

The JCR Constitution

1. The JCR and its Members

- 1.1. The name of the Common Room shall be St. Hugh's College Junior Common Room, hereinafter referred to as "the JCR."
- 1.2. This Constitution shall be reviewed before the end of Trinity Term 2025. The function of that review shall be to clarify the legal status of the JCR and replace this clause with an adequate description of the legal status of the JCR and the addition of any necessary supplementary information about that legal status.
- 1.3. In furtherance of the charitable objects of St. Hugh's College the principal aim of the JCR shall be to promote and represent the interests of its Members as students of St. Hugh's College, Oxford, hereinafter referred to as "the College."
- 1.4. The JCR shall also:
 - 1.4.1. Promote and maintain the economic, communal, cultural, recreational, academic, and pastoral interests of its Members;
 - 1.4.2. Seek representation and involvement for its Members in the governance and administration of the College;
 - 1.4.3. Seek representation of JCR Members within Oxford University Student Union (Oxford SU);
 - 1.4.4. Seek to promote and represent the interests of its Members as students of the University of Oxford, hereinafter referred to as "the University".
- 1.5. The Members of the JCR shall be as follows:
 - 1.5.1. All undergraduate Members of the College who, having matriculated, are not recognised as Full Members of either the Middle Common Room (MCR) or the Senior Common Room (SCR) by the Governing Body of the College, and who have not chosen to opt out under clause 1.7 of this Constitution shall be called Full Members of the JCR.
 - 1.5.1.1. Any reference to JCR Members hereinafter shall refer only to Full Members of the JCR unless otherwise stated.
 - 1.5.2. Any person may be elected, by the passage of a motion through a General Meeting subject to Section 6 of this Constitution to be an Honorary Member of the JCR, and shall hold that position for a period of two years, though this may be renewed.
- 1.6. JCR Members shall have the following rights, unless expressly disqualified hereinafter:
 - 1.6.1. The right to attend, speak and vote at General Meetings, in accordance with Section 6 of this Constitution;
 - 1.6.2. The right to vote in all elections and referenda, in accordance with Section 7 of this Constitution;
 - 1.6.3. The right of candidature, subject to the conditions in Section 7 of this Constitution;
 - 1.7. The right to enjoy the facilities of the JCR, and to entertain guests, who shall also be allowed to enjoy these facilities. JCR Members shall take responsibility for their guests. Honorary Members of the JCR have the right to enjoy the facilities of the JCR, but are not entitled to any other rights specified in clause 1.5 of this Constitution.
- 1.8. JCR Members may resign their membership at any time. Any Member choosing to opt out of the JCR must do by submitting written notice to the JCR Secretary. Members who opt out shall instead become Honorary Members of the JCR, unless, when submitting

written notice to the JCR Secretary, they explicitly state that they would like to opt out of Honorary Membership of the JCR.

- 1.9. Honorary Members may petition to become Full Members of the JCR, provided that they satisfy the conditions for Full Membership in Section 1.4.1, by writing to the JCR Secretary. Such petitions shall be accepted, unless, in exceptional circumstances, there is a unanimous decision of the JCR Committee not to do so. The JCR Committee shall report their reasons for rejecting any petition to become a Full Member at the next Ordinary General Meeting.
- 1.10. Both Full and Honorary Members of the JCR shall have the right not to be discriminated against on the basis of their sex, gender identity and presentation, marital status, sexual orientation, racial group, faith, beliefs, age, or disability.
- 1.11. JCR Policy shall be set by the passage of a Policy Motion through a General Meeting, or by the result of a referendum. Policy, if adopted through a General Meeting, shall lapse after two years unless it is renewed. If adopted by referendum, it shall stand until revoked or replaced.

2. The JCR Committee and Representation

- 2.1. The JCR shall be represented solely by JCR Members elected or appointed in accordance with this Constitution.
- 2.2. The Executive Body of the JCR shall be the JCR Committee, which shall be governed by the Terms of Reference contained in Appendix A of this Constitution.
- 2.3. The duties of the individual Members of the JCR Committee shall be laid out in the Terms of Reference of the JCR Committee, which are contained in Appendix A of this Constitution.
- 2.4. A Committee Member will receive an Official Caution if they are in breach of their duties as defined by Section 2 of the Constitution, and two thirds of the JCR Committee resolves to issue one. Any JCR Member may submit an Official Caution to be discussed and voted upon by the JCR Committee. The JCR shall be notified of the issue of an Official Caution. If a Committee Member receives two Official Cautions, a Motion of No Confidence shall be moved against them at the next Ordinary General Meeting in the name of the JCR Committee, subject to Section 6 of this Constitution.

3. The JCR Sub-Committees

- 3.1. The following shall be regarded as Sub-Committees of the JCR Committee, and shall be governed by their Terms of Reference contained in Appendix B of this Constitution:
 - 3.1.1. The Executive Committee;
 - 3.1.2. The Welfare and Equal Opportunities Committee;
 - 3.1.3. The Freshers' Committee.
- 3.2. Additional Sub-Committees may be established by a resolution of the JCR. They shall be governed by Terms of Reference agreed upon by the JCR Committee, and ratified at a General Meeting, and their Terms of Reference shall then be included in Appendix B of this Constitution.
- 3.3. Each Sub-Committee shall have at least one Member of the JCR Committee amongst its Members in their official capacity.

4. Joint Committees and Working Groups

- 4.1. The following shall be Joint Committees of the JCR and MCR, and shall be governed by the Terms of Reference contained in Appendix C of this Constitution:
 - 4.1.1. The Ball Committee:
 - 4.1.2. The Entz Committee:
 - 4.1.3. The Arts Committee:
 - 4.1.4 The Yearbook Committee.
- 4.2. Additional Joint Committees may be established by a resolution of the JCR. Such Committees may be created with any appropriate organisation(s), for example the MCR, SCR or JCR Committees of other Colleges of the University. They shall be governed by Terms of Reference agreed upon by the JCR Committee, and ratified at a General Meeting, and their Terms of Reference shall then be included in Appendix C of this Constitution.
- 4.3. Each Joint Committee shall have at least one Member of the JCR Committee and at least one Member of each participating committee amongst its Members in their official capacity.
- 4.4. Working Groups may be established by a resolution of the JCR. They shall be governed by Terms of Reference agreed upon by the JCR Committee, and publicised to the JCR, and their Terms of Reference shall then be included as Appendix D of this Constitution.
- 4.5. Working Groups are neither Sub-Committees nor Joint Committees, and their Members may be drawn from either the JCR alone, or both the JCR and other specified bodies or committees.
- 4.6. Each Working Group shall have at least one member of the JCR Committee amongst its Members in their official capacity.

5. Finance

- 5.1. The finances of the JCR shall be administered by the JCR Treasurer in close conjunction with the JCR President in accordance with Sections 5 and 6 of this Constitution and the Constitution of the Amalgamated Clubs.
- 5.2. All JCR expenditure shall require express authorisation by the JCR, as per clause 5.7 of this Constitution, save that:
 - 5.2.1. The JCR Executive Committee may spend up to £100, by valid decision of the Executive Committee, as defined in Appendix B;
 - 5.2.2. The JCR Committee may spend up to £200 by majority decision of the JCR Committee;
 - 5.2.3. The JCR Treasurer may grant up to £100 from the main current account to any JCR Member in order to reimburse them for expenditure on the JCR's behalf, providing it has been approved by a General Meeting or a JCR Committee Meeting.
- 5.3. If using a chequebook for the main current account, this shall be in the care in of the JCR Treasurer. The JCR Treasurer and either the JCR President or the JCR Vice-President, or any other combination of two out of these three, shall sign cheques drawn on the main account. No-one shall sign a cheque made payable to themselves.
- 5.4. The Bank account shall be in the care of the JCR Treasurer - both the JCR Treasurer and JCR President shall be signatories on this account.
- 5.5. It shall be the duty of the JCR Treasurer to set, publish and make available a termly budget for expenditure during their time in office, which shall be approved by majority decision of the JCR Committee. It shall also be the duty of the JCR Treasurer to make available to the JCR an annual report of all JCR expenditure.

- 5.6. Such budgets and the JCR accounts shall be made available to any JCR Member and the Governing Body of the College on request and shall be audited annually in the College Finance Committee.
- 5.7. The JCR shall be deemed to have expressly authorised expenditure if a motion is passed expressly in favour of the expenditure and:
 - 5.7.1. The motion names the budget from which the money is to be spent, and the sum to be spent;
 - 5.7.2. The motion is passed at a single General Meeting, unless it requires the spending of more than £200, in which case a motion will be required to be passed in two consecutive General Meetings or unanimously in one General Meeting.
- 5.8. Members should not use their personal bank accounts to transfer money on behalf of the JCR, transfers should instead be made by the JCR Treasurer directly from the JCR Bank Account wherever possible.

6. General Meetings

- 6.1. The JCR shall hold four Ordinary Meetings in each Full Term (as defined by the University). The procedure for these meetings shall be laid out in the JCR Standing Orders.
- 6.2. No Ordinary Meeting shall take place outside of Full Term.
- 6.3. General Meetings (including both Ordinary Meetings and Emergency Meetings) shall be chaired by the Independent Chair (Returning Officer), who shall be elected in accordance with the Standing Orders.
- 6.4. The Independent Chair shall call an Emergency Meeting, stating the reasons for so doing, if:
 - 6.4.1. The JCR Committee request one and the Independent Chair deems it to be necessary.
 - 6.4.2. Petitioned to do so by not fewer than 30 Members of the JCR and the Independent Chair deems it to be necessary.
- 6.5. The procedure for Emergency Meetings shall be laid out in the JCR Standing Orders.
- 6.6. Emergency Meetings may take place at any time.
- 6.7. An Ordinary Vote shall mean that a simple majority is required for a motion to pass. A Supermajority Vote shall mean a two-thirds majority is required.
- 6.8. Wherever this constitution, its Standing Orders, and its Appendices refer to the passage of a motion through a meeting, it shall be taken to mean the passing of an Ordinary Vote, unless stated otherwise.
- 6.9. Wherever this constitution, its Standing Orders, and its Appendices refer to a General Meeting, it shall mean both Ordinary General Meetings and Emergency General Meetings, unless stated otherwise.
- 6.10. The Independent Chair shall not vote, save where there is a tie. In voting, the Independent Chair shall always vote as follows: firstly to keep debate open; secondly in line with current JCR Policy; thirdly to maintain the status quo, which means keeping spending and action as close to current practice as possible; and lastly as they see fit.
- 6.11. Simple majority shall be defined to be when the following is satisfied: F

$$/ (F+A) > 1/2$$

Where F = Votes cast in favour of the motion

A = Votes cast against the motion

When referring to a simple majority, a tie shall be when $F/(F+A) = \frac{1}{2}$

(In other words, a simple majority is when more votes are cast for the motion than are cast against it, and a tie is when the number of votes cast for and against the motion are equal.)

6.12. Two thirds majority shall be defined to be when the following is satisfied: F

$$/ (F+A) > 2/3$$

Where F = Votes cast in favour of the motion

A = Votes cast against the motion

When referring to a two thirds majority, a tie shall be when $F / (F+A) = 2/3$

(In other words, a two thirds majority is when more than twice as many votes are cast for the motion as are cast against it, and a tie is when exactly twice as many votes are cast for the motion as are cast against it.)

7. Elections and Referenda

- 7.1. The JCR shall hold elections for each post in the JCR Committee in Michaelmas Term each year, and they shall be conducted in accordance with clauses 7.4-7.10 and clauses 7.14-7.26 of this constitution. If no candidate is elected to any post, there shall be a by election for that post.
- 7.2. When posts in the JCR Committee fall vacant, a by-election shall be held. In the event that no candidate is elected, the JCR Committee may choose, by a Supermajority Vote, to leave the post vacant until the next Annual Election, or to hold another by-election.
- 7.3. By-elections shall be held in accordance with clauses 7.5-7.10 and clauses 7.14-7.26 of this constitution.
- 7.4. The annual elections for the post of JCR President shall be held during 5th Week of Michaelmas Term, and the annual elections for all other JCR Committee posts shall be held during 6th Week of Michaelmas Term. Elections for non-JCR Committee WEQ Committee posts shall be held during 7th Week of Michaelmas Term.
- 7.5. Balloting shall be by the Alternative Vote (AV) system (as defined by the Electoral Reform Society), with Re-Open Nominations (RON) as a candidate for each post. If RON wins, nominations will be reopened and a second election held as soon as practicable.
- 7.6. Candidates may not stand for more than one post at any election, with the exception of unsuccessful candidates for the post of JCR President, who may then stand for any other post in the JCR Committee.
- 7.7. Only Full Members of the JCR shall be eligible to stand for posts in the JCR Committee.
- 7.8. Nominees currently holding JCR Committee posts must resign their posts prior to submitting a nomination for a new post.
- 7.9. Only one JCR Member may present themselves as a nomination for each post on the JCR Committee, with the exceptions laid out in Appendix A of this Constitution.
 - 7.9.1. This includes the positions of LGBTQ+ and BAME reps, whose nominees shall run wholly separately.
- 7.10. Candidates must be eligible to take up the post for which they are standing, subject to

the Terms of Reference for the JCR Committee, which forms Appendix A of this constitution, and subject to the College procedures requiring tutorial permission to run for office.

