

# The Constitution of the Oriel College Junior Common Room

*Last substantial revision: December 4<sup>th</sup> 2020 (Harry Lewis and Harry Edwards)*

*Last revision: May 6<sup>th</sup> 2021 (George Barker)*

*Last submission to Governing Body: July 2018*



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### Section 1: The Purpose and Interpretation of the Constitution

- a) All uses of 'Junior Common Room' or 'JCR' in this document refer to the political body by the name of 'Oriel College Junior Common Room' unless otherwise stated.
- b) The purpose of this constitution is to define the parameters of the Junior Common Room (JCR) as a political body, and to set internal regulations for the JCR
- c) This Constitution is binding upon the JCR and is subject to the approval of Oriel College's Governing Body at intervals of no more than five years.
- d) 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.
- e) 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 of the JCR.
- f) All uses of 'student(s)' refer to undergraduates unless otherwise stated.
- g) All references to 'Treasurer', 'Officer', etc., should be taken to refer to officers of Oriel College JCR rather than to officers of Oriel College, unless otherwise stated.
- h) When signatures are required to invoke an act of the JCR, those signatures must belong to those eligible to vote in a JCR election.
- i) A copy of this Constitution shall be available to view at all times on the JCR website. JCR members can request a virtual copy from the Secretary at any time.
- j) As per Section 5 (c), in the event of confusion over the interpretation of the Constitution, the Returning Officer shall provide the final interpretation.
- k) Minor revisions may be made to this Constitution at the Returning Officer's discretion without a vote by the JCR. All such changes that have been made must be made public to the JCR by the Returning Officer within a week of them having been made. Any such changes may be challenged by any voting member of the JCR through a motion to an open meeting (this motion will be regarded as an ordinary motion, not having to be passed twice as would be the case with a constitutional motion).

### Section 2: Purpose and Membership of the JCR

- a) The JCR is a political body consisting of the Junior Members of Oriel College. The JCR has two purposes:
  - i. To represent the collective views of the Junior Members of Oriel College to any relevant bodies, both internal and external.
  - ii. To provide services to its members and a formal social context for events in Oriel College.
- b) A Junior Member of the College is defined as an undergraduate who has not yet graduated.
- c) 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.
- d) Members of the JCR who revoke their membership will lose the following rights: voting in open meetings, elections and referendums; standing for an elected position; proposing or seconding motions in JCR meetings; proposing or seconding candidates for elections. All other rights are unaffected.
- e) Any person can be awarded Honorary Membership Status by a first-past-the-post vote in a show of hands, in an open meeting. Honorary Membership Status shall last for the remainder of the academic year, unless decided otherwise before the vote. Honorary Membership can be revoked at any time by first-past-the-post in a show of hands in an open meeting.
- f) Honorary Members are allowed to attend all JCR open meetings but are unable to vote in open meetings or stand for election.

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- g) MCR members can have voting rights, and the rights to attend Open Meetings, conferred to them by the Returning Officer, following a written request.
- h) Only Junior Members of the College, persons with Honorary Membership Status, and MCR members who have been granted voting rights can attend Open Meetings. The Returning Officer has the right to request the removal of anyone in attendance at an Open Meeting who is not permitted to be there.

### Section 3: Information Held by the JCR about its Members

- a) 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.
- b) 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.
- c) 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: External Representation of the JCR

The JCR is represented on the following external bodies:

