



THE CONSTITUTION

*of the Junior Common Room of the College
of Corpus Christi in the University of Oxford*

Returning Officer: Lucas Kirk
Trinity Term 2025
2nd July 2025



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Part I – Introduction

1. Preamble

The Junior Common Room of the President and Scholars of the College of Corpus Christi in the University of Oxford is the collective body of the Junior Members of the College; it exists to further the experiences, interests and potential of all its Members, given that with great power comes great responsibility. This JCR gratefully acknowledges George Leigh-Cooke, born 1779, as the founder of the JCR.

2. Definitions

In this Constitution, unless otherwise indicated:

Academic year means the period from the Sunday of 0th Week of Michaelmas Term until the Saturday before Sunday of 0th Week of the subsequent academic year, according to the Full Term dates fixed by the University of Oxford.

Battels means the charges each Member receives each term, and from which the Levy and Charities Levy are collected.

Charities Levy means the levy established by Section 40, Clause I.

College means the President and Scholars of the College of Corpus Christi in the University of Oxford.

Committee means the JCR Committee established by Section 20, Clause I.

Committee Member means a member of the JCR Committee established by Section 20, Clause I.

Common Room means the premises provided by the College for use by the JCR, including (without limitation) the common room proper, the JCR kitchen, the television room and the meeting room.

Executive Committee means the President, Vice-President, Treasurer and Returning Officer.

Full Member means a Member of the JCR who pays the JCR Levy.

In statu pupillari means a pupil of the College.

JCR means the Corpus Christi College Junior Common Room, as established by Section 3, Clause I.

JCR Committee means the committee established by Section 20, Clause I.

JCR Mailing List means the list of email addresses of all Members of the JCR.

JCR Meeting means a meeting to which all members are invited, at times set out by Section 6, Clause II.

JCR Officer means a Full Member of the JCR holding a position entitling them to sit on the JCR Committee established by Section 20, Clause I.

JCR Representative means an elected or appointed member of the JCR.

Junior Member means any person who is registered or enrolled as a student at the College whether for a degree or diploma or otherwise.

Levy means the JCR Levy that all Members are expected to pay, as established by Section 4, Clause VI.

Levy Cap means the maximum that all Levies charged in a term can total, with the exception of the Punt Levy.

MCR means the Corpus Christi College Middle Common Room.



Member means a member of the JCR.

Ordinary Resolution means a resolution passed by a simple majority of votes (excluding abstentions) cast by Members at a JCR Meeting, as established by Section 15, Clause IX.

Referendum, of which the plural is “referendums”, means a general vote by the electorate on a single question that may or may not bind Officers.

Secret ballot means a method of deciding an election using either an online voting system of the Returning Officer’s choice or physical ballot papers, or a method of resolving a Motion in a JCR Meeting/JCR Extraordinary Meeting using a paper system.

Special Resolution means a resolution passed by a two-thirds majority of votes cast by members at a JCR Meeting, consistent with Section 15, Clause VI.

Standing Orders means the duties that all Members holding a JCR Office are to perform, as established by Section 19, Clause III.

Treasury means the money held by the JCR, split between JCR Current Account and JCR Charities Bank Account.

University means the University of Oxford.

Visitor means either a member of another college of the University or the guest of a Member.

3. Name and Purpose

- I. There shall be an association called “The Junior Common Room of the President and Scholars of the College of Corpus Christi in the University of Oxford” (hereinafter referred to as “the JCR”).
- II. The aims of the JCR shall be to promote the interests of its Members; to provide facilities and leisure activities for them; and to exercise their voice in the governance of the College.
- III. The JCR will endeavour in all cases to remain solvent, and it shall be the responsibility of the Treasurer to call an Extraordinary Meeting if this solvency is threatened, as established by Section 7, Clause II.
- IV. The JCR is committed to diversity and the eradication of inequality and as such will not discriminate on the basis of a Member’s sex, gender, age, marital status, sexual orientation, racial group, nationality, religion, or disability.
- V. The JCR will practise the above aims independent of any religious affiliation.
- VI. The property and income of the JCR:
 - a. Shall be used only for the promotion of the objects set out above, so no money shall be paid or accepted by the JCR, directly or indirectly, except in good faith for the promotion of these objects;
 - b. Shall not be paid to any charitable organisation or purpose to which the JCR is not affiliated except when the property or income has been raised specifically for charitable purposes, as established in Section 39, Clause IV; and
 - c. Shall be owned jointly by all Members of the JCR, and administered jointly by the President and Treasurer.



- VII. Every six terms, there will be a Motion to affiliate Corpus Christi with the Student Union.
- VIII. The JCR may only affiliate with other organisations subject to a Motion, and any such affiliation shall only be valid for one calendar year.

4. Membership

- I. An individual is deemed to be a Member of the JCR if they are *in statu pupillari* or are a visiting member of the College.
- II. Every Full Member shall have the right to use the JCR facilities and to vote in all JCR Meetings, elections and referendums. They alone shall have voting rights.
- III. Any guest of a Full Member shall have the right to use JCR facilities as a Visitor of the JCR, but shall not have voting rights.
- IV. Any JCR Full Member not *in statu pupillari* will retain the right to vote in JCR elections. Any College member not *in statu pupillari* may gain permission to become a JCR Full Member. An ordinary Motion in a JCR Meeting is required, and they will be expected to pay the Levy.
- V. Suspended and rusticated students shall be exempt from paying the JCR Levy and shall remain Full members of the JCR.
- VI. All JCR members shall automatically pay the JCR Levy, but they shall be able to opt-out by contacting the Treasurer before the Sunday of 1st week of the relevant term. Any Full Member who chooses to opt out of payment of the Levy will not be entitled to:
 - a. Attend JCR teas;
 - b. Vote on monetary Motions at JCR meetings;
 - c. Stand in JCR elections or hold positions in the JCR;
 - d. Attend any dinners subsidised by the JCR; and
 - e. Attend any events subsidised by the JCR budget or to borrow any JCR-owned property;
 But they shall remain Members of the association, but not Full Members.
- VII. Any JCR Member who has opted-out of the JCR Levy shall remain opted-out for all future terms, but may choose to again opt-in to the Levy by contacting the Treasurer before the Sunday of 1st week of the relevant term.
- VIII. All Members have the right to cease to be a member of the JCR.
- IX. Any Member wishing to leave the association must inform the Vice-President of their wish by Saturday of 2nd week of the relevant term.
- X. Those Members who have left the JCR shall have the same right of use of the JCR as a Visitor.
- XI. Any Member who has left the JCR but wishes to re-join may do so immediately by informing the Vice-President of their wish.

5. Interpretation

- I. The JCR shall consider this Constitution as the Founding Document of the JCR and use it to guide interpretation of the Standing Orders, and the Mandates Document.



- II. The President, Vice-President, Treasurer and Returning Officer, in their capacity as the Executive Committee, shall determine all questions related to the interpretation of the Constitution, Standing Orders, and Mandates Document.
- III. If there is disagreement between the President, Vice-President, Treasurer and Returning Officer on an interpretation, the decision of the Returning Officer shall be upheld in the case of the Constitution, and the President's for the Standing Orders and Mandates Document.
- IV. The JCR may overturn the interpretation of the Executive Committee by a Procedural Motion (as established in Section 13) with a two-thirds majority vote. V. A Member may submit a question concerning the interpretation of the Constitution to the Vice-President, at any time except within a JCR Meeting, who must:
 - a. Determine the question in consultation with the Executive Committee;
 - b. Set out a written record of the question to the Member and its determination; and
 - c. Inform the next general meeting of the question and its determination, and table a copy of the written record to be annexed to the minutes of that JCR Meeting.
- VI. When a question of interpretation arises within the JCR Meeting, the Executive Committee must:
 - a. Determine the question; and
 - b. Direct the Secretary to record the question and its determination in the minutes of the JCR Meeting.