7.11. Elections for any other committee must take place in accordance with clauses 7.14-7.26 of this constitution.

7.12. A referendum may be triggered by:

7.12.1. The passage of a valid motion (under clause 7.13 of this Constitution) calling for a referendum through any General Meeting with a Supermajority;

7.12.2. A valid petition (under clause 7.13 of this Constitution) calling for a referendum signed by at least 30 JCR Members;

7.12.3. When it has been five years since the JCR Constitution was last updated, in which case it shall be reviewed by the JCR Committee and a Referendum held subject to ratification by the College Governing Body.

7.13. The motion or petition to hold a referendum must clearly state the question to be put. The referendum shall be held in accordance with clauses 7.14-7.25 of this constitution.

7.14. The JCR Returning Officer shall be elected in accordance with Appendix E of this Constitution and shall be governed by that Appendix. They shall notify the JCR of any poll by circulating an e-mail not less than 72 hours before the poll. Where a debate or hustings are to be held, they must be held within 48 hours of the poll.

7.15. The JCR Returning Officer must, before the opening of nominations in any elections, circulate a code of conduct for the elections, to be drawn from:

7.15.1. The Code of Conduct for Elections, as set out in appendix I,

7.15.2. The relevant clauses of section 7 of this constitution,

7.15.3. Any additional rules the Returning Officer deems appropriate under clause 7.18 of this constitution, with approval by the JCR President.

7.15.4. The JCR Returning Officer may supplement their original code of conduct by issuing rulings of interpretation during an election. Any rulings of interpretation must be circulated to all candidates or campaign groups via e-mail.

7.16. Every week in which there is a poll to be held, in conjunction with the JCR Executive Committee, the JCR Returning Officer shall appoint up to two JCR Committee Members to assist in the conduct of all polls to be held that week if they feel this is necessary.

7.17. If a poll is being run using a paper ballot, the JCR Returning Officer and an impartial JCR Committee Member shall ensure that the ballot box is empty prior to the poll, and seal it. If the poll is being run online, the JCR Returning Officer shall take appropriate steps to ensure that the result is not known until the official count and shall further ensure that only those eligible to vote have done so.

7.18. The JCR Returning Officer shall ensure that all polling is conducted in a fair and democratic manner and that Conscience Clauses are included in elections for positions which will be representing certain communities or groups of people.

7.18.1. The positions which require a Conscience Clause to be used during elections are the LGBTQ+ Representative(s), the International Students' Representative, the Women's Representative(s), the BAME (Black and Minority Ethnicities) Representative(s), the Mature Students' Representative(s), the Disabled Students' Representative(s), the Faiths and Beliefs Representative(s).

7.18.2. The Conscience Clause will read as follows: 'Please note that the primary

responsibility of the JCR x Representative will be to the x community in St Hugh's. Therefore, if you do not identify as a member of this community, you may not be in a very good position to determine which candidate would be best to represent it.' with 'x' being replaced by the title of the group of Members whom the Representative in question will represent.

- 7.19. The JCR Returning Officer may be assisted by any number of JCR Committee Members. Their role shall be limited to distributing polling cards, and explaining how to ballot. They shall not seek to influence the outcome of the poll, and may not be a candidate in the current poll, or an activist for either side of a referendum question.
- 7.20. After the close of polling, the JCR Returning Officer and a JCR Committee Member shall count the number of ballots, if a poll is being run using a paper ballot, and check that this is equal to the number of ballot cards issued. All paper ballot counts shall take place in the presence of at least three observers, including the JCR Returning Officer and a JCR Committee Member. The ballots shall then be counted, and the provisional results shall be announced in the JCR and the College Bar as soon as possible. If the poll is being run online, the JCR Returning Officer and a JCR Committee Member will check that only those eligible to vote have done so, and shall count the number of votes in the presence of at least three observers as above. Results shall be announced as above.
- 7.21. Once the provisional results have been announced, the JCR Returning Officer and the JCR Committee Member who counted the votes shall sign and post a Declaration of Results in the JCR and the College Bar. This shall be the final result of the ballot, unless overturned as a result of a complaint. A copy of this result shall be sent to the entire JCR via e-mail as soon as possible.
- 7.22. In the event of a complaint, the JCR Returning Officer shall act as they see fit to ensure that the poll remains fair and democratic, in accordance with clause 7.18 of this constitution.
- 7.23. Where a complaint involves the conduct of the JCR Returning Officer, or where the JCR Returning Officer is the complainant, the JCR President shall arbitrate. If this does not resolve the situation, or if a further complaint is received, the complaint may then be addressed to an independent person appointed by the Governing Body of the College, who shall seek to resolve the complaint, in line with the JCR Constitution.
- 7.24. After each poll, the JCR Returning Officer may make a report to the next Ordinary Meeting of the JCR. If the JCR Returning Officer has acted under clause 7.22 of this constitution, they shall be obliged to make a written report to the next Ordinary Meeting of the JCR.
- 7.25. If the JCR President has acted under clause 7.23 of this constitution, they shall be obliged to make a written report of the incident to the next Ordinary Meeting of the JCR.
- 7.26. If the JCR fails to approve the JCR Returning Officer's report, or the JCR President's report, a motion shall automatically be moved calling for a re-poll, which shall require a Supermajority Vote to pass.

8. Affiliations

- 8.1. In accordance with the Education Act (1994), the JCR shall review its external affiliations at least every two years by the process laid out in the JCR Standing Orders.
- 8.2. The JCR may not affiliate to any organisation that is banned in the United Kingdom.
- 8.3. All new affiliations shall be subject to the approval of the Governing Body of the College, or its nominated representative.

- 8.4. The JCR may affiliate to any body, subject to the preceding clauses, by the passage of a Motion by Supermajority Vote calling for the affiliation through a General Meeting. The JCR may disaffiliate from any body by the passage of a Motion by Supermajority Vote calling for the disaffiliation through a General Meeting.

9. Complaints

- 9.1. Any Member of the JCR shall be entitled to complain formally about:

9.1.1. Any aspect of the running of the JCR.

9.1.2. Any JCR Committee (or Sub-Committee or Joint-Committee) Member's actions (or lack thereof) insofar as they relate to their duties and responsibilities to the JCR as laid down in this Constitution and its Appendices, the JCR Standing Orders or elsewhere.

- 9.2. In accordance with the Education Act (1994), there shall be a three level complaints procedure, which is set out below. These stages must be followed in order, and, if the complaint is not dealt with to the complainant's reasonable satisfaction, it shall proceed to the next stage.

9.2.1. In the first instance, the complaint shall be addressed in writing to the JCR President, who shall take all reasonable steps to ensure that the complaint is dealt with as quickly as possible. Where the complaint concerns the JCR President, the complaint shall be addressed in writing to the JCR Vice-President, who shall take all reasonable steps to ensure that the complaint is dealt with as quickly as possible.

9.2.2. The complaint may then be addressed to an independent person appointed by the Governing Body of the College (this may be a College Officer or any other Member of the Governing Body), who, by communication with the JCR Committee, shall seek to resolve it.

9.2.3. Finally, in conjunction with section 8 of the Code of Practice the complaint may be addressed, in writing, to the Dean to have the issue raised at the governing body.

- 9.3. In all complaints at first instance, if there is a clear conflict of interest regarding the JCR officer the complaint has been made to, the complaint will defer to the next most senior member of the JCR Committee in accordance with the listing of the JCR Committee in Appendix A1.

10. Changes

- 10.1. Changes and additions to this Constitution may only be made after one of the following conditions is met:

10.1.1. A referendum has been held, in accordance with section 7 of this Constitution, the result of which explicitly supports the changes and contains the exact wording. 10.1.2. A written request is received from the College's Governing Body, or their appointed representative, to change the Constitution in a specified way. A Motion must then be passed through two consecutive General Meetings explicitly supporting and stating the changes to be made.

10.1.3. After five years have passed since the last time the Constitution was reviewed (2025). At this point a full review of the Constitution, its Appendices and its Standing Orders must be carried out by the JCR Committee. The changes undertaken within this review will only come into effect once they have been explicitly supported by a referendum of the JCR in accordance with section 7 of this Constitution. Subsequently they must be approved by the Governing Body of the College.

- 10.2. All constitutional amendments are subject to ratification by the Governing Body of the College but shall take effect provisionally from the time they are passed by the JCR, pending such ratification. In the event of the amendments not being ratified, the amendments shall no longer be in effect. Any decisions made prior to non-ratification under the provisionally amended Constitution will remain valid.
- 10.3. Changes and additions to the Appendices to this Constitution may only be made after the passage of a motion explicitly stating the changes through two consecutive General Meetings.
- 10.4. Changes and additions to the JCR Standing Orders may only be made after the passage of a motion through a General Meeting in accordance with the unaltered Standing Orders.
- 10.5. Where corrections to numbering, spellings and punctuation are required, and where the alteration does not affect the meaning and sense of a clause, the JCR Secretary shall call the JCR's attention to the inaccuracy in their written remarks in a General Meeting, and, if there is no opposition raised, update the relevant section accordingly.

11. Interpretation

- 11.1. Any question concerning the interpretation of this Constitution and its Appendices, or the JCR Standing Orders, shall be referred to the Independent Chair, who shall issue a ruling. This ruling shall be binding unless overturned under section 9 of this Constitution, where the complaint questions the ruling of the Independent Chair.
- 11.2. Where the interpretation of this Constitution, its Appendices or the JCR Standing Orders is unclear, the Constitution shall take precedence over the Appendices and the Standing Orders, and the Appendices shall take precedence over the JCR Standing Orders.
- 11.3. The Independent Chair may retract or amend their ruling.
- 11.4. Previous resolutions of the JCR shall not be invalidated by this Constitution, save where they are expressly invalidated, in which case they are immediately superseded.
- 11.5. All previous Constitutions of St. Hugh's College JCR are hereby expressly revoked and invalidated, and this Constitution shall have effect from Sunday of 5th Week, Michaelmas Term 2015.

Appendix A

Terms of Reference for the JCR Committee

A1. The JCR Committee Shall Consist of:

- a. The JCR President (who shall act as Chair in JCR Committee Meetings);
- b. The JCR Vice-President;
- c. The JCR Secretary (who shall act as Secretary);
- d. The JCR Treasurer;
- e. The JCR Access Officer;
- f. The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer;
- g. The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer;
- h. The JCR Freshers' Welfare Officer

- i. The JCR International Students' Representative;
 - j. The JCR Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) Representative(s);
 - k. The JCR Entertainments (Entz) Representative(s);
 - l. The JCR Charities and Communities Representative;
 - m. The JCR Environment and Ethics Representative;
 - n. The JCR Sports and Societies Representative;
 - o. The JCR Director of Digital Operations (DoDO);
 - p. The JCR First Year (Freshers') Representative;
 - q. The JCR Academic Affairs and Careers Officer;
 - r. The JCR BAME Representative(s);
 - s. The JCR Disabled Students' Representative.
 - t. The JCR Cat Representative
 - u. The JCR Faiths and Beliefs representative
- A2. No less than four and no more than eight JCR Committee Meetings shall be held during each Full Term (as defined by the University). Exactly when these meetings are held shall be at the discretion of the JCR President in consultation with the rest of the JCR Committee, although the JCR President should aim for JCR Committee Meetings to be held weekly. Quorum (the minimum number of members that must be present at a meeting to make the proceedings valid) for JCR Committee Meetings shall be two thirds of the JCR Committee.
- A3. Candidates for posts A1.a) to A1.g) shall already have at least two terms of residence in Oxford between their Matriculation and the time of nomination, and candidates for post A1.h) and A1.o) shall have fewer than three terms of residence in Oxford between their Matriculation and the time of nomination.
- A4. With reference to clause 7.9 of the Constitution, the positions for which more than one JCR Member may present themselves are:
- a. The JCR Entertainments (Entz) Representative(s), for which no more than two JCR Members may run together.
- A5. Candidates for MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer must identify as a man or as a minority gender, and Candidates for WTI (Woman and Trans-feminine Identities) Welfare and Equal Opportunities Officer must identify as a woman or as trans-feminine.
- a. It is highly recommended that Welfare and Equal Opportunities Officers receive welfare training, especially Peer Support training.
- A6. The Duties of the JCR Committee shall be:
- a. To ensure the implementation of the resolutions of the JCR, as defined in Section 6 of this Constitution;
 - b. To provide a channel for communication between the JCR and the SCR; between the JCR and the MCR, and between the JCR and Oxford SU
 - c. To maximise the flow of information to the JCR;
 - d. To oversee the running of the JCR, including stewardship of the physical JCR and its facilities.
- A7. No Member of the JCR Committee shall be personally responsible for the personal welfare,

academic or other problems and concerns of any individual JCR Member. A8. All JCR Committee Members shall:

- a. Attend all General Meetings and JCR Committee Meetings. If a JCR Committee Member fails to attend three consecutive General Meetings without submitting a report, they shall be deemed to have resigned;
- b. Make a report to each General Meeting. If a JCR Committee Member does not submit a report during a Full Term, they shall be deemed to have resigned;
- c. Make a written report to each JCR Committee Meeting. If a JCR Committee Member does not submit a written report to three consecutive JCR Committee Meetings, they shall be deemed to have resigned;
- d. Produce a handbook for their successor, detailing the practicalities of their duties, constitutional duties, any extra work they have done, and any other information they feel may benefit their successor;
- e. Have at least one meeting with their successor before the end of their tenure to provide them with said handbook and answer any other questions, unless the JCR President deems that there are extenuating circumstances which prevent them from carrying out this meeting;
- f. Make themselves available to their successor to dispense advice and guidance on the role for the first Full Term in which their successor is in office, unless the JCR President deems that there are extenuating circumstances which prevent them from carrying out this duty;
- g. Where relevant, ensure that when they leave the JCR Committee, their successor comes into possession of any keys to access the JCR Committee Room or any other JCR cupboards;
- h. Attend any and all Oxford SU and College Committees deemed appropriate by the JCR or JCR Committee;
- i. Ensure the JCR Director of Digital Operations keeps their section of the JCR website up-to-date;
- j. Ensure that all official communication in their capacity as a member of the JCR Committee includes their pronouns and, if appropriate, an image description;
- k. Play a full part in the work of the JCR Committee, including undertaking additional tasks as allocated by the JCR President and/or the JCR Committee.