- a. Committees of Oriel College:
  - i. Governing Body- The ultimate decision-making body in college, consisting of its fellows and chaired by the Provost. The JCR is represented in the unreserved section of the meeting by the President.
  - ii. Joint Consultative Committee (JCC) - A body which reviews papers from all three common rooms aimed at evaluating changes to the way college operates. It consists of the senior administrative and domestic staff of the college, as well as the decanal team. The JCR is represented by the President and one other member of the JCR.
  - iii. College Liaison Meetings – A weekly meeting aimed at ensuring all members of college are aware of proceedings and are able to resolve issues as a coherent group. The JCR is represented by the President.
  - iv. House Committee - Reviews domestic issues within college, particularly those relating to student accommodation and use of facilities. The JCR is represented by the Vice-President.
  - v. Buildings Committee - Meets to discuss the construction and maintenance of college sites. The JCR is represented by the Vice-President.
  - vi. Equality Committee - consists of representatives of students, staff, deans, college officers, and the fellowship. It reports to the General Body on matters pertaining to equalities, which includes but isn't limited to ensuring that college upholds the requirements set out by the Equality Act. The JCR is represented by the Equalities and Access Officer.
  - vii. Library Committee – Receives student feedback about the library and how it can be improved. The JCR is represented by the Academic Affairs, Careers, and Suspended Students Officer.
  - viii. Welfare Committee - The College Welfare Team includes officials such as, but not necessarily limited to, the Senior Dean, Junior Deans, Welfare Deans, College Chaplain, College Nurse, College's GP. In addition to their specific individual responsibilities, the committee liaise on college welfare provisions and policy. JCR Welfare provisions and the work of the JCR Welfare Officers are independent from this, but the JCR Welfare Officers may choose to collaborate with them wherever they see fit. The JCR is represented by the Welfare Officers.
- b. Bodies of Oxford Student Union (Oxford SU):
  - i. Oxford SU Council - A body of undergraduate representatives from each college of the university, as well as the elected sabbatical officers. The JCR is represented by the President and the External Affairs Representative.
  - ii. PresCom - A meeting of the JCR/SU Presidents from each college which is used to compare experiences and share ideas. The JCR is represented by the President.
  - iii. EdCom - A meeting of the Equalities Officers from each college which is used to compare experiences and share ideas. The JCR is represented by the Equalities and Access Officer.
  - iv. WelfCom - A meeting of the Welfare Officers from each college which is used to compare experiences and share ideas. The JCR is represented by the Female Welfare Officer and the Male Welfare Officer.

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### Section 5: The JCR Committee

- a) The JCR Committee acts as the executive body of the JCR. Committee members are elected by JCR members in open meetings or by online vote. The O shall consist of all Officers and Representatives of the JCR. There are two types of Committee members: fully elected Officers and semi-elected Representatives.
- b) The Committee may release up to £200 per Committee meeting for a single cause without permission from the JCR, requiring support of Committee members via a first-past-the-post vote in a show of hands. This must be made public to the JCR. The quorum for a Committee meeting is ten voting members of the Committee.
- c) The seniority of the members of the Committee is:
  - i) President
  - ii) Vice-President
  - iii) Returning Officer, Secretary, Treasurer
  - iv) Entertainment Officers, Welfare Officers
  - v) Academic Affairs, Careers and Suspended Students, Class, Disabilities and Mental Health, Equalities and Access, Ethnic Minorities, Facilities, International, LGBTQ+, Women's Officers
  - vi) Arts, Charities, Environment, External Affairs, Freshers', Food, Bar, IT, Sports and Gym Representatives
  - vii) Oxmas Representatives
- d) 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.
- e) Every Officer and Representative may 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.
- f) Committee meetings shall be organised by the President and shall normally occur at least fortnightly during term. When no meeting has been held by the end of the fourth week of any term, any three fully elected officers may during that term by notice to the Secretary convoke a meeting not less than one week thereafter. The President and Committee may set their own internal norms and regulations for the running of committee meetings Attendance of Committee meetings is compulsory for fully elected Officers, who, in the event of unavailability must submit their apologies to the Secretary in advance. Semi-elected representatives may attend but are not obliged to, unless requested to do so by the President.
- g) Non-Committee members may attend Committee meetings, subject to the approval of the Committee members present at the meeting, decided by a first-past-the-post vote in a show of hands. Only Committee members can vote in Committee meetings.
- h) 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).
- i) The JCR shall have two continuous sub-committees in operation, an Entertainment Sub-Committee and an Equalities Sub-Committee. These shall be chaired by the Facilities Officer, an Entertainment Officer, and the Equalities and Access Officer, respectively.
- j) Committee members have the right to convene sub-committees as dictated by necessity e.g. to organise Freshers' Week, subject to Presidential approval.
- k) Each active sub-committee shall meet once at the start of each term. They will subsequently meet whenever a suitable agenda for discussion arises, as decided by the subcommittee chair. Any matters for subcommittee agenda shall be presented to the subcommittee chair. Any matters arising deemed worthy of discussion by the Committee at large shall be brought to the next Committee meeting.

### Section 6: Fully Elected Officers of the JCR

The Fully Elected Officers of the JCR are as follows:

- a) President:
  - i) Must chair Committee meetings.

