

The Constitution of the Oriel College

Junior Common Room

*Last substantial revision: June 5th 2014 (Adam Goldthorp, Ianthe Greenwood and George Wiffin)*

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Section 1: The Interpretation of the Constitution

1. This Constitution is binding upon the Junior Common Room of Oriel College (JCR) and is subject to the approval of Governing Body at intervals of not more than five years.
2. All references that are in the singular can be read in the plural and vice-versa, except in the case of Officers and Representatives of the JCR, where there shall be one of each unless otherwise stated.
3. All uses of ‘term’ refer to academic term, weeks nought to eight. All uses of ‘term in office’ refer to the tenure of an Officer or Representative.
4. All uses of ‘student(s)’ refer to undergraduates unless otherwise stated.
5. When signatures are required to invoke an act of the JCR, those signatures must belong to those eligible to vote in a JCR election.
6. A copy of this Constitution shall be available to view at all times, in the JCR and on the JCR website. JCR members can request a copy from the Vice-President at any time.
7. As per Section 5 (c), in the event of confusion over the interpretation of the Constitution the Returning Officer shall provide the final interpretation.

Section 2: Purpose and Membership of the JCR

1. The purpose of the JCR is to represent the collective views of the Junior Members of Oriel College to any relevant bodies both internal and external.
2. The JCR provides services to its members and a formal social context for events in Oriel College.
3. A Junior Member of the College is defined as an undergraduate who has not yet graduated.
4. All Junior Members of the College shall be members of the JCR unless they revoke their membership of the JCR. Individuals can revoke their membership for the remainder of the academic year by writing to the President; this can be done at any time with immediate effect. Members can re-affiliate to the JCR with immediate effect by writing to the President.
5. Members of the JCR who revoke their membership will lose the following rights: voting in meetings, elections and referenda; standing for an elected position; proposing or seconding motions in JCR meetings; proposing or seconding candidates for elections. All other rights are unaffected.
6. Any person can be awarded Honorary Membership Status by a simple majority in an open meeting. Honorary Membership Status shall last until the remainder of the academic year. Honorary Membership can be revoked at any time by a simple majority in an open meeting.
7. Honorary Members are granted full voting rights in the JCR, but are unable to stand for election.
8. A list of all current Honorary Members shall be posted inside the JCR.
9. MCR members can have voting rights conferred to them by the Returning Officer, following a written request.

Section 3: Information Held by the JCR about its Members

1. If any members of the JCR wish to review any records about themselves that have been created and held by the JCR, they may do so by contacting the President.
2. If any members of the JCR wish to be removed from any records that have been created and held by the JCR, they may do so by writing to the President.
3. Information placed on the JCR website is placed there with the consent of the individual involved at the time of writing. If the individual wishes for this information to be removed, they may do so by emailing the Secretary who will respond to the request in reasonable time.

Section 4: The JCR Committee

1. The Committee shall consist of all Officers and Representatives of the JCR. There are two types of Committee: fully-elected Officers and semi-elected Representatives.
2. The Committee may release up to £200 per Committee meeting for a single cause without permission from the JCR, requiring a simple majority of Committee members. This must be made public to the JCR. The quorum for a Committee meeting is ten voting members of the Committee. Only Committee members can vote in Committee meetings.
3. The seniority of the members of the Committee is:
4. President
5. Vice-President
6. Returning Officer, Secretary, Treasurer
7. Entertainment Officers, Welfare Officers
8. Academic Affairs, Careers and Suspended Students, Access and Admissions, Disabilities and Mental Health, Equalities and Ethics, Ethnic Minorities, Facilities, International, LGBTQ+, Women’s Officers
9. Arts, Charities, External Affairs, Freshers’, Food, Bar, Sports and Gym Representatives
10. Oxmas Representatives
11. Every Officer and Representative of the Committee is responsible for the training of their successor, including but not limited to the making of handover notes. Every Officer and Representative must send out all notices and information, including but not limited to events, activities and meeting or caucus minutes, related to their role via the JCR mailing list.
12. A Committee meeting shall be held at least once between each open meeting and shall be organised by the President. Attendance of Committee meetings is compulsory for fully-elected Officers, who, in the event of unavailability must submit their apologies in advance. Semi-elected representatives may attend, but are not obliged to, unless requested to do so by the President, Vice-President, Treasurer, Secretary or Returning Officer.
13. The President may invite non-Committee members to be present in Committee meetings, subject to the approval of the Committee.
14. The Committee must publish full, unedited minutes of all JCR Committee meetings before the open meeting immediately following the committee meeting (subject to confidentiality owing to welfare concerns).