A9. The Duties of the individual Officers and Representatives shall be as follows:

- a. The JCR President shall:
 - i. Co-ordinate the work of the JCR Committee;
 - ii. Attend meetings of College Committees as requested;
 - iii. Seek to further the interests of the JCR;
 - iv. Communicate the policies of the JCR to the College administration and communicate the decisions of the College administration to the JCR;
 - v. Ensure the execution of the decisions taken at General Meetings, and implement JCR policy;
 - vi. Represent individual Members of the JCR, when reasonably requested to do so by the Member concerned;
 - vii. Oversee, co-ordinate and maximise the flow of information to the JCR using social media and email;
 - viii. Send out one email to the JCR each week during Full Term, on Sundays, including information and notices received from across the University and from within the College. Where necessary (e.g. where a notice with a

deadline that falls prior to the next Sunday email being sent), the President shall send out an additional email to the JCR on Wednesday if the notice is received at least 24 hours before 8pm on Wednesday.

- ix. Represent the JCR at Oxford SU Council and Presidents' Committee;
- x. Ensure maximum communication with JCR Officers and Representatives from other Colleges;
- xi. Co-sign JCR cheques, when necessary, in accordance with the JCR Constitution
- xii. Liaise with the local authority, where the need arises
- xiii. Work to improve relations with Senior Members of the College;
- xiv. Work and liaise with the MCR President to ensure a close working relationship between the JCR and the MCR;
- xv. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members;
- xvi. Engage in the negotiation of rent with college, to achieve the best possible rent package for students;
- xvii. Create a sub-committee to assist in the preparation of material for rent negotiations, including but not limited to the JCR Treasurer;
- xviii. Create and administrate the JCR Facebook page for their tenure and, if necessary, appoint fellow administrators.

b. The JCR Vice-President shall:

- i. Assist the JCR President in the execution of their duties, and carry out these duties in the event of the President's enforced absence;
- ii. Attend meetings of College Committees as requested;
- iii. Organise the annual room ballot which has now been codified in accordance with the Room Ballot Procedure, in close conjunction with College's Accommodation Manager;
- iv. Oversee and co-ordinate the work of all JCR Sub-Committees, Joint Committees and Working Groups;
- vii. Be responsible for the JCR's and the JCR Committee's domestic arrangements, including but not limited to accommodation, Hall and Formal Dinners;
- viii. Be responsible for the stewardship of the general facilities of the JCR
- ix. Organise the termly Guest Dinners;
- x. Co-sign JCR cheques, in accordance with the JCR Constitution.

c. The JCR Secretary shall:

- i. Be responsible for typing and distributing the agenda for General Meetings and JCR Committee Meetings;
- ii. Be responsible for taking the minutes of General Meetings and JCR Committee Meetings and working with the DoDO to publish them on the JCR website within a week of the meetings occurring;
- iii. Maintain an up-to-date version of the JCR Constitution, Standing Orders, Appendices, Policy Book and Room Ballot Procedure on the JCR website, and make them available to any JCR Member;
- iv. Assist the JCR Vice-President with the organisation of the annual Room Ballot;

- v. Together with the JCR Treasurer and the JCR Sports and Societies Representative, be responsible for any possible sponsorship of the JCR; vi. Be responsible for JCR publicity, including maintenance of a JCR notice board;
- vii. In consultation with the JCR President and the Development Office, produce a termly newsletter to be sent to Senior Members detailing the work and successes of the JCR;
- viii. Work with the JCR President to improve relations with Senior Members; ix. Work, together with the JCR Treasurer and AccAff to ensure a suitable level of awareness of the existence and availability of Travel Grants, and their correct and expedient administration in accordance with Appendix F. x. With the President:
 - a. Represent the JCR at Oxford SU Student Council;
 - b. Share Oxford SU Notices with the JCR, as appropriate, by email and/or through a notice board and the JCR Website;
 - c. Submit Motions and Amendments to Oxford SU Student Council as instructed by the JCR;
- xi. Appoint a Yearbook Editor and committee
- xii. Work with the JCR Access and Academic Affairs Officer to produce and/or update the Alternative Prospectus, to complement the College's Undergraduate Prospectus, which should be produced no later than 5th week of Trinity Term of each even year;
- xii. Organise a JCR Art Prize and Exhibition to be held in Michaelmas Term of each odd year, or whenever the JCR shall call for one to be held;
- xiv. Be responsible for sending any relevant JCR-related material to the College Archives, and meet with the College Archivist whenever the Archivist deems it to be necessary;

d. The JCR Treasurer shall:

- i. Administer the day-to-day financial affairs of the JCR, in accordance with the JCR Constitution, including but not limited to dealings with the JCR's Bank;
- ii. Be responsible for getting themselves and the JCR President as signatories on the JCR bank account.
- iii. Work with the JCR Sports and Societies Representative to ensure a suitable level of awareness of the existence and availability of amalgamated funds, and their expedient and fair distribution;
- iv. Keep and audit proper accounts, and maintain a record of JCR expenditure, which shall be accessible to JCR Members;
- v. Implement expeditiously decisions requiring expenditure made in General Meetings and JCR Committee Meetings;
- vi. Maintain close contact with the Officers of College clubs and societies, and meet with the relevant members of the College Finance Office when appropriate;
- vii. Co-sign JCR cheques, where necessary, in accordance with the JCR Constitution;
- viii. Be responsible for the supply of newspapers and periodicals to the student body in conjunction with the MCR, where relevant;
- ix. Work with the JCR Sports and Societies Representative to ensure a suitable

level of awareness of the existence and availability of Blues Funds, and their correct and expedient administration in accordance with Appendix G;

- x. Forecast the yearly budget at the beginning of their tenure as well as setting and presenting a termly budget for JCR expenditure to the JCR at the beginning of each Full Term during their time in office;
- xi. Present a written financial report to the JCR, including details of donations to external organisations, towards the end of each Full Term during their time in office;
- xii. Together with the JCR Secretary and the JCR Sports and Societies Representative, be responsible for any possible sponsorship of the JCR; xiii. Include a copy of the preceding term's accounts in their Remarks at the first General Meeting of each term;
- xiv. Together with the JCR Sports and Societies Representative, organise a meeting in Michaelmas Term Week 7 with the incoming JCR Treasurer, incoming Sports and Societies Representative and the executive committees of the college's societies to explain the application process for Amalgamated Funds and coordinate the action of the societies;
- xv. Be responsible for ordering food for General Meetings;
- xvi. Attend bi-termly Finance Committee meetings;
- xvii. Be responsible for the maintenance and negotiation of the JCR punting contract with either Cherwell Boathouse or the Magdalen Bridge Boathouse, for use in Trinity Term;
- xviii. Be responsible for the potential negotiation of other expenses the JCR incurs;
- xix. Work and liaise with the MCR VP+Treasurer, where appropriate, to ensure a close working relationship between the JCR and the MCR.

e. The JCR Access Officer shall:

i. Liaise with the College Office to advocate, establish, and assist with the implementation of schemes aiming to improve access to the College and University and widen participation to higher education for students from disadvantaged and underrepresented backgrounds. Such schemes could include, but are not limited to: day and residential visits from target schools or specific groups of underrepresented students; roadshows to target schools or specific groups of underrepresented students; and digital outreach.

- a. 'Access activity' is defined by the Office for Fair Access as 'any activity that involves raising aspirations and attainment among potential applicants from under-represented groups and encouraging them to apply to and enter higher education. This includes activity directed at young or mature students aspiring to full- or part-time study. We particularly encourage sustained, co-ordinated activities that work with pupils and other potential applicants over a number of years.';
- b. 'Widening participation' is defined by the Office for Fair Access as 'Removing the barriers to higher education, including financial barriers, that students from lower income and other under-represented backgrounds face.'

N.B.: In colloquial Oxford usage of terms, ‘access’ refers to encouraging more students from underrepresented and disadvantaged backgrounds to apply to the University; whereas, colloquially, widening participation is referred to as encouraging students from underrepresented and disadvantaged backgrounds to consider higher education in general, not specifically (although it may include) Oxford. These terms are both separate from ‘recruitment’ which does not account for potential applicants’ backgrounds and therefore does not fall into the Access Officer’s remit. In colloquial Oxford usage of terms, ‘outreach’ encompasses access, widening participation, and recruitment; the Access Officer must use their discretion to determine whether an ‘outreach’ event has an access and widening participation focus and thus whether such an event falls inside or outside of their remit.

- ii. Assist with JCR input into Open Days, College inbound and outbound access & widening participation visits, Interviews, and all access and widening participation – as defined in (i(a) and (b)) above - initiatives in Oxford;
 - iii. Work with the JCR Secretary to produce and/or update the Alternative Prospectus, which should be produced no later than 5th week of Trinity Term each even year, where possible;
 - iv. Act as Secretary of the JCR Welfare and Equal Opportunities Sub-Committee;
 - v. Assist with JCR input into Open Days, School Visits, Interviews and any and all access initiatives in Oxford;
- f. The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer shall:
- i. Assist JCR Members with all forms of welfare problems, whether financially, emotionally, health-, work- or housing-related, or other aspects of personal concern;
 - ii. Attend College Committees as requested;
 - iii. Distribute Oxford SU Welfare Advice, forms and information; iv. Liaise with College personal tutors where necessary;
 - v. Keep JCR Members informed and educated about health and welfare issues; vi. Raise awareness of issues pertaining to equal opportunities in College; vii. Represent the interests of women and trans-feminine students, ethnic minority, LGBTQ+, disabled, faiths and beliefs and mature Members of the JCR as conveyed by the respective Representatives sitting on the Welfare and Equal Opportunities Sub-Committee;
 - viii. Attend conferences and meetings nationally on equal opportunities issues, where approved by a General Meeting;
 - ix. Try to ensure that clause 1.9 of the JCR Constitution is upheld by the JCR and the JCR Committee in all of its actions;
 - x. Organise at least four welfare events each Full Term, with at least one event occurring in 5th Week of every term;
 - xi. Possess a key for the JCR Committee Room, which, when requested, shall

be made temporarily available to other JCR Committee Members; xii. Work and liaise with the MCR Welfare team, where appropriate, to ensure a close working relationship between the JCR and the MCR.

g. The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer shall:

- i. Assist JCR Members with all forms of welfare problems, whether financially, emotionally, health-, work- or housing-related, or other aspects of personal concern;
- ii. Attend College Committees as requested
- iii. Distribute Oxford SU Welfare Advice, forms and information; iv. Liaise with College personal tutors where necessary;
- v. Keep JCR Members informed and educated about health and welfare issues; vi. Raise awareness of issues pertaining to equal opportunities in College; vii. Represent the interests of men and those of minority genders, ethnic minority, LGBTQ+, disabled, faiths and beliefs and mature Members of the JCR as conveyed by the respective Representatives sitting on the Welfare and Equal Opportunities Sub-Committee;
- viii. Attend conferences and meetings nationally on equal opportunities issues, where approved by a General Meeting;
- ix. Try to ensure that clause 1.9 of the JCR Constitution is upheld by the JCR and the JCR Committee in all of its actions;
- x. Organise at least four welfare events each Full Term, with at least one event occurring in 5th Week of every term;
- xi. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members; xii. Work and liaise with the MCR Welfare team, where appropriate, to ensure a close working relationship between the JCR and the MCR.

h. The The JCR Freshers' Welfare Officer shall:

- i. Assist JCR Members with all forms of welfare problems, whether financially, emotionally, health-, work- or housing-related, or other aspects of personal concern;
- vi. Attend College Committees as requested
- vii. Distribute Oxford SU Welfare Advice, forms and information;
- viii. Liaise with College personal tutors where necessary;
- ix. Keep JCR Members informed and educated about health and welfare issues;
- vii. Raise awareness of issues pertaining to equal opportunities in College; ix. Represent the interests of Freshers as conveyed by the respective Representatives sitting on the Welfare and Equal Opportunities Sub Committee;
- x. Attend conferences and meetings nationally on equal opportunities issues, where approved by a General Meeting;
- xiii. Try to ensure that clause 1.9 of the JCR Constitution is upheld by the JCR and the JCR Committee in all of its actions;
- xiv. Organise at least four welfare events each Full Term, with at least one event occurring in 5th Week of every term;
- xv. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members; xvi.