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- ii) Must be responsible for coordinating the efforts of the Committee and publicising activities of the Committee.
  - iii) Must represent the views of the JCR including, but not limited to: attending Joint Consultative Committee (JCC); attending College Liaison Meeting; attending Governing Body meetings; attending Presidents' Committee meetings; attending and voting in Oxford SU Council meetings.
  - iv) Must establish a sub-committee in order to coordinate the organisation of Freshers' Week.
  - v) Must take responsibility for reviewing the Alternative Prospectus.
  - vi) Must live in College for the duration of their term in office.
  - vii) Must live in Room 17.5 for duration of their term in office, unless a specific exemption is granted by the Domestic Office.
- b) Vice-President:
- i) Shall normally be responsible for organising guest nights and Halfway Hall.
  - ii) Shall normally take the second JCR seat at meetings e.g. JCC, unless there is a good reason for another JCR member to attend in their stead.
  - iii) Must send out at least two bulletins during term time via the mailing list, with information about external events and activities.
  - iv) Must deputise in the event of the President being unable to fulfil their duties.
  - v) Shall be responsible for representation of student views on accommodation to the College.
    - a. Must attend the College House Committee and the College Buildings Committee.
- c) Returning Officer:
- i) Will normally chair Open meetings.
  - ii) Shall be responsible for the conduct of JCR elections, hustings and referendums.
  - iii) Must keep the Constitution up to date.
  - iv) Shall provide the final interpretation in the event of a confusion concerning the Constitution.
  - v) Must remain impartial in JCR hustings and votes in JCR open meetings.
- d) Secretary:
- i) Must prepare an agenda for each open meeting and circulate this among the JCR in advance.
  - ii) Must give appropriate notice to JCR members of the deadlines for submissions to open meetings.
  - iii) Must minute open meetings and Committee meetings and, if unable to do so, find a replacement from the Committee.
  - iv) Shall be responsible for the administration of the JCR mailing list.
  - v) Shall be responsible for producing the JCR term card in conjunction with the relevant Committee members.
- e) Treasurer:
- i) Shall be responsible for the financial affairs of the JCR, including collecting debts and fulfilling the financial obligations of the JCR.
  - ii) Must present the projected expenditure of the JCR at the start of every term in an open meeting.
  - iii) Must present a summary of the JCR's expenditure at the end of every term in an open meeting.
  - iv) Shall be responsible for the removal and addition of signatories to the mandate of the JCR bank account.
- f) Entertainment Officers:
- i) Must organise and publicise JCR social events, subject to decanal approval. These shall include: three 'Bops' per term (two in Trinity Term), 'JCR Drinks' in both Michaelmas Term and Hilary Term, and the JCR garden party in Trinity Term.
  - ii) Shall contribute to the organisation of Freshers' Week.
  - iii) Three shall be elected.
- g) Welfare Officers:
- i) Shall be responsible for student welfare provision in the JCR.
  - ii) Shall sit on the termly Welfare Committee and liaise with the College welfare team.
  - iii) Shall receive peer support training prior to their term in office.
  - iv) Shall coordinate the provision of peer support within College and shall liaise with the University Counselling Services when required.
  - v) Shall be responsible for the provision of sexual health supplies for the JCR.
  - vi) Two shall be elected. One must identify or partially identify as male; the other must identify or partially identify as female.
- h) Academic Affairs, Careers, and Suspended Students Officer:

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- i) Shall act as a conduit between students, academic staff, Oxford SU, and the University Careers Service.
  - ii) 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.
  - iii) Will act as a formal channel of communication between the JCR and the Library and must attend the College Library Committee.
  - iv) Represent the interests and needs of suspended Oriel College students in Common Room meetings and other College activities.
  - v) Should be aware of current College policies for suspended Oriel College students and lobby for changes to these when necessary.
  - vi) Should 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.
  - vii) Should 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.
  - viii) Shall be responsible for organising an annual careers event involving Oriel alumni.
- i) Class Officer:
- i) Must represent and support the views of members of the JCR who identify as working class, first generation, or were state comprehensively educated.
  - ii) Must keep up to date with and attend relevant meetings of class-related Oxford University-based campaigns and organisations, including but not limited to the Oxford SU Class Act campaign.
  - iii) Must chair meetings of the class caucus whenever an agenda for discussion arises.
  - iv) Must organise at least one event per term, in addition to the caucus meetings, that support those with working class or state educated backgrounds within Oriel, and/or raise awareness of issues surrounding class, and/or raise awareness of issues, and/or platform the voices of those with working class or state educated backgrounds.
  - v) Must take responsibility for ensuring the interests of students who identify as working class, first generation, or where state-comprehensively educated 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.
- j) Disabilities and Mental Health Officer:
- i) 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.
  - ii) Must keep up to date with and attend relevant meetings of disability and mental health related Oxford University based campaigns and organisations, including, but not limited to, Oxford SU's Oxford Students Disability Committee, Mind Your Head and Student Minds.
  - iii) Must chair meetings of the disabilities and mental health caucus whenever an agenda for discussion arises.
  - iv) Must organise at least one event per term, in addition to the caucus meetings, that support those with disabilities and/or mental health issues 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.
  - v) Must bring issues discussed and/or motions passed within the disabilities and mental health caucus to the JCR Committee meetings.
  - vi) 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.
- k) Equalities and Access Officer:
- i) 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.
  - ii) Must support the roles and events of the other Equalities Officers (LGBTQ+ Officer, Disabilities and Mental Health Officer, Ethnic Minorities Officer, Women's Officer, Class Officer and International Officer) as requested.
  - iii) 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.



