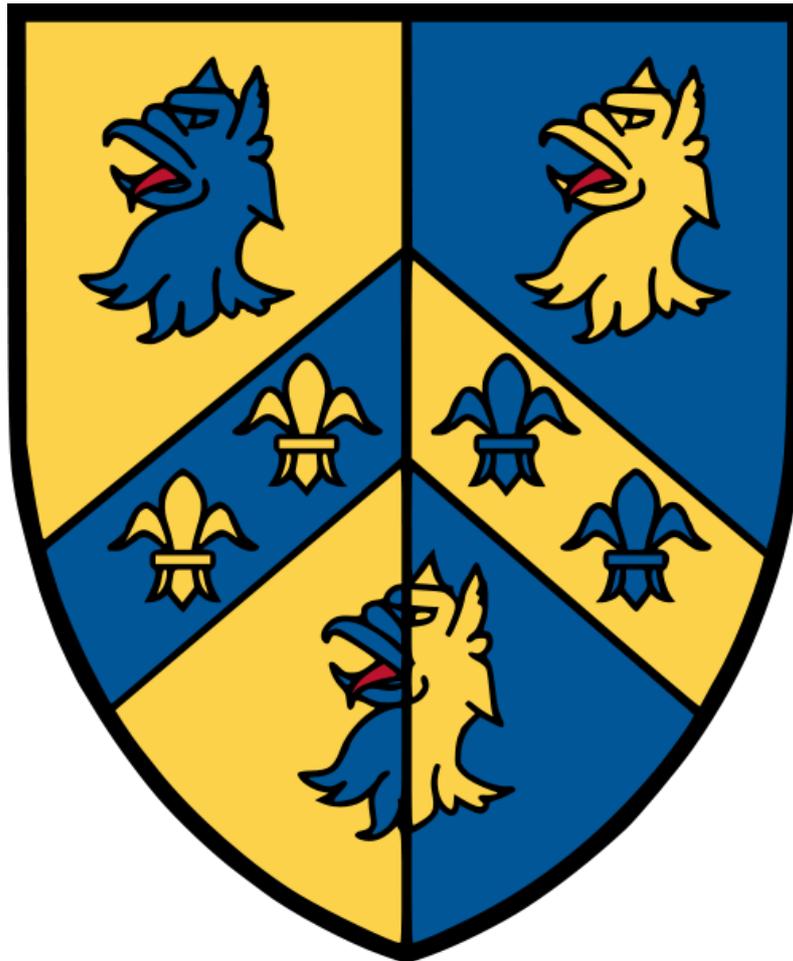


**Junior Common Room,  
College of the Holy and Undivided Trinity in the  
University of Oxford, of the Foundation of Sir  
Thomas Pope (Knight)**

**Constitution**



Adopted on.....

Approved by the Governing Body.....

Written by Fergus Colquhoun

Updated by Liz Elder & Matt Greaves

Last update: 01/11/18

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**i. NAME AND PRE-AMBLE**

1. There shall be an unincorporated association called ‘The Trinity College Junior Common Room’ (hereinafter referred to as ‘the JCR’).
2. The aims of the JCR shall be to further and to protect the interests of all affiliated Junior Members of the College; to provide facilities and leisure activities for them; and to exercise their voice in the government of the college.
3. The JCR is committed to diversity and the eradication of inequality and as such will not discriminate on the basis of a member’s sex, age, marital status, sexual orientation, racial group, nationality, religion or disability.
4. In the provision of services and facilities, representation or participation, the JCR will use neutral criteria that do not have disproportionate impact on members of a particular racial group, sex, disability, sexual orientation, religion, nationality, gender, age, or marital status, unless such use is objectively justifiable.
5. The JCR shall practice the above aims independent of any political or religious affiliation.
6. The property and income of the JCR:
  - a. Shall be used only for the promotion of the objects outlined above. No money shall be paid or accepted by the JCR, directly or indirectly, except in good faith for the promotion of these objects;
  - b. Shall not be paid to any charitable organisation or purpose except when the property or income has been raised specifically for charitable purposes;
  - c. Shall be owned jointly by all Full Members of the JCR.

**ii. THE AFFILIATIONS OF THE JCR**

1. The JCR is affiliated to:
  - a. The Oxford University Student Union (Oxford SU).
2. A motion to disaffiliate from these organisations should be taken as a constitutional one. Increase or decrease of affiliation fees shall constitutionally affect these affiliations. Further affiliations or disaffiliations shall be reflected in the constitution (ii,1) above.
3. A motion to re-affiliate to these organisations for the following academic year must be voted on at a JCR General Meeting annually in Michaelmas term, in accordance with section 22(2)(1)(i) of the 1994 Education Act. Such a motion will be treated as a constitutional

motion.

**iii. THE MEMBERSHIP OF THE JCR**

1. All members of Trinity College reading for an undergraduate shall be deemed Full Members of the JCR upon entering the College. Members reading for subsequent degrees shall be deemed Full Members upon application to the JCR President and subject to the assent of the JCR Committee. Students on four year courses who choose to remain members of the JCR are automatically considered to be Full Members.
2. Any Full Member of the JCR shall have the right to opt out of membership, subject to the provisions laid out in Appendix 1 of this Constitution.
3. Members of the MCR shall be Associate Members of the JCR.
4. An Honorary Member may be elected by the approval by a simple majority of the members present at a JCR General Meeting.

**iv. RIGHTS OF MEMBERSHIP**

1. All Full Members of the JCR are entitled to:
  - a. Use all facilities provided by the JCR;
  - b. Speak, propose motions and amendments, and vote at all JCR General Meetings, subject to the provisions of Schedule 4 to the Constitution;
  - c. Stand for election to office within the JCR Committee, subject to the provisions of Schedule 2 to the Constitution;
  - d. Vote in JCR Elections and Referenda, subject to the provisions of Schedule 2 to the Constitution.
2. Associate Members are entitled to:
  - a. Use all facilities provided by the JCR;
  - b. Speak at JCR General Meetings;
  - c. No voting rights.
3. Honorary Members are entitled to:
  - a. No voting rights;
  - b. No speaking rights;
  - c. No liability or debts to the JCR.

**v. THE COMMITTEE**

1. The Elected Officers of the JCR Committee shall be:
  - a. Their Excellency, President for Life, Field Marshal and General of the Army, Lord/Lady of All the Beasts of the Earth and Fishes of the Seas and Conqueror of the University of Oxford and Balliol in Particular (hereinafter referred to as ‘the President’)
  - b. The Vice-President Treasurer supreme, master/mistress of gold, silver and all precious metals, protector of the accounts, fisher of men and right hand of the President (hereinafter referred to as ‘the Treasurer’)
  - c. The Vice-President Secretary ultimate, grand communicator of the JCR, forger of minutes, guardian of the eternal light and left hand of the President (hereinafter referred to as ‘the Secretary’)
  - d. Two Entertainment (‘Entz’) Representatives;
  - e. The External Affairs Representative;
  - f. Four Welfare Officers (of which there can be no more than two of the same gender)
  - g. The Academic Affairs Representative;
  - h. Two Access and Bursaries Representatives;
  - i. The Environment and Ethics Representative;
  - j. The Careers Representative;
  - k. The Communications Representative.
1. Six Equalities Officers, one for each of the following categories, to form the ‘Equalities Committee’
  - i. The Women’s\* Officer
    - Women’s\* refers to individuals identifying as women and women-aligned.
  - ii. The International Officer
  - iii. The Black, Asian and Minority Ethnic (BAME) Officer
  - iv. The LGBTQ+ Officer
  - v. The Disabilities Officer
    - Disabled students refers to students with physical, sensory, cognitive, mental, or developmental disabilities

and those with chronic illnesses, mental health issues, autism, or specific learning difficulties (such as dyslexia).

vi. The Family Backgrounds Officer

- Regarding students from working class, low income, first-generation, and state and comprehensive school backgrounds, as well as care leavers and estranged students

- First-generation students refers to those students, who are, or identify as, students who are of first-generation in their family to attend university.

