



Corpus Christi College Junior Common Room Constitution

Passed as of 1st November 2015

Preamble

- These rules establish the basic principles of the Junior Common Room (henceforth referred to as the “JCR”) and outline structures and procedures to fulfil these.
- The JCR is the collective body of all student members of the College, all of whom shall be deemed members of the JCR, and exists to improve their experience, further their interests and maximise their potential.
- The JCR has an integral role to play in the administration of the College, constructively advocating for students and the wider college community.
- The main organ and policy making body of the JCR is the JCR Meeting. All members have voting rights that they are strongly encouraged to exercise.
- To simplify the business of the JCR, it may delegate any part of its functions to appropriate officers and committees.
- The decision of a JCR Meeting on any question is binding on all officers and committees. No JCR Meeting can bind a future JCR Meeting.

Article 1: Title

1. This is the constitution for the Junior Common Room of the President and Scholars of the College of Corpus Christi in the University of Oxford (henceforth referred to as “the JCR”).

Article 2: The Rules of the Constitution

1. The rules shall consist of the Preamble, the Articles of Constitution, its Standing Orders and Appendices.
2. The Standing Orders and Appendices shall be interpreted as amplifications of the Constitution.
3. The preamble shall be used in the interpretation of the rules.
4. This constitution shall be re-ratified annually at the second JCR Meeting of Hilary Term.
5. Re-ratification requires the consenting vote of a two-thirds majority in a quorate meeting.

Article 3: Membership

1. Membership of the JCR shall be automatic for all members of College in *statu pupillari* and all visiting students of the college.
2. Every JCR Member has the right to use all JCR facilities and to vote in all JCR Meetings, elections and referendums; and they alone shall have voting rights.
3. Members of other colleges of the University of Oxford shall have the right to use JCR facilities as visitors of the JCR, but shall have no voting rights.
4. Any guest of a JCR Member shall also have the right to use JCR facilities, but shall have no voting rights.
5. Any College member who is not in *statu pupillari* may gain permission to become a member of the JCR, subject to the passing of a motion in a JCR meeting, but they will be expected to pay the JCR Levy.
6. All JCR Members shall automatically pay the JCR Levy but they will have the option to opt-out by contacting the JCR Treasurer. Any JCR Member who opts out of the JCR Levy shall not be able to attend JCR Teas, vote on monetary motions at JCR meetings, stand for JCR positions, any dinners that are subsidised by the JCR and events subsidised by the Entz Budget. Upon informing the JCR Treasurer of their decision to opt-out, people will be sent an email by the JCR Treasurer informing them of which rights they have foregone, and subsequent reminder emails may be sent out at the Treasurer’s discretion, but the Treasurer will at no point publicly address the issue. The JCR Treasurer is obliged to keep the list of those who have opted out confidential from all other members of the JCR apart from the other members of the Executive Committee and the Returning Officer.

7. All members of the JCR have the right to opt-out of membership of this association.
8. Any member wishing to opt-out of the JCR must inform the JCR Vice President of their wish by Sunday of 2nd week, Michaelmas Term in any given year.
9. Those who have opted-out of the JCR may not attend meetings, except as a non-member, may not stand for office nor vote in elections, JCR meetings or referenda.
10. Any person who has opted-out shall have the same rights to use JCR facilities as visitors.
11. Any person who has opted-out and wishes to re-join the JCR may do so by informing the Vice President of their wish.

Article 4: Elections

Timing

1. Elections for the following JCR officers shall take place on Thursday of Seventh Week in every Michaelmas Term:
 - i. JCR President, JCR Treasurer, Domestic Officer, Welfare Officer (Female), Environment and Ethics Officer, International Students Officer, RAG and Charities Officer, Access and Admissions Officer, Equal Opportunities Officer, and Tortoise Keeper.
2. Elections for the following positions shall take place on Thursday of 3rd Week in every Trinity Term:
 - i. JCR Vice President, Welfare Officer (Male), Academic Affairs Officer, Accommodation Officer, OUSU Officer, Clubs and Societies Officer, Equal Opportunities Committee Representatives, Arts Officer, Poet Laureate, Computing and Website Officer, Corpus Cinema Curator, and Disciplinary Panel
3. The Equal Opportunities Committee Representatives shall be elected posts, voted for by all members of the JCR. If no candidate is elected for a post, it shall be filled, by default, by the Equal Opportunities Officer.
4. The term of office of all JCR officers shall be one year, including Equal Opportunities Representatives and Entz Representatives.
5. Those persons elected, for example in a by-election, at times different from those stated in Article 4 (Clauses 1 and 2) end their term at the end of the intended term of office.
6. The JCR President, Vice President and Treasurer can hold office for no more than a year. They cannot seek re-election.
7. All other JCR officers may stand for re-election without limit.
8. The JCR Returning Officer must organise a by-election within 10 days of a JCR office or post not being occupied.

- i. The by-election must be held in full term. Should a post be vacated during the vacation period then the election must be held within the 10 days proceeding Sunday of 1st week.
- ii. Should there be more than one valid nomination, the contested by-election will be organised in the same manner as all other elections.
- iii. In the event of only one valid nomination being made for a by-election, the Returning Officer can postpone the election and instead propose a motion to the next ordinary JCR meeting proposing that the nominee take up the position without election. Such a motion must be seconded by another member of the JCR committee and requires a two thirds majority to pass. The resolution of this motion must be conducted through a secret ballot.
 - a) Should the motion pass, then the nominee is deemed to have won the election and takes up the position at the conclusion of the vote.
 - b) Should the motion fall, nominations will re-open for a minimum of 24 hours and the election will take place on the first Thursday following the JCR meeting.
- iv. If a post becomes unoccupied less than 14 days prior to an already scheduled election, then the by-election shall take place at the same time as these elections.

Nominations

9. The Returning Officer shall advertise for nominations for elections at least 10 days before the election takes place. The advertisement should include the Standing Orders of the JCR position.
10. Nominations for JCR elections shall close at midnight two days preceding the elections.