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- iv) Must coordinate the organisation of the 'Life at Oriel' talk on equalities issues in fresher's week.
  - v) 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.
  - vi) Shall attend Equality Committee, or in the case of unavailability find another member of the JCR to deputise.
  - vii) Shall represent the members of the JCR at EdComm meetings.
  - viii) Shall organise the JCR 'student-parent' scheme.
  - ix) Shall act as the primary conduit between the JCR and the Admissions Office on issues including, but not limited to, undergraduate admissions interviews, open days, and school visits.
  - x) Shall be responsible for coordinating the JCR's contribution to information provided by the College for prospective students.
- l) Ethnic Minorities Officer:
- i) Must represent and support the views of members of the JCR who identify as belonging to an ethnic or racial minority.
  - ii) Must keep up to date with and attend relevant meetings of Oxford SU's Campaign for Racial Awareness and Equality.
  - iii) Must chair meetings of the racial and ethnic minorities caucus whenever an agenda for discussion arises.
  - iv) Must organise at least one event 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.
  - v) Must bring issues discussed and/or motions passed within the racial and ethnic minorities caucus to the weekly JCR Committee meetings.
  - vi) 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.
  - vii) Must promote and celebrate Black History Month within the Oriel community.
  - viii) Must send an email to incoming students explaining the legacy of Cecil Rhodes and the history of the #RhodesMustFall campaign.
- m) Facilities Officer:
- i) Shall be responsible for the upkeep of JCR facilities including, but not limited to: the television, the quiz machines, the pool tables, the ironing board and iron, the kettle, and the JCR airbeds.
  - ii) Shall be responsible for the administration of the JCR room ballot before 2<sup>nd</sup> 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.
- n) International Officer:
- i) Shall represent the interests of international students to the JCR, the Committee and the College.
  - ii) Shall offer advice and information to international students.
  - iii) Must chair meetings of the internationals caucus whenever an agenda for discussion arises.
  - iv) Must organise at least one event per term, in addition to the caucus meetings, that support international students within Oriel.
  - v) Must bring issues discussed and/or motions passed within the internationals caucus to the JCR Committee meetings.
  - vi) Must take responsibility for ensuring the interests of international 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) Shall assist international students in settling in during Freshers' Week including, but not limited to, publicising the University International Students Orientation session.
  - viii) Shall organise the JCR 'International Godparent' scheme
  - ix) Shall organise an internationally-themed formal in Trinity Term.
- o) LGBTQ+ Officer:

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- 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 whenever an agenda for discussion arises.
  - iv) Must keep up to date with and attend relevant meetings of Oxford SU's LGBTQ+ Society and LGBTQ+ Campaign.
  - v) Must organise at least one event 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.
  - vi) Must bring issues discussed and/or motions passed within the LGBTQ+ caucus to the JCR Committee meetings.
  - vii) 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.
- p) 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 keep up with and attend relevant meetings of Oxford SU's Women's Campaign
  - iii) Must chair meetings of the gender equality caucus whenever an agenda for discussion arises.
  - iv) Must organise at least one event 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 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.