Part II – The JCR’s Affairs

6. The JCR Meeting

- I. The main organ and policy making body of the JCR is the JCR Meeting.
- II. JCR Meetings shall be held on the Sunday of the 2nd, 4th, 6th, and 8th weeks of every full term, and shall begin between 7:30 PM and 8:30 PM.
- III. The Returning Officer shall advertise each JCR Meeting one week in advance, and shall receive Motions to be discussed until midnight on the Friday preceding each JCR Meeting or until midnight on the Tuesday preceding each JCR Meeting in the case of Motions of No-Confidence.
- IV. The agenda for each JCR Meeting shall be published by midday on the Saturday immediately prior to the JCR Meeting.
- V. Notice of JCR Meetings must be advertised or published via the JCR Mailing List.
- VI. The President shall Chair the JCR Meeting, the Executive Committee shall appoint a JCR Officer to act as Secretary, and the Returning Officer shall ensure that the Constitution is followed.
- VII. If the President is unable to Chair, then the Vice-President will deputise.
- VIII. If both the President and Vice-President are unable to Chair, then the Treasurer will deputise.
- IX. If the President, Vice-President and Treasurer are unable to Chair the JCR Meeting, then the Members present at a Meeting will elect a temporary Chair and Secretary by a simple majority.
- X. If the Chair has a conflict of interest concerning any section of the JCR Meeting, they shall relinquish their position until the section has passed, during which time the deputy will be nominated in accordance with Section 6, Clauses VII-IX.

The conflict of interest can be raised in the following ways:

- a. The conflict is declared by the Chair; and
 - b. A procedural Motion is proposed by a Member and passed, detailing the nature of the proposed conflict.
- XI. Meetings shall be considered quorate when there are twenty or more Members present.
 - XII. If at any time the Meeting ceases to be quorate, the Returning Officer must request an adjournment of ten minutes for the purpose of gathering other Members to make the meeting quorate again. If the Returning Officer or a designate fail in this, the Meeting shall be dissolved, with all remaining business carried over to the following Meeting.
 - XIII. No JCR Meeting, election or referendum may bind a future JCR Meeting, except in accordance with provisions to amend the Constitution.
 - XIV. No Motion may transfer power over the Treasury from the JCR Meeting to the Executive Committee.



7. The Extraordinary JCR Meeting

- I. An Extraordinary JCR Meeting may be called at any time within the Full Term by the President if requested by a Member who has collected thirty-five Members' signatures (or other mechanism approved by the President) including their own in support of a determined and stated Motion.
- II. An Extraordinary Meeting must be called if the Treasurer believes that a Motion passed in a JCR Meeting will result in the JCR becoming insolvent (the JCR shall consider itself insolvent when there is no money in the JCR Current Account):
 - a. This Meeting shall not require thirty-five signatures, and shall meet on the Wednesday immediately after the JCR Meeting;
 - b. The Treasurer will bring a Motion requesting the repeal of all Monetary Motions passed in the previous JCR Meeting, each Motion requiring a separate Motion to repeal;
 - c. This Motion shall be considered a Special Resolution, and therefore require two-thirds of a quorate meeting;
 - d. If the Motion passes, the Treasurer shall not be obliged to pay the sums of money in the Motion;
 - e. If the Motion falls, then the Treasurer shall be obliged to pay the sums;
 - f. In the event of the JCR becoming insolvent, the President shall contact the SCR and request assistance in rectifying the situation;
 - g. The solution the SCR proposes shall be voted on at the next JCR Meeting, in an Ordinary Resolution brought by the Returning Officer; and
 - h. If the solution proposed by the SCR is rejected, the President (and/or another member of the JCR as nominated by an Ordinary Resolution) shall enter negotiations with the SCR until a successful solution is reached.
- III. The time and agenda of an Extraordinary JCR Meeting shall be published at least twenty-four hours before it begins.
- IV. The procedure for Extraordinary JCR Meetings will be the same as JCR Meetings, as established in Section 9, Clause I, with the exception that there need be no Officers' Reports, no minutes read from the previous meeting, and no poem.
- V. The failure of the President to call an Extraordinary JCR Meeting within fortyeight hours will lead to a Motion of No-Confidence being brought against the President by the Returning Officer at the next JCR Meeting. A Motion of NoConfidence submitted pursuant to this Clause cannot be submitted anonymously, but will otherwise follow the procedure of Section 14.
- VI. The Extraordinary JCR Meeting must be held within one week of the support of thirty-five members being submitted.
- VII. An Extraordinary JCR Meeting requires the presence of at least five Members not on the JCR Committee to be considered quorate, in



addition to the pre-existing requirements imposed on the Ordinary JCR Meeting.

8. Motions

- I. All Motions must be proposed and seconded by Members.
- II. The President and Vice-President may not propose or second Motions, unless constitutionally required to do otherwise, but may signal their approval of Motions.
- III. The Returning Officer may not propose or second Motions unless constitutionally required to do otherwise, or signal their approval or disapproval of Motions, except where they believe Motions to be in contradiction of the Constitution.
- IV. The Returning Officer must add any Motion, with the exception of Monetary Motions and Motions of No-Confidence, to the agenda, if that Motion is backed by a petition of twenty Members, even if that Motion is received after 11:59 PM on the Friday before a JCR Meeting.
- V. The President shall have the right on discretion to admit any Motion, with the exception of Monetary Motions and Motions of No-Confidence, up until the JCR Meeting is declared officially open, even if it has not received the support of twenty members as noted in Section 8, Clause IV.
- VI. A Motion shall fall in the absence of its proposer and seconder unless they nominate a deputy and notify the Returning Officer prior to the start of the JCR Meeting.
- VII. At the discretion of the Chair, deputies may be appointed upon reading the Motion if one of the proposer and seconder not be present, with deputies appointed as below:
 - a. 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;
 - b. Should the seconder be absent then a new seconder shall be chosen from volunteers upon the reading of the Motion; and
 - c. Should there be no volunteers to second the Motion as outlined in (a) and (b), then the Motion shall fall.
- VIII. The proposer may withdraw a Motion provided that debate has not yet begun. Should debate be taking place and the proposer and seconder wish to withdraw the Motion, acceptance of that withdrawal will be at the Chair's discretion.
- IX. Substantively similar Motions must not be proposed twice in one term, and must not be proposed more than three times in one Academic Year, unless the Motion is substantively similar only to a Motion that was barred by the Dean pursuant to Section 14, Clause VIII.
- X. The Returning Officer shall decide if a Motion is substantively similar to a previous Motion. This decision may be overturned by a petition backed by forty signatures of Members, received not less than twenty-four hours before the start of a meeting.



- XI. Motions can be brought by any member of the JCR by special resolution to make charitable donations from the reserved funds, totalling a maximum amount of £400 per term.