Eligibility

11. Only members identifying as men may stand for the post of Welfare Officer (Male) and only members identifying as women may stand for the post of Welfare Officer (Female). Any member of the JCR can propose or second a candidate for either of the above posts, and both posts are to be elected by all members.
12. Voting members of the MCR may not stand for the post of JCR Member of the Disciplinary Panel. They may not propose or second a candidate for this post, nor vote for it. Fourth year undergraduates with MCR voting rights are exempted from this rule.
13. Except as provided for in Clauses 11 and 12 above, any member of the JCR may stand for any post and for any number of posts provided that they are proposed and seconded by JCR members.
14. No member may at any time hold more than one of the posts on the JCR Committee. JCR Committee members shall be allowed to be representatives for either ENTZ or Equal Opportunities Committee.

15. In the event of any member of the JCR standing for two or more mutually exclusive posts they must inform the Returning Officer of their preferences prior to the beginning of the count.
16. In the event of a candidate being elected to two or more incompatible posts (as defined in Clause 16, above), they shall be elected to the post of their choice. For the other post(s) their votes shall be redistributed in accordance with the procedures of the particular voting system.
17. Should a current JCR Officer be elected to a post that may not be held together with their current post, they shall automatically resign from their prior post (Article 5, Clause 41) upon taking up their new position.

Electioneering

18. Candidates shall be permitted to produce publicity material.
 - i. All candidates for the positions of President, Vice President, Treasurer, Domestic Officer, Welfare Officer (Female), and Welfare Officer (Male) are expected to produce a short, one A4 page manifesto that will be circulated to the JCR and MCR after hustings.
 - ii. Manifestos will be sent to the Returning Officer at least 24 hours before the relevant hustings begin. It shall be the responsibility of the Returning Officer to distribute these documents by email before voting begins, and it shall be the responsibility of delegates to distribute paper copies at hustings when approved by the Returning Officer.
19. Candidates may not mention other candidates in their publicity material.
20. No JCR member may remove, deface, or obscure candidates' publicity materials except the Returning Officer when such materials have been deemed in breach of these constitutional rules.
21. Bribery or intimidation of voters, activists, candidates or the Returning Officer shall be considered an electoral offence.
22. Electoral offences will be resolved by the Returning Officer; removal of candidacy shall be subject to the Dean's approval.

Hustings

23. Hustings for all JCR Positions shall take place the night prior to any JCR election, and must begin between 7.30pm and 8.30pm.
24. Hustings for by-elections shall be held at an appropriate time during the day prior to the election; this shall usually be at approximately 4.30pm during JCR Tea.
25. Hustings shall be chaired by the Returning Officer; with the JCR President deputising should the Returning Officer be unable to chair hustings.

26. Hustings shall be well publicised a week in advance; each member of the JCR is entitled to attend the hustings and to put questions to the candidates.
27. Each candidate shall be given the opportunity to make a speech, subject to a time limit to be determined in advance and publicised by the Returning Officer. The chair must ensure that the order in which candidates answer questions changes for each question and over the course of the hustings does not provide any advantage or disadvantage to any candidate.
28. All questions must be addressed to all candidates through the chair, and each candidate must be given an equal opportunity to speak. The chair shall have the right to rule out of order any question they deem to be irrelevant, offensive or implicitly aimed at a particular candidate, unless this ruling is overturned by a two thirds majority of those JCR members present.
29. It is the responsibility of the chair that each candidate as far as possible is heard in silence. The hustings must be conducted in a fair and orderly fashion. Should any JCR member continually interrupt proceedings, the chair reserves the right to censure the member and ask them to leave the room if they persistently interrupt hustings.

Polling

30. All JCR elections and referenda should be decided using the Single Transferable Vote ("STV") system.
31. All JCR Elections and referenda should take place online via the mi-vote system. Should this system fail, the election should be suspended and moved to paper ballot. The format of an election must be advertised 48 hours in advance; this still applies where the format has changed during the voting process.
32. In the event of an online ballot:
 - i. The order of the names of the candidates should be set to randomise.
 - ii. Polling shall take place between 8am and 8pm.
 - iii. Anyone may view the voters' register, on submission of a request to the Returning Officer, provided:
 - a) They are a member of the JCR.
 - b) It is viewed in the presence of the Returning Officer.
 - iv. Elections shall be conducted in accordance with the online voting procedures used by OUSU.
 - v. Any unauthorised interference with the online voting system shall be considered electoral malpractice and reported to the Dean.
 - vi. It shall be the duty of the Returning Officer to ensure the accuracy of any JCR election results obtained by online voting.
 - vii. Should the result of the election be a tie, the elections will be re- run, and mi- vote's randomised winner will not be taken into account.

33. In the event of a paper ballot:

- i. The JCR Returning Officer shall appoint 5 scrutineers to aid the count and the Returning Officer in their job.
- ii. The order of names of the candidates to appear on the ballot papers shall be determined by the drawing of lots in the presence of the Dean.
- iii. Polling shall take place between 8am and 8pm.
- iv. Ballot boxes must not be left unattended at any time. Any damage to the ballot box shall be reported the Returning Officer immediately.
- v. Scrutineers shall sign the list at the ballot box prior to issuing any ballot papers, and shall write down upon the list the number of the first ballot paper which they issue.
- vi. Scrutineers may request identification from a voter before issuing them with a ballot paper.
- vii. A voter must sign the voters' register before taking their ballot paper
- viii. Voting by proxy is not permitted.
- viii. The room in which the ballot box stands, shall be defined as "the polling area", within which there shall be no materials, other than those authorised by the Returning Officer, exhibiting the name of any candidate or any issue of a political nature.
- ix. No person(s) within the polling area may attempt to influence voters. xi. Anyone may examine the voters' register, provided:
 - a) They are a member of the JCR,
 - b) The voters register remains within the polling area and the scrutineers' sight at all times,
 - c) The register is returned to the scrutineer if a voter is waiting to sign it.
- x. To be valid, a ballot paper must bear the signatures of both the Returning Officer and the scrutiner, and the individual number of the ballot paper. Scrutineers shall not sign ballot papers in advance of their being required.

Procedure for Counting in All Elections of JCR Officers and Representatives

34. The Returning Officer shall use mi-vote's automated vote system to calculate the winner of the election, except where the conditions of Clause 32 apply.