2. The Executive Officers of the JCR Committee shall be the President, the Treasurer and the Secretary.
3. The JCR Committee shall consist of all Elected Representatives and Officers.
4. The duties of the Elected Representatives and Officers of the JCR shall be performed in accordance with the duties specified in Schedule 1 to the Constitution.
5. The Members of the JCR Committee shall be elected in accordance with the rules as set out in Schedule 2 to the Constitution.
6. The JCR Committee shall meet not less than four times per term.
7. All members of the JCR Committee shall be voting members.
8. In the event of a tied JCR Committee Meeting vote, the President shall have the casting vote.
9. All members of the JCR Committee shall be required to attend JCR Committee Meetings and General Meetings to the best of their ability.
10. The member of the Committee asked to attend an Oxford SU Council Meeting by the President and the External Affairs Rep shall be required, if at all possible, to attend that meeting and, should the JCR be entitled to one, exercise one of the JCR's votes thereat.
11. The functions of the JCR Committee are:
  - a. To consider the ways in which Elected Officers can best fulfil their mandates;
  - b. To determine general JCR policy;
  - c. To consider motions proposed by members of the JCR:

1. In the event that the Committee considers a motion unsuitable, it shall mandate the Secretary to approach the proposer of the motion and suggest the motion's withdrawal or alteration;
  2. The Committee shall not have the power to withdraw or alter a motion of its own accord.
- d. To establish such ad hoc committees as are necessary.
  1. Ad hoc committees shall be chaired by an appropriate member of the JCR and shall include at least one Elected Officer of the JCR Committee;
  2. The membership of such ad hoc committees shall not be restricted to JCR Committee members.
12. Every Elected Officer of the JCR Committee is required to attend at least 2/3 of both JCR Committee Meetings and JCR General Meetings per term:
  - a. Any Elected Officer who fails to fulfil this requirement shall be deemed to have resigned from the post which that Officer occupies;
  - b. This requirement may be waived if, in the opinion of the JCR Executive, the Officer in question has good reason for failing to fulfil this requirement.
13. In addition to the Elected Officers of the JCR, the following Junior Offices shall be appointed annually by the relevant Elected Officers of the JCR Committee, to be ratified by a Procedural Motion at the first convenient General Meeting. These positions should be suitably advertised by email to the JCR and applications should be emailed to the President. If multiple applications are received for a position then informal hustings should take place at a JCR meeting and an informal vote should be held, the nature of which is at the discretion of the President. The Junior Officers shall act in accordance with the duties outlined in Schedule 1 to this Constitution:
  - a. Webmaster;
  - b. Ombudsman;
  - c. Gym Representative;
  - d. Sports Representative;
  - e. Charities Representative;
  - f. Arts Representative.

g. Domestic Officer

- The role is to assist the JCR Secretary in conducting housing ballots, assist in communicating with scouts and hall regarding cleaning and food respectively, and to take the lead in looking after the JCR space.

14. Junior Officers-Elect:

- a. Where handover requires the transfer of bank details for Junior Officers of the JCR, the Executive Committee should appoint Junior Officers-Elect;
- b. Junior Officers-Elect should be appointed at least 10 weeks in advance. Junior Officers-Elect are the constitutional equivalent of any incoming Junior Officer of the JCR, and therefore are subject to the Handover Process as set out in Appendix 5, though have not yet taken up the powers of their role;
- c. The nature of participation in the JCR of a Junior Officer-Elect is subject to whatever is agreed with the respective Junior Officer;
- d. Each Junior Officer-Elect may also be referred to as the 'Junior' Junior Officer, e.g. the "Junior Sports Representative".

**vi. ACCOUNTABILITY AND CENSURE**

1. Every officer and person approved to make decisions of behalf of the JCR shall be indemnified out of the assets of the JCR against all losses or liability which they may incur through the execution of their office or otherwise in relation thereto. No officer, appointee or member of staff shall be liable for any loss, damage or misfortune that may happen to or be incurred by the JCR in the execution of the duties of their office or in relation thereto. Nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.
2. No JCR Officer or Representative shall enter into a specific agreement, whilst purporting to act on behalf of the JCR, without the prior mandate of the JCR Committee. Such an agreement shall be judged ultra vires.
3. Complaints about an individual officer of the JCR shall be dealt with under the provisions of the Complaints Procedure detailed in Appendix 2 to this Constitution.

**vii. FINANCES**

1. The finances of the JCR shall be administered by the Treasurer in

accordance with Schedules 1 and 3 to this Constitution, in consultation with the JCR Committee.

2. The Treasurer shall be ultimately responsible for all spending of JCR money.
3. The Treasurer shall, in consultation with the JCR Committee, be empowered to open and close bank accounts in the name of the JCR, lend monies, pay monies, and do all other such things as are from time to time necessary for the prudent conduct of the JCR's financial affairs. In exercising these rights, he shall be subject to no restrictions except for those contained in Schedules 1 and 3 to this Constitution.
4. The JCR financial year shall run from 16<sup>th</sup> August to 15<sup>th</sup> August and shall be divided into three periods, to wit:
  - a. Michaelmas (16<sup>th</sup> August to 15<sup>th</sup> December);
  - b. Hilary (16<sup>th</sup> December to 15<sup>th</sup> March);
  - c. Trinity (16<sup>th</sup> March to 15<sup>th</sup> August).
5. The Treasurer shall be responsible for presenting the Accounts for audit in accordance with Schedule 3 to this Constitution.
6. A copy of the JCR's budget and audited accounts shall be made available to any Member who requests it.

#### **viii. MEETINGS**

1. The Members of the JCR assembled in a General Meeting shall be the ultimate source of authority in the JCR. The decisions taken in the online vote following a General Meeting shall be binding except in cases where they conflict with the results of a referendum.
2. General Meetings of the JCR shall be carried out in accordance with the procedure specified in Schedule 4 to this Constitution. Meetings that are not compliant shall be deemed to be invalid.
3. The JCR shall hold at least three Ordinary General Meetings per Term.
  - a. The first shall be held on or before Sunday of 3<sup>rd</sup> Week. The last shall be held on or after Sunday of 6<sup>th</sup> Week.
4. Extraordinary General Meetings may be called:
  - a. By the JCR Committee when they see fit; or
  - b. By a petition signed by at least 5% of the Full Members of the JCR and presented to the Secretary of the JCR.
5. Extraordinary General Meetings shall be held no more than 2 days

after either of the above conditions being met. The Secretary shall notify the JCR of the time and venue of the meeting. Conduct of the meeting shall be according to the procedures set out in Schedule 4 to this Constitution. Only the business for which the Extraordinary General Meeting was called shall be discussed.