9. Course of JCR Meetings

I. The agenda of the meeting shall be arranged as follows:

- a. Report from the JCR President—
 1. This shall be an opportunity for the President to update the JCR on the running of the Committee, the work of the Committee and upcoming events planned by the Committee. This shall also be the opportunity for the President to update the JCR on the latest news from Oxford SU Council and other affiliated bodies, when the JCR is affiliated with the SU;
- b. Officers' Question Time—
 1. There will then be an opportunity for JCR members to question the conduct and activities of any Committee member;
 2. If a Committee member is not present at the Meeting, questions for them may be passed on through the Returning Officer, and the Committee member will be required to provide an answer within forty-eight hours of receiving the questions;
- c. Reading from the Poet Laureate—
 1. The Poet Laureate will then read out a short poem to delight the hearts and minds of the JCR members. Should the Laureate be absent, the President may appoint someone to read the poem at their discretion;
- d. Ratifications from Previous Meetings—
 1. The minutes from the previous meeting will automatically be ratified without a vote, unless a point of order is raised disputing the contents of the previous minutes or requesting an edit to them. In such a case, a debate shall occur, following the procedure established in Section 15, as if with a procedural Motion, with a simple majority needed to pass the minutes;
 2. Then, should a Motion require the JCR to ratify decisions of previous JCR or Extraordinary Meetings, such Motions will be read and put to the JCR;
- e. Constitutional amendments—
 1. Constitutional amendments shall be read and debated consistent with the procedures set out in Section 9, Clause II;
- f. Motions of no-Confidence—
 1. Should a Motion of no-Confidence be brought against a JCR Officer in accordance with Section 14, the Motion will now be read and debated in line with Section 9, Clause II. If the Motion is brought against the President or the JCR Officer appointed to act as Secretary, then



they must cede the Chair or the minutes respectively for the entirety of the Motion;

g. Charities Motions—

1. The Chair shall read the titles of all charities in Charities Motions submitted to the meeting in sequence;
2. The Motion shall then be read and debated consistent with the procedures set out in Section 9, Clause II;

h. Monetary Motions—

1. All Motions that involve the expenditure of JCR funds shall be read and debated in accordance with Section 9, Clause II;

i. Motions as submitted—

1. Motions will then be debated in line with the Returning Officer's agenda, in accordance with Section 9, Clause II;

j. Emergency Motions—

1. Emergency Motions submitted via petition or Presidential discretion will then be debated in accordance with Section 9, Clause II;

k. Other business—

1. Anything of interest to members that has not already been covered in the meeting may be discussed and voted on. The President may also set debate on topics which may come up in Oxford SU Council, but which will not necessarily require a JCR resolution.

II. All Motions shall be read and debated in JCR Meetings with the following procedure:

- a. The Chair shall read the full text of the Motion, except where a Procedural Motion explicitly does not require this;
- b. The Chair shall announce the proposer and seconder of the Motion, unless the Motion was submitted anonymously pursuant to Section 14, Clause IV;
- c. The Chair shall ask for Short Factual Questions to be directed to the Proposer;
- d. Seeing no Short Factual Questions, the Chair shall ask for Debate to begin; then
- e. Seeing no Debate, or upon a successful Procedural Motion to Vote, the Chair shall direct the Returning Officer to conduct a vote.

10. Points of Order

- I. A Point of Order is an appeal to the Returning Officer or Chair for clarification or a ruling on correct constitutional procedure during a JCR Meeting.
- II. A Point of Order may be raised by raising one's hand and saying clearly "point of order".
- III. Points of Order have:
 - a. Precedence over all other business, but they may not be raised during a vote, unless related to the conduct of that vote;



- b. Priority in the following order:
 - 1. A request for a quorum count;
 - 2. A request for a ruling from the Chair;
 - 3. A request for Constitutional clarification, as set out in Section 5, Clause VI;
 - 4. A request for a recount; then
 - 5. A move to censure a JCR member in a Meeting.
- IV. All Points of Order, except those directed at the Chair, shall be directed at the Returning Officer.

11. Amendments

- I. Any JCR Member except the President, Vice-President or Returning Officer may propose an amendment to a Motion, provided they have a seconder.
- II. Amendments can only 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.
- III. If the proposer of a Motion accepts the amendment as friendly, that amendment automatically becomes part of the original proposer's Motion.
- IV. If the proposer of the 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 simple majority, then the amendment becomes part of the Motion and the proposer and seconder of the amendment are now the proposer and seconder of the substantive Motion.
- V. There can be no amendment to an amendment that is still being debated.
- VI. If debate is taking place on the amendment and the proposer wishes to withdraw the amendment, acceptance of that withdrawal will be at the Chair's discretion.
- VII. If the Motion was submitted by an anonymous Member pursuant to Section 14, Clause IV, then all amendments will be deemed hostile. However, the proposer and seconder of any amendments that become part of the Motion will not become the proposer and seconder of the Motion.

12. Declaring an Amendment Out of Order

- I. An amendment shall not be discussed or voted upon if the Chair declares it to be out of order.
- II. The Chair may, at their discretion, declare an amendment to be out of order if, in their opinion, it cannot reasonably be expected to have arisen in 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.
- III. The Chair must declare an amendment out of order if, on their refusal to declare it out of order, more than two-thirds of those voting on it oppose its discussion via a procedural Motion challenging the decision of the Chair.



- IV. The Chair must declare an amendment out of order if it would change the substantive nature of the Motion, or if it would move that Motion into another Section of the agenda.
- V. The Chair must declare an amendment admissible if, on their ruling it to be out of order, two-thirds or more of those voting approve its discussion via a procedural Motion challenging the decision of the Chair.

13. Procedural Motions

- I. Procedural Motions have precedence over all other business except Points of Order, but may not be raised during a speech or a vote.
- II. There shall be the following procedural Motions, listed in order of priority:
 - a. That the status of a Motion be changed, and thus it should be taken next (this may only be raised between Motions);
 - b. That the Chair's ruling, e.g. on amendments being out of order, be overturned;
 - c. That the decision of the President, Vice-President, and Returning Officer on a Constitutional Question be reversed;
 - d. That a Motion not be put;
 - e. That a Motion now be 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 Section 9, Clause II);
 - 1. Should 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;
 - and
 - f. That a Motion should be taken in parts, to be specified by the proposer of a procedural Motion.
- III. Every procedural Motion must have a proposer and a seconder; debate shall be confined to one speech for the procedural Motion and one speech against.
- IV. The Chair shall rule to accept or reject procedural Motions, except for procedural Motions which seek to overturn the Chair's ruling which shall be put to vote according to the procedure laid out by Section 9, Clause II.
- V. The overturning of a Chair's ruling requires a two-thirds majority. The outcome of other procedural Motions shall be decided by a simple majority.

14. Motions of No-Confidence

- I. Subject to Section 8, Clauses II and III, any Member of the JCR Meeting may bring a Motion of No-Confidence, if that Member can provide evidence of consistent breaches of Standing Orders or of other serious misbehaviour by an Officer or a Representative.
- II. The Motion of No-Confidence must be sent to the Returning Officer before 11:59 PM on the Tuesday before the JCR Meeting, subject to Section