35. In the event of a paper ballot:

- i. The Returning Officer shall take the total number of votes cast, less those votes which are invalid or abstentions, and shall divide their number by the number of vacancies to be filled plus one. The figure thus obtained, rounded to two decimal places is the quota.
- ii. If any candidates have polled this figure or greater then such a candidate(s) is/ are elected to the post(s).
- iii. If there are still positions for election after a candidate has obtained the quota, then the papers of the candidate(s) elected are redistributed according to the next preference, the total number of votes being distributed being equal to the surplus of the elected candidates and being divided in the ratio of the next preferences of all the elected candidates' votes.

- iii. If at any time no candidate attains or exceeds the quota then the candidate with the lowest number of votes shall be eliminated and their papers shall be redistributed at full value according to next preference.
- iv. In the event of (iii) or (iv) then the quota shall be reformulation as in (i) without taking into consideration non-transferable votes from candidates who either have been elected or have been eliminated.
- v. If, at any stage, the number of vacant seats is equal to the number of candidates who have been neither elected or eliminated, all the remaining candidates shall be deemed elected, even if they have not reached the quota.
- vi. In the event of a tie between candidates, the candidate with the highest number of first choices shall be deemed elected.
- vii. In the unlikely event of a paper ballot, the Returning Officer (or deputy) and JCR President shall count the ballot papers. Any JCR Member can scrutinise the count - excluding the candidates standing.

36. At the conclusion of the count, the Returning Officer shall make an official declaration of the result by 10.30pm in the Beer Cellar, and shall display the result in the JCR by midnight.

- i. Should a paper ballot take place, then these deadlines will be 24 hours later.

NOTA

37. For each JCR Committee post and Entz Committee, a choice of "None of the Above" shall be available.

38. For the purposes of counting "None of the Above" shall be treated as a candidate.

39. Polls for electing the Equal Opportunities Committee and non-committee positions shall not include a choice of "None of the above"

40. If the election is won by "None of the above" then:

- i. Nominations for that post shall re-open at midnight on Thursday of 7th week, and close at midnight on Tuesday of 8th week.
- ii. Any eligible member may be nominated, regardless of whether they were nominated originally.
- iii. Hustings for these posts shall be held on the night of Wednesday of 8th week.
- iv. The elections for these posts shall be held on Thursday of 8th week.
- v. In the second election there shall be no option for "None of the above".

41. If an elected member of the JCR Committee resigns within two days of their election in a first round ballot, the JCR Returning Officer may act as if "None of the Above" was elected.

Counters and Scrutineers

42. Every candidate shall be entitled to send a representative to the count on their behalf, this representative not also being a candidate.

43. Candidates standing for election are not entitled to be present at the count.
44. All those present at the count shall be entitled to observe the entire process without impediment and may at any time call the Returning Officer's attention to any aspect of the count about which they are unhappy.

Returning Officer

45. The Returning Officer shall be appointed by the President, Vice-President and Treasurer at the end of the 2nd week meeting in Trinity term. The Returning Officer shall be chosen via simple majority amongst the appointing panel. This decision shall be ratified by the JCR at the 2nd week meeting by a simple majority. If the candidate is not ratified, then the appointing committee shall appoint another candidate in 4th week and submit them for ratification, and this shall continue until a candidate is appointed.
46. The Returning Officer, at the next JCR meeting after an election, shall report to the JCR on the details of the election, and shall answer any questions put to them in this regard.
47. The Returning Officer may vote in any JCR election or referendum, but must otherwise maintain strict neutrality in all matters pertaining to the election or referendum.
48. In the event of the Returning Officer being unable to conduct the election, because they are standing in that election or otherwise, then if there is a convenient JCR meeting before the election, Deputy Returning Officers will be ratified at this meeting. If there is no such meeting, then the JCR President will ask for two volunteers, both being non-committee members of the JCR, to take over the running of the election at the close of nominations. If there is only one volunteer, then they may run the election alone. If there are more than two volunteers then a random ballot, drawn by the JCR Vice President, will decide which two volunteers run the election. If there are no volunteers, then the OUSU Officer shall run the election.

Article 5: Structure of the JCR

JCR Committee and Officers

1. There shall be a JCR Committee consisting of the President, the Vice President, the Treasurer, the Academic Affairs Officer, the Access Officer, the Accommodation Officer, the Arts Officer, the Careers Officer, the Clubs and Societies Officer, the Domestic Officer, the Entz President, the Environment and Ethics Officer, the Equal Opportunities Officer, the International Students Officer, the OUSU Officer, Welfare Officer (Female), Welfare Officer (Male), the RAG Officer and the Returning Officer.
2. The JCR Committee shall be chaired by the President, and shall have no executive power independent of the JCR.
3. JCR Officers shall be subject to standing orders. Failure to adhere to these standing orders consistently may result in removal of their priority pass and/or their place at the termly Committee dinner. Such a removal of privilege shall be jointly decided by the JCR President and Vice-President.

4. The JCR President, Vice-President and Treasurer shall, for the purposes of all relevant legislation, be considered the Trustees of the JCR.
5. JCR Officers shall represent the JCR on the appropriate college committees:
 - i. The President and Domestic Officer shall represent the JCR at Domestic and Buildings Committee.
 - ii. The JCR President and JCR Treasurer will represent the JCR at Governing Body.
 - iii. The JCR President, Academic Affairs Officer and Access and Admissions Officer will represent the JCR at Academic Committee.
 - iv. The JCR President and the Domestic Officer will attend the Food Committee
 - v. The President and the Equal Opportunities Officer will attend Equality Committee.
 - vi. The JCR President shall represent the JCR on the Quincentenary Committee.
 - vii. The Computing and Website Officer shall represent the JCR on the Computing Committee.
 - viii. The JCR President, Welfare Officer (Male), Welfare Officer (Female) and the Equal Opportunities Officer shall represent the JCR at Welfare Lunch.
 - ix. The JCR President shall represent the JCR on the Working Parties of the Building Projects Committee. Should the agenda of the meeting dictate that the best interests of the JCR are suited through the attendance of another JCR Officer; the JCR President shall ask the officer in question to act as a deputy. The deputy shall then attend and report back to the JCR on the JCR President's behalf.
 - x. The JCR President, JCR Vice President, and JCR Treasurer shall represent the JCR on the JCR-SCR Liaison Committee and shall, in addition to themselves, co-opt three other officers of the JCR to attend; these officers' portfolios should broadly reflect the issues on the agenda.
6. Any of the officers representing the JCR on College committees may appoint a deputy to attend in their place under exceptional circumstances, pending approval of the JCR President.
 - i. A deputy is defined as any officer of the JCR Committee asked in advance to attend by the President or the committee member in question. This should only be the case where the mandated Officer has a compelling reason for non-attendance, and is designed to ensure that the JCR always has the maximum representation to the SCR.
7. The President and the OUSU Officer shall have voting rights on OUSU Council along with a third delegate drawn from the body of the JCR who has expressed an interest in attending, but who will be expected to vote along lines expressed by a majority of the JCR. If either the President or OUSU Officer is unable to attend OUSU Council they must ensure another member attends in their place, to vote as outlined above.
 - i. If the JCR believes that the third delegate has not or will not represent its interests, and passes a motion to this effect, then they will have their voting rights withdrawn. The OUSU Officer is mandated to ensure the presence of a third delegate, by charging the JCR Vice President or JCR Treasurer to attend if necessary.

