



# Constitution and Standing Orders

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Junior Common Room  
The Queen's College, Oxford





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# JCR Constitution

## THE CONSTITUTION OF THE JCR OF THE QUEEN'S COLLEGE, OXFORD

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### Section 1: JCR CONSTITUTION & STANDING ORDERS

1. The Junior Common Room of the Queen's College, Oxford (hereinafter called the JCR) shall consist of all Junior Members of the Queen's College, Oxford, who wish to be its members.
    - i. Any Junior Member may withdraw from membership of the JCR or, if newly admitted to the College, refuse such membership, by so notifying the President in writing between the beginning of the academic year and the end of the Second Week of Michaelmas Term.
    - ii. Non-membership of the JCR disqualifies Junior Members from attending meetings of the JCR, standing for JCR office, and voting in elections or referenda of the JCR. It does not disqualify Junior Members from the use of any JCR facility or service.
    - iii. Honorary Members of the JCR can be elected by a motion submitted at an OGM. The JCR President must keep track of the honorary members elected by motion to JCR.
  
  2. This constitution may be edited via two mechanisms, if deemed necessary by a majority vote in a constitutional meeting:
    - i. A successful Constitutional Motion, as outlined in 'Section 4: Conduct of a General Meeting, 3. 'Constitutional Motions''
    - ii. During a 'Role description clean up', whereby the President and Vice President evaluate, each section under Standing Order 1. 'Miscellaneous Duties of Members of the Executive' to better reflect what the roles currently do without changing the nature of the roles as they currently stand in practice whatsoever.
      - Liaise with current JCR Executive members about their position to constructively create a role description that is more effective and accurate than the current one
      - Propose the changes to the JCR Executive, with a 'pass' being defined as a 3/4 majority
      - If it does not pass at the JCR Executive Meeting, the process will begin again in time for the next JCR Executive Meeting
      - To allow a period of a week for all JCR members to read the proposed changes and address any glaring issues.
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### Section 2: AIMS & OBJECTIVES

1. Mission Statement:





“The Queen’s College JCR is a collective body. It exists for its members, to represent them whenever necessary, and to improve and advance their social and academic interests wherever possible. Its ultimate goal is to maximise every member’s experience of Queen’s by supporting, representing and promoting the college community. “

2. The main objective of the JCR shall be:

- i. To advance the academic, social, welfare, cultural, athletic and ethical interests of JCR Members to the best of its abilities.

3. The main functions of the JCR shall be:

- i. To represent the views and opinions of JCR Members to the best of its ability.
- ii. To articulate the views and requirements of JCR Members to all bodies, both within and outside of the College.
- iii. To provide and maintain services, support and facilities for JCR Members and their guests to promote their academic, social and personal wellbeing as best as possible.
- iv. To advance charitable, ethical and environmental objectives, as supported by JCR members.

4. Equalities Statement:

- i. All members of the JCR are equal under the Constitution. Members have rights to freedom of association, correspondence, movement, expression, speech, and worship without prejudice due to disability, gender, race, religion or sexual orientation by other members.

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### **Section 3: PROCEDURE FOR & STATUS OF JCR MEETINGS**

1. Any motion passed by the JCR may be reversed at any time in the future notwithstanding any previous motion which purports to the contrary. Provided that if a Referendum has been held under the 'binding' procedure, the decision of that Referendum shall be binding on the JCR for a period of eight weeks (only days in Full Term to count towards this period), and any motion which purports to contradict the decision of such a Referendum shall be null and void.

2. At least four Ordinary General Meetings (hereinafter called OGMs), of which the **first and last** shall be a Constitutional General Meeting (CGM), are to be held each term. The President in consultation with the Chair of JCR General Meetings is responsible for deciding the dates and





times of these meetings; notwithstanding any motion passed at a JCR meeting which sets the date and time of a meeting.

3. The Chair of the JCR General Meetings shall, not less than 5 days prior to any GM request from JCR member's motions to be presented to the meeting. No motions for the agenda shall be accepted less than 48 hours before the GM - at which point the Chair shall advertise the agenda to JCR members.

4. An Extraordinary General Meeting (hereinafter called an EGM) can be called either at the President's discretion or upon presentation to the President of a petition for such a meeting signed by 30 members of the JCR. The meeting shall then be held within 72 hours of the receipt by the President of this petition provided that at least 24 hours' notice has been given by an email sent to the JCR mailing list. An EGM shall only discuss those matters for which it was called.

5. The Vice-President shall be responsible for taking minutes at GMs and recording them for permanent record. The Vice-President shall post minutes of all GMs on the JCR website not later than 96 hours after the close of the meeting.