Work and liaise with the MCR Welfare team, where appropriate, to ensure a close working relationship between the JCR and the MCR.

i. JCR International Students' Representative shall:

- i. Be responsible for supporting all international JCR Members, both current and incoming;
- ii. Represent the needs and interests of international JCR Members in all relevant forums within the College, needs and interests which include but are not limited to- storage and accommodation availability and issues which may arise regarding them;
- iii. Assist with the integration of international JCR Members within the College by interacting with and bringing together the international and domestic student bodies;
- iv. Working together with the JCR First Year (Freshers') Representative and the JCR Entertainments Representative(s) and the JCR Welfare Representatives, organise at least one event during 0th week of Michaelmas Term to aid the settling and initial integration of international JCR Members;
- v. Aid international JCR Members with administrative tasks, like banking and phone contracts, particularly after their first arrival at the College;
- vi. Working together with the JCR Entertainments Representative(s), organise at least two international events celebrating traditions from the multitude of countries represented within the JCR, every Full Term, in order to celebrate diversity and culture across College, which may include, but are not limited to, major international festivals, such as Diwali and Thanksgiving
- vii. Attend College meetings when requested;
- viii. Attend Oxford SU International Students Committee and keep the JCR informed of any recent developments;
- ix. Represent in all relevant forums with the College any specific needs and issues which may arise in the context of visiting students.

j. The JCR Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ+) Representative(s) shall:

- i. Promote the welfare of LGBTQ+ JCR Members;
- ii. Represent the needs and interests of LGBTQ+ JCR Members in all relevant forums within the College;
- iii. Working together with the JCR First Year (Freshers') Representative and the JCR Entertainments (Entz) Representative(s), organise at least one event during 0th week of Michaelmas Term to promote and support the LGBTQ+ community within St Hugh's;
- iv. Work together with the JCR Entertainments Representative(s) to organise at least two LGBTQ+ events every Full Term which may celebrate diversity in gender and sexuality. This may include but is not limited to events for major international festivals such as LGBT History Month;
- v. Attend College meetings when requested;
- vi. Attend relevant Oxford SU LGBTQ+ meetings and keep the JCR informed of any recent developments.

Vii. The LGBTQ+ representative(s) shall, where possible, work with the

domestic bursar to host an annual LGBTQ+ formal, typically in Hilary Term.

k. The JCR Entertainments (Entz) Representative(s) shall:

- i. Organise social events each Full Term, with at least one each week; ii. Produce a provisional schedule of the proposed social events for the forthcoming Full Term, and email it out to the JCR, publish it on the JCR website, and elsewhere, as appropriate, by no later than Thursday of 0th week;
- iii. Keep accounts of all Entz expenditure and report these to the JCR Treasurer every week during Full Term time;
- iv. Concerning Entz equipment on loan, which is deemed by the JCR Committee to be under the control of the Entertainments Representatives:
 1. Be responsible for the safe supervision and management of all equipment owned, hired or otherwise in the control of the JCR;
 2. Liaise with the JCR Committee and the College to ensure that appropriate insurance cover is maintained, and that sufficient staff are available to supervise and maintain the equipment;
 3. Ensure that, unless specifically agreed by the JCR Committee, the equipment does not leave the confines of St. Hugh's College, is not part of any agreement for profit or benefit, is used only by competent personnel behaving responsibly, and is sited in the safest position during use;
 4. Not be responsible for normal wear and tear consistent with proper use of the equipment.
- v. Take reasonable measures in order to keep themselves informed of all events taking place in College;
- vi. Disseminate knowledge about the formal requirements for decanal approval of events;
- vii. Maintain the Entz Cupboard and all Entz equipment.
- viii. Work and liaise with the MCR Social secretaries, where appropriate, to ensure a close working relationship between the JCR and the MCR.

l. The JCR Charities and Communities Representative shall:

- i. Organise at least two fundraising events in support of charities (charity as defined by the Charities Act 2011) per Full Term;
- ii. Attend all Oxford RAG (Raise and Give) Meetings, and liaise between these and the JCR;
- iii. Assist with the running of RAG events, particularly in College; iv. Organise the appointment of a RAG BALL President and committee. The Charity Rep will still be mandated to be on the Ball committee and fulfil an advisory role, which would include attending all meetings. This must be in support of one of the charities chosen by Oxford RAG in that particular year, which can be found on the Oxford RAG website. This must be a national or international charity in even years, and a local charity in odd years; v. Assist the Treasurer in distributing JCR funds to charities as agreed by the JCR or the JCR

Committee;

- vi. Present all relevant charities material to the JCR via email and/or notice boards, social media and the JCR website;
- vii. Promote volunteering within College;
- viii. Assist members of the JCR in organising charity events, and in applying for charities funds from the JCR;
- ix. Organise the termly Charity Dinners in conjunction with the Vice-President, and ensure that a collection for the relevant charity is taken at the beginning of the Dinner;
- x. Attend relevant Oxford SU meetings when requested, and keep the JCR updated on developments.

m. The JCR Environment and Ethics Representative shall:

- i. Ensure that the ethical and environmental impacts are considered when passing JCR motions and in committee meetings, flagging up any issues to the student body to be corrected
- ii. Take care of any JCR plants
- iii. Work closely with college staff to ensure the college is as sustainable as currently possible and work with the Climate Strategy Sub Committee to plan how to make college more sustainable in future
- iv. Coordinate between student and staff sustainability efforts and maintain transparency, delegating projects to other JCR members
- v. Manage, coordinate or sit in in any ethics or environmental working groups within the JCR
- vi. Be responsible for waste management efforts of the JCR student body, delegate and coordinate food waste management to students in different accommodations and continue recycling efforts.
- vii. Work closely with the President of the Environment and Sustainability society whose role is to run events, raise awareness and use the budget effectively
- viii. Work closely with the MCR Environment and Charities rep to coordinate student body efforts
- ix. Attend uni-wide EnE rep meetings where possible, to help unify sustainability efforts across the university
- x. Work and liaise with the MCR E&E Representative, where appropriate, to ensure a close relationship between the JCR and the MCR.

n. i. The JCR Sports and Societies Representative shall:

- Maintain a list of Sports Captains and Society Presidents which shall be made available to JCR Members and presented, updated, to the Porters' Lodge at the beginning of every Full Term;
- ii. Co-ordinate and publicise the sporting events taking place involving JCR Members;
- iii. Together with the JCR Secretary and the JCR Treasurer, be responsible for any possible sponsorship of the JCR;
- iv. Be responsible for the booking and advertising of JCR punts in Trinity Term;
- v. Organise the annual Sports and Societies Dinner in conjunction with the JCR Vice-President;

- vi. Maintain the Sports Cupboard and all Sports Equipment;
 - vii. Work with the JCR Treasurer to ensure a suitable level of awareness of the existence and availability of Blues Funds, and their correct and expedient administration in accordance with Appendix G;
 - viii. Work with the JCR Treasurer to ensure a suitable level of awareness of the existence and availability of amalgamated funding, and expedient and fair distribution.
 - ix. Together with the JCR Treasurer, organise a meeting in Michaelmas Term Week 7 with the incoming JCR Treasurer, incoming Sports and Societies Representative and the executive committees of the college's societies to explain the application process for Amalgamated Funds and coordinate the action of the societies.
- o. The JCR Director of Digital Operations (DoDO) shall:
- i. Maintain and develop the JCR Website;
 - ii. Regularly update the materials provided on the JCR website, especially the JCR Representatives' pages and menus for Hall;
 - iii. Work with the JCR Secretary to ensure the minutes of General Meetings and JCR Committee Meetings are published on the JCR Website within a week of the meetings occurring;
 - iv. Administer the JCR Committee's digital equipment;
 - v. Represent the JCR's computing interests to College, ensuring that the services supplied are sufficient and constant, and that its web server is properly administered, including ensuring that postings on any JCR forum are suitably moderated;
 - vi. Administer the provision of paid subscription Television services;
 - vii. Administer the provision of pay-per-view television, either through a General Meeting or at a committee with 30 signatures on a petition;
 - viii. Administer the DVD collection on behalf of the JCR and the MCR, and ensure that new stock is continually bought in;
 - ix. Be responsible for the JCR's television(s) and DVD player(s);
 - x. Be responsible for the upkeep of the JCR photocopiers and printer;
 - xi. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members.
- p. The JCR First Year (Freshers') Representative shall:
- i. Represent the interests of the First Year in the JCR;
 - ii. Oversee the creation of a Freshers' week timetable for 0th Week of Michaelmas Term, including the purchase of club night tickets;
 - iii. Collaborate with the JCR LGBTQ+ Representative to organise at least one event during 0th week of Michaelmas Term (Freshers' Week) to promote and support the LGBTQ+ community within St Hugh's;
 - iv. Collaborate with the JCR International Representative to organise at least one event during 0th week of Michaelmas Term (Freshers' Week) to aid the settling and initial integration of international students;
 - v. Work with the JCR Welfare and Equal Opportunities Committee to ensure that Freshers' Week is organised to be accessible for, and accepting of, everyone as far as possible;

- vi. Choose at least one Freshers' Guide Editor and assist them in their duties;
- vii. Assist with the collation and distribution of a Freshers' information pack;
- viii. Organise the JCR parenting system;
- ix. Collaborate with the College Office to organise the Matriculation photograph;
- x. Offer assistance during the offer-holders' open day, a familiarisation day during the Easter vacation for students holding offers for St. Hugh's who did not pick St. Hugh's as their first-choice College.
- xii. Be responsible for the upkeep of the JCR photocopiers and printer;
- xiii. Possess a key for the JCR Committee Room, which, when requested, shall be made temporarily available to other JCR Committee Members.

q. The JCR Academic Affairs and Careers Officer shall:

- i. Advise JCR Members of the academic support services available to them; ii. Keep a record of the Joint Consultative Committee (JCC) Representatives in College;
- iii. Seek to represent JCR academic interests at all relevant forums in College; iv. Represent individual Members of the JCR in academic matters, when reasonably requested to do so by the Member concerned;
- v. When requested to do so, make enquiries about Collections unreturned by Monday of 4th Week of every Full Term.
- vi. Advise JCR Members of the career support services and opportunities available to them. This includes the responsibility to provide careers information to the JCR (not advisory) via email and/or via notice boards and the JCR website, including information on: Graduate Studies, Internship opportunities, Volunteering opportunities, Opportunities to work with the university and the Careers Service's services.
- vii. Seek to represent JCR career concerns and interests at all relevant forums in College;
- viii. Work with the College Development Office to produce a prospectus of alumni destinations and organise q&a sessions with alumni of interest to the JCR;
- ix. Liaise with the College Development Office to organise at least two careers events during their time in office;
- vi. Attend the College's Academic Committee as a JCR representative, ensuring to represent current and future students from disadvantaged backgrounds.

r. The JCR BAME Representative(s) shall:

- i. Promote the welfare BAME JCR Members;
- ii. Represent the needs and interests of BAME JCR Members in all relevant forums within the College;
- iii. Working together with the JCR First Year (Freshers') Representative and the JCR Entertainments (Entz) Representative(s), organise at least one event during 0th week of Michaelmas Term to promote and support the

BAME community within St Hugh's;

- iv. Work together with the JCR Entertainments Representative(s) to organise at least two BAME events every Full Term which may celebrate diversity in race and ethnicity. This may include but is not limited to events for major international festivals such as Black History Month;

V. Attend College meetings when requested;

s. The JCR Disabled Students' Representative shall:

- i. Promote the welfare of disabled JCR Members;
- vi. Represent the needs and interests of disabled JCR Members in all relevant forums within the College;
- vii. Working together with the JCR First Year (Freshers') Representative and the JCR Entertainments (Entz) Representative(s), organise at least one event during 0th week of Michaelmas Term to promote and support the disabled community within St Hugh's;
- viii. Work together with the JCR Entertainments Representative(s) to organise at least two events for disabled students every Full Term.
- ix. Attend College meetings when requested;

t. The JCR Cat Representative shall:

- i. Create catsofsthughs social media accounts and regularly post pictures of the college cats, accepting pictures from members of the college
- ii. Be in regular contact with whoever is responsible for the welfare of the college cats and make sure they are looked after.
- iii. If there are no cats in St Hugh's, the Cat Representative shall be mandated by the JCR to liaise with the governing body to have new college cats
- iv. The JCR Cat representative should strive to prove the supremacy of the St Hugh's cats amongst the other college cats.

u. The Faith and Beliefs Representative shall:

- i. Act as a point of contact for university-wide faith and/or belief groups (including but not limited to the Oxford University Intercollegiate Christian Union (OICCU), the Oxford University Newman Society, the Oxford

University Jewish Society (Jsoc), the Oxford University Islamic Society (OIsoc), the Oxford University Hindu Society (HUMSoc), the Oxford University Sikh Society, and the Oxford University Atheist, Secularist and Humanist Society (OxASH)), providing a broader range of possibilities for faith-based progression in College, being contactable by the societies for important issues (such as the death of holy individuals) and working with these societies to organise religious celebrations;

- ii. Promote understanding of different faiths in College;

- iii. Provide information on how college and university rules (and national laws, for international students) affect religious practice (for example, concerning appropriate dress for exams and rearrangement of contact time for prayer or holy days);

- iv. Respond to incidents which are relevant to students of Faith and condemn incidents of unacceptable or discriminatory behaviour towards students of

Faith.