8. All JCR Committee members shall attend JCR Meetings from their opening.
9. A candidate (excluding the JCR Treasurer) who has been elected in Michaelmas to a JCR Officer post in which there is an incumbent of the position shall assume the post formally after the hokey cokey, approximately 1am at the end of the Christmas bop. At this time the preceding occupant shall formally vacate the post.
10. The new JCR Treasurer will assume their post on the 1st of January at which point their preceding occupants shall formally vacate the post.
11. A candidate elected in the Trinity elections, or, in the case of Returning Officer, appointed, to a JCR Officer post in which there is an incumbent of the position, shall assume the post formally at midnight on Saturday of 8th week, Trinity Term, at which point the preceding occupant shall formally vacate the post.
12. If a candidate has been elected in an election for a vacant post, then they shall formally assume office as soon as the results are announced.
13. The JCR President shall formally assume office at the end of the hokey cokey, upon the outgoing JCR President presenting them with the keys to the JCR.
14. All JCR Committee members shall be entitled to one formal priority pass per term for themselves and up to 2 guests.

Ball Committee

15. The Ball Committee shall include a President, Secretary and Treasurer.
16. These three persons must be full members of the Corpus JCR or MCR at all times between their appointment and the Ball being held.
17. Individuals wishing to apply to the positions of Ball Chair, Ball Secretary and Ball Treasurer, will be invited to apply to these positions by the end of 6th week in Hilary Term, the year before the proposed ball.
18. Applications will be on forms provided through the JCR and MCR and will be submitted to a panel consisting of the JCR and MCR Presidents, JCR Treasurer, the previous Ball Chair (where possible), Dean, Domestic Bursar and Junior Dean. This panel will be responsible for selecting the three individuals most likely to plan an enjoyable and profitable ball. The panel will assess applicants on the strength of their written applications, and, if it is deemed necessary, will invite applicants to interview.
19. It will be the responsibility of the successful Ball Chair, Secretary and Treasurer to table time for discussion at the College meeting in 2nd week of Trinity Term one year ahead of the planned ball. The composition of the request will involve regular consultation with the Dean and Domestic Bursar.

20. It will be the responsibility of the Ball Chair, Secretary and Treasurer to co-opt the remainder of a larger Ball Committee composed of members of the JCR and/or MCR no later than the Michaelmas Term following the appointment of the three principal Ball Committee members.
21. The Ball Chair, Secretary and Treasurer will ensure that at least one of these three is present at all ordinary JCR Meetings between their appointment to the Ball Committee and the night of the Ball itself. This person will be responsible for giving a verbal report on the progress of the ball at the beginning of the meeting, and will answer any questions from JCR members concerning the progress of the ball thereafter.
22. The JCR can mandate, through the passing of an ordinary motion, the President to bring a motion of no confidence in the Ball Chair, Secretary or Treasurer to the appointing panel at any time between the appointment of these persons and the staging of the Ball. If a motion of no confidence in the Ball Chair, Secretary or Treasurer is passed, the JCR President will be obliged to submit it to the appointing panel.
23. Unless explicitly contradicted by a motion passed by a two thirds majority at a JCR meeting, the JCR shall underwrite each Corpus Ball to the sum of £2000.

The Equal Opportunities Committee

24. The Equal Opportunities Committee shall be chaired by the Equal Opportunities Officer and shall meet informally at least twice per term.
25. The Welfare Officer (Male), Welfare Officer (Female) and the Admissions and Access Officer shall also be members.
26. There shall be Representative Members of the Committee to represent minority groups within the JCR. There will be four permanent positions: BME Rep, Disabilities Rep, Gender Rep and Spectrum Rep.
27. The Committee shall be responsible for the provision of welfare and representation particular to all minority groups within the JCR. Each Representative member shall have a mandate to lead the provision for the group that they represent, at the instruction of the Committee. This may include, organising social events, making available relevant information and attending appropriate OUSU meetings.

Entz (Entertainments) Committee

28. The Entz Committee shall consist of the Entz President, Entz Vice-President, Entz Reps (who are assigned the role of Bar Reps or Entz Promotions Rep by the Entz committee), the JCR Arts Officer, the Corpus Cinema Curator and the JCR Treasurer.
29. In addition to their standing orders, the Entz President and Vice-President are responsible for the general co-ordination of Entz activity in Corpus, the Bar Reps are responsible for encouraging use of the Beer Cellar and organizing events to take place there (including bops and pub quizzes), and the Entz Promotions Rep is responsible for publicizing Entz activities and securing discounts for Corpus students.

30. The Entz Committee must meet at least three times a term and requires 5 members to be quorate.
31. Each member of the Entz Committee shall have equal voting rights, with the Entz President holding the casting vote in the event of a tie.
32. The Entz President and Vice-President shall be elected separately from the Entz reps.
33. The Entz President shall be elected according to the usual rules governing elections of JCR Officers. The Entz Vice-President shall be the runner-up in this ballot or, if the position is uncontested, be co-opted from the Entz Reps.
34. The four Entz reps (including both bar and external communications reps) shall be elected by preference voting, using a system of transferable votes. Voters shall rank up to four candidates in order of precedence. Votes shall be counted for each candidate, with each vote having equal value.