- 14, Clause VIII, and must not be brought as an Emergency Motion under any circumstances.
- III. Upon receipt of the Motion of No-Confidence, the Returning Officer shall inform the relevant Officer or Representative of the Motion. The Returning Officer shall do so before the publication of the agenda.
 - IV. When a Member submits a Motion of No-Confidence to the Returning Officer, that Member may submit the Motion anonymously, though the Returning Officer must be informed of the identity of that Member. The Returning Officer will then bring the Motion to the JCR, accordant with the following procedure:
 - a. The Member must submit a completed Motion;
 - b. The Returning Officer must announce to the JCR that the Motion was submitted anonymously;
 - c. The Returning Officer must not inform any person whatsoever, apart from the Dean pursuant to Section 14, Clause VII, of the identity of the anonymous Member;
 - d. The Motion will be brought to the JCR without a seconder and does not require a seconder, notwithstanding Section 8, Clause I;
 - e. The Member may submit a speech to the Returning Officer, for the Chair to read in the place of that Member before debate;
 - f. The speech that the Member submits must be factual in character and must relate solely to the content of the Motion;
 - g. During Short Factual Questions, questions on the Motion will be directed towards and answered by the Chair, notwithstanding Section 9, Clause II(c).
 - V. A Motion of No-Confidence shall be considered a special resolution, and the vote will be conducted by secret ballot.
 - VI. The Executive Committee, excluding an Officer of the Executive Committee if that Officer is subject to the Motion of No-Confidence, shall decide whether there is sufficient evidence of a consistent breach of Standing Orders or of other serious misbehaviour. If there is not sufficient evidence, the Executive Committee shall inform the Member that submitted the Motion that the evidence is insufficient for the Motion to be brought. The decision that there is not sufficient evidence may be overturned by a petition of forty Members, if that petition is submitted to the Executive Committee not less than 24 hours before the start of the JCR Meeting.
 - VII. Before publicising the Motion, irrespective of whether the Motion was admitted by the Executive Committee or by petition, the Returning Officer shall submit the Motion and, if there is a submitted speech, the speech to the Dean, asking the Dean whether the Motion should be barred from proceeding on the basis that the Motion might constitute bullying, harassment, or other behaviour that infringes the law or policy of the College or the University. If and only if the Dean decides that the Motion might constitute bullying, harassment, or other behaviour that infringes the law or policy of the College or the University, then the Returning Officer must inform the Dean



and only the Dean of the identity of the Member that anonymously submitted the Motion, if the Motion was submitted anonymously.

- VIII. If and only if the Dean decides that the Motion should be barred from proceeding, the following procedure will be followed:
- a. The Returning Officer shall not publicise the Motion;
 - b. The Motion shall not be brought to the JCR Meeting to which it was submitted;
 - c. The Member will be informed that the Motion was barred by the Dean;
 - d. The Member will be able to submit a second Motion of No-Confidence against the same Officer or Representative that was subject to the first Motion;
 - e. The second Motion must not contain any allegations of a breach of Standing Orders or a serious misbehaviour that were not present in the Motion that the Dean barred, though the second Motion may contain fewer allegations of a breach of Standing Orders or a serious misbehaviour than were present in the Motion that the Dean barred;
 - f. The second Motion may be submitted after 11:59 PM on the Tuesday prior to the JCR Meeting, notwithstanding Section 6, Clause III and Section 14, Clause II;
 - g. However, the second Motion cannot be submitted after 11:59 PM on the Thursday prior to the JCR Meeting or twenty-four hours after the Dean communicates the decision that the Motion should be barred, whichever is later;
 - h. In addition to the deadline of Section 14, Clause VIII(g), the second Motion cannot be submitted later than 11:59 PM on the Friday prior to the JCR Meeting, even if there are fewer than twenty-four hours between the Dean informing the Returning Officer that the Motion should be barred and 11:59 PM on the Friday prior to the JCR Meeting;
 - i. The Executive Committee will be conclusively deemed to have made the same determination pursuant to Section 14, Clause VI with regard to the second Motion as with regard to the Motion that the Dean barred;
 - j. The Returning Officer shall submit the second Motion and, if there is a submitted speech, the speech to the Dean, asking the Dean whether the second Motion should be barred from proceeding on the basis that the second Motion might constitute bullying, harassment, or other behaviour that infringes the law or policy of the College or the University;
 - k. If and only if the Dean decides that the second Motion might constitute bullying, harassment, or other behaviour that infringes the law or policy of the College or the University, the Motion will not be publicised by the Returning Officer, will be considered to have been withdrawn, and will not be able to be resubmitted for that JCR Meeting.



15. Resolution of Motions

- I. Voting shall not take place on a Motion until, in the absence of a Procedural Motion to Vote, there are no Members wishing to speak on the Motion, or there is no substantive debate, as identified by the Chair.
- II. The President, the Vice-President and the Returning Officer must not vote on any Motion, and shall not be counted as members of the electorate for voting purposes.
- III. Voting shall be carried out by a simple show of hands conducted by the Returning Officer, unless a secret ballot is required in accordance with Section 15, Clause XI or Section 14, Clause V.
- IV. The proposer of the Motion, and one other Member, may give a short concluding speech in favour or opposed to the Motion respectively before the vote takes place.
- V. If a Motion requires a simple majority to pass, the Motion passes if the number of votes for the Motion exceeds the number of votes against the Motion, unless the number of abstentions and spoilt ballots cumulatively exceeds the sum of the votes for and against.
- VI. 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.
- VII. All Motions requiring the expenditure of JCR funds requires a two-thirds majority to pass.
- VIII. All Motions concerning constitutional amendments requires a two-thirds majority to pass.
- IX. Ordinary Motions require a simple majority to pass.
- X. Any JCR Member may raise a Point of Order requesting a recount provided that they have the support of at least one other JCR Member.
- XI. Any JCR Member may propose by Point of Order a secret ballot as a method of resolution of Motions that they deem controversial. In this case a secret ballot shall be used.

16. Mandates

- I. When the JCR has expressed its will by accepting any Motion, it shall be mandatory for all JCR role holders to give full expression to this policy at any meeting that they attend *ex officio*.
- II. The JCR may mandate any JCR role holder to vote in accordance with its wishes at any non-JCR meeting that they attend *ex officio* through an Ordinary Motion in a JCR meeting.
- III. The JCR may not mandate any Member who does not occupy a JCR position.
- IV. JCR Officers are mandated to represent the JCR's interests within College and within the scope of their Standing Orders.
- V. Failure of any JCR role holder to fulfil an explicit mandate conferred by a JCR Meeting in a full and timely manner may be considered a breach of that role holder's Standing Orders, and thus grounds for a Motion of No-Confidence.



- VI. The Returning Officer shall add all mandates from the JCR meeting to the Mandates Document.

17. Referendums

- I. A Referendum shall be called by the President if, and only if, the President is mandated to do so by an ordinary Motion of a JCR Meeting.
- II. The result of a Referendum shall be binding on the JCR and JCR Officers, and shall have equal importance to a binding Motion.
- III. Majorities in Referendums are determined by the relevant Majority for a Motion of the same kind.
- IV. All Referendums shall be conducted according to the same procedure as JCR elections, as established in Section 34, Clause I-IV.
- V. All Members are entitled to vote in all binding Referendums.
- VI. The Returning Officer shall be responsible for conducting Referendums.



Part III – The JCR Officers, Committees, and Sub-Committees

18. JCR Positions

- I. To simplify the business of the JCR, it may delegate any part of its functions to appropriate Officers, positions, and committees.
- II. The JCR shall have the following permanent positions:
 - a. President;
 - b. Vice-President;
 - c. Treasurer;
 - d. Returning Officer
 - e. Access and Class Officer;
 - f. Arts Officer;
 - g. Clubs and Societies Officer;
 - h. Community Officer (Equalities);
 - i. Community Officer (Men's);
 - j. Community Officer (Women's);
 - k. Domestic Officer;
 - l. Entz Officer (External);
 - m. Entz Officer (Internal);
 - n. Entz President;
 - o. Environment and Charities Officer;
 - p. International Students Officer;
 - q. BME Representative;
 - r. Computing and Website Overlord;
 - s. Disabilities Representative;
 - t. Faith Representative;
 - u. LGBTQ+ Representative;
 - v. Poet Laureate; and
 - w. Tortoise Keeper.
- III. All holders of JCR positions as outlined in Section 19, Clause II shall be subject to the Standing Orders set out in the appendices to the Constitution.
- IV. When the JCR is affiliated with Oxford SU, the President and Vice-President shall have voting rights on Oxford SU Council, as shall a third delegate drawn from the Members, that has expressed an interest in attending.
- V. If a third delegate cannot be found, then the Vice-President must require the Treasurer to attend.