**ix. REFERENDA**

1. A referendum will be a yes or no question to be put to all members of the JCR. The JCR Committee will be bound to act in accordance with or as a result of the outcome of the referendum.
2. A referendum shall be held within 7 days of a procedural motion to hold a referendum being passed at a General Meeting, or a petition signed by at least 5% of the Full Members of the JCR being presented to the Returning Officer. The petition or procedural motion to hold a referendum shall state the precise question to be put in the referendum.
3. The referendum shall be conducted in accordance with Schedule 2 to this Constitution, as adapted appropriately by the Returning Officer to suit the conditions and requirements of a referendum as opposed to an election. Any further rules or restrictions to be applied to the conduct of the referendum shall be at the discretion of the Returning Officer. In addition, the factual details, time and place of the referendum shall be publicised by the Returning Officer not less than 3 days beforehand.
4. The result of a referendum may not be subject to a motion to overturn it within a year of it being passed, except in the case of a change of circumstances which, in the opinion of at least 2/3 of the JCR Committee, justify its being overturned.

**x. BALLOTS**

1. The following Ballots shall be held by the JCR at various points during the year:
  - a. The Second-Year Room Ballot;
  - b. The Third/Fourth-Year Room Ballot;
  - c. The Marriage Ballot.
2. These Ballots shall be administered by the Secretary in accordance with the provisions of Schedule 5 to this Constitution.

**xi. INTERPRETATION**

1. In the event of a challenge to the interpretation of any part of this Constitution, the ruling of the Executive Committee shall be sought.
2. In the event of a challenge to the ruling of the Executive Committee, the decision shall be taken to a General Meeting, or if the relevant

conditions are met, an Emergency Meeting.

3. If a member of the JCR remains unsatisfied with the decision of the General Meeting, they may petition for a referendum to be held, subject to the procedures set out in this Constitution. The result of this referendum shall be final.

## **Schedule One – Job Descriptions**

### **i. THE DUTIES OF THE ELECTED OFFICERS**

1. The President shall:
  - a. Oversee the running of the JCR Committee;
  - b. Chair all meetings at which the President is present and is the senior member;
  - c. Attend all meetings, to the best of the President's ability, at

- which the JCR or JCR President has a voice;
- d. Liaise with College staff and the Senior Common Room (SCR) on all matters relevant to the interests of the Junior Members of the College;
  - e. Exercise one of the votes, should the JCR be entitled to a vote, at Oxford SU Council Meetings;
  - f. Attend Prescom meetings every second week during term-time;
  - g. Appoint at the earliest convenience or on the resignation of the previous incumbent in accordance with Article i.5.13, subject to ratification of the JCR by the passing of a procedural motion at a JCR General Meeting:
    1. The JCR Computer Representative (Webmaster);
    2. The JCR Ombudsman;
    3. The JCR Returning Officer;
    4. The JCR Arts Representative.
  - h. Should the President's term of office cover the Hilary Term of the year preceding that of a Commemoration Ball, the JCR President shall be responsible for organising interviews and advertising for candidates for the positions on the Ball Executive Committee as outlined in Appendix Three of this document;
  - i. Appoint a Freshers' Week Committee annually before the end of Hilary Term, in consultation with the JCR Committee;
  - j. Liaise with the Middle Common Room (MCR) President and Committee on all matters that may be of mutual interest to members of both Common Rooms;
  - k. Construct and send one 'JCR Email' each week from Weeks 1-8 every term, and one in 0th Week of each term, consisting of any Committee announcements and reasonable requests or advertisements from members of the JCR and SCR;
  - l. As necessary, appoint Junior Officers-Elect where handover requires an extended period of time when handover requires the transfer of bank details, for the Junior Officers the President currently has mandate to appoint.

2. The Treasurer shall:

- a. Control the finances of the JCR in consultation with the JCR Committee;
- b. Be ultimately responsible for all items of expenditure from and payment into the JCR accounts, including the Charities Account;
- c. Be the JCR Committee's primary channel of financial accountability;
- d. Provide the JCR Committee with a budget at the start of each term;

- e. Produce and present termly accounts to the college accountant no later than Friday of 1st Week of the term following the term whose financial activities they describe;
- f. Present a termly report and accounts to the JCR Committee and Ombudsman no later than three days after the accounts have been returned by the college accountant;
- g. Organise all JCR Battels levies (in conjunction, where appropriate, with the Charities Representative);
- h. Administer the Charities Account in consultation with the Charities Representative and act as a signatory to this account;
- i. Fulfil, in conjunction with the Secretary, the President's duties (as outlined above) when the President is absent or unavailable;
- j. Attend all JCC meetings to the best of the Treasurer's ability;
- k. Appoint at the earliest convenience, subject to ratification of the JCR by the passing of a procedural motion at a JCR General Meeting:
  - 1. The JCR Charities Representative.
- l. Appoint at the earliest convenience or on the resignation of the previous incumbent in accordance with Article i.5.13, in conjunction with the MCR Treasurer, subject to ratification of the JCR by the passing of a procedural motion at a JCR General Meeting:
  - 1. The Sports Representative.
- m. As necessary, appoint Junior Officers-Elect where handover requires an extended period of time when handover requires the transfer of bank details, for the Junior Officers the Treasurer currently has mandate to appoint.

3. The Secretary shall:

- a. Ensure that all appropriate documentation relevant to JCR is available to all members of the JCR;
- b. Ensure that the constitution is updated as it is amended;
- c. Schedule, advertise, and minute JCR General Meetings and JCR Committee Meetings;
- d. Post the JCR General Meeting minutes and results;
- e. Fulfil, in conjunction with the Treasurer, the President's duties (as outlined above) when the President is absent or unavailable;
- f. Appoint at the earliest convenience or on the resignation of the previous incumbent in accordance with Article i.5.13, subject to ratification of the JCR by the passing of a procedural motion at a JCR General Meeting:
  - 1. The JCR Gym Representative;
- g. Organise, in consultation with the Accommodation Manager and JCR President:

1. The 2<sup>nd</sup>/3<sup>rd</sup> Years' flat ballot in Michaelmas Term;
  2. The 1<sup>st</sup> Years' room ballot in Hilary Term;
- h. Organise the 1<sup>st</sup> Years' Marriage Ballot in Trinity Term;
  - i. Minute the Presidential Hustings in 4<sup>th</sup> Week of Trinity Term, and the Secretarial Hustings in 5<sup>th</sup> Week of Trinity Term, and present a copy to the JCR Returning Officer by 7am the next day;
  - j. Minute any Hustings for President and Secretary in any subsequent round of elections for those posts, and present a copy to the JCR Returning Officer by 7am the next day;
  - k. Minute the Committee Hustings in 5<sup>th</sup> Week of Michaelmas Term, and present a copy to the JCR Returning Officer by 7am the next day;
  - l. Minute the Committee Hustings in any subsequent round of elections, and present a copy to the JCR Returning Officer by 7am the next day;
  - m. Minute the Hustings for any by-election which occurs during the Secretary's term in office;
  - n. Attend all JCC meetings to the best of the Secretary's ability;
  - o. Organise, coordinate the sales of, and distribute JCR photos in Trinity term;
  - p. Post external notices to the JCR website;
  - q. Organise JCR dinner in Michaelmas Term; The JCR Elected Officers shall be seated at high table if they have fulfilled all their obligations throughout the year. It is at the discretion of the Executive Committee if there are spaces remaining whether to allocate them to Junior Officers or not;
  - r. Organise Halfway Hall in Hilary Term;
  - s. To keep an up-to-date list honours list as per Appendix Five;
- t. As necessary, appoint Junior Officers-Elect where handover requires an extended period of time when handover requires the transfer of bank details, for the Junior Officers the President currently has mandate to appoint.