Freshers' Week Committee

35. The Freshers' Week Committee shall organise and run the Freshers' Week events in 0th Week of Michaelmas term on behalf of the JCR.
36. The Freshers' Week Committee shall consist of the JCR President, JCR Treasurer, JCR Vice President, Welfare Officer (Male), Welfare Officer (Female), Entz President and International Students Officer.
37. The Freshers' Week Committee shall be chaired by the JCR President.

JCR Tea

38. All members of the JCR Committee must be available for JCR tea duty on a regular basis.

Officers' Reports

39. All JCR Committee members must submit a written Officers' Report by midnight of the Saturday preceding a JCR Meeting. These will be posted on the JCR Noticeboards by the Vice-President before the JCR Meeting is held.
40. All JCR Officers should be available at the beginning of every JCR meeting when members will have the opportunity to question them.

Resignation of a JCR Officer

41. A JCR Officer may resign their post by submitting a letter offering their resignation to the JCR President. If the JCR President accepts the resignation, then they shall immediately vacate their post. The outgoing officer must inform the JCR Returning Officer immediately of their accepted resignation in order to allow a by-election to be called and arranged.

42. Should a JCR Officer be elected to two or more incompatible posts, as defined in Article 3, then they shall automatically be deemed to have resigned from one of those positions and are not required to submit a formal resignation.

Article 6: JCR Meetings

Timetable of Meetings

1. Ordinary JCR meetings shall be held on the 2nd, 4th, 6th and 8th Sundays of each full term, and shall begin between 7.30pm and 8.30pm.
2. The JCR Vice-President shall advertise each meeting one week in advance, and shall receive motions to be discussed until midnight on the Thursday immediately prior to the meeting.
3. The agenda for each meeting shall be published by midday on the Saturday immediately prior to the meeting.
4. The JCR President shall have discretionary power to admit an emergency motion at any time until the meeting is declared officially open.
5. The JCR President must admit any emergency motion backed by a petition of the signatures of 35 JCR Members.
6. All emergency motions involving expenditure of over £50 of JCR funds must be backed by a petition of the signatures of 35 JCR members.
7. Notices of meetings and agendas must be advertised or published via the JCR e-mail list, on the JCR website and be available for consultation in the JCR.

Extraordinary Meetings

8. An Extraordinary Meeting of the JCR can be called by the JCR President at any time within Full Term if requested by any member of the JCR, provided that this member shall produce the signatures of 35 Full JCR Members including their own in support of the calling of such a meeting.
9. The time and agenda of an Extraordinary Meeting must be published twenty-four hours before the beginning of the meeting, at a time to be fixed by the JCR President as soon as possible.
10. The procedure for Extraordinary Meetings shall be the same as for Ordinary JCR meetings, except that there shall be no minutes read from the previous meeting, no poetry, nor any Officers Reports. The reading of minutes and reports from JCR Officers shall be carried out at the next Ordinary JCR meeting.
11. Failure of the JCR President to call an Extraordinary Meeting of the JCR within the required time will lead to a motion of no confidence being brought against the JCR President at the next ordinary JCR meeting.

12. In all other respects, the format and order of the extraordinary meeting is at the discretion of the President and Vice-President.
13. An extraordinary meeting needs members beyond committee to be present in order to be quorate.

Order of Meetings

14. Meetings shall consist of a quorum of 25 full JCR members, not including the chair or minute taker. In trinity term, this quorum shall reduce to 20.
15. If at any time during the meeting the number of members is found to be inquorate, any member may request an adjournment of ten minutes for the purpose of gathering other members in order to make the meeting quorate again. Should the member fail to do so, the meeting will be dissolved, with all motions carried over to the following meeting.
16. Members are at all times expected to respect the right of other members to listen to, and take part in, the discussion at meetings. Failure to do so can result in the censure of the JCR member.
17. When a JCR Member is censured they will be asked to leave the meeting.
 - i. To be censured twice in one term will result in suspension from JCR Meetings, at the Chair's discretion, for the rest of the term.
 - ii. When a JCR Member is censured three times they will be, at the discretion of the chair, suspended from JCR Meetings for the remainder of the academic year.

Course of the JCR Meeting

18. The business of the meeting shall be arranged as follows. All motions shall be debated and voted on as set out by the procedures outlined in Clauses 19 through 57.
 - i. Report from the JCR President
 - a) This shall be an opportunity for the JCR President to update JCR members on the running of the committee, the work of the committee and upcoming events planned by committee. This shall also be an opportunity for the JCR President to update the JCR on the latest news from the OUSU Council.
 - ii. Reports / Questions to Officers
 - a) An opportunity will then be made for full JCR members to question any committee member on their officer's report
 - iii. Reading from the Poet Laureate
 - a) The Poet Laureate will then read out a short poem to delight the hearts and minds of JCR members. Should the Laureate be absent, the JCR President may appoint someone to read said poem at their discretion.
 - iv. Ratifications from Previous Meetings
 - a) The minutes of the previous meeting will first be put to the JCR, after being circulated to the JCR prior to the meeting, for ratification. If there is a clear majority on a show of hands, then the Chair may take

- this as ratification, without the need for a count, providing that there is no objection from the floor. If there is an objection from the floor, then a vote shall be carried out in the normal way.
- b) Then, should a motion necessitate the JCR to ratify decisions of previous JCR or Extraordinary Meetings, such motions will be read and put to the JCR.
- v. Constitutional Amendments
 - a) Shall take place consistent with the procedures set out in Article 9
 - vi. Motions of No Confidence
 - a) Should a Motion of No Confidence be brought against a JCR Officer then this motion shall now be read. If the motion is brought against the JCR President or JCR Vice President then they shall cede the chair or minutes for the entirety of the motion.
 - vii. Charities Motions
 - a) At this stage of the meeting, the Chair shall read out the numbers and titles of all Charities motions submitted to the meeting in sequence.
 - viii. Monetary Motions
 - a) All motions that involve the expenditure of JCR funds shall be read and debated. When such motions are voted on, they are subject to the terms laid out in Article 8
 - ix. Motions as submitted
 - a) Motions will then be debated in line with the JCR Vice President's Agenda.
 - x. Emergency Motions
 - a) Emergency motions submitted via petition or Presidential discretion will then be debated.
 - xi. Any Other Business
 - a) In Any Other Business, anything of interest to members which has not already been covered in the meeting may be discussed and voted on. The JCR President may also set debate on topics which may come up in OUSU Council, but which won't necessarily need a JCR Resolution.