Section 5: Fully-elected Officers of the JCR

The Fully-elected Officers of the JCR are as follows:

1. President:
2. Must chair Committee meetings.
3. Must be responsible for coordinating the efforts of the Committee.
4. Must represent the views of the JCR including, but not limited to: attending Joint Consultative Committee (JCC); attending Joint Liaison Committee; attending Governing Body meetings; attending Presidents’ Committee meetings; attending and voting in Oxford University Student Union (OUSU) Council meetings.
5. Must establish a committee in order to coordinate the organisation of Freshers’ Week.
6. Must live in College for the duration of their term in office.
7. Has the prerogative to live in suitable room contingent on continuing College approval.
8. Vice-President:
9. Must prepare an agenda for each open meeting and circulate this among the JCR in advance.
10. Must give appropriate notice to JCR members of the deadlines for submissions to open meetings.
11. Shall be responsible for organising guest nights, exchange dinners and Halfway Hall.
12. Must attend JCC meetings, and other meetings when so directed by the President.
13. Must send out a weekly bulletin during term time via the mailing list, with information about external events and activities.
14. Must deputise in the event of the President being unable to fulfil their duties.
15. Must take over the role of Returning Officer in event of them being unable to fulfil their duties.
16. Shall be responsible for representation of student views on accommodation to the College, including concerns relating to energy use within college accommodation.
17. Must attend the College House Committee.
18. Returning Officer:
19. Shall be responsible for the conduct of JCR elections, hustings and referenda.
20. Shall be responsible for posting regulations for the conduct of elections and referenda inside the JCR no fewer than seven days prior to the opening of nominations.
21. Must keep the Constitution up to date.
22. Shall provide the final interpretation in the event of a confusion concerning the Constitution.
23. Must remain impartial in JCR hustings and votes in JCR open meetings.
24. Shall be responsible for noting attendance of Committee Members at open meetings and, in the event of dereliction of duty, has the prerogative to pursue the appropriate measures as per Section 8.
25. Secretary:
26. Must minute open meetings and Committee meetings and, if unable to do so, find a replacement from the Committee.
27. Must minute one JCC meeting per term.
28. Shall be responsible for the administration of the JCR mailing list.
29. Shall keep the JCR website up-to-date, including organising the online punt booking system during Trinity term.
30. Shall be responsible for producing the JCR termcard, in conjunction with the relevant Committee members.
31. Treasurer:
32. Shall be responsible for financial affairs of the JCR: collecting debts; fulfilling financial obligation of the JCR.
33. Must present the projected expenditure of the JCR at the start of every term in an open meeting.
34. Must present a summary of the JCR’s expenditure at the end of every term in an open meeting.
35. Shall be responsible for determining funding for JCR clubs and societies in consultation with the College Treasurer.
36. Shall be responsible for the removal and addition of signatories to the mandate of the JCR bank account.
37. Entertainment Officers:
38. Must organise and publicise JCR social events, subject to decanal approval. These shall include: three ‘bops’ per term (two in Trinity Term); the JCR garden party in Trinity Term.
39. Shall contribute to the organisation of Freshers’ Week.
40. Shall be responsible for organising one charity formal per term.
41. Three shall be elected.
42. Welfare Officers:
43. Shall be responsible for student welfare provision in the JCR.
44. Shall sit on the termly Welfare Committee and liaise with the College welfare team.
45. Shall receive peer support training prior to the term in office.
46. Shall be responsible for organising one charity formal per term.
47. Two shall be elected. One must identify or partially identify as male; the other must identify or partially identify as female.
48. Academic Affairs, Careers and Suspended Students Officer:
49. Shall act as a conduit between students, academic staff, OUSU, and the University Careers Service.
50. Shall be responsible for disseminating information about careers and academic affairs to the JCR, including but not limited to changing courses, suspending, or registering complaints.
51. Will act as a formal channel of communication between the JCR and the Library, and must attend the College Library Committee.
52. Represent the interest and needs of suspended Oriel college students in Common Room meetings and other college activities.
53. Be aware of current college policies for suspended Oriel college student and lobby for changed to these where necessary.
54. Liaise with members of college staff such as the welfare officers (junior deans, welfare deans, senior dean etc.) and senior tutor on matters concerning suspended Oriel college students.
55. Work and liaise with other parties that may be involved in supporting suspended students, such as SusCam, the Student Advice Service, and college welfare, disability and equalities officers.
56. Access and Admissions Officer:
57. Shall organise the JCR ‘student-parent’ scheme.