4. The Welfare Officers jointly shall:

- a. Be responsible for all JCR welfare matters within the College;
- b. Between themselves, they are recommended to assign the following roles. (If there is a dispute in assigning roles between the welfare officers, the executive committee will make the decision):
  - i. Peer Support coordinator – coordinates peer support in and out of college. Liaises with peer supporters.
  - ii. Equalities – ensures that all equalities are considered in welfare activities and attends any

JCR equalities committee meetings. Liaises with equalities officers.

- iii. Academic – liaises with college staff and the JCR academic affairs officer regarding welfare related academic affairs.
  - iv. University liaison – liaises with university and student union welfare teams to ensure that the JCR is making best use of university provision.
- c. Attend relevant Oxford SU Health & Welfare Meetings on behalf of the JCR;
  - d. Make all welfare material they receive available without prejudice;
  - e. Organise at least two Welfare socials per term and one mid-term Welfare event;
  - f. Undertake peer support training if they have not already done so at the time of election, and encourage all welfare reps to pursue all possible forms of supplementary training;
  - g. Those elected as Welfare Representatives in Michaelmas Term shall pursue peer support training and shadow the Welfare Representatives of the previous year in Hilary Term;
  - h. The Welfare Representatives in junction with the Communications Representative shall coordinate the execution of an annual welfare survey in Week 6 of Michaelmas Term and present the results to JCR and college committees at the start of Hilary Term.

5. The Entertainment Officers (hereafter within this section referred to as ‘the Officers’) shall:

- a. Be responsible for the provision of entertainment for the JCR;
- b. Present an oral termly report on Entertainment income and expenditure to the JCR Committee;
- c. Check the DVD library records once a fortnight to see if any disks have not been returned, and if so inform the Treasurer so that fines may be issued to the members who have not returned them; the fine shall go into the Entertainment account;
- d. Organise two ‘bops’ per term in the College Beer Cellar;
- e. Organise one ‘mid-term bop’ per term in a venue of the officers’ choosing;
- f. Organise a quiz in the Beer Cellar at least once a term.
- g. Organise at least 4 other Community events including at least one quiz in the Beer Cellar each term.

6. The External Affairs Representative (hereafter within this section referred to as ‘the Rep’) shall:

- a. Attend all Oxford SU Council Meetings, to the best of the Rep’s ability;
- b. Exercise one of the votes, should the JCR be entitled to a

vote, at these meetings;

- c. Attend relevant Oxford SU NUS Representatives Meetings on behalf of the JCR;
- d. Make available all information from Oxford SU & NUS without prejudice;
- e. In conjunction with the President, and subject to the agreement of the JCR Committee, ensure that an appropriate member of the JCR attends each Oxford SU Council Meeting along with the External Affairs Representative and the President in order that Trinity JCR's allocation of three votes (should the JCR be entitled to them) can be made up;
- f. Work with Oxford City Council and other elected representatives on issues of concern for members.

7. The Academic Affairs Representative (hereafter within this section referred to as 'the Rep') shall:

- a. Distribute freely and without prejudice within College any information they receive concerning academia and academic procedures;
- b. Offer to represent to the College authorities the academic situation of any JCR Member, should the need for such representation arise;
- c. Attend relevant Oxford SU Academic Affairs Meetings on behalf of the JCR, to the best of the Rep's ability;
- d. In conjunction with the JCR President act as a liaison between the SCR and the JCR with respect to all matters academic, including disciplinary procedures arising from academic issues;
- e. Organise, in conjunction with the SCR at least five academic feedback sessions per academic year
- f. Attend College's Academic Committee meeting; g. Stock the finalists' kitchen in Trinity term
- g. Attend Academic Grants Committee (formerly known as Grants Committee)

8. The Access and Bursaries Representatives (hereafter within this section referred to as 'the Reps') shall:

- a. Make available and publicise information concerning funding available to members of the JCR through the creation and yearly updating of a handbook;
- b. Liaise with the college office and Estates Bursar concerning changes to funding available;
- c. Promote access affairs within the JCR and find groups of volunteers for assisting with these events;
- d. Attend, to the best of the Rep's ability, the College Open Days and organise, in consultation with the college office, a social timetable for this period;
- e. Attend, to the best of the Rep's ability, the undergraduate

interview period and organise, in consultation with the college office, a social timetable for this period;

- f. Liaise as appropriate with Oxford SU and the University Admissions Office;
- g. Aid the Communication Representative in organizing the JCR's social media accounts.

9. The Environment and Ethics Representative (hereafter within this section referred to as 'the Rep') shall:

- a. Have responsibility for all Environment and Ethics issues in college;
- b. Attend Oxford SU Environment and Ethics meetings to the best of the Rep's ability;
- c. Liaise with the College Buildings Manager, Accommodation Manager and Bursars on Environmental improvements to the college;
- d. Promote Environmental and Ethical living to members of the JCR;
- e. Empty bottles and cans from the recycling bins in the JCR on a regular basis (two to three times a week);
- f. Liaise with relevant organisations external to the University.

11. The Careers Representative (hereafter within this section referred to as 'the Rep') shall:

- a. Be responsible for all JCR careers matters within college;
- b. Organise and promote at least two careers events each term, to the best of the Rep's ability;
- c. Attend relevant meeting with the Careers Service on behalf of the JCR;
- d. Liaise with the Alumni and Development office and the Careers Service to ensure good use of the Careers Network;
- e. Liaise with the Middle Common Room (MCR) committee on all careers matters that may be of mutual interest to members of both Common Rooms.

12. The Communications Representative (hereafter within this section referred to as 'the Rep') shall:

- a. Ensure that information is disseminated effectively by displaying any posters or notices passed to them by an Elected Officer of the Committee;
- b. Undertake to write and submit reports commissioned by the Archivist for the College Report;
- c. Report on any JCR matters mandated by the JCR;
- d. Be responsible for the JCR's social media accounts and consult with the Access and Bursaries Representatives.
- e. The Communications Representative shall aid the Welfare Representatives in the execution and distribution of an annual welfare survey in Week 6 of Michaelmas Term.

- f. Coordinate the making of the termly entry into the JCR chronicle after presenting a draft to the JCR and considering inputs.

13. Each member of the Equalities Committee shall:

- a. Support the Welfare Officers with all welfare specifically concerning their equality, and to have full responsibility for all other issues specifically concerning their equality within the College;
- b. Distribute freely and without prejudice within College all information they receive of relevance to their Equalities.
- c. Attend relevant Oxford SU Meetings on behalf of the JCR, to the best of the Officer's ability – the relevant SU Campaigns being:
  - Women's\* Officer – Women's\* Campaign (WomCam)
  - International Officer – International Students Campaign
  - BAME Officer – Campaign for Racial Awareness and Equality (CRAE)
  - LGBTQ+ Officer – LGBTQ+ Cam
  - Disabilities Officer – Disabilities Campaign (DisCam)
  - Family Backgrounds Officer – Class Act;
- d. Attend the JCR Equalities Committee Meetings twice a term;
- e. Attend JCR Committee Meetings and College's Equalities Committee Meetings at their own discretion, or the request of the Equalities Co-Ordinator;
- f. Make use of the resources and events provided by the relevant SU Campaigns, and advertise these to members of the JCR.