## Section 7: Semi-Elected Representatives of the JCR

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

- a) Arts Representative: shall keep the JCR aware of cultural activities around Oxford and oversee College-based arts events; shall advertise and help run events by Oriel College Music Society; shall advertise and coordinate initial stages of Cuppers in Michaelmas and the Garden Play by Hilary 6<sup>th</sup> week; shall organise one arts event for the JCR per term.
- b) 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.
- c) Charities Representative: shall coordinate charity initiatives within the JCR; shall organise one Charity Formal per term, seeking the assistance of the Entertainment Officers or Welfare Officers if necessary.
- d) Environment Representative: shall campaign to reduce the negative environmental impact of the JCR and the College more broadly; shall be responsible for working with College staff in order to coordinate and encourage recycling on College property; shall work with College to reduce food waste.
- e) External Affairs Representative: shall be responsible for communicating with external bodies related to the JCR including, but not limited to, the MCR, Oxford SU and the Development Office; shall attend Oxford SU Council meetings and vote on behalf of the JCR at times when the JCR is affiliated to Oxford SU.
- f) Food Representative: shall be responsible for the running of the tuck shop, including weekly restocking, taking delivery, notifying the JCR when the tuck shop is replenished, and organising battling with the Bursary; shall represent the JCR's views on Hall provision to the College.
- g) 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 in their first year at the point of their election; shall be responsible for coordinating an annual update of the Freshers' Welcome Booklet'.



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- h) 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.
- i) 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. If fewer than two are elected, elections will be run at each subsequent Open Meeting until at least two are elected.
- j) IT Representative: shall be responsible for the maintenance of the JCR website, as well as to be on call for any JCR technology related issues. Oversees punt booking system in Trinity term. The IT representative will not be responsible for personal IT issues of individual JCR members.

## Section 8: Elections to the JCR Committee

- a) Election dates:
  - i. The following Officer positions shall be elected in 6th Week of Michaelmas Term: Returning Officer; Vice-President.
  - ii. The following Officer positions shall be elected in 3rd Week of Hilary Term: Disabilities and Mental Health; Ethnic Minorities.
  - iii. The following Officer positions shall be elected in 6th Week of Hilary Term: Female Welfare; Male Welfare; Secretary; Equalities and Access.
  - iv. The following Officer positions shall be elected in 7th Week of Hilary Term: LGBTQ+; Women's.
  - v. 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.
  - vi. The following Officer positions shall be elected in 6th Week of Trinity Term: Class; Facilities; International; Treasurer; Academic Affairs, Careers and Suspended Students
  - vii. The following Representatives shall be elected in 5th week of Michaelmas Term: Oxmas
  - viii. The following Representatives shall be elected in 6th week of Michaelmas Term: Freshers; Sports and Gym.
  - ix. The following Representatives shall be elected in 8th week of Hilary Term: Food; Bar; IT.
  - x. The following Representatives shall be elected in 6th week of Trinity Term: Arts; Charities; External Affairs; Environment.
- b) Officers will assume their role on the last day of the term in which their election was held, with the exception of those who are elected in a different term to the election dates listed in part a), those elected in a by-election, and Welfare Officers.
  - i. Those who are elected in a different term to the election dates listed in part a) will take office when the results of their successful election are made public to the JCR.
  - ii. Those who are elected in a by-election will take office at the end of the Open Meeting in which they were elected, or, if the election is run online, when the results of their successful election are made public to the JCR.
  - iii. Welfare Officers will take office on the final day of Trinity Term, to allow for suitable training.
- c) Representatives will assume their role from the close of the open meeting at which they were elected. Representatives will hold their role until their successor is elected as per part (a), with the exception of Oxmas Representatives who will hold their role until the end of Michaelmas Term.
- d) In the event of an Officer or Representative being unable to serve the entirety of their term in office, they should send a written message of resignation to the Returning Officer. The resignation takes effect immediately after the Returning Officer has received and responded to this message. After the Officer or Representative has resigned, a by-election will be held within three weeks, at the discretion of the Returning Officer, though normally in the next open meeting. By-elections will be decided by a first-past-the-post vote in a show of hands for Officers and Representatives, and successful candidates will hold their position until their successor begins their term in office as per parts (a)-(c) above. By-elections for the

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positions of President, Vice-President, Returning Officer, Secretary, Treasurer, Ethnic Minorities, LGBTQ+, and Women's will be conducted online.

### Section 9: Process to Remove an Officer or Representative of the JCR

- a) 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.
- b) A motion of no confidence may be brought to the JCR at any time.
- c) In all other respects, motions of no confidence are to be treated like all other motions.