58. Shall act as a conduit between the JCR and the Admissions Office on issues including, but not limited to, undergraduate admissions interviews, open days, and school visits.
59. Shall be responsible for coordinating the JCR’s contribution to information provided by the College for prospective students.
60. Shall act as a representative and mouthpiece for students of low socio-economic, first generation and state school backgrounds, including, but not limited to, holding at least one caucus per term and acting as a Liberation Officer in regards to any welfare issues relating to the aforementioned backgrounds.
61. Disabilities and Mental Health Officer:
62. Must represent and support the views of members of the JCR including but not limited to those with physical and/or mental disabilities, specific learning disabilities, and/or long term health conditions, and/or debilitating conditions however temporary or permanent.
63. Must keep up to date with and attend relevant meetings of disability-related Oxford University based campaigns and organisations, including but not limited to OUSU’s Oxford Students Disability Committee, Mind Your Head and Student Minds.
64. Must chair meetings of the disabilities caucus to meet at least twice a term.
65. Must organise at least two events per term, in addition to the caucus meetings, that support those with disabilities within Oriel, and/or raise awareness of issues surrounding disabilities, and/or raise awareness of issues surrounding disabilities, and/or platform the voices of those with disabilities.
66. Must bring issues discussed and/or motions passed within the disabilities caucus to the weekly JCR Committee meetings.
67. Must take responsibility for ensuring the interests of students with disabilities are actively represented in College, so that they may be able to participate in College life with limited inconvenience, and without fear of offence, intimidation, or discrimination.
68. At the election of the Disabilities Officer, the Returning Officer will make the following ‘conscience statement’: “We ask that only those who identify as having a disability vote in this election”.
69. Equalities and Ethics Officer:
70. Must represent and support the views of members of the JCR including but not limited to those who identify as having equalities issues, including issues of intersectionality and integration.
71. Must support the roles and events of the other Equalities Officers (LGBTQ Officer, Disabilities Officer, Ethnic Minorities Officer, Women's Officer, and International Officer) as requested.
72. Must act as the overseer and co-ordinator of the other Equalities Officers in organising a festival in Hilary Term to celebrate diversity within Oriel. (The other Equalities Officers are hereby defined as the LGBTQ+ Officer, Disabilities Officer, Ethnic Minorities Officer, Women's Officer, Access and Admissions Officer, and International Officer.)
73. Must organise at least two events per term that support those with equalities issues in Oriel, and/or raise awareness of equalities issues, and/or raise awareness of issues surrounding equalities, and/or platform the voices of those with equalities issues. This may include but is not limited to celebrating diversity, intersectionality, and integration in the Oriel Community, and ensuring everyone has equal opportunities regardless of factors such as socio-economic background, religion, disabilities, gender, sexual orientation, race and ethnicity.
74. Must take responsibility for ensuring the interests of students with equalities issues are actively represented in College, so that they may be able to participate in College life with limited inconvenience, and without fear of offence, intimidation, or discrimination.
75. Shall support and be the point of reference for ethical concerns, including but not limited to issues related to the environment. ​Promote general environmental issues in the College. Commit to raising awareness and campaigning to reduce the environmental impact of the JCR and the College more broadly. Run campaigns within College on environmental and ethical issues.
76. Ethnic Minorities Officer:
77. Must represent and support the views of members of the JCR who identify as belonging to an ethnic or racial minority.
78. Must attend relevant meetings of OUSU’s Campaign for Racial Awareness and Equality.
79. Must chair meetings of the racial and ethnic minorities caucus to meet at least twice a term.
80. Must organise at least two events per term, in addition to the caucus meetings, that support the ethnic minority community within Oriel, and/or raise awareness of ethnic minority issues, and/or aim to platform the voices of the ethnic minority community.
81. Must bring issues discussed and/or motions passed within the racial and ethnic minorities caucus to the weekly JCR Committee meetings.
82. Must take responsibility for ensuring the interests of ethnic minority students are actively represented in College, so that they may be able to participate in College life without fear of offence, intimidation, or discrimination.
83. At the election of the Ethnic Minorities Officer, the Returning Officer will make the following ‘conscience statement’: “We ask that only those who identify with an ethnic or racial minority vote in this election”.
84. Facilities Officer:
85. Shall be responsible for the upkeep of JCR facilities including, but not limited to: the television, the games consoles, the coffee machine, the juke box, the quiz machines, the table football, table tennis and pool tables.