19. The JCR Committee and Sub-Committees

- I. There shall be a JCR Committee consisting of the:
 - a. President;
 - b. Vice-President;
 - c. Treasurer;
 - d. Returning Officer;



- e. Access and Class Officer;
 - f. Arts Officer;
 - g. Clubs and Societies Officer;
 - h. Community Officer (Equalities);
 - i. Community Officer (Men's); and
 - j. Community Officer (Women's).
 - k. Domestic Officer;
 - l. Entz Officer (External);
 - m. Entz Officer (Internal);
 - n. Entz President;
 - o. Environment and Charities Officer; and
 - p. International Students Officer.
- II. Meetings of the JCR Committee shall ordinarily be Chaired by the President and the Executive Committee shall appoint a JCR Officer to act as Secretary.
 - III. Should any member of the JCR Committee be unable to perform their role or have resigned, the succession of the role on the JCR Committee, for the period until a byelection can be organised shall be as determined via appointment by the Executive Committee from the Members of the JCR.
 - IV. The JCR Committee shall meet at least once every two weeks. The Returning Officer will advertise the meeting a week in advance, and Officers invited to submit items for the agenda. The directly overseeing Executive Committee member will ensure their Officers submit reports.
 - V. The minutes from the Committee Meeting will be circulated around the JCR not more than one week after the Meeting, and this shall be done via email or via a post on the JCR Facebook group.
 - VI. No person may simultaneously hold more than one position on the JCR Committee;
 - VII. Committee Members will be obliged to fulfil all the duties required of them by the JCR as expressed by their Standing Orders.
 - VIII. All Committee Members will be entitled to one priority Formal Hall pass per term for themselves and up to two guests.
 - IX. All Committee Members may attend the Committee meals, funded by the JCR, to take place once in Michaelmas Term and once in Hilary Term.
 - X. The JCR President will receive the JCR President's Room (room 5-6) from Michaelmas Term of their tenure, rather than being on the Room Ballot, and will inhabit this room during term time for the remainder of that academic year.
 - XI. The Vice-President and the Treasurer shall be randomly distributed among the top nine places below the President on the Accommodation Ballot, witnessed by an external third party.

20. Lines of Communication

- I. The President shall be directly responsible for the oversight and management of the:



- a. Vice-President;
 - b. Treasurer;
 - c. Community Officer (Equalities);
 - d. Community Officer (Men's);
 - e. Community Officer (Women's); and
 - f. Entz President.
- II. The Vice-President shall be directly responsible for the oversight and management of the:
- a. Returning Officer;
 - b. Access and Class Officer;
 - c. Arts Officer;
 - d. Clubs and Societies Officer;
 - e. Domestic Officer; and
 - f. Poet Laureate.
- III. The Treasurer shall be directly responsible for the oversight and management of the:
- a. Environment and Charities Officer;
 - b. International Students Officer;
 - c. Computing and Website Overlord; and
 - d. Tortoise Keeper.
- IV. The Returning Officer shall be directly responsible for the oversight and management of the President.
- V. The Entz President shall be directly responsible for the oversight and management of the:
- a. Entz Officer (External); and
 - b. Entz Officer (Internal).
- VI. The Community Officer (Equalities) shall be directly responsible for the oversight and management of the:
- a. BME Representative;
 - b. Disabilities Representative;
 - c. Faith Representative; and
 - d. LGBTQ+ Representative.
- VII. The President maintains ultimate responsibility over all JCR Officers, independent of whether any Officer is being directly overseen by another Officer than the President.
- VIII. The JCR maintains ultimate oversight over all JCR Officers, and is able to exercise this authority through the JCR meeting.
- IX. Those Officers directly responsible for the oversight and management of other Officers shall maintain responsibility for the methods of doing so provided this duty is fulfilled, subject to additional requirements passed at the JCR meeting.

21. Ball Committee

- I. The Ball Committee shall consist at least of a Ball President, Ball Secretary, and Ball Treasurer.



- II. These three persons must be Members of the JCR or MCR at all times between their appointment and the ball being held.
- III. Individuals wishing to apply for the positions of Ball President, Ball Secretary, and Ball Treasurer will be invited to apply to these positions by the end of 6th week in the Hilary term of the academic year before the proposed ball.
- IV. Applications will be on forms provided through the JCR and MCR and will be submitted to a panel consisting of the JCR President, the MCR President, the JCR Treasurer, the previous Ball President (where possible), the Dean, the Domestic Bursar, and the Assistant Deans. 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.
- V. It will be the responsibility of the Ball President, Ball Secretary, and Ball Treasurer to table time for discussion at the JCR Meeting on Sunday of 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.
- VI. It will be the responsibility of the Ball President, Ball Secretary, and Ball Treasurer to co-opt the remainder of a larger Ball Committee composed of members of the JCR and/or MCR no later than Michaelmas term following their appointment.
- VII. The Ball President, Ball Secretary, and Ball Treasurer will ensure that at least one of them is present at all ordinary JCR Meetings between their appointment 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.
- VIII. The JCR may mandate, through the passing of an ordinary Motion, the JCR President to bring a Motion of No-Confidence against the Ball President, Ball Secretary, or Ball Treasurer to the appointing panel at any point between the appointment of these persons and the staging of the ball. If a Motion of no-Confidence is passed in the JCR, the President shall be mandated to bring it to the appointing panel.
- IX. A Motion of No-Confidence submitted by the President pursuant to Section 21, Clause VIII cannot be submitted anonymously, but will otherwise follow the procedure of Section 14.
- X. Unless explicitly contradicted by a Motion passed by a two-thirds majority at a JCR Meeting, the JCR shall give a loan to each Corpus ball to the sum of £2,000.
- XI. The Ball Committee shall have their own Current Account to which funds are paid into and withdrawn from.

22. The Equalities Committee

- I. The Equalities Committee shall be Chaired by the Community Officer (Equalities) and shall meet informally at least twice per term.



- II. There shall be members of the Committee to represent minority groups within the JCR. There will be positions from among the following:
 - a. Access and Class Officer;
 - b. Community Officer (Equalities);
 - c. Community Officer (Men's);
 - d. Community Officer (Women's);
 - e. BME Representative;
 - f. Disabilities Representative;
 - g. Faith Representative; and
 - h. LGBTQ+ Representative.
- III. The Equalities Committee shall be responsible for the provision of welfare and representation particular to all minority groups within the JCR.
- IV. The responsibilities of an unfilled role on the Equalities Committee shall be undertaken by the most appropriate Representative on the Committee or the Community Officer (Equalities).

23. Executive Committee

- I. The Executive Committee shall consist of the President, Vice-President, Treasurer and Returning Officer.
- II. The Executive Committee shall meet informally on an *ad hoc* basis as deemed necessary.
- III. The express purpose of the Executive Committee includes, but is not limited to, discussion of the activities of JCR Officers directly overseen by members of the Executive Committee, discussion of Motions of No-Confidence, discussion of the appointment of a new Returning Officer and discussion of the interpretation of the Constitution.
- IV. Failure of the Executive Committee to reply to a request from a JCR Member for information as to the discussions of informal Executive Committee meetings shall be grounds for Motions of No-Confidence against all members of the Executive Committee except the Returning Officer.