## **ii. THE DUTIES OF THE JUNIOR OFFICERS**

1 The Webmaster shall:

- a. Ensure the running and upkeep of the JCR website;
- b. Endeavour to assist the JCR with computer-related problems in the absence of the Computer Manager;
- c. Be responsible for creating pages and uploading files and minutes to the website as requested by JCR Committee Members;
- d. Be responsible for updating the copy of the Constitution kept on the website.

2 The Ombudsman shall:

- a. Impartially and fairly investigate any official complaints brought against any Elected Official of the JCR Committee,

subject to the procedures laid out in Appendix 2 to this Constitution;

- b. Approve the Termly Accounts presented to the Ombudsman by the Treasurer.

3 The Gym Representative shall:

- a. Advertise and organise inductions for any member of the JCR or MCR who wishes to use the Gym(s);
- b. Be responsible for the condition and general upkeep of the Gyms.
- c. Attend the Sports captains' meeting at the beginning of each term.
- d. Provide a termly budget for expenditure in the gym to the Treasurer and the Sports Representative

4 The Sports Representative shall:

- a. Act as a point of contact for any sports-based queries or problems;
- b. Act with the Treasurer as a co-signatory for the Sports Account;
- c. Advertise money available to the JCR for sports subsidies via at least one email at the start of the year.
- d. Meet with JCR Sports captains and the Gym Representative within two weeks of the start of term to discuss sports-based queries and to informally set out sports expenditure for the term

5. The Charities Representative (hereafter within this section referred to as 'the Rep') shall:

- a. Liaise with the Treasurer to organise the Charities Levy;
- b. Oversee and act as a first point of contact for all JCR charitable spending;
- c. Attend, to the best of the Rep's ability, all 'Charities' JCR meetings;
- d. Advise members on the submission of Charities Motions and assist the Secretary in compiling the agenda for Charities meetings.

6. The Arts Representative (hereafter within this section referred to as 'the Rep') shall:

- a. Publicise arts events to JCR members
- b. Encourage participation in arts activities and support arts-related clubs and individuals
- c. Organise an Arts Week during Trinity Term.

## **Schedule Two – Election Regulations**

### **i. THE ELECTION OF OFFICERS**

- 1 The JCR shall elect the President in 4<sup>th</sup> Week of Trinity Term, Secretary and Treasurer in 5<sup>th</sup> Week of Trinity Term, and the remaining officers stipulated in 5<sup>th</sup> Week of Michaelmas Term.
- 2 All full members of the JCR may vote in the election of all elected JCR Officers.
- 3 If any Officer resigns, is deemed to have resigned, or otherwise vacates office, a by-election shall be held within two weeks of term-time, unless the Officer resigns after the beginning of 6th week, in which case the election shall be held in the 1st week of the next term. In the interim, the other Officers will be responsible for the resigned Officer's portfolio.
- 4 If the entire Executive Committee resigns, the Returning Officer will chair all meetings and ensure that the JCR continues to function. Unless the resignation occurs in 8th week, the Returning Officer will organise hustings and elections within one week. If the resignation occurs in 8th week, the ballot shall be held in 1st week of the next term.
- 5 If a JCR member wishes to stand for election to a committee position, except Executive Committee positions, but has legitimate reason for not being able to perform the duties of the post during a certain period of time, (the legitimacy of the reason being at the discretion of the Returning Officer) then they may stand for election with another member who will perform the duties of the post during the period in question. The proposed dates of the terms of office of both members must be specified before their election, and if elected the candidates must adhere to these proposed dates. There must be no overlap between the members' terms of office, and the arrangement must not constitute a joint officership.
- 6 Candidates standing together in the fashion specified in §5 are considered to be standing on a single nomination. They need only one nomination form, one proposer and one seconder. They may only hust together for the same length of time as a single candidate, and they produce a single manifesto. Any complaints of electoral malpractice, and any resulting sanctions, must be made against the joint nomination itself, rather than either of the individual candidates.
- 7 Candidates for the position of Entertainments Representatives shall stand jointly as a pair.

- 8 Candidates for other offices in which there will be more than one Officer may not stand for election jointly with another.
- 9 The term of office of all elected officers shall be from Monday of 9th Week of the term of election until Sunday of 9<sup>th</sup> Week of the same term in the following year.
- 10 A non-executive elected committee member (i.e. BME Rep) should be able to be appointed to a second committee position if the role is not filled by 2 rounds of hustings

**ii. ELECTORAL PROCEDURE & THE DUTIES OF THE RETURNING OFFICER**

1. The Returning Officer shall be deemed to have been appointed to the post as soon as the JCR ratifies the JCR President's appointment by passing a procedural motion at the next General Meeting.
2. The Returning Officer shall be deemed the college returning officer for any internal elections, unless they inform the President that they do not wish to perform this duty. If they do not wish to do so, the President shall immediately appoint an alternative college returning officer for that election, subject to ratification at the next general meeting. If there is no General Meeting before the election, the President's choice must be affirmed by a 2/3 majority of the JCR Committee.
3. If no Returning Officer is ratified for an internal election, the External Affairs Representative shall be appointed as College Returning Officer.
4. The Returning Officer shall appoint three or four Deputy Returning Officers (DROs), who by reasons of this office shall be disqualified from standing in the election. They shall post a list of the DROs on the Chapel Arch notice-board 48 hours before nominations open. Any member may object to a DRO's appointment. For such an objection to be carried, 2/3 of the JCR Committee must be in agreement with the objection. At least one DRO and the Returning Officer must be present during the count.
5. The Returning Officer shall be ineligible to stand for election to any JCR position for the duration of the Returning Officer's time in office.
6. The Returning Officer shall:
  - a. Control the election of all the officers named in Schedule 1, §i;
  - b. Publish the results of the elections as soon as the count is completed;

- c. Brief prospective candidates for all Committee positions regarding the electoral procedure on the Sunday immediately prior to an election period;
  - d. Update the Electoral Booklet immediately before and after elections, and whenever else they see fit. The Returning Officer must ensure that the booklet remains constitutional;
  - e. Answer to the JCR as a whole for the conduct of the election.
7. Nominations shall be opened at 9am on the Tuesday before the elections and close at 9pm on the same day. Nomination forms will be available from the Returning Officer and from the JCR Website. Nominations received after the deadline will be deemed invalid.
8. A candidate must fill in a nomination form signed by a proposer and a seconder, both of whom must be Full Members of the JCR. The candidate must have read the JCR constitution and the electoral booklet, both of which will be available from the Returning Officer and from the JCR Website.
9. No current or ex-officer of the JCR, candidate, Returning Officer or Deputy Returning Officer may nominate a candidate. In the event of a proposer or seconder becoming a candidate, the Returning Officer shall immediately inform the candidate whose nomination is affected, who then has the duty to find another valid proposer or seconder.
10. In the interim period between the elections of new officers and Monday of 9<sup>th</sup> week, the newly-elected officers shall be known as the JCR officers-elect. During this period the outgoing President and Committee shall retain their titles and duties, and prepare their successors for the said duties to the best of their abilities.
11. In any single calendar year, unsuccessful candidates for JCR President will be allowed to stand for any other JCR Committee positions, unsuccessful candidates for Treasurer and Secretary will be allowed to stand for any other non-Executive positions and all unsuccessful candidates will be allowed to stand for any positions that remain unoccupied after the first round of elections in Michaelmas term.
12. Hustings shall take place the evening before the elections in the Beer Cellar or, in the event this is impossible, another appropriate location.
13. Five hard copies and one electronic copy of a manifesto for each candidate may be given to the Returning Officer no less than 6 hours before the start of hustings. From the end of hustings, one copy shall be displayed outside the dining hall and one in the JCR. It is the decision of the Returning Officer whether or not to display a copy under the chapel arch. Candidates must provide a plain-text copy of their manifesto to the Returning Officer along with the original.