6. The substance of motions passed at a GM shall become JCR policy with immediate effect. Policy may be revoked or amended with the passage of any subsequent motion to that effect at any subsequent GM. A motion allocating JCR funds must be passed again in a properly convened general meeting if a request has not been received within 8 full term weeks by the Treasurer in writing from the person or organization named in the motion that the funds be made available.

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#### **Section 4: CONDUCT OF A GENERAL MEETING:**

1. All JCR meetings are to be conducted in accordance with Standing Orders (hereinafter SOs) which may be amended or suspended in whole or part by a two thirds majority of those present and voting at a GM; subject to prior agreement on the matters for which the suspension of SOs is to operate;

- i. No motion requesting financial reimbursement in retrospect shall be accepted as valid, unless the financial outlay has been approved by a simple majority of the JCR Executive. If this is the case, then the motion can be put to a GM as usual. In the case where a JCR Executive meeting will not be held before the outlay takes place, then the President will contact all members of the Executive by email.
- ii. No motion shall be passed unless the sum of those voting for and against, and abstaining, shall exceed 30; providing that any member leaving the GM after the Chair has proceeded to vote shall be deemed to have abstained.
- iii. Those present at a GM shall be defined as all those entitled to vote as stipulated in Section 1 of the Constitution, and who are in the JCR at the time of a vote.
- iv. A GM may not be reopened having once been found inquorate under Section 4 (1)(ii)





2. Only members of the JCR. shall be entitled to vote at any meeting and no votes shall be counted on behalf of any member not present.

3. Constitutional Motions:

- i. Can only be moved at a CGM and require a two-thirds majority of those present and voting at such a meeting.
- ii. Amendments to such motions may be proposed by members during a CGM.
- iii. Amendments to such motions shall be taken in the order in which they propose to amend, and shall all be taken before the substantive motion and shall require a simple majority of those present and voting at the meeting.

4. Any Emergency Motion submitted from the floor may be accepted (after Executive Motions, Points of Discussion and Private Motions have been discussed) by a simple majority of an OGM, provided that it is not:

- i. a constitutional motion.
- ii. a motion that involves the expenditure of sums over £50.
- iii. a motion of censure on any elected officer of the JCR.

5. Amendments:

- i. Any member may at any time submit from the floor an amendment to any motion under discussion.
- ii. The beneficiary under any motion donating money cannot be changed
- iii. Amendments must be submitted in accordance with Standing Orders Sections 2 (e) to 2 (g).

6. If a motion of which due notice has been given be withdrawn by the proposer, any other member shall have the right to propose it as his own motion.

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## **Section 5: EXECUTIVE & ITS DUTIES**

1. There shall be an Executive which shall be collectively responsible for the administration of the JCR and the implementation of JCR policy.

2. The Executive shall consist of the following elected members:

- i. The four major posts of President, Vice-President, Social Secretary and Treasurer.
- ii. An Academic and Careers Representative, an Access and Outreach Representative, a Charities and RAG Representative, two Entertainments Representatives, an Equal Opportunities Representative an Environment & Ethics Officer, a Food Representative,





a Domestic and Accommodation Representative, a Machines Representative, an OUSU Representative, a Sports Representative, an Arts Representative, a Webmaster, two Welfare Representatives – one male and one female - and the JCR Chair.

- iii. There shall also be a LGBT Representative, Women's Representative, International Students Representative and Disabilities Representative, who shall all be appointed annually, no later than 4<sup>th</sup> week Trinity through private application and interviews with the Equal Opportunities Representative and the relevant position's predecessor. These position holders will be full Executive members.
- iv. There shall be a non-executive position of First Year Representative, who shall be appointed annually in 5<sup>th</sup> Week of Michaelmas Term by interview with the President and Vice-President.
- v. There shall be a non-executive position of First Year Welfare Representative, who shall be appointed annually in 8<sup>th</sup> Week of Michaelmas Term by interview with both of the Welfare Representatives.
- vi. There shall be a non-executive position of Rent and Accommodation Officer who shall be appointed by interview with the President in 7<sup>th</sup> week of Hilary, to serve for Trinity term of that year
- vii. There shall be a non-executive position of Peer Support Officer
- viii. There shall be a non-executive position of MCR Liaison Officer
- ix. There shall be a non-executive position of Bike Representative, who shall be elected annually in Trinity Term in the same way as the rest of the Executive positions.
- x. The President may also require the President of any ad hoc committee to attend meetings of the Executive.