ii) Shall be responsible for the administration of the JCR room ballot in 2nd Week of Trinity Term. .

iii) Shall be responsible for the creation of binding rules for the room ballot, which must be presented to and approved by the JCR in an open meeting before implementation.

iv) Shall be responsible for working with college staff to coordinate and encourage recycling on college property.

1. International Officer:
2. Shall represent the interests of international students to the JCR, the Committee and the College.
3. Shall offer advice and information to international students.
4. Shall assist international students in settling in during Freshers’ Week including, but not limited to, publicising the University International Students Orientation session.
5. LGBTQ+ Officer:

i) Must represent and support the views of members of the JCR including but not limited to those who self-identify as LGBTQ+.

ii) Must attend and/or promote relevant LGBTQ+ related events/meetings.

iii) Must chair meetings of the LGBTQ+ caucus at least twice a term.

iv) Must organise at least two events per term, in addition to the caucus meetings, that support and/or represent those who identify as LGBTQ+ within Oriel, and/or raise awareness of sexuality and gender issues, and/or aim to platform the voices of LGBTQ+ members of the JCR.

v) Must bring issues discussed and/or motions passed within the LGBTQ+ caucus to the weekly JCR Committee meetings.

vi) Must take responsibility for ensuring the interests of LGBTQ+ students are actively represented in College, so that they may be able to participate in College life without fear of offence, intimidation, or discrimination.

vii) At the election of the LGBTQ+ Officer, the Returning Officer will make the following ‘conscience statement’: “We ask that only those who identify as LGBTQ+ vote in this election”.

1. Women’s Officer:

i) Must represent and support the views of members of the JCR including but not limited to those who self-identify or partially identify as women, who have a complex gender identity that includes woman, and/or have a gender identity that includes feminine.

ii) Must attend relevant meetings of OUSU’s Women’s Campaign

iii) Must chair meetings of the gender equality caucus at least twice a term.

iv) Must organise at least two events per term, in addition to the caucus meetings, that support women within Oriel, and/or raise awareness of gender issues, and/or aim to platform the voices of women.

v) Must bring issues discussed and/or motions passed within the gender equality caucus to the weekly JCR Committee meetings.

vi) Must take responsibility for ensuring the interests of women are actively represented in College, so that they may be able to participate in College life without fear of offence, intimidation, or discrimination.

vii) At the election of the Women’s Officer, the Returning Officer will make the following ‘conscience statement’: “We ask that only those who identify or partially identify as women, who have a complex gender identity that includes woman, and/or have a gender identity that includes feminine vote in this election”.

Section 6: Semi-elected Representatives of the JCR

The semi-elected Representatives of the JCR are as follows:

1. Arts Representative: shall keep the JCR aware of cultural activities around Oxford and oversee College-based arts events.
2. Charities representative​: shall coordinate charity initiatives within the JCR; shall organise one Charity Formal per​ term.
3. External Affairs Representative: shall be responsible for communicating with external bodies related to the JCR including, but not limited to, the MCR, OUSU and the Development Office; shall attend OUSU Council meetings and vote on behalf of the JCR at times when the JCR is affiliated to OUSU.
4. Food Representative: shall be responsible for the running of the tuck shop, including regular restocking, taking delivery, notifying the JCR when the tuck shop is replenished, and organising batteling with the Bursary; shall represent the JCR’s views on Hall provision to the College.
5. Freshers’ Representative: shall be responsible for representing freshers on the Committee; shall be responsible for familiarising freshers with the workings of the JCR; must assist in the organisation and running of Freshers’ Week; must be a first year at the point of his or her election.
6. Sports and Gym Representative: shall be responsible for representing the views of the JCR and of the College sports teams to College on issues concerning the gym and sports provision; shall be the point of contact in College for the University Sports Federation.
7. Oxmas Representatives: shall be responsible for decking the halls with boughs of holly and bringing festive cheer to the JCR during Oxmas; up to four and no fewer than two shall be elected.
8. Bar Representative: shall be responsible for representing the views of the JCR to College on matters concerning the College bar; shall show reasonable intent to increase JCR attendance in the bar, whether this be via bar events or other means.

Section 7: Elections to the JCR Committee

1. The following Officer positions shall be elected in 6th Week of Michaelmas Term: Academic Affairs, Careers and Suspended Students; Returning Officer; Vice-President.
2. The following Officer positions shall be elected in 6th Week of Hilary Term: Female Welfare; Male Welfare; Secretary.
3. The following Officer positions shall be elected in 7th Week of Hilary Term: Disabilities and Mental Health; Equalities and Ethics; Ethnic Minorities; LGBTQ+; Women’s.
4. The following Officer positions shall be elected in 1st Week of Trinity term: Entertainment Officers; President. These will be involved in preparations for Freshers’ Week during Trinity term, prior to the official commencement of their terms in office.
5. The following Officer positions shall be elected in 6th Week of Trinity Term: Treasurer; Access and Admissions; Facilities; International.
6. The following Representatives shall be elected by 6th week of Michaelmas Term: Freshers; Sports and Gym; Oxmas.
7. The following Representatives shall be elected by 8th week of Hilary Term: Food; Bar.
8. The following Representatives shall be elected by 6th week of Trinity Term: Arts; Charities; External Affairs.
9. Officers will assume their role on the last day of the term in which their election was held, with the exception of the Welfare Officers, and will hold this role for one year.
10. Representatives will assume their role from the close of the open meeting at which they were elected. Representatives will hold their roles for one year, with the exception of Oxmas Representatives who will hold their role until the end of Michaelmas Term.
11. In the event of an Officer or Representative being unable to serve the entirety of their term in office, a by-election will be held in the next open meeting. By-elections will be decided by a simple majority voting in a show of hands for Officers and Representatives, and successful candidates will hold their position until it is next due to be elected as per parts (a)-(g) above. By-elections for the positions of President, Vice-President, Returning Officer, Secretary and Treasurer will be conducted online.

Section 8: Process to Remove an Officer or Representative of the JCR

1. A Committee member can only be removed from their post by a motion of no confidence. A motion of no confidence may be proposed against any Officer or Representative of the JCR, and must be passed by a two-thirds supermajority of present voting members. If successful it will result in the Officer or Representative being removed and a by-election being held for their post at the next reasonably available opportunity.
2. A motion of no confidence may be brought to the JCR at any time.
3. An automatic motion of censure will be brought to the JCR if a Committee member does not attend, without prior apology to the Vice-President, an open meeting. Two motions of censure passed on two separate occasions during a single academic term will prompt an automatic motion of no confidence at the next open meeting.
4. The Returning Officer shall announce at the next open meeting of the JCR that a motion of censure has been passed against a Committee Member at the previous open meeting, and will post a notice to that effect in the JCR.