24. Freshers' Week Committee

- I. The Freshers' Week Committee shall organise and run the Freshers' Week events in 0th week of Michaelmas Term on behalf of the JCR.
- II. The Freshers' Week Committee shall consist of the President, Vice-President, Treasurer, Access and Class Officer, Clubs and Societies Officer, Community Officer (Equalities), Community Officer (Men's), Community Officer (Women's), Entz Officer (External), Entz Officer (Internal), Entz President, International Students Officer, and any other Officers invited by the above committee.
- III. The Freshers' Week Committee shall be Chaired by the President.

25. Access Committee

- I. The Access Committee shall assist the Access and Class Officer in suggesting ideas for more access work within college, helping with this



access work, and giving into the documentation and resources provided by the JCR, such as the alternative prospectus.

- II. The Access Committee will be Chaired by the Access and Class Officer and shall meet at least twice per term, with at least one open meeting, one closed and one optional open/closed meeting, in 2nd, 5th and 8th week respectively.
- III. The Access and Class Officer shall appoint five non-Officer JCR members, at least one of which shall be an MCR member, to sit on Access Committee.
- IV. In addition to the five appointed members, the International Students Officer will sit on the Access Committee.
- V. The members of the Access Committee will have taken part in the Access training provided by College.

26. Entertainment (Entz Committee)

- I. The Entz Committee shall be Chaired by the Entz President and consist of:
 - a. Entz Officer (External);
 - b. Entz Officer (Internal); and
 - c. Entz President.
- II. The Committee shall be responsible for the execution of all entertainment events within the JCR, and may liaise with other members of the JCR to achieve this.

27. Resignation of a JCR Officer

- I. A holder of a JCR role, with the exception of the President and the Returning Officer, can resign their post by submitting a letter offering their resignation to the President. Once received by the President, the resignation is automatically accepted and the post is immediately vacated.
- II. The President may resign their post by submitting a letter offering their resignation to the Vice-President, which is automatically accepted, with the post being immediately vacated.
- III. The President or the Vice-President, in accordance with Section 27, Clauses I or II, must inform the Returning Officer immediately of the vacancy and the Returning Officer must organise a by-election in accordance with procedure established in Section 28, Clauses VI, VII, VIII and XI.
- IV. Should a JCR Officer be elected or appointed to two or more incompatible posts, as defined in Section 20, Clause VI, they shall be deemed to have resigned from the position not prioritised as required by Section 30, Clause III and are not required to submit a formal resignation.
- V. The Returning Officer may resign their post by submitting a letter offering their resignation to the President, but the post, should the resignation be accepted, is only vacated upon the appointment of a new Returning Officer in accordance with procedure established in Section 37, Clause I.



Part IV – Elections

28. Timing

- I. Elections for the following JCR positions shall take place on Thursday of 7th Week in every Michaelmas Term, with every officeholder-elect apart from the Treasurer, assuming office at 11:59 PM on Saturday of 8th Week following their election:
 - a. President;
 - b. Treasurer;
 - c. Access and Class Officer;
 - d. Community Officer (Women's);
 - e. Domestic Officer;
 - f. Entz President;
 - g. International Students Officer; and
 - h. Tortoise Keeper.
- II. Elections for the following JCR positions shall take place on Thursday of 7th Week in every Hilary Term, with every officeholder-elect assuming office at 11:59 PM on Saturday of 8th Week following their election:
 - a. Arts Officer;
 - b. Community (Men's);
 - c. Entz Officer (External);
 - d. BME Representative;
 - e. Disabilities Representative;
 - f. Faith Representative; and
 - g. LGBTQ+ Representative.
- III. Elections for the following JCR positions shall take place on Thursday of 3rd Week in every Trinity Term, with every officeholder-elect assuming office at 11:59 PM on Saturday of 8th Week following their election:
 - a. Vice-President;
 - b. Clubs and Societies Officer;
 - c. Community Officer (Equalities)
 - d. Entz Officer (Internal);
 - e. Environment and Charities Officer;
 - f. Computing and Website Overlord; and
 - g. Poet Laureate.
- IV. The Treasurer shall assume office at 12:01 AM on January 1st immediately following their election.
- V. The Representatives on the Equalities Committee shall be elected posts. There shall be no additional requirements to vote in the election of those Representatives beyond the requirements that exist to vote in the election of any other Officer or Representative. If no candidate is elected, then the Community Officer (Equalities) shall fulfil the duties of the position by default.
- VI. In the event of a by-election, any currently unfilled positions on the Equalities Committee should be put up for election by default in the by-election, but should not by their absence warrant a by-election.



- VII. The term of office of all JCR positions shall be such that the next officeholder assumes their position on the equivalent day in the Oxford term in the following academic year, from the assumption of office set out in Section 28, Clauses I, II and III.
- VIII. Those Members elected in by-elections (as stated in Section 28, Clause X) shall assume their office immediately, and shall vacate their office at the time they would have vacated their office had they been elected, in accordance with Section 28, Clauses I and II or the office's standing orders.
- IX. The President, Vice-President and Treasurer shall not seek re-election, and the Returning Officer may not serve for longer than one calendar year.
- X. With the exception of Section 28, Clause VIII, JCR Officers can seek re-election without limit.
- XI. The Returning Officer must organise a by-election to take place within fourteen days of a JCR position not being occupied:
 - a. The by-election must be held in full term. Should a position be vacated during the vacation period then the election must take place within ten days of Sunday of 1st week, except if the by-election is for the Treasurer, in which case it may be held outside of full term; and
 - b. If a post becomes unoccupied less than fourteen days prior to an already scheduled election, the by-election shall take place at the same time as these elections.
- XII. For a fortnight preceding and including the date of an election as established in Section 28 Clauses I, II and X, every holder of a JCR role will be under purdah. During purdah, a holder of a JCR role must not openly promote a particular candidacy using the budget, prestige or powers of their position.

29. Nominations

- I. The Returning Officer shall advertise for nominations not less than ten days before the election takes place. The advertisement should include the Standing Orders of the JCR position.
- II. Nominations for JCR elections shall close at 8:00 PM two days before the election.
- III. Any candidate who wishes to stand for a position must sign up and send the Returning Officer an email detailing their intention to stand for that position. Candidates for JCR committee roles must also acquire permission from their tutor, and confirm with the Returning Officer that they have done so.

30. Eligibility

- I. Members who do not identify as women may stand for the post of Community Officer (Men's) and Members who do not identify as men may stand for the post of Community Officer (Women's). All Members of the JCR may vote in elections for both posts.
- II. With the exception of Section 30, Clause I, any member of the JCR may stand for any number of positions.



- III. In the event of a JCR member standing for two or more mutually exclusive posts, they must inform the Returning Officer of their preferences prior to the beginning of the count.
- IV. Should a current JCR Officer be elected to a second Committee post, they shall automatically resign from their current post when they take up their new position.

31. Re-Open Nominations (RON)

- I. For each JCR post, a choice to “Re-Open Nominations” (RON) shall be available.
- II. For the purpose of counting, RON shall be deemed a candidate.
- III. If the election for a Committee position is won by RON, the Returning Officer is obliged to follow the procedure illustrated in Section 28, Clause XI until the position is filled.