14. The Returning Officer has the right to vet all manifestos and order changes if the manifesto is inappropriate. The definition of 'inappropriate' will be at the Returning Officer's discretion.
15. No other advertising or canvassing is permitted apart from the manifestos. The Returning Officer has the right to disqualify any candidate who breaches these rules.
16. The Returning Officer shall provide facilities for a secret ballot to be held for at least 12 consecutive hours over the one election day, using an online voting system. These 12 hours must fall within the range 7am to 9pm. The precise hours are at the discretion of the Returning Officer.
17. There will be a 're-open nominations' option on the ballot in the first two rounds of elections. In the case of elections for the JCR President, if the 're-open nominations' option receives a majority vote, the second round of nominations, hustings and voting for the JCR President will run in conjunction with those of the other executive elections.
18. The elections of the Welfare Officers shall be conducted using the Single Transferable Vote (STV) system, as defined in the Northern Ireland Act 1998 §34.2. The successful candidates will be the four with the highest number of votes, providing that each is not excluded by the appointment of the other candidates – this is in order to ensure that there are no more than two successful candidates of the same gender. This applies to the first round of nominations only, after which the gender restriction can be removed.
19. Candidates for JCR Secretary shall hust first, and then proceed to minute the hustings for Treasurer. An electronic copy of the completed minutes must be sent to the JCR Returning Officer by 7am the next day and will be uploaded to the JCR website for viewing.
20. For the purposes of the elections, any pairs standing shall be treated as a single candidate and the election for the post will be conducted along the normal lines under the AV system. Except for the Entz Representatives, who shall be entitled to one vote each, if candidates stand as a pair, they shall only be entitled to one, joint, vote in Committee Meetings. In General Meetings they shall be entitled to one each, as with all full JCR members.
21. All complaints about any stage of the election shall be referred to the Returning Officer in the first instance. If the plaintiff is unsatisfied with the outcome of the initial complaint, the Returning Officer shall convene an electoral tribunal.
22. The electoral tribunal shall consist of the Returning Officer and four randomly selected full JCR members, one from each year group. These randomly selected members must not be past or current Committee members, candidates, proposers, seconders, DROs, or the President-

Elect. The tribunal shall meet not more than 48 hours after the Returning Officer has convened the tribunal. The tribunal shall refer to the Proctors' guidelines on electoral protocol.

23. In the event of a Returning Officer's resignation, the President shall appoint a new Returning Officer subject to the standard criterion and JCR ratification. If the Returning Officer resigns in the middle of an election, the outgoing JCR President shall appoint a temporary Returning Officer, in conjunction with a 50% vote of confidence from the outgoing JCR Committee, within 48 hours.
24. When a non-executive committee position remains unfilled after at least two rounds of elections, the JCR committee will appoint a suitable individual to that post subject to a ratification motion being passed by a two thirds majority in a JCR general meeting. Positions on the JCR executive can only be filled by election and rounds of nomination and election will continue until the executive positions are filled.

## **Schedule Three – JCR Finances**

- 1 There shall be a bank account held in the name of the JCR:
  - a. There shall be one signatory to the account, to wit:
    1. The Treasurer;
  - b. Cheques shall be signed by any one of the signatories to the account.
- 2 The JCR shall have, in addition to the conventional account, a Charities account, funded from an opt-in battels levy. The size of the levy shall be fixed by the Treasurer in consultation with the Charities Representative and the JCR Committee:
  - a. The signatories to the account shall be the Treasurer;
  - b. The money in the account shall only be spent in accordance with the specific mandate of the JCR according to the procedure laid out in Schedule 4 to this Constitution, and may only be paid directly to registered charities.
- 3 Any financial contract which the JCR signs which will outlive the tenure of the Committee requires a 2/3 majority in favour on the JCR Committee, and also requires the agreement and signature of the Bursar acting for the Governing Body.
- 4 An emergency reserve fund ('the fund') of at least £1000 shall be available to the JCR to avert such a cashflow crisis, on condition that:
  - a. At least 2/3 of the JCR Committee considers the circumstances urgent enough to release these funds;
  - b. The fund is replenished at the earliest possible convenience of the JCR;
  - c. The fund is not viewed as part of the JCR's disposable funds at any time;
  - d. The fund shall not exist as a remedy for inefficient budgeting, inasmuch as it is of the utmost importance that the JCR's commitments to financial responsibilities remain within its means;
- 5 Budgets for all areas of proposed expenditure for the current Term shall be drawn up by the Treasurer and presented to the JCR Committee not later than Friday of 1<sup>st</sup> Week.
6. The Treasurer shall produce and submit accounts for the previous Term to be audited by the College Accountant not later than Friday of 1<sup>st</sup> Week.
7. The Treasurer shall submit the audited accounts and a financial report to the

JCR Committee and Ombudsman no later than three days after receiving the accounts from the College Accountant. The report shall contain:

- a. A review of activities;
  - b. An explanation of contributions to funds, highlighting extraordinary income and differences with previous terms;
  - c. An explanation of expected future funding;
  - d. An introduction to the accounts, explaining the accounting principles used;
  - e. An explanation of financial activities, highlighting extraordinary spending and differences with previous terms;
  - f. An explanation of reserve funds;
  - g. A summary of the Treasurer's responsibilities;
  - h. A statement of financial activities, showing the breakdowns of incoming resources, resources expended, and the net movement in funds, including equivalent figures for the previous three terms (where available);
  - i. A balance sheet, including cash in hand, cash in bank, Debtors, Creditors, and Net Assets, balancing with the funds at the end of the previous term plus the net movement in funds;
  - j. Notes to the financial statements with breakdowns and, where applicable, explanations of cash at various bank accounts, Debtors, Creditors and income and expenditure of the Entertainment Account.
8. The Treasurer shall submit the Report to the Webmaster to be uploaded to the JCR Website no later than three days after receiving the audited accounts from the College Accountant.

## Schedule Four – Meeting Regulations

### i. MOTIONS

1. A motion which is submitted to a General Meeting shall be defined as being in one of the following categories:
  - a. Procedural - Any motion which is required by constitutional protocol, such as the ratification of the President's choice of Returning Officer;
  - b. Financial - Any motion empowering the JCR to spend money, be it a precise amount or a ceiling figure;
  - c. Constitutional - Any motion proposing any change to the constitution of the JCR. In the event of a motion changing the constitution such as to render one part contradictory, the newer position shall be the correct one. The constitution shall be so amended by the Secretary, and the updated version posted on the website by the Webmaster;
  - d. Censure - Any motion proposing the censure of a JCR Officer;
  - e. Removal from office - Any motion proposing the removal from office of a JCR Officer;
  - f. Charities- Any motion proposing the donation of money from the Charities Account to a registered charity;
  - g. Flag - Any motion proposing the flying of a flag for up to a week on the JCR/MCR flagpole;
  - h. General - Any motion that does not fall into any of the above categories.
2. A General motion requires the support of over 50% of those voting to be passed. A motion falling into categories a. – e. as outlined above requires the support of 2/3 or more of those voting to be passed.
3. Charities Motions will be the subject of a vote held at the final General Meeting of each term. Those present shall fill out a ballot ranking each Charities Motion in descending order of preference. The motions shall then be ranked according to their cumulative scores, and funds granted to each in rank order until the term's Charities Budget is exhausted. Motions require an expressed preference of at least 50% of those present to receive any funding. However, if the term's Charities Budget is greater than the total sum of money being asked for, the motions can be voted on normally without a ranking system (i.e. For,

Against and Abstain). In this way, the motion will pass if at least 50% of those voting support it.