Section 9: Conduct of Elections

1. Semi-elected representatives shall be elected in an open meeting by a simple majority voting in a show of hands.
2. Election regulations shall be determined by the Returning Officer, subject to alteration at an open meeting by a simple majority of voting members.
3. Nominations for Officer positions must be handed in by a time determined by the Returning Officer; nominations shall be in writing and must be signed by the Candidate, their proposer and five seconders. Candidates for Officer positions must have written permission from their senior subject tutor; in the case of Welfare Officers, written permission from the senior dean will also be required. Candidates’ nomination forms shall be displayed in the JCR as soon as is possible after the close of nominations. Candidates may produce a statement of intent, detailing their motivation and suitability for the role, and what they intend to do if elected.
4. Candidates must declare any positions in any university-level societies, clubs or sports teams that they envisage holding over the course of their term in office.
5. Candidates may only stand for a position if they will have full JCR membership for the duration of their proposed term of office. When more than one election is being held on the same day, a candidate can only stand for one post in that set of elections. Candidates must stand singly.
6. No JCR member may stand for a post that they will hold in a year in which their Final Honour School exams occur or in which they are required to submit work that will directly affect their overall degree class, unless written consent is secured from their senior subject tutor.
7. Committee members wishing to stand for a position other than the one which they currently hold must resign from their former position prior to standing for election.
8. The Returning Officer may choose another Committee member to assist them in ensuring the correct and fair conduct of voting.
9. Elections for fully-elected Officer positions shall be decided by single transferable vote and polling shall last for no less than ten hours.
10. The option of ‘Re-Open Nominations’ (RON) must be available in every election.
11. Candidates may canvass according to regulations determined by the Returning Officer prior to the opening of nominations.
12. No Committee member may openly support a candidate or canvass on their behalf. This will automatically prompt a motion of no confidence and may result in the disqualification of the candidate in question.
13. Any JCR member who attempts to subvert the election regulations shall be reported to the Senior Dean and may be removed of all JCR voting rights as established in Section 2 (e) and disqualified from any elections in which they are running.
14. If an electoral circumstance is not provided for by the Constitution, the Returning Officer and the President shall decide on the appropriate course of action and shall forward a constitutional amendment at the next open meeting accordingly.

Section 10: The Conduct of Referenda

1. A referendum may be called by a petition to the President signed by twenty-five JCR members or by a motion being passed in an open meeting.
2. Referendum regulations shall be determined by the JCR in an open meeting prior to being posted in the JCR no less than five days before the poll.
3. The Returning Officer shall conduct referenda using an online voting system, and may choose another Committee member to assist them in ensuring the correct and fair conduct of voting. A representative of the proposition and the opposition may attend the counting of votes.
4. Only two options shall be offered: yes and no. The motion proposed by the referendum must be passed by a two-thirds supermajority of those voting.
5. If a circumstance is not provided for by the Constitution, the Returning Officer and the President shall decide on the appropriate course of action and shall forward a constitutional amendment at the next open meeting accordingly.

Section 11: Conduct of Hustings

1. Hustings must be held for all elections for Officer positions and for all referenda, and shall be chaired by the Returning Officer.
2. Hustings must be held no more than three full days before polling.
3. Candidates for elected positions and those proposing or opposing a referendum will be given an opportunity to present their candidacy or to present the main arguments for their side.
4. Any JCR member may ask questions of candidates; questions must be posed to all candidates for each position.
5. If the proposition or opposition of a referendum wish to invite non-JCR members to speak, these must be approved by the JCR in a previous open meeting.