32. Electioneering

- I. Candidates shall be allowed to produce publicity material as follows:
 - a. All candidates for the positions of President, Vice-President, Treasurer, Community Officer (Equalities), Community Officer (Men’s), Community Officer (Women’s), and Domestic Officer, are required to produce a short, one-page manifesto that will be circulated by the Returning Officer to the JCR and MCR before hustings, and all other candidates may do so at discretion; and
 - b. Manifestos must be sent to the Returning Officer at least twenty-four hours before the relevant hustings begin. It shall be the responsibility of the Returning Officer to distribute these documents, marked to show approval by the Returning Officer, by email before voting begins, and it shall be the responsibility of candidates to distribute paper copies at hustings once approved by the Returning Officer.
- II. Candidates may not mention other candidates in their publicity material and may not make false, misleading, offensive or libellous statements, and enforcement thereof shall be the responsibility of the Returning Officer, with the burden of proof upon the creator of the material.
- III. No JCR Member may remove, deface or obscure candidates’ publicity material except where instructed to do so by the Returning Officer in the event that such materials have been deemed to breach these constitutional rules.
- IV. Bribery or intimidation of voters, activists, or candidates shall be deemed an electoral offence as determined by the Returning Officer.
- V. Violations of electoral procedure established in Section 28, Clause XI, and other procedure established by Motions of a JCR Meeting, shall be deemed an electoral offence as determined by the Returning Officer.
- VI. Bribery or intimidation of the Returning Officer shall be deemed an electoral offence as determined by the President.
- VII. Either the Returning Officer or the President can order a particular election to be repeated in the case of electoral offences, and either the



Returning Officer or President can also order the removal of candidacy for a period of one calendar year, subject to the approval of the Dean.

- VIII. If an Officer or a Representative that is not the Returning Officer commits an electoral offence, the Returning Officer shall submit a Motion of No-Confidence against that Officer or that Representative. If the Returning Officer commits an electoral offence, the President shall submit a Motion of No-Confidence against the Returning Officer. A Motion of No-Confidence submitted pursuant to this Clause cannot be submitted anonymously, but will otherwise follow the procedure of Section 14.

33. Hustings

- I. Hustings for all JCR positions shall take place the evening prior to any JCR elections, except by-elections, and must begin between 7:30 PM and 8:30 PM.
- II. Hustings for all JCR by-elections shall take place at an appropriate time during the day prior to the by-election.
- III. Hustings shall be Chaired by the Returning Officer. The President will deputise if the Returning Officer is unavailable.
- IV. Hustings shall be publicised alongside the publicising of the elections; each member of the JCR is entitled to attend hustings and to put questions to candidates.
- V. Each candidate will be given the opportunity to make a speech, subject to a time limit determined before the hustings and determined 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.
- VI. Following the speech, JCR members may ask individual candidates questions about either their husts or manifestos.
- VII. Following this period, all questions must be directed towards all candidates, and each candidate must be given an equal opportunity to speak. The Chair shall have the right to rule out of order any question that they deem to be irrelevant, offensive, or implicitly aimed at a particular candidate. This ruling can be overturned by a twothirds majority of those JCR members present.
- VIII. It is the responsibility of the Chair to ensure 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 has the right to censure the member and require them to leave the hustings.

34. Polling

- I. All JCR elections and referendums will be organised using the single transferrable vote (STV) with Droop quota system.
- II. The Returning Officer must inform the JCR by email about the format of a JCR election or referendum five days in advance of the poll. The poll shall be conducted either online or on paper, subject to the discretion of the Returning Officer;



III. In the event of an electronic ballot—

- a. The order of the names of the candidate shall be set to randomise;
- b. Polling shall take place between 8:00 AM and 8:00 PM;
- c. Anyone can view the voters' register upon submission of a request to the Returning Officer, provided that:
 1. They are a Full Member of the JCR; and
 2. It is viewed in the presence of the Returning Officer;
- d. Any unauthorised interference with the online voting system shall be considered electoral malpractice and reported to the Dean;
- e. It shall be the duty of the Returning Officer to ensure the accuracy of any JCR election results obtained by online voting; and
- f. Should the result of an election be a tie, the election shall be re-run as a byelection as described in Section 28, Clause X.

IV. In the event of a paper ballot—

- a. The Returning Officer shall appoint five scrutineers to aid at the count and the Returning Officer with their duties;
- b. The order of the names of the candidates on the ballot paper shall be determined by lots in the presence of the Dean;
- c. Polling shall take place between 8:00 AM and 8:00 PM;
- d. The ballot box must not be left unattended at any time;
- e. Any damage to the ballot box shall be reported to the Returning Officer immediately;
- f. Scrutineers shall sign the list at the ballot box prior to issuing any ballot papers, and shall write down the number of the first ballot paper which they issue;
- g. Scrutineers may request identification from a voter before issuing them with a ballot paper;
- h. A voter must sign the Voter's Register before taking their ballot paper;
- i. Voting by proxy is not permitted, except in the case of Suspended Students.
A method for proof of proxy shall be determined by the Returning Officer;
- j. 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;
- k. No person(s) within the polling area may attempt to influence voters;
- l. Anyone may examine the voters' register, provided:
 1. They are a member of the JCR;
 2. The Voters' Register remains within the Polling Area and the scrutineer's sight at all times; and
 3. The Register is returned to the scrutineer if a voter is waiting to sign it;



- m. To be valid, a ballot paper must bear the signature of both the Returning Officer and the scrutineer on the ballot paper, and Scrutineers shall not sign the ballot paper in advance of it being required.

35. Electoral Count Procedure

- I. The Returning Officer shall use the automatic vote counting system of their choice to calculate the winner of the election in the event of an electronic ballot.
- II. In the event of a paper ballot—
 - a. The Returning Officer and/or an appointed deputy shall count the ballot papers; and
 - b. Any JCR Member may scrutinise the count, provided that they are not standing for election.
- III. Following the conclusion of the count of an electronic ballot, the Returning Officer shall make an official declaration of the result by 10:00 PM in an appropriate location on College Site, as determined by the Returning Officer, and live-streamed, and shall send the results to the JCR via email by midnight.
- IV. Following the conclusion of the count of a paper ballot, the Returning Officer shall make an official declaration of the result by 10:00 PM the following day in the Beer Cellar, and shall send simultaneously send the results to the JCR via email.

36. Counters and Scrutineers

- I. Every candidate shall be entitled to send a representative to scrutinise the count on their behalf, this representative not also being a candidate.
- II. Candidates standing for election are not entitled to be present at the count.
- III. 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 with which they are unhappy.

37. The Returning Officer

- I. The Returning Officer shall be appointed by the President, on the explicit recommendation of the current Returning Officer, by no later than the start of Full Term in Trinity Term.
- II. At the first JCR Meeting of Trinity Term, the JCR may reject via Motion the candidate appointed by the Executive Committee for the role of Returning Officer. This Motion will be represented in the agenda as a Motion of No-Confidence, and this Motion will follow the procedure of Section 14, Clause V, but this Motion will not otherwise follow the procedure of Section 14.
- III. 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.



- IV. The Returning Officer may vote in any JCR election or referendum, but must otherwise observe strict neutrality in all matters pertaining to the election or referendum.
- V. In the event of the Returning Officer being unable to conduct an election, because they are standing in that election or otherwise, deputy Returning Officers will be ratified at the JCR meeting preceding the election.
- VI. If there is not a JCR meeting before an election, the President will ask for two volunteers, both members of the JCR but not members of the JCR Committee, to take over the running of elections at the close of nominations. If there is only one volunteer, they may run the election by themselves.
- VII. If there are more than two volunteers, then a random ballot drawn by the VicePresident will decide the two volunteers to run the election.
- VIII. If there are no volunteers, then the Vice-President shall run the election.
- IX. The Returning Officer shall provide constitutional guidance at every JCR Meeting and shall have the right to rule a Motion inadmissible on constitutional grounds.