### Section 10: Conduct of Elections to the JCR Committee

- a) Semi-elected representatives shall be elected in an open meeting by a first-past-the-post vote in a show of hands. The election shall be a blind vote.
- b) Election regulations shall be determined by the Returning Officer, subject to alteration at an open meeting by a first-past-the-post vote in a show of hands.
- c) Those running for Officer positions must complete a nomination form, to be distributed by the Returning Officer. Nomination forms for Officer positions must be handed in by a time determined by the Returning Officer; nomination forms 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 one of their subject tutors; in the case of Welfare Officers, written permission from the senior dean will also be required. Candidates' nomination forms shall be made available during the open meeting at which they conduct their hustings. Candidates may produce a statement of intent detailing their motivation and suitability for the role, and what they intend to do if elected.
- d) 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.
- e) 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.
- f) No JCR member may stand for a post that they will hold during their Final Honour School exams, unless written consent is secured from their senior subject tutor.
- g) 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.
- h) Elections for fully elected Officer positions shall be decided by single transferable vote and polling shall last for no less than ten hours.
- i) The option of 'Re-Open Nominations' (RON) must be available in every election. If the option of RON is 'elected' in an election wherein multiple positions are being filled, only one of the positions shall be considered unfilled.
- j) Candidates may canvass according to regulations determined by the Returning Officer prior to the opening of nominations.
- k) 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.
- l) Any JCR member who attempts to subvert the election regulations shall be reported to the Senior Dean, may be deprived of all JCR voting rights as established in Section 2 (e), and disqualified from any elections in which they are running.
- m) If no candidates stand for a position, the election shall be run at subsequent open meetings until the position is filled. If an election has been held for three consecutive meetings without any candidates running, the position shall be left vacant until the Returning Officer is informed that a candidate is interested in running. In the event of a prolonged vacancy, the other Committee members shall endeavour to split the responsibilities of the role between them as best they can.

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- n) 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.
- o) Conscience Statements
  - i. 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”.
  - ii. 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”.
  - iii. 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”.
  - iv. At the election of the Class Officer, the Returning Officer will make the following ‘conscience statement’: “We ask that only those who are state comprehensively educated, self-defined working class and/or first generation university students vote in this election”.

### Section 11: Conduct of Hustings

- a) Hustings must be held for all elections for Officer positions and for all referendums, and shall be chaired by the Returning Officer.
- b) Hustings must be held no more than five full days before polling.
- c) 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.
- d) Any JCR member may ask questions of candidates; questions must be posed to all candidates for each position.
- e) 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 Referendums

- a) 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.
- b) Referendum regulations shall be determined by the JCR in an open meeting prior to being sent to the JCR mailing list no less than five days before the poll.
- c) The Returning Officer shall conduct referendums using an online voting system and may choose another Committee member to assist them in ensuring the correct and fair conduct of voting.
- d) 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.
- e) 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.
- f) The results of a referendum concerning Oriel College will be brought to the attention of the Governing Body by the President when next they meet.

### Section 13: Conduct of Open Meetings of the JCR

- a) Open meetings are the main decision-making forum for the JCR. All JCR members are normally entitled to go to open meetings and vote at open meetings.
- b) Open meetings shall normally occur once every week from weeks 1-8 inclusive, at the discretion of the President.
- c) Attendance of open meetings and hustings is compulsory for all Committee members, who, in the event of unavailability should submit their apologies to the Secretary in advance.
- d) The quorum of an open meeting is twenty-five voting members of the JCR.