Motions

19. Motions should be submitted to the JCR Vice President, with all motions being proposed and seconded by full JCR Members.
20. The JCR President must admit any emergency motion backed by a petition of the signatures of 35 JCR Members, even if it is received after midnight on the Thursday immediately prior to a JCR meeting.
21. Any motion falls in the absence of both its proposer and seconder unless they nominate a deputy and notify the Chair prior to the start of the JCR Meeting.
22. At the discretion of the Chair, deputies may be appointed upon reading the motion if one of the proposer or seconder not be present, with deputies appointed as outlined in (i),(ii) and (iii).

- i. Should only the proposer not be present, the seconder becomes the proposer and a new seconder is chosen from volunteers upon the reading of the motion.
- ii. Should the seconder not be present then a new Secunder shall be chosen from volunteers upon the reading of the motion.
- iii. Should there be no volunteers to second the motion as outlined in (ii) and (iii), then the motion shall fall.

23. A motion may be withdrawn by the proposer provided debate has not commenced. Should debate be taken place, and the proposer and seconder wish to withdraw the motion, acceptance of that withdrawal will be at the Chair's discretion.

24. The chair shall ask directly after the reading of each motion whether any member of the JCR present wishes ask any questions of the proposer. After a period of questioning, the chair will ask if any member wishes to debate or oppose the motion; if no member so wishes, then the motion shall be automatically passed without debate.

25. The JCR Vice President must check every motion for relevance to the policy document. All motions deemed relevant to the policy document must contain a final Clause under "resolves" reading "to include the consequences of the above in the JCR policy document", to be voted on separately from the main motion.

Order of Debate

26. After the motion is first read, there shall be a period of short factual questions to the Proposer and Secunder by other members of the JCR present.

27. When there are no further questions for the proposer, the chair shall ask whether any member wishes to oppose or debate the motion. If no member so wishes, then the motion shall be automatically passed without debate.

28. If a motion has not passed without debate as provided for in Clauses 35, 36 and 37, debate on the motion shall commence. The motion will then be open to debate as specified in Clause 19. Debate shall conclude as set out by Clause 49.

Points of Order

29. Points of Order have:

- i. Precedence over all other business, but they may not be raised during a vote, unless relating to the conduct of that vote.
- ii. Points of Order shall have priority in the following order:
 - I. A request for a quorum count.
 - II. A request for a ruling from the Chair.
 - III. A request for a recount.
 - IV. A move to censure a JCR member in meeting.

Procedural Motions

30. Procedural motions have precedence over all other business except Points of Order, but may not be raised during a speech or vote.
31. There shall be the following procedural motions, which are listed in order of priority:
- i. That the status of a motion be changed, and thus it should be taken next (this may only be raised between motions).
 - ii. That the Chair's ruling, e. g. on controversiality, be overturned.
 - iii. That a motion be not put.
 - iv. That a motion be now put, i.e. that the meeting now come to a vote on the motion in question and that debate is ended with the procedure laid out in Clause 49.
 - a) Should there such a procedural motion be passed, often called a "move to a vote", the chair has discretion to take the points of the JCR members who had their hands raised at the time that the procedural motion was passed.
 - v. That a motion be taken in parts, to be specified by the proposer of the procedural motion.
32. Every procedural motion must have a proposer and seconder; debate shall be confined to one speech for the procedural motion, and one speech against.
33. The overturning of a Chair's ruling requires a two thirds majority (except as in 44 below). The outcome of other procedural motions shall be decided by a simple majority.

Debate

34. Any Full JCR member is entitled to speak on a motion, provided that:
- i. The vote on the motion is not already in progress or been taken.
 - ii. A procedural motion that the motion be not put, or that the meeting come to a vote, has not been passed.
 - iii. If an amendment is before the JCR, remarks are confined to this amendment
 - iv. They are called by the Chair to speak.
 - v. They have not been censured by the chair.
35. JCR members shall refrain from obstructing the constitutional proceedings of the JCR and must not use force or intimidation to prevent another JCR member from voting or expressing a point of view. If a member is deemed to be obstructive or intimidatory, the College authorities shall be called.
36. The procedure for Guest Speakers shall be as follows: any JCR member, provided that they have a seconder, may raise a Point of Order requesting a ruling from the Chair on a Guest's right to speak; this ruling may be overturned by a two thirds majority following a procedural motion challenging the ruling.

Amendments

37. Any JCR member may propose an amendment, provided that they have a seconder.

38. Amendments must be brought during debate of a motion. If a member wishes to amend a motion, then they must ask for the motion to be debated as outlined in Clause 28.
39. If the proposer of the substantive motion accepts an amendment, that amendment automatically becomes part of the original proposer's motion.
40. If the proposer of the substantive motion does not accept an amendment, the amendment is deemed as 'hostile'. A debate confined to the hostile amendment ensues; if the amendment is subsequently passed by a 2/3 majority, then the amendment becomes part of the motion and proposer and seconder of the amendment are now deemed proposer and seconder of the substantive motion.
41. There can be no amendment to an amendment which is still being debated.

Controversiality

42. An amendment shall not be discussed or voted upon, if the Chair declares it to be controversial.
43. The Chair may, at their discretion, declare an amendment to be controversial if, in their opinion, it cannot reasonably be expected to have arisen in a debate/discussion on the topic area with which the original motion was concerned or if they feel discussion of the amendment could bring the JCR into disrepute.
44. The Chair must declare an amendment controversial if on their refusal to declare it controversial, one third or more of those voting opposes its discussion.
45. The Chair must declare an amendment admissible if, on their ruling it is controversial, two thirds or more of those voting approve its discussion.