- a. The Charities Budget available to be spent at the Charities Meeting shall be set by the Treasurer in consultation with the Charities Representative. It shall be entirely taken from the Charities Account specified above in Schedule 2 to this Constitution.
4. Flag motions require the support of 90% or more of those voting to be passed, and are subject to unanimous ratification by the MCR committee before they are implemented.
  5. Motions to be submitted shall require a proposer and a seconder and must be submitted to the Secretary by 12 noon three days before the General Meeting via the submission form on the JCR website.
  6. The following quora are necessary for the vote on a motion to be valid:
    - a. Procedural - 30 people;
    - b. Financial - 30 people;
    - c. Constitutional - 40 people;
    - d. Censure - 40 people;
    - e. Removal from office - 40 people;
    - f. Charities – 30 people;
    - g. Flag – 40 people;
    - h. General - 20 people;
    - i. The quora shall be calculated according to the total number of votes cast plus abstentions.
  7. A motion which falls inquorate will not be said to have been passed or rejected and may be re-opened in the same meeting, should additional numbers arrive at the meeting to satisfy the quorum, or may be re-proposed at a subsequent meeting.
  8. A motion voted on following a JCR General Meeting may be resubmitted and re-debated at a subsequent JCR General Meeting only once in the space of a year, except in the case of a change of circumstances which, in the opinion of at least 2/3 of the JCR Committee, justifies the motion being debated again in a shorter period of time. The same restriction applies to any motions whose result could directly contradict the result of a previous motion made in that year.
  9. Any financial motion authorising expenditure over £250, or cumulative

expenditure of over £250 granted to one single person or group (over the course of one academic year) needs to be approved in two separate votes following two general committee meetings of the JCR

## **ii. GENERAL MEETINGS**

1. General Considerations:
  - a. Guest speakers may attend at the discretion of the Executive Committee.
  - b. Anybody who wishes to engage a guest speaker shall inform the Secretary that this is the case at least 24 hours before the start of the meeting.
2. Prior to the General Meeting:
  - a. The Secretary shall inform the JCR of the proposed schedule for General Meetings for the term before Sunday of 1<sup>st</sup> Week. A change to this schedule will require six days' notice.
  - b. The agenda for the General Meeting shall be posted online, accessible to all those in the JCR, and circulated by email by 12 noon at least 3 days before the meeting. This shall be the responsibility of the Secretary.
3. Chairing the meeting:
  - a. The President shall chair meetings.
  - b. If the President is unavoidably absent, a Vice-President shall chair.
  - c. If the President has proposed or seconded the motion under debate, they shall relinquish the chair to the Vice-President Treasurer for the duration of the motion's debate. If the Vice-President Treasurer is also either the proposer or seconder of the motion, the Vice-President Secretary shall assume the chair for the duration of the motion's debate.
4. The Minutes:
  - a. The minutes shall be a brief and accurate record of the meeting compiled by the Secretary.
  - b. They shall be posted on the JCR Website not more than three days after the meeting and all relevant sections shall be posted on the electronic voting before the opening of the ballot.
  - c. If the minutes are not in any member's opinion accurate, that

member shall inform the Secretary, who shall correct them accordingly. If the Secretary will not accept the correction, the correction shall be discussed and voted upon at the next General Meeting.

5. The Debate of Motions:

- a. No motion shall be debated unless at least one of its proposer and seconder are present at the meeting;
- b. The President shall read the motion in its entirety;
- c. The proposer may then either speak, or yield the floor to a guest speaker, or waive the right to speak;
- d. After the proposer has spoken (or yielded the floor to a guest speaker or waived the right to speak) the motion is opened to general debate;
- e. In this general debate, any member may make statements regarding the motion and ask questions relevant to the motion of any other member;
- f. Any member may propose an amendment to the motion either in writing to the JCR secretary before the meeting or verbally at the meeting, provided that member has someone willing to second the proposal. If the proposer and their second do not object to this, the amendments are accepted. If either the proposer or their second objects to the amendment, both motions will be debated at the general meeting;
- g. Debate of all motions will be allowed to continue at the discretion of the President at JCR General Meetings;
- h. A motion will be voted at least 12 hours and not more than 36 hours after a JCR general meeting by electronic ballot. The motion is to be posted in full alongside any relevant sections of the minutes from the JCR meeting; a committee statement; a statement from the motions proposer and any statements relating to the motion submitted to the JCR secretary in advance of the JCR meeting. Committee statements should for financial motions be provided by the JCR treasurer and for all other motions by the JCR president and should describe briefly, in the opinion of the JCR committee, the feasibility of the proposal. In the case that either the treasurer or president is unavailable for comment or the president or treasurer is the motions proposer or seconder then a statement should be provided by the JCR secretary (provided they are not proposing or seconding the motion) or by the JCR president (for financial motions) or the JCR treasurer (for non-financial motions). The secret ballot shall determine whether the

motion passes or is rejected or is declared inquorate in accordance with the guidelines for quora and required percentage support outlined in §i above. Where amendments have been proposed both wordings of the motion will be posted and an AV vote (including options for “against” or “abstain”) will decide which if either of the motions is accepted with the winning majority determined by the required percentage support outlined in §i above;

- i. The Returning Officer shall provide facilities for a secret ballot to be held for at least 12 consecutive hours over the one election day, using an online voting system. These 12 hours must fall within the range 7am to 9pm. The precise hours are at the discretion of the Returning Officer;
- j. The results of the vote on a motion shall be made accessible to all members of the JCR and published, in an appropriate publication, usually the JCR email. These include the number of votes for, the number of votes against, the number of abstentions and the overall outcome;
- k. The chair shall ensure the smooth running of the meeting. The chair has the power, if the chair feels that an individual is behaving in a manner not conducive to orderly debate, to exclude, from that meeting only, the offender. The person so accused may challenge the chair's ruling. A 2/3 majority is required to overturn the chair's ruling;
- l. Points of order may be raised at any time in order to alert the chair's attention to a breach of the rules. Points of information may be raised during a member's speech. It is entirely at the member's discretion as to whether they are accepted or not. Consistently frivolous, irrelevant, or rude points shall be ruled out of order by the chair.