Appendix B*Terms of Reference for the JCR Sub-Committees***B1. The Executive Committee**

- a. The Executive Committee shall consist of:
 - i. The JCR President (who shall act as Chair);
 - ii. The JCR Vice-President;
 - iii. The JCR Secretary (who shall act as Secretary);
 - iv. The JCR Treasurer;
 - v. The JCR Access Officer;
 - vi. The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer;
 - vii. The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer;
- b. The Duties and Powers of the Executive Committee shall be:
 - i. To spend not more than £100 by valid decision;
 - ii. To ensure that the rest of the JCR Committee are fulfilling their roles adequately.
- c. A valid decision of the JCR Executive Committee shall require a Supermajority Vote in favour.

B2. The Welfare and Equal Opportunities Committee

- a. The Welfare and Equal Opportunities Committee shall consist of:
 - i. **The JCR WTI (Women and Trans-feminine Identities) Welfare and Equal Opportunities Officer** (who shall act as Co-Chair in Welfare and Equal Opportunities Committee Meetings);
 - ii. **The JCR MMG (Men and Minority Genders) Welfare and Equal Opportunities Officer (who shall act as Co-Chair);**
 - iii. **The JCR Freshers' Welfare Officer;**
 - iv. **The JCR Access Officer** (who shall act as Secretary);
 - v. **The JCR Academic Affairs Officer;**
 - vi. **The JCR International Students' Representative;**
 - vii. **The JCR LGBTQ+ (Lesbian, Gay, Bisexual, Transgender and Queer) Representative(s) or the WEQ LGBTQ+ Representative** (in the instance that B2(d)(iv) and B2(d)(v) are satisfied);
 - viii. **The JCR BAME (Black, Asian and Minority Ethnicities) Representative(s);**
 - ix. **The JCR Disabled Students' Representative;**
 - x. **The Women's Representative;**
 - xi. **The Mature Students' Representative;**
 - xii. **The Faiths and Beliefs Representative;**
 - xiii. **The Transgender/Minority Gender Representative;**

xiv. **The Suspended Status Representative;**xv. **The Socioeconomic Representative;**

- b. Quorum for Welfare and Equal Opportunities Committee Meetings shall be two thirds of the Welfare and Equal Opportunities Committee.
- c. JCR Members can run for each non-JCR committee position on the WEQ committee individually, or as a pair if they wish. This does not apply to JCR committee positions on the WEQ committee, which can only be filled by one JCR Member at a time.
- d. Elections for positions (x)-(xv) shall be conducted by the Alternative Vote System (AV) (Electoral Society 1997) and administered by the JCR Returning Officer. JCR Committee members shall not be able to stand.
 - i. These elections will be held in the seventh week of Michaelmas Term each year, and all representatives will keep their positions for a year.
 - ii. The Suspended Status Representative must not be a suspended student themselves whilst holding their position on Welfare and Equal Opportunities Committee, since in order to carry out their duties they would need free access to the college.
 - iii. In years when no suitable candidate applies for WEQ Transgender/Minority Gender Representative, the JCR LGBTQ+ representatives (s) will take up this role.
 - iv. In years when no suitable candidate applies for WEQ Women's Representative, the JCR WTI Welfare and Equal Opportunities Officer will take up this role.
 - v. In years when no suitable candidate applies for WEQ Mature Students' Representative, the JCR Academic Affairs Officer will take up this role.
 - vi. In years when no suitable candidate applies for WEQ Faiths and Beliefs Representative, the JCR International Students' Representative will take up this role.
 - vii. In years when no suitable candidate applies for WEQ Suspended Status Representative, the JCR Academic Affairs Officer will take up this role.
 - viii. In years when no suitable candidate applies for WEQ Socioeconomic Representative, the JCR Access Officer will take up this role.
 - ix. In the event that a member of the relevant community is on the JCR Committee and would like to fulfil the duties of an unfilled WEQ post, rather than the designated JCR Committee member (B2diii-viii), this may be permitted at the discretion of the committee, with such a decision being made clear to the student body.
- e. Welfare and Equal Opportunities Committee Meetings shall take place at least four times a term, on dates decided by the chair (who should be appointed from among the WEQ Committee members at their discretion)
- f. All Welfare and Equal Opportunities Committee Members shall:
 - i. Attend all Welfare and Equal Opportunities Committee Meetings;
 - ii. Work together to organise at least two events per term (excluding Welfare Week events and Freshers' Week events), and more if they see fit, which deal specifically with education and community dialogue, such as workshops;
 - iii. Complete (Bfii) in addition to the events mandated by their position on the JCR Committee, if applicable;
 - iv. Have at least one formal communication with the members of the community they represent every term, such as an open forum or a questionnaire;
 - v. Make a written report to each Welfare and Equal Opportunities Committee Meeting;
 - vi. Meet with their successor before the end of their year in office and explain

- to them the practicalities of their duties, constitutional duties, any extra work they have done, and any other information they feel may benefit their successor;
- vii. Produce a handbook detailing the practicalities of their duties, constitutional duties, any extra work they have done, and any other information they feel may benefit their successor;
- viii. Attend any and all Oxford SU and College Committees deemed appropriate by the JCR, JCR Committee or Welfare and Equal Opportunities Committee;
- ix. Keep their section of the JCR website up-to-date;
- x. Play a full part in the work of the Welfare and Equal Opportunities Committee, including undertaking additional tasks as allocated by the Welfare and Equal Opportunities Representatives and/or the Welfare and Equal Opportunities Committee;
- xi. Respond to incidents which are relevant to the community they represent and condemn incidents of unacceptable or discriminatory behaviour towards members of the community they represent.
- g. The duties of any Welfare and Equal Opportunities Committee Member defined as a Communities Representative will include:
 - i. Promoting the welfare of all JCR Members belonging to their community and represent their needs as required;
 - ii. Working together with the JCR First Year (Freshers) Representative and the JCR Entertainments Representative(s) to organise at least one event during 0th week of Michaelmas Term (Freshers' Week) to promote their community within St Hugh's;
 - iii. Working together with the JCR Entertainments Representative(s) to organise at least one event per term, and more if they see fit, which may celebrate diversity in their community;
 - iv. Providing information to JCR members concerning local institutions related to their community (for example, the location of an LGBTQ+-friendly hairdressers' or a religious place of worship);
 - v. Working with the MMG and WTI Welfare and Equal Opportunities Officers, the Access Officer and College to reduce any attainment disparity that may exist for their community and to encourage members of their community to apply to St Hugh's College;
 - vi. Attending college meetings when requested.
- h. The duties of the individual Officers and Representatives shall be as follows:
 - i. **The JCR WTI Welfare and Equal Opportunities Officer shall:**
 1. Co-ordinate the work of the Welfare and Equal Opportunities Committee; 2. Communicate the policies of the Welfare and Equal Opportunities Committee to the JCR Committee and to the College administration;
 3. Ensure the execution of the decisions taken at Welfare and Equal Opportunities Committee Meetings, and implement JCR policy;
 4. Ensure that the specific welfare needs of WTI students are considered.
 - ii. **The JCR MMG Welfare and Equal Opportunities Officer shall**
 1. Co-ordinate the work of the Welfare and Equal Opportunities Committee;
 2. Communicate the policies of the Welfare and Equal Opportunities

Committee to the JCR Committee and to the College administration; 3.

Ensure the execution of the decisions taken at Welfare and Equal Opportunities Committee Meetings, and implement JCR policy;

4. Ensure that the specific welfare needs of MMG students are considered.

iii. The JCR Freshers' Welfare Officer shall

1. Co-ordinate the work of the Welfare and Equal Opportunities Committee;

2. Communicate the policies of the Welfare and Equal Opportunities Committee to the JCR Committee and to the College administration; 3.

Ensure the execution of the decisions taken at Welfare and Equal Opportunities Committee Meetings, and implement JCR policy;

4. Ensure that the specific welfare needs of Freshers are considered.

iv. The JCR Access Officer shall:

1. Be responsible for typing and distributing the agenda for and minutes of Welfare and Equal Opportunities Committee Meetings;

2. Ensure that suspended students are allowed the same academic opportunities as other students;

3. Ensure that students from economically disadvantaged backgrounds are aware of and able to access the bursaries they need;

4. Represent students needing academic and financial aid;

5. Respond to incidents which are relevant to equal access and condemn implementation of unacceptable or discriminatory admissions policy.

ii. The JCR International Students' Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of international students in College;

2. Keep the JCR informed of any recent developments in the Oxford SU International Students' Campaign and attend relevant meetings. 3. Return two days before Sunday 0th Week to welcome any International Freshers arriving early;

4. Respond to incidents which are relevant to International Students and condemn incidents of unacceptable or discriminatory behaviour towards those students.

iii. The JCR LGBTQ+ Representative(s) shall:

1. Be defined as Communities Representative(s), and have duties as described above, with responsibility for the community of LGBTQ+ students in College;

2. Keep the JCR informed of any recent developments in the Oxford SU LGBTQ+ Campaign and attend relevant meetings;

3. Respond to incidents which are relevant to the LGBTQ+ community and condemn incidents of homophobic, transphobic or otherwise discriminatory behaviour towards LGBTQ+ students.

iv. The Women's Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of women in College;

2. Keep the JCR informed of any recent developments in the Oxford SU 'It Happens Here' Campaign and the Oxford SU Women's Campaign, and attend relevant meetings;

3. Respond to incidents which are relevant to women and condemn incidents of sexist or otherwise discriminatory behaviour towards

female students.

v. The JCR BAME Representative(s) shall:

1. Be defined as Communities Representative(s), and have duties as described above, with responsibility for the community of BAME students in College; 2. Keep the JCR informed of any recent developments in the Oxford SU Campaign for Racial Awareness and Equality (CRAE) and attend relevant meetings;
3. Respond to incidents which are relevant to the BAME community and condemn incidents of racist or otherwise discriminatory behaviour towards BAME students.

vi. The Mature Students' Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of mature students in College;
2. Keep the JCR informed of any recent developments in the Oxford SU Mature Students' Campaign and attend relevant meetings;
3. Respond to incidents which are relevant to Mature Students and condemn implementation of discriminatory policy or towards Mature Students.

vii. The JCR Disabled Students' Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of disabled students in College;
2. Keep the JCR informed of any recent developments in the Oxford SU Disabled Students' Campaign and the Oxford SU 'Mind your Head' Campaign and attend relevant meetings;
3. Respond to incidents which are relevant to Disabled Students and condemn incidents of ableist or otherwise discriminatory behaviour towards Disabled Students.

viii. The Faiths and Beliefs Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the community of people in College belonging to faith groups;
2. Act as a point of contact for university-wide faith and/or belief groups (including but not limited to the Oxford University Intercollegiate Christian Union (OICCU), the Oxford University Newman Society, the Oxford University Jewish Society (Jsoc), the Oxford University Islamic Society (OIsoc), the Oxford University Hindu Society (HUMSoc), the Oxford University Sikh Society, and the Oxford University Atheist, Secularist and Humanist Society (OxASH)), providing a broader range of possibilities for faith-based progression in College, being contactable by the societies for important issues (such as the death of holy individuals) and working with these societies to organise religious celebrations;
3. Promote understanding of different faiths in College;
4. Provide information on how college and university rules (and national laws, for international students) affect religious practice (for example, concerning appropriate dress for exams and rearrangement of contact time for prayer or holy days);
5. Respond to incidents which are relevant to students of Faith and condemn

incidents of unacceptable or discriminatory behaviour towards students of Faith.

xi. The Transgender/Minority Gender Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the transgender/minority gender students in college.
2. Consult with the JCR LGBTQ+ Representative(s) on use of the transition fund when necessary;
3. Respond to incidents which are relevant to the Transgender or Minority gender community and condemn incidents of unacceptable or discriminatory behaviour towards transgender or minority gender students.

xii. The Suspended Status Representative shall:

1. Be defined as a Communities Representative, and have duties as described above, with responsibility for the suspended status students currently out of college, students in college considering suspending, and students returning from a period of suspension
2. Keep the JCR informed of any recent developments in the Oxford SU SusCam campaign;
3. Respond to incidents which are relevant to the community they represent and condemn incidents of unacceptable or discriminatory behaviour towards members of the community they represent.