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- e) 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 first-past-the-post in a show of hands, in an open meeting.
- f) In the absence of the Chair, another appropriate Committee Officer will assume the duties of the Chair for the duration of the meeting.
- g) In the event of the Chair being party to a motion, another appropriate Committee Officer will assume the duties of the Chair for the duration of that motion.
- h) The Chair has the ability to remove disruptive persons from open meetings after issuing a warning; this must be supported by voting members, decided by first-past-the-post in a show of hands.
- i) 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.
- j) In the absence of the Secretary, the President shall appoint a senior Committee member to take minutes as detailed above.
- k) Motions
  - i) Motions must be sent to the Secretary prior to the agenda being sent out and must then be proposed and seconded by voting JCR members at an Open Meeting. The proposal must then be followed by a discussion of the motion.
  - ii) Committee members may propose a motion without the need for a seconding JCR member.
  - iii) Committee members may propose a motion on behalf of anonymous voting members of the JCR if and only if the identity of the original proposers has been verified by at least two Committee members and said Committee members have agreed that there is a genuine welfare concern that requires anonymity. One of the proposing Committee members is recommended to be one of the Welfare Officers, but at least one of said Committee members must be either a Welfare Officer or an Equalities Officer.
  - iv) There are two types of motion: an ordinary motion and a constitutional motion. An ordinary motion can have functions such as deciding the JCR's collective position on an issue or pledging JCR funds. A constitutional motion alters the Constitution and must be passed using first-past-the-post in a show of hands at two consecutive open meetings, via a show of hands.
  - v) Motions shall normally 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.
  - vi) Successful motions take effect from the close of the meeting or publication of online vote results, unless otherwise stated.
  - vii) A motion shall always have three options: 'yes', 'no', and 'abstain', of which each member may vote for only one. A motion requires a result supporting 'yes', delivered by first-past the-post, to pass
  - viii) 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.
  - ix) Any debate on the amendment should be restricted to the merits of the amendment.
  - x) The Chair shall decide when there has been reasonable discussion on a motion or an amendment thereto.
  - xi) If the proposer does not accept an amendment then the JCR shall move to vote on the amendments, which must be passed by first-past-the-post in a show of hands.
  - xii) A motion is severable at the discretion of the Chair but can be overruled by a first-past-the-post vote of those present in a show of hands.
  - xiii) Any motion concerning expenditure of JCR funds involving an amount greater than £75 must be passed by first-past-the-post in an online vote.
  - xiv) Any motion concerning a levy of battels must be passed by a two-thirds supermajority at two consecutive open meetings.

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- xv) Any motion concerning expenditure of JCR funds involving an amount greater than £75 must provide a full breakdown of costs. The Chair has discretion over what constitutes a ‘full breakdown of costs’.
  - xvi) 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. Failure to do so may lead to reimbursement from JCR funds being refused at the Treasurer’s discretion.
  - xvii) During an open meeting, any member can request that the Returning Officer hold a blind vote on a motion. Alternatively, the Returning Officer or President may decide to hold a blind vote on the motion if it is deemed advisable. This vote will then be conducted by present members being asked to close their eyes.
  - xviii) 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 an overall support in favour of doing so, decided by a first-past-the-post. 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.
  - xix) When any constitutional motion is proposed in a JCR open meeting, the song “New Rules” by singer-songwriter Dua Lipa (2017, Warner Bros.) must be played in the background. This clause can be revoked for a specific constitutional motion at the Chair’s discretion.
- m) Meetings may be held in an online format at the President’s discretion, for reasons such as an inability to gather physically or issues arising outside of term time.

### Section 14: Finances of the JCR

- a) The Treasurer is entitled to make single payments of up to £1000.
- b) The Treasurer shall advise the JCR Committee at the start and end of each term of the financial standing of the JCR.
- c) The JCR cannot enter into any financially binding agreement for more than three years.
- d) A subscription to a publication may be discontinued after the passing of a motion at an open meeting.
- e) 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.
- f) 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 15: JCR Clubs and Societies

- a) Members of the JCR may apply for funding for clubs and societies from the Oriel College Clubs and Societies Fund, which is administered by the College Treasurer. Details on the eligibility of requests can be found on the application form, which can be found on the JCR Website.
- b) Funding is contingent on the presentation of finances to the JCR Treasurer by 4th Week of each term.
- c) All clubs must have a valid constitution and a fair appointment process.
- d) The Clubs and Societies fund does not provide money for the consumption of alcohol.
- e) The fund provides funds for organisations comprised solely of Oriel JCR members.

### Section 16: Charities

- a) A charity is hereby defined as an institution which is established purely for charitable purposes and is subject to the jurisdiction of High Court charity law.

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- b) The JCR cannot give its own funds directly to charities. However, it may organise events to raise money for charitable causes. It may also give its funds to bodies or groups that intend to raise money for charity, but only where doing so would have a direct and tangible benefit to the JCR.
- c) All charities for which the JCR raises money must have a registered charity number.
- d) 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.
- e) Unless otherwise specified, proceeds from charity events organised by JCR members over the year shall go to the three chosen charities, with the proceeds split evenly amongst them.
- f) Any full JCR member may nominate a charity, which will be voted on in an open meeting. The Charities Representative is mandated to nominate a charity.

### Section 17: Affiliations to External Bodies

- a) Any member can propose that the JCR affiliate to an external body.
- b) The issue of affiliation/disaffiliation shall be determined by a referendum.