Resolution of Motions

46. Motions shall be binding on the JCR as a body only if there is a quorum of twenty-five JCR members present.
47. Any motion passed after midnight shall be binding so long as the JCR Meeting is quorate.
48. If all members wishing to speak on a motion have done so, or if a procedural motion to come to a vote has been passed, the Chair shall call the meeting to a vote. Voting shall be carried out via a simple show of hands unless provisions in either Clause 27, where the motion passes automatically, or Clause 55, where a secret ballot is called for, are invoked.
49. Voting shall be proceeded, with the exception of cases covered by Clause 27 by short speeches as outlined in (i), (ii) and (iii)
 - i. The proposer of the motion (or another member if the proposer wishes to cede the responsibility) shall be permitted a short speech (a maximum of 30 seconds) summing up the arguments for supporting the motion.

- ii. One other member may give a short speech (a maximum of 30 seconds) summing up the arguments for opposing the motion, at the chair's discretion.
 - iii. The summing up speeches must be a summation and not introduce any new arguments or information; the chair should instruct the meeting to disregard any new arguments or information presented in the summation. Members raise their hands to vote for the motion, vote against, and abstain, in turn. The Chair and Secretary shall count the votes.
50. If a motion requires a simple majority to pass, it shall pass if the number of votes for it exceeds the numbers of votes against. Abstentions shall be recorded but shall not affect the result of the vote. If a motion requires a two-thirds majority to pass, it shall pass if the number of votes for it is at least twice the number of votes against it. Motions which do not pass the required majority shall fall.
51. The chair must ensure that all present at the meeting understand the voting and resolution procedure prior to the vote commencing, particularly in the case of motions that are not resolved by a simple majority.
52. All motions concerning the expenditure of JCR funds require a two-thirds majority to pass.
53. All motions concerning constitutional amendments require a two-thirds majority to pass.
54. All motions of No Confidence require a two thirds majority to pass.
55. All other motions require a simple majority; should there be a tie the motion falls.
56. Any JCR member may raise a Point of Order, requesting a recount, provided that they have the support of ten other JCR members.
57. Any member of the JCR present may propose a secret ballot as a method of resolution of motions which they deem controversial. If a third of those voting support this judgement, then a secret ballot shall be used.

The Chair, Secretary and Returning Officer

58. All remarks must be addressed through the Chair, and the authority of the Chair must be respected.
59. The Secretary shall keep the minutes of the meeting.
60. The JCR President shall keep the Chair and the Vice President shall act as Secretary.
- i. If the President is absent the Vice-President shall take the Chair, and if they too are absent, the Chair shall be taken by the Treasurer.
 - ii. If the Vice President is absent or otherwise unable to act as Secretary, the Vice President will nominate a committee member to minute the meeting. This

decision may be overturned by a two thirds majority following a procedural motion challenging the ruling. If there is no such nomination or the nomination is overturned, the duty shall pass to the first committee member available in alphabetical order.

61. If the chair is vacated or ceded during the course of a meeting, the Chair may cede the chair to any member of committee they deem to be impartial. This decision may be overturned by a two thirds majority following a procedural motion challenging the ruling. In the case of the ruling being successfully challenged or if no such nomination is made, then the chair will pass to the Vice President.
62. Should the President, Vice President or Treasurer not be available to chair JCR members should elect a temporary chair at the beginning of the JCR Meeting.
63. The Chair shall ensure that the meeting is conducted within the bounds of the constitution, in consultation with the Vice President and Returning Officer.
64. Both the Chair and the Secretary of the JCR must remain impartial at all times during meetings whilst motions are being discussed. Should the Chair or Secretary wish to speak on a motion, other than to give a Point of Information or Point of Order, then they must cede the Chair or Secretary position and cannot resume the position of Chair or Secretary until the motion has been voted on.
65. Any JCR member, provided they have a seconder, may make a Point of Order challenging the Chair's neutrality.
 - i. If the Chair deems that they are indeed biased, they are replaced by a deputy as outlined in Clause 61.
 - ii. If the Chair rules that they are neutral, they cede the Chair temporarily as outlined in Clause 61, and the challenger speaks against their neutrality and the original Chair speaks for it. The new Chair then calls the meeting to a vote: if less than two thirds of those voting support the view that the original chair is biased, the original chairperson resumes the chair; otherwise, the new chairperson remains as chair for the remainder of the motion under discussion.
66. The Chair and Secretary must remain neutral and therefore should not express an opinion on any motion, or amendment.
67. The Returning Officer is permitted to state the constitutional position on what the JCR is discussing when they deem it necessary to be known. Such a contribution will be deemed as a Point of Order and thus takes precedence.
68. The Chair and Secretary must remain neutral and therefore should not express an opinion on any motion, or amendment.
69. The Returning Officer may not speak on nor vote on a motion.

70. The Chair does not have a right to a vote.
71. The Secretary does not have a right to a vote.
72. If the JCR President is proposing or seconding a motion, they must cede the Chair to another member of the JCR Committee as outlined in Clause 61.

Motions of No Confidence

73. A motion of no confidence can be brought by any JCR member at any JCR meeting if they can provide evidence of consistent breach by an officer of their standing orders or another serious misdemeanour.
74. If an Officer fails to attend two JCR Meetings in one term without a reasonable excuse, the JCR President will be obliged to bring a motion of no confidence after the second absence at the next ordinary or extraordinary JCR meeting. If offender is the JCR President, then such a motion shall be brought by the JCR Vice President.
75. If a motion of no confidence in any JCR Officer is passed by a two-thirds majority in any quorate JCR meeting this will result in their immediate removal from office.

Re-opening debate

76. No decision of the JCR determined by vote on a substantive motion shall be reopened for discussion until a term has elapsed since the meeting at which it was taken, unless a petition to reopen discussion is presented to the JCR President bearing the signatures of forty full JCR members, no sooner than one week after the original decision has been taken. This process shall be allowed only once in a term on any particular issue.