Part V – Finances

38. The JCR Bank Accounts

- I. The JCR shall have a bank account, known as the “JCR Current Account”.
- II. The Treasurer and President shall be signatories on the JCR Current Account. In the event that one of them cannot be a signatory, the Vice-President will be a signatory. If the Vice-President also cannot be a signatory, then the Executive Committee will nominate a signatory. Both signatories shall be able to authorise payments independently.
- III. The funds of the JCR shall be administered primarily through the JCR Current Account, and the termly grant will be paid into it.
- IV. The Treasurer and President shall ensure that expenditure from this account is appropriate for the purpose of representing and furthering the interests of Members as specified in Section 3, Clause II.

39. The Levy and JCR Funding

- I. The level of the Levy shall be set by the Treasurer at a meeting during Trinity Term by means of a Special Resolution, and shall be valid for one year.
- II. If the Treasurer does not bring a Motion, or if the Motion fails, then the Levy shall be set at the same level of the previous year.
- III. The Treasurer may propose other levies as an additional means of funding the JCR, which must be passed by two consecutive JCR Special Resolutions. This levy shall be known as an Additional Levy, and shall only be valid for one term's Battels.
- IV. If a Member wishes to opt-out of this Additional Levy they may do so in the same manner as they would the Levy. This will be considered opting-out of the JCR, and result in the same forfeitures as in Section 4, Clause VI.
- V. The Levy Cap is the maximum that all levies in a term combined can total, not including the Punt Levy.
- VI. The Levy Cap can be amended by a Special Resolution in Trinity Term. If it is not amended then it shall continue at the same level as before.

40. The Charities Levy

- I. The Charities Levy shall be set at the third or fourth JCR Meeting of every Trinity Term by the Environment and Charities Officer by means of a Special Resolution, and shall be valid for one year.
- II. The Treasurer and Environment and Charities Officer, by means of a Special Resolution, can together propose a one-term increase in the total of the Charities Levy, within the bounds of the Levy Cap.
- III. If the Environment and Charities Officer does not bring a Motion, then the Charities Levy shall be set at the same level of the previous year.
- IV. The Charities Levy shall be the sole fund from which the JCR may donate to registered charities.



- V. Charities Motions brought to JCR Meetings that require expenditure must be passed as Special Resolutions and the expenditure will come from the amount raised by the Charities Levy.
- VI. The Charities Levy shall only be payable to charities that have been registered with relevant authorities.
- VII. Any Member may opt out of paying the Charities Levy at any time, without forfeiting their rights as in Section 4, Clause VI.
- VIII. The Environment and Charities Officer should reserve £400 each term from the Charities Levy each term.
- IX. Any funds accumulated from the Charities Levy at the end of Michaelmas Term will go into the normal Charities Ballot for Hilary Term, thus resettling the fund.

41. The Termly JCR Budget

- I. The Treasurer shall present the budget for the JCR by the 2nd week of each term. This shall be in the form of an Ordinary Resolution.
- II. Each Officer is mandated to control their own budget, staying within the budget approved by the JCR.
- III. If the JCR wishes to make payments not provided by termly budgets, then such payments shall be made following an appropriate Motion, and a JCR Officer or the Tortoise Keeper must be mandated to do such spending.
- IV. All monetary Motions (except as in I above), shall be passed by a Special Resolution (i.e. requiring two-thirds).

42. Auditing and Transparency

- I. The 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 December 31st and published annually in the JCR in the following Michaelmas Term.
- II. The JCR Accounts shall be available on request for all Members to view at any time.

43. The Samten Fund

- I. The JCR Treasurer is the Chair of the Samten Fund.
- II. The Samten Fund is limited to expenditure that will benefit members of the JCR. The Executive Committee will enforce this during the Hilary Vacation proposal reviews.
- III. Before 1st Week Hilary Term, the JCR Treasurer must determine if the JCR Current Account is at a sufficient level of solvency for the Samten Fund to be active (See Appendix).
- IV. If the JCR Current Account is not sufficiently solvent, the Samten Fund is not active for the current calendar year.
- V. If the Samten Fund is active, the funds available are to be set by the Treasurer in accordance with the requirements set out in the Appendix. This must be complete by the start of 2nd Week Hilary Term.



- VI. Student Proposals for the Samten Fund are to be accepted between 5th Week and 9th Week of Hilary Term.
- VII. A Call for Proposals must be announced by the JCR Treasurer by 3rd Week of Hilary Term.
- VIII. Proposals must include reasoning of a sufficient detail (at the discretion of the Executive Committee), and a timeline pending funding approval, to be approved.
- IX. The Executive Committee will review the proposals over the Hilary Term Vacation.
- X. During the review, the Executive Committee will vote on the approval of proposals to be brought to the first meeting of Trinity Term. In the case of a split vote, the President has the deciding vote.
- XI. If a proposal fails during the Hilary Vacation review, it may be resubmitted at the next Call for Proposals.
- XII. If a proposal fails during the Hilary Vacation review, the submitter must be notified by email by the JCR Treasurer before 1st Week of Trinity Term.
- XIII. If a proposal passes the Hilary Vacation review, the submitter must be notified by email by the JCR Treasurer before 1st Week of Trinity Term. The submitter should then create a JCR Motion with the help of the JCR Treasurer.
- XIV. The proposals approved by the Executive Committee are to be brought to the first meeting of Trinity Term, submitted as separate Motions. They should be proposed by the submitter of the proposal, with the JCR Treasurer as seconder.
- XV. The proposals will then be voted on by JCR members. They will require a two-thirds majority to pass.
- XVI. If a proposal fails at a JCR Meeting, it can be resubmitted at the next Call for Proposals.
- XVII. If a proposal is approved, the submitter has access to the allotted funds. They must provide Tax Receipts for JCR records.
- XVIII. If the total expenditure of all passed proposals submitted pursuant to Section 43, Clause XIV is less than the total funding allocated by the Treasurer pursuant to clause Section 43, Clause V, then there shall be an additional call for proposals. This additional call for proposals shall follow the procedure of Section 43, but with all dates moved forward by one term. If the total expenditure of all passed proposals submitted in the additional call for proposals is less than the total remainder from the last call for proposals, then there shall be a third call for proposals. This third call for proposals shall follow the procedure of Section 43, but with all dates moved forward by two terms.



Part VI – Amendments

44. Amendments

- I. This Constitution may be amended as follows:
 - a. The Constitution can be amended by the Special Resolution of any Member submitted before 11:59 PM on the Friday before the JCR Meeting, and must not be amended by emergency Motion;
 - b. An amendment shall be required to pass at two consecutive JCR Meetings by a two-thirds majority;
 - c. Creation or repeal of a JCR position requires a change to the Constitution, and therefore requires a Special Resolution be passed at two consecutive JCR Meetings, and the position will be deemed to exist upon the end of the second meeting; and
 - d. The appendices to the Constitution may be amended by an Ordinary Resolution passed at a single JCR Meeting.
- II. Additional appendices may be made/removed to/from the Constitution by means of a Special Resolution passed at two consecutive JCR Meetings.
- III. All previous constitutional materials are expressly revoked upon the ratification of this document by referendum and by the Governing Body.