3. The Executive committee meetings should be held at least every two weeks by the JCR President with the executive officers attending, the agenda of which can be requested by JCR members. This shall be publicised at least 24 hours in advance via an email by the President to the JCR mailing list and open to all JCR members. The Secretary shall take minutes which shall be made available to all JCR members as requested. There will be a £5 fine levied on Executive members for non-attendance of the weekly Executive meeting, unless they submit a reasonable apology to the Vice-President. The Vice-President shall use their discretion as to whether an apology is reasonable, and if they think it is not, they shall bring the apology to the attention of the Executive meeting in question. A vote will then take place among the members present as to whether the fine should be levied or not. At the end of each term there should be a vote among the Executive members as to how this money should be spent.

4. Members of the Executive shall be individually responsible to the JCR for the execution of the duties of the office to which they were elected. They may be removed by a referendum held under the same procedure as is used for 'consultative' referenda (see 9 (1)(1)) except that the decision of the referendum shall be final and binding.

5. Members of the Executive are required to attend >50% meetings a term. If a member of the Executive attends less than 4 of the 8 JCR General Meetings a term, their position shall be re-advertised for election and they must re-hust, unless they submit a reasonable apology for each absence to the Vice-President. The Vice-President shall use their discretion as to whether an





apology is reasonable and if they think it is not, they shall bring the contentious apology(ies) to the attention of the Final JCR General Meeting, providing that the contentious apologies constitute >50% of meetings (i.e. >4). A vote will then take place among the members present as to whether the absences should constitute a cause for a re-husting.

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## **Section 6: JCR COMMITTEES**

1. Motions to set up a Standing Committee shall require a two-thirds majority of those present and voting at a CGM.
  2. All Committees are responsible to the JCR for their conduct.
  3. Ad hoc Committees may be set up by a GM, which shall elect a President for each Committee. Members of an ad hoc Committee shall be co-opted by its President, subject to ratification at the next GM.
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## **Section 7: PROCEEDURES FOR ELECTIONS**

1. The Returning Officer
  - i. The JCR Vice-President shall be the Returning Officer. In the event of the JCR Vice-President not being available, the Executive shall appoint a Returning Officer. The Returning Officer shall be responsible for the conduct of JCR elections and it shall be their responsibility to ensure that all JCR members observe the rules as stated in the Constitution.
  - ii. No candidate may act as Returning Officer.
  - iii. In order that the Returning Officer shall be seen to act impartially they shall neither propose nor second any candidate in the election, nor shall they take part in any canvassing on behalf of any candidate.
2. At least eight full days before an election, the Returning Officer shall give notification of the election via the JCR mailing list, calling for nominations for the posts to be contested. The closing date for such nominations shall be 48 hours before the poll opens.
3. Notwithstanding the provisions of 7 (2), if after the closing date for nominations there is no candidate for the office, the period allowed for nominations for that office shall be extended in 24-hour periods until one is received.
4. If there is only one candidate, the period allowed for nominations will be extended by 24 hours. If there are no further nominations the candidate shall stand for election against an option Reopen Nominations (RON).





5. Notification of nominations and the place of polling is to be sent out in a JCR email, once all nominations have been received, and the nomination period has ended.
6. Nominations should be sent by email to the Returning Officer by the closing time for nominations. All nominees should also be accompanied with a proposer and seconder, who must all be members of the JCR.
7. For all posts there are to be no joint nominations, except for the two-person post of Entertainments Representatives. There shall be no more than one occupant in each of the three major posts as specified in Section 5 Clause 2.
8. Following the count, the results of the election are to be emailed to all members of the JCR by the RO.
9. Days outside Full Term shall not be counted towards any notice required by this constitution.
10. In every election to a post on the JCR Executive there shall be an option to Reopen Nominations (RON). For the purposes of the count, votes for RON shall be treated as if they were votes for a candidate, and in the event of a victory for RON, nominations shall be reopened and the election to the relevant post shall be postponed until no later than two weeks after the original election was due to take place. This election shall be conducted under the procedures as defined by this constitution, except that there shall be no option to Reopen Nominations. If there is only one candidate, they shall be elected.
11. If the nomination period has been extended for seven further 24 hour periods without any nominations for any position (except that of President), the JCR President and VP may appoint an officer to the position with the agreement of two thirds of the rest of the JCR executive. JCR members must be notified 24 hours before an appointment takes place to allow them to stand. The appointment is to be reviewed after 1 term.

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## **Section 8: CONDUCT OF ELECTIONS**

1. All members of the J.C.R. shall be eligible for election to J.C.R. offices and Committees. Members of the executive may stand to be elected to another post without automatically resigning their original position. However, no member may simultaneously hold more than one post on either the Executive or Standing Committees and no member of the executive may simultaneously be Chair of JCR General Meetings.
2. All elections, except those arising from casual vacancies, shall be held in Fifth or Sixth week of the term preceding that in which those elected assume office, except that in Trinity Term elections for the posts of President, Treasurer and Social Secretary shall be held in Third Week.





