Constitutions**

- (i) All previous Constitutions of the JCR are hereby expressly revoked.
- (ii) This Constitution shall have effect immediately, subject to future approval by the Governing Body.