Article 7: The Policy of the JCR

Policy Document and Affiliations

1. The JCR shall have, alongside the Standing Orders, an official "Policy Document" which details its position on matters which it considers important. It is to be renewed annually at the third ordinary JCR meeting of Michaelmas term in a series of votes.
 - i. Each policy will be voted on for ratification with a simple majority being required for ratification.
2. Sections may be added to it, amended in it or removed from it subject to the passing of motions (with a simple majority) at one Ordinary JCR meeting. The date of the meeting at which the section was added shall be recorded.
3. The JCR Treasurer shall publish details annually of any affiliations and subscriptions of the JCR to any external organisation.
4. The JCR's current affiliations shall be listed in the JCR Policy Document.

5. The JCR's affiliations shall be subject to a referendum at the Michaelmas Term 7th week elections. The result of this referendum may be overturned by a two thirds majority decision at one ordinary JCR meeting.

Mandates

6. When the JCR has expressed its policy by accepting any motion, it shall be mandatory for all elected JCR officers to give full expression to this policy at any meeting which they attend *ex officio*.
7. If it is clear that the failure of a motion is an explicit expression of JCR policy then it shall be mandatory for all elected JCR officers to give full expression to this policy at any meeting which they attend *ex officio*.
8. The JCR can mandate any JCR Committee member to vote in accordance with its wishes and to give full expression to JCR Policy at any meeting which they attend *ex officio*.
9. JCR Officers are mandated to represent the JCR's interests within College and within the scope of their job descriptions as they appear in Standing Orders.
10. Failure of any JCR Officer to fulfil an explicit mandate conferred by a JCR meeting, in a full and timely fashion, should be considered grounds for a motion of No Confidence.
11. The JCR banner is not permitted to be carried on external marches/demonstrations except in instances where it has been approved through a motion in a JCR Meeting.
12. All costs reasonably incurred by JCR Officers when fulfilling a mandate will be met by the JCR, within the constraints of their budget.

Referenda

13. A referendum shall be called by the JCR President if and only if a motion to that effect is passed by a JCR Meeting.
14. The result of a referendum shall be seen as binding on the JCR and JCR Officers, equal to a binding motion passed through a JCR Meeting.
15. The result of a referendum shall be of equal status to any motion passed in a JCR Meeting.
16. A referendum shall be conducted by secret ballot on mi-vote. Polling shall run for twelve hours on one weekday. Every member of the JCR shall be entitled to vote. The Returning Officer shall be responsible for the conduct of a referendum and shall publicise the referendum at least one week in advance.

Article 8: Finances

Bank Accounts

1. The JCR shall have a bank account, known as the JCR Current Account.

2. The JCR Treasurer and JCR President shall be co-signatories to this account. In the event, however, that one or either of them cannot be made a signatory to this account, the JCR committee may elect any committee member to serve as a signatory on the account in their stead.
3. The funds of the JCR shall be administered primarily through the current account, and it is into this account the block grant shall be paid.
4. The JCR Treasurer and JCR President shall ensure that expenditure from this account is appropriate for the purpose of representing and furthering the interests of JCR members as stated in the preamble.

Budget

5. The JCR Treasurer shall present the budget for the JCR at the beginning of each term. This shall be approved by a majority vote.
6. Each officer is mandated to control their own budget, within the limits set by the budget at the beginning of term, so long as expenditure is consistent with their standing orders.
7. The JCR Treasurer should be available to assist all JCR members in finding the correct solution to acquiring funds for their proposed monetary motion or project.
8. If the JCR wishes to make payments not provided for in the termly budgets, such payments shall be made following an appropriate JCR motion.
9. All monetary motions (with the exception of the Treasurer's budget) shall be passed by a two thirds majority at a quorate JCR meeting.
10. Only a quorate JCR Meeting may authorise expenditure not specifically approved in the budget presented by the Treasurer at the beginning of term.

JCR Levies

11. There shall be an automatic levy on all JCR members. Members may opt-out of this levy subject to the conditions laid out under Article 3.
12. The level of the JCR Levy may be changed by a motion passed in two consecutive JCR meetings by a two thirds majority.
13. An extraordinary levy shall not be raised unless it has received a two thirds majority at two consecutive JCR meetings.

Auditing and Transparency

14. The JCR Treasurer shall present all JCR accounts for auditing before the end of every Michaelmas Term. They shall ensure that the accounts are professionally audited for the year ending 31 December and published annually in the JCR in Michaelmas Term.

15. The JCR Accounts are available for all JCR Members to view at any time.

16. All JCR Investments are available for all JCR Members to view at any time.

Article 9: Amendments and Interpretation

1. It shall be the duty of the JCR Returning Officer, the JCR President and JCR Vice President to interpret and to enforce the rules laid out by the constitution. In the event of any difference of interpretation, the Returning Officer's interpretation will be deemed as final.
2. The rules laid out by the constitution may be amended as follows:
 - i. The Constitution shall be amended by the motion of any full member submitted to the Vice President at least 72 hours before a JCR Meeting; amendments shall then be passed by a two thirds majority vote at two consecutive JCR Meetings. Amendments from the floor of the meeting to such amendments shall be in order providing that those amendments are confirmed at the following General Meeting. If such an amendment is not ratified, then the motion as a whole shall fall.
 - ii. It shall additionally be the Returning Officer's duty to ensure that the current form of the Constitution is available on the JCR website and at the physical request of JCR Members at all times.
 - iii. The preamble, Article 8, and Clause 4, Articles 31-34 of the JCR Constitution may be amended or repealed only by a referendum as provided for in Clause 6, provided that at least fifty JCR members vote and that at least two thirds of those voting in the referendum vote in favour of the amendment or repeal.
 - iv. The JCR Constitution (except as in (iii)) may be amended or repealed if the same motion for amendment or repeal is passed by a two thirds majority at two consecutive meetings, of which only one may be an extraordinary meeting. Any such change will not take effect until after its second passage.
 - v. Standing Orders may be amended or repealed if the motion for amendment or repeal is passed by a two thirds majority at one ordinary or extraordinary JCR meeting. In the event of the JCR position being created or repealed, which requires an amendment of the constitution, then the changes to standing orders will come into effect only when the constitutional amendments are passed (i.e. after the second reading of the constitutional amendment has passed)
 - vi. The JCR Policy Document may be added to or amended as provided for under Article 7.