## **Schedule Five – Ballots**

### **i. HOUSING BALLOTS**

1. The housing ballot to allocate on-site second-year accommodation shall be held annually in Hilary Term. The Secretary shall inform the JCR of the date of the housing ballot by not later than 1<sup>st</sup> week of Hilary Term.
2. The housing ballot to allocate off-site third and fourth year accommodation shall be held annually in Michaelmas Term. The Secretary shall inform the JCR of the date of the housing ballot by no later than 1<sup>st</sup> week of Michaelmas Term.
3. The JCR President shall be granted first choice of all off-site College accommodation in the year following the President's term in office.
4. The JCR Treasurer and JCR Secretary shall flip a coin to decide who shall be granted first choice following the selection of the JCR President. The loser shall be granted first choice following the selection of the winner.
5. If it is the case that one of the JCR Executive Officers will be abroad for the year in which they should have this housing priority, that Officer shall be allowed to reserve the priority for the following year when they return. The Officer shall be given the next consecutive choice (in the order as above) after the new JCR Executive have chosen.
6. The Secretary shall inform the JCR of the prospective allocation procedure at least one week in advance of either ballot.
7. Any JCR members wishing to be included in the allocation procedure must sign and return to the Secretary an Opt in/Opt out form stating whether or not they will withdraw from the ballot before given permission by the Accommodation Manager. Illegitimate forms may be disregarded. Forms must be returned to the Secretary as soon as possible after the ballot is drawn.
8. Safety spaces are included in the ballot to allow for late entrants into the ballot and not for individuals with Welfare issues- these are governed by section 11 below. The allocation of safety spaces to late entrants will be determined by their reason and governed by subsections a-c below:
  - a. A person who is being put back into the ballot after being left out due to a fault of the committee or college will be balloted into a safety space.

- b. A person who is being put back into the ballot after being left out through a fault of that person's own will be added on at the bottom of the ballot.
  - c. The JCR Executive shall decide how best to allocate an individual to a safety space in the event of a dispute as to which subsection (a or b) should apply.
9. In the event of serious Welfare concerns, the individual concerned shall be allocated a specific room according to their needs and will be removed from the ballot. The allocated room will be removed from the selection of rooms available to those picking. The final decision will rest with the Welfare Dean. The Welfare Dean must consult at least two of the JCR Welfare Representatives and the JCR Secretary before delivering the final decision. In the event of a Welfare concern arising after room-picking has begun, those rooms that have already been picked shall be ineligible for allocation.

## **ii. MARRIAGE BALLOTS**

1. The 'marriage ballot' to 'marry' first year students in anticipation of their 'college children' shall be held annually in Trinity Term. The Secretary shall inform the JCR of the date of the marriage ballot by not later than 1<sup>st</sup> week of Trinity Term.
2. Any first year may opt out of the marriage ballot by contacting the JCR Secretary in advance of the ballot.

# Appendices to the Constitution

## Appendix One – Opting Out

- i. Every Full Member shall have the right to relinquish membership of the JCR under section iii.2 of this Constitution.
- ii. A Student who has opted out of membership shall be accorded the rights of an associate member under section iv.2 of this Constitution, to wit:
  1. They shall be entitled to use all facilities provided by the JCR.
  2. They shall be entitled to speak at JCR General Meetings.
  3. They shall not be entitled to:
    - a. Stand for election to any JCR office.
    - b. Propose, amend or vote on any motion at a JCR General Meeting.
- iii. A Student may relinquish membership at any time by notifying the Vice-President Secretary of the JCR in writing.
- iv. Any Student who has relinquished membership and who wishes to regain it may do so at any time by notifying the Vice-President Secretary of the JCR in writing.
- v. A student who has relinquished membership during the academic year shall not be entitled to any re-imburement of JCR levies; nor are they released from the obligation to pay the JCR for the use of those facilities that the JCR charges for.

## Appendix Two – Procedure for Complaints and Censure

- i. In the first instance, complaints against Elected and Junior Officers of the JCR shall be taken to the Ombudsman:
  1. The Ombudsman shall investigate fairly and impartially any complaint and shall publish the results of the investigation on the JCR Website.
  2. If the Ombudsman finds that the complaint against the Officer is justified, he shall issue a letter of censure to the Officer in question, which shall be displayed on the Chapel Arch notice board and read out at the next General Meeting.
- ii. Censure of Officers or Representatives who have acted ultra vires or who have failed to fulfil their mandate may take one of three forms:
  1. A letter of censure may be issued by the Committee to the Officer in question where there is the agreement of 2/3 of the Committee, which shall be displayed on the Chapel Arch notice board and read out at the next General Meeting. In the event of less than 2/3 of the Committee being in agreement, the Committee shall proceed to propose a motion before the full JCR as in (2).
  2. A motion of censure may be proposed by any Full Member of the JCR or by the JCR Committee. A motion of censure shall not be precluded by a letter of censure.
  3. A motion of removal from office may be proposed by any Full Member of the JCR or by the JCR Committee. A motion of removal from office shall not be precluded by either (1) or (2).
- iii. Censure and removal from office motions shall not be heard without the Officer subject to possible censure or removal from office being present at the meeting, unless it can be shown that the Officer has made insufficient effort to attend. The chair of the meeting shall be the arbiter of 'insufficient effort'. This provision shall not apply to letters of censure.
- iv. Following a successful motion for removal from office the Returning Officer shall hold a by-election for the post as soon as possible, in keeping with the correct electoral procedure outlined in Schedule 2 to this Constitution. An Officer removed from office is not precluded from standing in this by-election.
- v. Removal or reversal of JCR Mandate may not act retrospectively. Actions taken before the change of a mandate shall not in any way jeopardise an officer's position.
- vi. Motions of censure may be reversed/overturned by a motion at a subsequent General Meeting, requiring a 2/3 majority to be passed. Motions for removal

from office may not be reversed.

## **Appendix Three – Trinity Ball Committee**

i. In the Hilary Term of the year preceding that in which a Commemoration Ball is held at Trinity College, the Ball Executive Committee is to be selected. It is the responsibility of the JCR President to advertise the available positions to all members of the College, including the MCR through the MCR President.

ii. All applicants are to be interviewed by a panel consisting of: the previous Ball President, and at least one other previous Ball Executive Committee member, the Domestic Bursar, and, at the discretion of the aforementioned parties, one or both of the JCR and MCR Presidents.

iii. The Ball Executive Committee shall consist of:

1. The President

2. The Vice-President

3. The Treasurer

4. The Secretary

iv. The Ball Executive Committee shall be responsible for all subsequent appointments to the Ball Committee and shall have complete discretion with regard to which positions are offered and the means of selection.

v. The Trinity Ball Committee is financially and procedurally independent of the JCR. As such, the Ball Committee shall not be required to consult with the JCR, MCR or either of their respective Committees with regard to the event unless it chooses to do so.

vi. The Ball Executive Committee is mandated to plan, deliver and execute the Trinity Commemoration Ball, held triennially at the College. As part of this mandate, its members shall be required to maintain close cooperation and consultation with all members of staff relevant to the Ball, in particular the Domestic Bursar.

vii. By tradition, the Ball Executive Committee are each entitled to a complimentary pair of tickets to the Commemoration Ball subsequent to the one which they have hosted.

## **Appendix Four – Knighthoods**

i. The Trinity JCR Executive will have the power to grant knighthoods in 8<sup>th</sup> week of Trinity Term each year.

ii. The ceremony will be up to the discretion of the JCR Committee.

iii. Titles will be in the format ‘Sir / Dame XX of the Trinity JCR by the Order of the Gryphon’. Recipients of the knighthood will be referred to in the format XX, OG.

iv. Only matriculated current undergraduate students at Trinity may receive a knighthood.

v. A knighthood will be for life.

vii. Only seven knighthoods may be in existence at any one time.

viii. An honours list will record everyone who has been awarded a knighthood and must be kept up-to-date. This list shall be the responsibility of the Secretary.