The Suspended Status Representative shall NOT:

1. Sit in any meetings between a suspended status student and college (unless the Representative is suitably trained to do so to the satisfaction of the whole WEQ committee and a member of SusCam).
2. Make contact with suspended students once a term, if suspended students have expressed a desire for such contact to be made;
3. Respond to incidents which are relevant to suspended students and condemn implementation of unacceptable or discriminatory policy towards suspended students.

xiii. The Socioeconomic Representative shall:

1. Have overall responsibility within the common room to represent working class, low income, state comprehensive school-educated, and first generation students, as well as care leavers and estranged students, so that they may participate as fully as they wish in university and college life without fear of offence, intimidation, or discrimination.
2. Promote the welfare of these students at the college.
3. Lobby the college to better support these students, both financially and pastorally.
4. Promote the welfare of these students and ensure that college and university resources and services that could be of use to them are well publicised and accessible to them.
5. Attend meetings of relevant college committees.
6. Liaise with Oxford SU's Class Act campaign (e.g. by attending meetings set up between Class Act and college Class Officers) in order to keep up to date with, support and advertise the campaign's work as well as receive support and advice for the Officer's work in college;
7. Respond to incidents which are relevant to the community they represent and

condemn incidents of unacceptable or discriminatory behaviour towards students from a disadvantaged socioeconomic background.

B3. The Freshers' Committee

- a. The Freshers' Committee shall consist of:
 - i The JCR Freshers' Representative (Chair);
 - ii The Freshers' Guide Editor (Secretary);
 - iii. A number of Representatives of the First Year, as decided upon and appointed by the JCR Freshers' Representative, including the mandatory inclusion of a graphic designer, college family coordinator and 3 event planners;
 - iv. Discretionary roles may include but are not limited to co-editors of the Freshers' Guide and freshers' helpers;
- b. The Freshers' Committee shall seek to assist the JCR Freshers Representative' with the organisation and execution of their plans for 0th week of Michaelmas Term.

!5

Appendix C

Terms of Reference for Joint Committees

C1. The Ball Committee

- a. The Ball Committee shall consist of:
 - i. The Ball Committee President (Chair);
 - ii. The Ball Committee Secretary (Secretary);
 - iii. The Ball Committee Treasurer;
 - iv. The above (i-v) may also agree to co-opt up to 20 other members onto the committee. These co-opted members may be given titles, so long as they do not infringe on any established titles.
- b. The purpose of the Ball Committee shall be to organise a Ball for the benefit of the JCR, MCR, SCR, ACR and Senior Members of St. Hugh's College.
- c. The Ball Committee President, Secretary and Treasurer shall be drawn from the membership of the JCR and the MCR, and shall be elected in accordance with the JCR and MCR constitutions.
- d. The Ball Committee shall present a written report no less than once in every Full Term to a General Meeting and a Meeting of the College Governing Body. If a member of the MCR is part of the Ball Committee, it must also present a report to an MCR Meeting no less than once in every Full Term.

C2. The Entz Committee

- a. The Entz Committee shall consist of:
 - i. The JCR Entertainments (Entz) Representative(s) (Chair);
 - ii. The JCR Vice-President;
 - iii. Bar Officer;
 - iv. The above may also co-opt up to 10 other members onto the committee
- b. The purpose of the Entz Committee shall be to assist the MCR and JCR Entertainment Representatives in providing social events to the JCR and the MCR.
- c. The Entz Committee shall meet at the request of the JCR Committee or the MCR Committee.

- d. The role of the Bar Officer is to collaborate with the Entz committee. As well as to, firstly, facilitate events in the College bar, secondly, work with College and the JCR body to recommend improvements to the bar and thirdly create a weekly report on behalf of the Entz committee.

C.3 The Arts Committee

- a. The arts committee shall consist of
 - i. the Arts Committee President (Chair)
 - ii. the Arts Committee Secretary (Secretary)
 - iii. The Arts Committee Treasurer
 - iv. The above (i-iii) may also agree to co-opt up to 20 other members onto the committee. These co-opted members may be given titles, so long as they do not infringe on any established titles.
- b. The purpose of the Arts Committee shall be to organise a Arts Week for the benefit of the JCR.
- c. The Arts Committee President, Secretary and Treasurer shall be drawn from the membership of the JCR and the MCR, and shall be elected in accordance with the JCR and MCR constitutions.

C.4 The Yearbook Committee

- a. The Yearbook committee shall consist of
 - i. the Yearbook Editor (Chair)
 - ii. the Yearbook Assistant Editor(s)
 - iii. The Yearbook Treasurer
 - iv. The above (i-iii) may also agree to co-opt up to 20 other members onto the committee. These co-opted members may be given titles, so long as they do not infringe on any established titles.
- b. The purpose of the Yearbook Committee shall be to organise a Yearbook for the benefit of the JCR, and to publish it if there is sufficient interest.
- c. The Yearbook Committee shall be drawn from the membership of the JCR and the MCR, and shall be elected in accordance with the JCR and MCR constitutions.

Appendix D

Terms of Reference for Working Groups

D1. An Example Working Group

- a. The Example Working Group shall consist of:
 - i A JCR Officer (in their official capacity) (Chair)
 - ii An MCR Officer (in their official capacity)
 - iii A Secretary
 - iv Other Members
- b. The purpose of a Working Group should be to discuss and brainstorm an issue or idea affecting the JCR. For example, how best the JCR might ensure gender equality within the College;
- c. A Working Group shall be created on the request of the JCR Committee; d. Each Working Group should report back to the JCR Committee within a time limit set by the JCR Committee during the creation of the Working Group.

Appendix E**The JCR Returning Officer and Independent Chair****The Election of the JCR Returning Officer****E1**

The JCR Returning Officer shall be elected in the 4th Meeting of Trinity Term. Elections will be held by Alternative Vote (AV) (Electoral Reform Society 1997), administered by the current Returning Officer. The JCR Returning Officer shall hold this position for the next three Full Terms.

E2

In the instance that no candidates run for the position of JCR Returning Officer, the position passes to the Vice President as Acting Returning Officer as per E10, until the 4th meeting of the following term, when a further election for the position of JCR Returning Officer will take place.

E3 The JCR Returning Officer will be responsible for the duties of the JCR Independent Chair. (See 6.3-6.10 and 11.1-11.3)

The Role of the JCR Returning Officer**E4**

The JCR Returning Officer shall oversee the administration of all JCR elections. This involves explaining the procedure for, and giving adequate notice of, all upcoming elections via email, as well as being the primary overseer of the use of the Alternative Vote (AV) (Electoral Reform Society 1997) online voting system. The relevant elections overseen by the Returning Officer include:

- a. JCR Committee Elections (The JCR Constitution, s.7);
- b. WEQ elections and by-elections (B2(d));
- c. Vote subsequent to the Charities Meeting (H8);
- d. Travel Grants votes (F24);
- e. Motions put to online secret ballot (Standing Orders, 1.15.5); f. JCR Returning Officer elections (E3);
- g. JCR Independent Chair elections.

E5

The JCR Returning Officer shall attend all General Meetings during their three terms of office, in their role as Independent Chair. If they must miss a General Meeting, they should appoint an Acting Returning Officer, in addition to finding an Acting Independent Chair, from the JCR Executive Committee for that General Meeting.

E6

The JCR Returning Officer may not stand in any election during the year for which they hold the post. If they wish to stand, they must temporarily vacate the post prior to opening nominations, with the exception of the JCR Committee Election (E5). The

JCR Returning Officer will return to their post subsequent to the reading of the election results.

E7

The JCR Returning Officer may not stand in the JCR Committee Election occurring in the year for which they hold the post, and may not temporarily or permanently vacate the role in order to do so. Overseeing the administration of the JCR Committee Election is a mandatory role of the JCR Returning Officer.

E8

In the instance that the position of JCR Returning Officer becomes temporarily vacant, as per E4, the JCR Vice-President shall be appointed as Acting Returning Officer, and assume the powers and responsibilities of the JCR Returning Officer. Should the JCR Vice-President resign from this position, the Executive Committee shall nominate one of their number to become Acting Returning Officer.

E9

The JCR Returning Officer shall be granted a room ballot score immediately beneath the lowest position of the JCR Committee, contingent on their completion of all three Full Terms in the post, including the mandatory oversight of the administration of the JCR Committee Election.

E10

In the instance that the JCR Returning Officer permanently resigns, the JCR Vice President shall be appointed as Acting Returning Officer, and assume the powers and responsibilities of the JCR Returning Officer until at the very latest the 4th meeting of the term of resignation, when there will be another JCR Returning Officer election, as per E3. The JCR Returning Officer will then hold this position for the next 3 Full Terms.

In the instance of the JCR Returning Officer's permanent resignation, the JCR Committee has the discretion as to when to hold the next election – the very latest being the 4th meeting of the term of resignation.

Should the JCR Vice-President resign from the position of Acting Returning Officer in the interim, the Executive Committee shall nominate one of their number to become Acting Returning Officer.

Appendix F

Travel Grants

F1. Monies for Travel Grants (including sustainable travel grants- see below) are to come from a separate JCR fund, within the main JCR account, devoted to worthwhile vacation projects undertaken by JCR Members between matriculation and graduation. The JCR Treasurer shall set aside a minimum of £500 for Travel Grants in Michaelmas and Hilary Terms, and a minimum of £1000 in Trinity Term.

F2. The allocation of Travel Grants shall be decided by a vote, subsequent to the Travel Grants Meeting. The Travel Grants Meeting shall directly follow the fourth Ordinary General Meeting of Term, and shall be chaired by the Independent Chair.

F3. In times of national emergency, travel grants can be suspended for this term.

Applications

F4. No Applicant may apply for more than £200, or 30% of their costs – whichever is smaller.

F5. All applications must have a Proposer and a Seconder, neither of which may be the Applicant, and both of which must be Members of the JCR. The names of the Applicant, Proposer and Seconder shall be kept confidential until after the vote is made.

F6. Each Applicant shall submit:

- a) the title of their project (up to 10 words);
- b) the estimated total cost of their project;
- c) the amount sought from the JCR;
- d) a short description of the project (up to 100 words);
- e) a short explanation as to why the JCR should fund the project (up to 200 words); and
- f) a short declaration of any other sources of funding they have obtained for the project, and the respective amount(s).

This shall be set out in a Travel Grants application form, distributed by the JCR Secretary at least a week before the submission deadline for applications.

F7. Applications for funds must be accompanied by evidence of the estimated total cost of the project, such as letters from the organisers, proof of bookings, receipts, screenshots of costs for flights or hotels not yet booked.

F8. All applications must be submitted to the JCR Secretary by email no less than 48 hours before the Travel Grants Meeting is due to commence. Any applications submitted after this deadline will be immediately rejected by the JCR Secretary.

Eligibility

F9. No JCR Member who has successfully applied for and received a JCR Travel Grant during any one academic year may apply for a second JCR Travel Grant during the same academic year, even if it is for a different project.

F10. The JCR Secretary shall keep a log of successful past applications for Travel Grants, in order to ensure that clause F9 is met.

F11. A JCR Member may not apply for more than one Travel Grant in any one term.

F12. It is not permitted for candidates to apply for a Travel Grant for a project not taking place in the vacation immediately following the term in which the election is being held, and for candidates to re-apply following one failed nomination if the project is still upcoming. No monies will be refunded retrospectively for projects already completed that did not receive Travel Grant funding prior to the trip. (100% needs to be changed)

F13. In cases where more than one JCR Member wishes to apply for funding for the same project (whether to be undertaken jointly or separately), they may apply for separate Travel Grants, but may not apply jointly for one Travel Grant.

F14. JCR Members in their final year of study are permitted to apply for a Travel Grant for a project undertaken during the vacation immediately following the Trinity Term of their final year, but may not apply for a Travel Grant for any projects due to be undertaken thereafter.

F15. The Travel Grant must be used exclusively as a contribution towards the costs of travel and accommodation. A project that involves the use of the funding as a contribution towards a charity or related third party is not eligible.

F16. A Travel Grant application does not affect the rights of JCR Members to apply for funding for other unrelated purposes through an Action Motion for Debate asking for funding.

Travel Grants Meeting

F17. The JCR Secretary shall notify the JCR of the opportunity to apply for Travel Grants at least a week before the submission deadline for applications, and shall alert the JCR to the regulations for doing so, as set out in this Appendix.

F18. The JCR Secretary, with the oversight and support of the JCR Returning Officer, shall check that the applications meet all of the criteria set out in this Appendix. Any applications that do not meet all of the criteria will be immediately rejected by the JCR Secretary.

F19. All applications which meet the criteria set out in this Appendix will be provided to the Independent Chair at the Travel Grants meeting. The Independent Chair will read out:

- a) the title of the project;
- b) the amount of funding sought from the JCR;
- c) the short description of the project
- d) the explanation as to why the JCR should fund the project
- e) any other sources of funding secured, and their respective amounts

The names of the Applicants, Proposers and Seconders will not be disclosed.