Section 12: Conduct of Open Meetings of the JCR

1. Attendance of open meetings and hustings is compulsory for all Committee members, who, in the event of unavailability must submit their apologies to the Vice-President in advance.
2. The quorum of an open meeting is twenty-five voting members of the JCR.
3. The position of Chair will be occupied by a fully-elected Officer. The position of Chair will be offered first to the Returning Officer; if the Returning Officer does not wish to occupy the position, the Committee may suggest an alternative Officer for the position. Any Officer put forward by the Committee must be approved by a simple majority in an open meeting.
4. The role of Chair shall last for a year, or until its occupant’s term on Committee ends.
5. In the event of the Chair being party to a motion, the Vice-President will assume the duties of the Chair.
6. The Chair has the ability to remove disruptive persons from open meetings after issuing a warning; this must be supported by simple majority of voting members.
7. The Secretary will be responsible for preparing minutes of the meeting delivered by email to members of the College within seven days of the close of the last open meeting.
8. In the absence of the Secretary, the President shall appoint a senior Committee member to take minutes as detailed above.
9. The President shall not have a deliberate vote at open meetings, but may exercise the casting vote.
10. Any member of the JCR may ask questions of Committee members.
11. Points of information may be accepted at the discretion of the Chair. Points of order may be accepted only prior to a summation by the proposer of the relevant motion.
12. Motions
13. There are two types of motion: an ordinary motion and a constitutional motion. A constitutional motion alters the Constitution, and must be passed by a simple majority at two consecutive open meetings.
14. Motions shall be voted on by a show of hands and will be counted by the Chair. If there is disagreement about the actual number of votes cast then a recount shall be taken.
15. Successful motions take effect from the close of the meeting, unless otherwise stated.
16. Motions must be proposed and seconded by voting JCR members. A motion proposed by a Committee member does not need to be seconded.
17. A motion may be amended at any time before a vote has been taken on it. An amendment should not radically alter a motion; the Chair has ultimate discretion in determining whether this would be the case.
18. Any debate on the amendment should be restricted to the merits of the amendment.
19. The Chair shall decide when there has been reasonable discussion on a motion or an amendment thereto.
20. If the proposer does not accept an amendment then the JCR shall move to vote on the amendments, which must be passed by a simple majority.
21. A motion is severable at the discretion of the Chair, but can be overruled by simple majority of those present.
22. Any motion concerning expenditure of JCR funds involving an amount greater than £75 must be passed by a simple majority in an online vote.
23. Any motion concerning a levy of battels must be passed by a two-thirds supermajority at two consecutive open meetings.
24. Any motion concerning expenditure of JCR funds involving an amount greater than £75 must provide a full breakdown of costs.
25. During an open meeting, any member can request that the Returning Officer holds voting on a motion in secret. This vote will then be conducted by present members being asked to close their eyes.
26. Any member may request that the voting on a motion becomes an online vote. This will be voted on immediately in the meeting by a show of hands and the motion will go online if there is a majority in favour of it doing so. If not, the motion will be voted on in the meeting. If the motion is Constitutional, an online vote must be requested in both meetings separately.

Section 13: Finances of the JCR

1. The Treasurer is entitled to make single payments of up to £200.
2. The Treasurer shall advise the JCR Committee at the first and last meeting of the Committee of term of the financial standing of the JCR.
3. The JCR cannot enter into any financially binding agreement for more than three years.
4. A subscription to a publication may be discontinued after the passing of a motion at an open meeting.
5. The Treasurer and President are signatories on the mandate of the JCR bank account and are both able to make payments on behalf of the JCR. Payments of over £2000 require the signature of both the Treasurer and President.
6. The Treasurer must ensure that the incoming President and Treasurer are added to the mandate before the start of the incoming President and Treasurer’s terms in office. The outgoing Treasurer and President must ensure that they are removed from the mandate before the start of their successors’ terms in office.

Section 14: JCR Clubs and Societies

1. Details of clubs that receive funding shall be displayed in the JCR; this shall include the name of the club, the main contact and the current rate of funding.
2. Funding is contingent on the presentation of finances to the Treasurer by 4th Week of each term.
3. All clubs must have a valid constitution and a fair appointment process.
4. The Clubs and Societies fund does not provide money for the consumption of alcohol.
5. The fund provides funds for organisations comprised solely of Oriel JCR members.

Section 15: Charities

1. The JCR cannot give its own funds directly to charities, but may organise events to raise money for charitable causes.
2. All charities for which the JCR raises money must have a registered charity number.
3. The JCR shall support three charities per year, as nominated and voted for by JCR members at the start of each Trinity term. These must be one of each of the following: an Oxford based charity, an international charity and a national charity.
4. Unless otherwise specified, proceeds from charity events organised by JCR members will go to one of these charities: in Michaelmas term, to the Oxford-based Charity; in Hilary term, to the national charity; and in Trinity term, to the international charity.
5. Any full JCR member may nominate a charity, which will be voted on in an open meeting. Furthermore, fully elected committee members are mandated to nominate a charity, as well as the Charities Representative.

Section 16: JCR Facilities

1. Any event receiving pledged JCR funding must give notice at a JCR open meeting at least seven days before the event if any access or use of JCR funded or represented facilities will be restricted by the event.

Section 17: Affiliations to External Bodies

1. Any member can propose that the JCR affiliate to an external body.
2. The issue of (dis)affiliation shall be determined by a referendum.