F20. After each application is read out, those present in the Travel Grants Meeting will vote on whether or not that specific application should be vetoed. If a majority of those present in the Travel Grants Meeting choose to veto the application, the application will be rejected and will not appear in the online vote.

F21. Once all of the applications have been heard, voting shall commence by an online secret ballot, open to the whole of the JCR, in the form of the Alternative Vote [Electoral Reform Society]. The vote shall open in the 24 hours following the Travel Grants Meeting, and shall close at least 48 hours after having opened.

F22. The online vote will include the information read out by the Independent Chair at the Travel Grants Meeting, as set out in F19. The names of the Applicants, Proposers and Seconders will not be disclosed.

F23. No JCR Member is permitted to campaign in support of any Travel Grant. If any such campaigning is discovered, the JCR Committee has the right to remove that Travel Grant application from the election.

F24. The setting up and running of the online voting system shall be administered by the JCR Returning Officer, with the support and oversight of the JCR Vice President.

F25. The JCR Returning Officer shall publish the results of the vote within two days of the vote.

F26. In the event of there being more money asked for than is available, the preferential list shall determine the rank order for the distribution of monies.

Sustainable Travel Grants

F1. Money for sustainable transport grant are to come from a separate JCR fund within the main JCR account, devoted to subsidising the difference in price between unethical (e.g. plane) and ethical (e.g. rail) transport undertaken by JCR Members between matriculation and graduation. The JCR Treasurer shall set aside a minimum of £500 (subject to change) for Sustainable transport Grants in Michaelmas and Hilary Terms, and a minimum of £1000 (subject to change) in Trinity Term.

F2. The allocation of Grants shall be decided by a vote, subsequent to the Travel Grants Meeting. The Sustainable travel grants Meeting shall directly follow the travel grants meeting and shall be chaired by the Independent Chair.

F3. In times of national emergency, travel grants can be suspended for this term.

Application:

F4. An applicant must have confirmed their travel and provide evidence of this.

F5. Applicants must provide evidence of costs of non-sustainable travel to their destination, and side by side comparison of costs of the sustainable travel, as well as difference in carbon emission if possible. The EnE rep will help with this if needed, to ensure all applications are standardised. This will be fact checked by the EnE rep and/or treasurer.

F6. Each Applicant shall submit:

- a) the title of their project (up to 10 words);
- b) the estimated total cost of their project;
- c) the amount sought from the JCR;
- d) a short description of the project (up to 100 words);
- e) a short explanation as to why the JCR should fund the project (up to 200 words); and
- f) a short declaration of any other sources of funding they have obtained for the project,

and the respective amount(s).

g) The Grant must be used exclusively as a contribution towards the costs of travel.

This shall be set out in a Travel Grants application form, distributed by the JCR Secretary at least a week before the submission deadline for applications.

Eligibility:

F7. It is not permitted for candidates to apply for a Travel Grant for a project not taking place in the vacation immediately following the term in which the election is being held, and for candidates to re-apply following one failed nomination if the project is still upcoming. No monies will be refunded retrospectively for projects already completed that did not receive Travel Grant funding prior to the trip. (100% needs to be changed)

F8. JCR Members in their final year of study are permitted to apply for a Grant for a journey undertaken during the vacation immediately following the Trinity Term of their final year, but may not apply for a Grant for any travelling due to be undertaken thereafter.

F9. In the event of there being more money asked for than is available, the EnE rep, treasurer and students asking for grants will rank the grants in order of highest to lowest impact with regards to improving carbon emissions prior to the travel grant meeting.

F10. In the meeting, the independent chair will read out the title of the journey and the cost and carbon emission difference for the less sustainable and sustainable travel. The names of the Applicants, Proposers and Seconders will not be disclosed.

Voting:

F11. After each application is read out, those present in the Meeting will vote on whether or not that specific application should be vetoed. If a majority of those present in the Meeting choose to veto the application, the application will be rejected and will not appear in the online vote. Grounds to veto the application are if it breaks the rules or disregards the aim of the sustainable transport grant.

F12. Once all of the applications have been heard, voting shall commence by an online secret ballot, open to the whole of the JCR, in the form of the Alternative Vote [Electoral Reform Society]. The vote shall open in the 24 hours following the Meeting, and shall close at least 48 hours after having opened.

F13. The online vote will include the aims of the Sustainable Transport Grant, and information read out by the Independent Chair at the Meeting, including the environmental impact of each switch to sustainable travel. The names of the Applicants, Proposers and Seconders will not be disclosed.

F14. No JCR Member is permitted to campaign in support of any Grant. If any such campaigning is discovered, the JCR Committee has the right to remove that Sustainable Transport Grant application from the election.

F15. The setting up and running of the online voting system shall be administered by the JCR Returning Officer, with the support and oversight of the JCR DoDo.

F16. The JCR Returning Officer shall publish the results of the vote within two days of the vote

Appendix G

Blues Funds

- G1. Monies for these grants are to come from a separate JCR fund, within the main JCR account, devoted to supporting members of the JCR who are involved in any form of University Blue Half-Blue, or university level sport which has a Varsity match, and who train at least twice a week during their season.
- G2. The maximum amount of money available for Blues Funds in any given term shall be at the JCR Treasurer's discretion, but shall not exceed £2000.
- G3. No individual applicant may be awarded more than £150 in any one term.
- G4. Applicants must fill out the relevant form and submit it, along with any supporting evidence, to the JCR Treasurer no later than Thursday of 6th Week of the relevant term.
- G5. Applicants must include supporting evidence for their costs. These will include receipts or invoices for claimed costs. In exceptional circumstances, the JCR Treasurer may accept a single cost without documentary evidence. This shall be at the discretion of the JCR Treasurer, in conjunction with the JCR Sports and Societies Representative.
- G6. Alongside the JCR Sports and Societies Representative, the JCR Treasurer will use the information provided to work out the amount given to each applicant, using a Formula agreed by the JCR Committee. Should the total amount awarded to all applicants exceed £2000, then the amount granted to each applicant shall be proportionally scaled down until the sum is equal to £2000.
- G7. The JCR Treasurer shall inform all applicants of the outcome of their application no later than Tuesday of 8th Week, and shall ensure that all funds have been transferred to the applicant by Thursday of 8th Week.
- G8. There shall be a right of appeal to the JCR President in respect to any decision made at the discretion of the JCR Treasurer. There shall be no right of appeal with respect to the formula applied by the Treasurer. An applicant wishing to appeal a decision must submit their application for appeal, setting out all particulars, no later than 10 days after they have been informed of the JCR Treasurer's decision.

Appendix H

Donations to Miscellaneous Charities

- H1. Monies for donations to charities shall not come from the main JCR Bank Account. It is the responsibility of the JCR Charities and Communities Representative to liaise with the College Finance Office in conjunction with the JCR Treasurer to ensure that donations are made.
- H2. Immediately following the 3rd General Meeting of each term, there shall be a Charities Meeting, chaired by the Independent Chair.
- H3. This meeting shall have a budget agreed by the JCR Committee and donations in it shall be given to a limited number of charities, the limit being agreed by the JCR Committee.
- H4. The JCR Charities and Communities Representative shall publish this limit and budget to the JCR not less than five days prior to the Charities Meeting. Any JCR Members wishing to propose a charity to receive a donation should then submit details of their chosen charity, on the appropriate form, to the JCR Charities and Communities Representative not less than 24 hours before the Charities Meeting. There is no limit on the number of charities that any single member of the JCR may propose.
- H5. JCR Members who nominate a charity are responsible for representing that charity truly and correctly and, where relevant, must ensure that any money received is spent in the way that they have presented to the JCR at the Charities Meeting.
- H6. The JCR Charities and Communities Representative shall ensure that copies of all submissions are available for voting members of the JCR to scrutinise during the Charities Meeting.
- H7. Each applicant shall have three minutes for each charity they are proposing to state why they believe the JCR should make a donation to that charity, but this time limit may be altered by prior agreement of all nominees with the Independent Chair.
- H8. Once all applicants have been heard, voting shall commence by secret ballot. This ballot will ask for the charities to be ranked in order of preference, using the Alternative Vote system (as defined by the Electoral Reform Society). Voting shall be administered by the JCR Returning Officer.
- H9. The decision whether to donate to nominated charities shall be made as follows:
- i. In the charities meetings in Hilary Term and Trinity Term, if there are more charities nominated than the limit agreed (where this limit number is L), then the charities budget shall be split equally between the L most preferred charities. If fewer than or equal to L charities are nominated, then the charities budget shall be split equally between all charities.
 - ii. In the charities meeting in Michaelmas Term, L will equal 1, meaning the entire budget will be donated to the most preferred charity.
- 1
- H10. In the event that no charities are nominated, the funds shall be added to the subsequent term's donations budget.

- II. Nominations must have a Proposer and a Secunder, neither of whom can be a member of the current JCR Committee, as well as a tutor's written permission. Nominations must be given to

the JCR Returning Officer by the deadline specified in the notice of poll. This shall usually be midnight on the Sunday of 5th week for the annual Presidential Election, and midnight on the Sunday of 6th week for the annual JCR Committee Election. Deadlines for nominations for other committees and positions shall be decided upon by the Returning Officer. This clause shall not apply to elections in General Meetings.

- I2. Elections in General Meetings, including the process of nominating, shall be conducted as seen fit by the JCR Returning Officer.
- I3. Hustings shall be held for all JCR Committee and WEQ Committee positions, and as seen fit by the Returning Officer for other elections. Rules for Hustings shall be decided upon by the Returning Officer, in conjunction with the JCR Vice-President.
- I4. A Member of the JCR may either propose or second one candidate per election. Candidates may neither propose nor second one another.
- I5. In the case of only one person being nominated for the post of JCR President, the JCR Returning Officer shall re-open nominations and set a new deadline which shall be no later than 8am on the day planned for hustings.
- I6. In the event of no nominations being received for any JCR Committee positions the JCR Returning Officer shall hold a by-election the next week.
- I7. All candidates have the right to withdraw their candidature up until the close of polls. After this time, they shall only be able to resign the post they are elected to.
- I8. All candidates shall be entitled to canvass. Limits on Campaigning are to be decided on and publicised by the JCR Returning Officer in conjunction with the JCR Vice-President, however no election Publicity material may be produced, save manifestos to be displayed by the JCR Returning Officer. Any candidate standing for Director of Digital Operations (DoDO) may cite reference to any websites they have produced, provided they contain no election related material.
- I9. The JCR Returning Officer shall circulate a description of the consequences of a candidate breaking any of the rules of the election. Such consequences may include removal from the election.
- I10. The JCR Returning Officer should consult the Oxford SU's election regulations, before writing and distributing their Rules for Hustings, and use the parts of it which they and the JCR Vice President deem to be appropriate and useful for the JCR.

Appendix J

The JCR Room Ballot

J.1. The JCR Room Ballot is the process by which all undergraduate members of College (who are living on site) are allocated individual study bedrooms for the upcoming academic year.

J.2. The College Accommodation Office ultimately retains overall control over the allocation of rooms. It is customary for the JCR Vice-President, in consultation with both the College Accommodation Office and the JCR Executive Committee, to run a room ballot for all undergraduate students in order for students to select individual rooms. This is a privilege, and can be withdrawn by the College at any time.

J.3. Certain rooms in College are reserved as welfare accommodation, and some JCR members have arrangements regarding welfare accommodation. These allocations are made by the College in consultation with individual JCR members, and are handled in confidence and independently

from the JCR Room Ballot. These arrangements, and any room allocations, take precedence over any arrangements made in the JCR Room Ballot.

J.4. Students may choose to ballot individually or as groups. The total number of rooms each year is decided by the College Accommodation Office. The JCR Vice President, with the agreement of the College Accommodation Office and the JCR Executive Committee, shall determine which areas of college accommodation are intended for group balloting, and which will be used for the individual ballot.

J.5. The size of the groups in each group ballot area is determined by the same process as H.6, and is also contingent on the agreement of the College Accommodation Office.

J.6. All JCR members, in order to complete the ballot, are placed in numerical order, starting with 1 as the highest ballot number, in the following order:

- The JCR Committee, excluding the JCR Cat Representative, all Sub-Committees, Joint Committees and Working Groups, in the order of precedence listed in Appendix A, part A.1.
- Current 3rd year undergraduates, in surname order A-Z
- Current 2nd year undergraduates, in surname order Z-A
- Current 1st year undergraduates, in surname order A-Z

J.7. Students who are due to return from suspension at the start of the academic year to which the ballot relates, will take highest position in their new year group, in whichever surname order is deployed (i.e. Z-A or A-Z). This is intended so as to minimally impact their ability to ballot with individuals of the same matriculation year.

J.8. If an individual room or group of rooms are contested, the individual with the lowest ballot number, or the group with the lowest total ballot number, will have precedence.

J.9. Groups must have the exact total number of individuals for the accommodation area for which they are balloting. No rooms will be left empty.

J.10. If a group is unsuccessful in their group ballot, they will enter the individual ballot, held after the group ballot.

J.11. In the event that any group or individual wishes to appeal the decision of the JCR Vice President, this can be appealed to the JCR President, whose decision on the matter will be final.

J.12. The group ballot will be conducted online.

J.13. The individual ballot will be conducted in person with the JCR Vice-President in the JCR. If an individual does not attend at their allotted time, they forfeit their numerical position in the individual ballot.

J.14. If they are unable to attend, individual ballot participants are able to nominate another JCR member to attend on their behalf and make their selection by proxy. This must be confirmed between the individual JCR member and the JCR Vice-President no less than 24 hours before the individual ballot begins.

J.15. Discretion is reserved by the JCR Vice President to make any unforeseen alterations or changes to the room ballot procedure **only** as required to ensure an orderly and timely completion of the ballot. These changes will be explained to members on request.

J.16. In the case of disputes relating to the correct allocation of rooms, discretion is reserved by the JCR Vice President. In the event that any group or individual wishes to appeal the decision of the JCR Vice-President, this can be appealed to the JCR President, whose decision on the matter will be final.

J.17. When required in accordance with unforeseen or newly declared welfare needs, the JCR Vice-President also reserves the right to make particular exceptions and alterations to the Room Ballot at any time, as they see fit. There is no duty for the JCR Vice-President to disclose the detail of such needs or the detail of their subsequent decision beyond its ultimately consequence for the ballot, since welfare matters must remain confidential at all times. The JCR Vice President will consult the The College Accommodation Office where necessary about such matters.

J.18. This Appendix has no bearing on JCR members who wish to opt out of the Room Ballot procedure, and live out, away from the College site. The declaration of the intention to live out is an independent process from the Room Ballot, and is completed before any Room Ballot numerical order is made. The declaration of the intention to live out is a process managed by the College Accommodation Office, and this Appendix has no bearing on any action by the College relating to students living out.

J.19. JCR members have an individual responsibility to liaise with the College about living out.

J.20. Honorary Members of the JCR who are undergraduates at St. Hugh's College, including those who have opted out of JCR Full Membership, will be placed at the bottom of the numerical order as outline in H.6, in surname order A-Z.

Appendix K

Code of Conduct for the JCR Facebook Page:

K.1. JCR members should be conscious of other members, and remain mindful of the fact that all students have high workloads and experience stress and sensitivity.

K.2. All JCR members should avoid discriminating against another JCR member or causing another JCR member to feel uncomfortable, as the verbal limits on Freedom of Speech also apply on the Facebook page.

K.3. A post on the JCR Facebook page can be deleted, have comments turned off, or dealt with in any other way deemed appropriate by the administrators if the post is in conflict with K1 or K2.

K.4. For consistently posting problematic content, or for posting flagrantly offensive posts, a JCR member can be removed from the Facebook page at the discretion of the administrators

Standing Orders

1. General Meetings

1.1. General Meetings shall be chaired by the Independent Chair, who shall be elected in the fourth Ordinary Meeting in the term preceding that in which they shall serve. The election of

Independent Chair and Returning Officer shall be conducted by the Alternative Vote system (AV) (Electoral Reform Society 1997) and administered by the previous Independent Chair, in their dual capacity as Returning Officer. JCR Committee Members shall not be eligible to stand.

1.2. The Independent Chair shall liaise with the JCR President and the JCR Secretary to organise General Meetings.

1.3. Notice of General Meetings shall be given to all JCR members by e-mail not less than 72 hours before the meeting is due to commence by the Secretary.

1.4. Motions shall be submitted to the JCR Secretary not less than 12 hours before the meeting is due to commence. Motions submitted after the deadline shall be considered as Late Motions, and will be treated as such.

1.5. Late Motions shall be accepted into the agenda if there is a legitimate reason for them being late. The Chair shall make a ruling on each late motion to decide if this is the case in consultation with the JCR Secretary. Successful Late Motions shall become Motions, and be added to the end of the list of Motions. Unsuccessful Late Motions shall be added to the list of Motions for the next General Meeting.

1.6. The JCR Secretary shall, in consultation with the Independent Chair, produce and distribute an agenda for the meeting not less than 12 hours before the meeting. A summarized version of the agenda shall be posted in the JCR page by the Secretary on the Sunday afternoon prior to the Meeting.

1.7. Any member of the JCR may submit to a member of the JCR Committee a short (200 words max) statement, short factual question, short factual point or point of debate which they wish to be read anonymously by the Independent Chair at the next General Meeting. As long as it does not include any personal attacks or hate speech, the Independent Chair will read it at the General Meeting in a neutral tone of voice at the appropriate point in the meeting.

1.8. Ordinary Meetings of the JCR shall follow the following order: 1. Reports from members of the JCR Committee

2. Reports from Chairs of JCR Sub-Committees (when submitted) 3. Reports from Chairs of

Joint Committees (when submitted) 4. Reports from the Returning Officer (when submitted)

5. Election Reports from the JCR President (when required) 6. Statement by the JCR Treasurer of the balance of the term's motions budget and the balance of any other budget relevant to the meeting. 7. Late Motions for admission

8. Passage of Motions Without Discussion

9. Action Motions for Debate asking for funding

10. Action Motions for Debate not asking for funding

11. Statement Motions for Debate

12. Items for Discussion

13. Elections to be held in the General Meeting

14. Any Other Business

1.9. The order of the motions being considered by a General Meeting may be altered from that specified in the agenda at the discretion of the Independent Chair or by the passage of a Procedural Motion under 1.13.15. 1.10. Voting on all Motions asking for funding shall be postponed until after all of those Motions have been discussed in full, then, when all debate on all

of those Motions asking for funding has been heard, they shall be voted on, in order.

1.11. When requested to do so by either the JCR Committee, or by a petition of not less than 30 members of the JCR, the Independent Chair shall convene an Emergency Meeting, in accordance with Section 6 of the Constitution. In Emergency Meetings, the JCR shall exclusively consider the matter for which the meeting was called.

1.12. Quorum for General Meetings shall be 30. The Independent Chair shall be responsible for ensuring that each Meeting meets Quorum. At the direction of the Independent Chair, or at the

reasonable request of any member present, a count shall be held. In the event that it is found that a Quorum is not present, the meeting shall be adjourned for a time specified by the Independent Chair. At the end of this time, if a Quorum is still not present, the meeting shall close. In any case, the proceedings of the meeting up until the time of the Quorum count shall not be invalidated.

1.13. A Motion must:

1. Be proposed and Seconded by Full Members of the JCR;

2. Be categorized as either action or statement motion.

2.1 Action motions are those which require the JCR committee or any of the JCR members to undertake any course of action. They shall follow the Motion guidelines stated in 1.12.1. They can be proposed to move to vote in accordance to 1.15 if a secret ballot is proposed.

2.1.2. Where a Motion requires expenditure of JCR funds, it shall state the amount to be spent and the budget from which it is to be spent. A Motion shall be said to have been passed by the JCR if it passes an Ordinary Vote in a single General Meeting, except under the provisions laid out in this Constitution and its Appendices.

2.2. Statement motions are those which aim to represent what the JCR as a student body stands for, believes in, supports or condemns. They shall have the format: "Statement. Discuss". A discussion with a For and Against stances shall take place during the Meeting. Minutes of the meeting should be attached. In order to ensure that the motion being passed or rejected is representative of the views of the JCR as a whole, they shall be voted online. The Secretary shall compile minutes of the For and Against arguments arising from the discussion. The minutes of the arguments, together with any relevant background information, will be checked and distributed by the Independent Chair to facilitate an informed vote. Voting will be open for 48 hours, and the results will be announced at a subsequent meeting.

1.13.1. A set of verifiable facts and a proposed course of action may be brought to the Committee, either during the Meeting or at any point as an Item for Discussion rather than as a motion. After the JCR committee conducts research about the feasibility of the proposal, an action motion shall be raised at the following Meeting.

1.14. The JCR Secretary shall maintain a Policy Book.

i. In order for an item to be added or removed from this book, a Policy Motion stating the change shall be required to be passed by the JCR. Policy Motions shall be subject to a Supermajority Vote;

ii. All JCR Officers and Representatives shall be bound by the contents of the Policy Book;

iii. The Policy Book shall list the names of Honorary Members of the JCR;

iv. The Policy Book shall list the names of all the external organisations to which the JCR is affiliated;

v. Policy shall lapse after 2 years;

vi. All current Policy shall be presented at the first Ordinary Meeting of Hilary Term, where it may be renewed by a Supermajority Vote.

1.15. The following Procedural Motions may be moved on a Point of Order at any time and without notice:

1. That the Meeting has no confidence in the Independent Chair. At this point, the Independent Chair shall vacate the Chair and in their absence another Member of the JCR Committee, shall take the Chair. In the event of the motion being passed, the Meeting shall immediately elect an interim Chair, in accordance with 1.1;
2. That the Independent Chair's Ruling be overturned. At this point, the Independent Chair shall vacate the Chair, and in their absence another Officer of the JCR, shall take the Chair. In the event of the motion being passed, the ruling shall be overturned, and the Independent Chair shall resume the chair;
3. That the Meeting move to vote. The Independent Chair shall seek to ensure that all interested parties have had a fair opportunity to put their case and may block this procedural motion accordingly, subject to 1.13.2;
4. That the Motion not be put;
5. That a vote be undertaken by secret ballot online such that the whole JCR may vote;
6. That a vote be undertaken by secret ballot during the General Meeting; 7. Votes undertaken by secret ballot during a General Meeting shall be held in the following way. The Chair shall ask those present to close their eyes during the vote, and raise their hands at the appropriate moment to vote for, against, or abstain. The Independent Chair (Returning Officer) and Secretary shall keep their eyes open in order to count and verify the vote and shall keep confidential the voting of individuals. During such a vote photography within the JCR shall be prohibited. If the Chair is unable to conduct a vote by secret ballot with good order, then they may make use of SO 1.15.5;
8. That a non-JCR Member be given attendance rights for the duration of the meeting.
9. That a non-JCR Member be given speaking rights for the duration of the meeting;
10. That the Meeting be adjourned for a specified period of time; 11. That the Meeting be closed;
12. That a Motion be postponed until a later (specified) Meeting; 13. That the Motion be taken in (specified) parts;
14. That a matter be referred to the JCR Committee, or to a JCR Sub-Committee, Joint Committee or Working Group;
15. That a motion be amended in a specified manner;
16. That a report be accepted, amended, referred back or rejected; 17. Any other item relating to the order of the meeting;
- 1.16. The Procedural Motions listed in SO1.14 are done so in order of precedence, so that (for example) a Procedural Motion moved under SO1.14.2 takes precedence over a Procedural Motion moved under SO1.14.3.
- 1.17 Procedural Motions shall all be subject to an Ordinary Vote, save Standing Orders 1.15.5 and 1.15.6 which shall simply require any two members of the JCR (including the Independent Chair, Returning Officer or Member of the JCR Committee) to propose and second it for the move to secret ballot to pass without recourse to a vote, and save where a report being accepted under SO 1.15.14 seeks to determine JCR Policy, in which case it shall be subject to a Supermajority Vote. Procedural Motions moved under SO 1.15.13 may be accepted as friendly by the Motion's Proposer and Second, and shall not then require a vote.'
- 1.18. Motions of No Confidence not covered by SO 1.14.1 shall be subject to Supermajority Vote and may not be submitted as Late Motions, save where they are submitted by the JCR Committee following a JCR Committee meeting in the 72 hours preceding the General Meeting.
- 1.19. Motions of No Confidence requiring the resignation of any Officer or Representative of the JCR shall require one of the following (the votes of any Officer or Representative of the JCR being required to resign will be minuted but will not affect the outcome of the vote):
 1. A unanimous vote in favour of the Motion of No Confidence
 2. The Motion to pass two

consecutive General

Meetings by a Supermajority Vote

1.20. The Independent Chair shall vacate the Chair for any item of business in which they have a declared interest, or in which they wish to vote. In such circumstances, the Chair shall be taken by a JCR Member nominated by the Independent Chair.

1.21. If the Independent Chair is unable to attend a meeting, then the meeting shall elect an Interim chair, who may not be an Officer of the JCR. 1.22. The chair shall only pass to a JCR Committee Member if no other person present is willing to take it or immediately following the movement of 1.13.2 or if they have taken the chair in order to elect a new Independent Chair (interim or otherwise).

1.23. When the Chair speaks they shall be heard in silence. 1.24. In the event of the order of the Meeting being disrupted by a particular JCR Member, their speaking rights may, after a warning, be suspended at the discretion of the Chair. If said Member continues to disrupt the meeting, the Chair may ask the Meeting to vote for their removal. Such a ban shall last for one Meeting only.

1.25. Should disorder arise, the Chair may, at their discretion, warn the Meeting that they intend to quit the Chair, and if order is not resumed, they may do so whereupon the Meeting shall be closed. The reasons for so doing so shall be given by the Chair at the next Meeting.