### 3. Posts are elected:

- i. Annually in Trinity Term: President, Treasurer, Social Secretary, Academic Representative, Equalities Representative and Food & Domestic Representative.
- ii. Once every two terms: Student's Union Representative, Machines Representative, Environment & Ethics Officer, Charities and Rag Representative, Arts Representative, Sports Representative
- iii. Every term: Entertainments Representatives, Chair of JCR General Meetings.
- iv. Annually in Hilary Term: Vice President, Admissions and Careers Representative, Access & Outreach Representative, Welfare and Equalities Representative. (to run separately).

4. In the event of any elected representative of the JCR vacating their post, an election for a replacement shall be held within ten days. The representative thus elected shall hold office for the remainder of their predecessor's term of office. Until such a replacement is elected, the President may exercise the functions of the representative or appoint a deputy to do so, who shall not be a member of the Executive.

- i. For all executive posts canvassing shall be allowed subject to the following provisions:
  - (a.) it shall be done at the expense of the candidate;
  - (b) that posters and other literature are placed without contravening any College authorities;
  - (c) that canvassing does not contravene any other sections of this constitution;
  - (d) that no reference is made to any other candidate on any campaign material;
  - (e) that no use should be made of social networking websites;
  - (f) that no candidate runs, or presents themselves as running, on a slate with other candidates;
  - (g) that no written material or oral statements should be offensive to any person or group. This will be subject to the RO's interpretation in conjunction with the Equalities Representative and the President, but will especially consider any complaints from any members of the JCR. In the event something is removed by the RO because it is deemed offensive, the candidate is to be notified by email;
  - (h) that canvassing may commence on the instruction of the RO by email, once nominations have closed and candidates have been announced;
  - (i) that no false or misleading statements are made. Canvassing should here be taken to include any written material or oral statements made in connection with a candidate's campaign, including but not limited to posters and husts.
- ii. The Returning Officer must obtain a declaration from the Welfare Representative candidates about whether or not they plan to do peer support training.
- iii. Hustings may take place to any of the JCR posts at the discretion of the JCR Executive at the request of the candidates or the JCR by a motion at an OGM.
- iv. Any complaint that a candidate is in breach of these provisions, or section 13 of this Constitution, shall be reported to the Returning Officer, who shall investigate the charge and, should it be proven, shall disallow their candidature. No member of the JCR may remove or deface the campaign material of any candidate. Any member who wishes to complain about posters in any way should lodge an official complaint in writing with the President or the Returning Officer.





5. No candidates from the election are allowed to be present at the count. During the count, a member of the JCR Executive who is not a candidate for the election should be present alongside the Returning Officer. If the candidates so wish, they may each appoint one representative (who is not on the JCR Executive) to act as a witness to the count.
6. Each candidate should be informed of their constitutional rights.
7. The polls for all elections are to remain open from 8:00am to 8:00am the following day.
8. All members of the JCR are entitled to vote at elections. All JCR members are entitled to vote for all major and other posts.
9. All contested elections are to be conducted by a transferable vote whereby the nth preference counts as  $2^{(1-n)}$  votes, and is transferred in the event of all preceding preferences having been eliminated by way of being last in the respective rounds of voting. In the event of a tie for the last position, the second preferences of all the other candidates should be split amongst those tied and the candidate with the lowest combined total eliminated.
  - i. *The Henderson-Colville amendment:*
  - i. In the event of a continuing tie, the Returning Officer and the President shall confer together and shall make one of the following declarations: (a) that the election shall be declared void and a new election called, to be held within ten days of the first poll; (b) that the two tied candidates shall be appointed to hold the post jointly, provided that the post is not one of the three major posts as specified in Section 5 Clause 2. In the event of disagreement between the President and the Returning Officer, the final decision shall be with the Returning Officer.

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## **Section 9: REFERENDA**

1. There shall be two procedures by which referenda may be called:
  - i. Ordinary:
    - a. A GM may at any time call for a referendum to be held on any matter; such referenda shall be consultative only and shall not be binding in any way on the JCR
    - b. The formulation of the question to be asked in such a referendum shall be decided by the GM.
  - ii. A referendum to decide the policy of the JCR may be called in accordance with the following procedure:





- a. A petition containing the signatures of 60 members shall be handed to the President demanding a referendum to decide the policy of the JCR.
- b. The question to be put to the referendum shall take the form: "The policy of the JCR shall be ... "Do you accept the policy?".
- c. The policy shall be deemed to have been adopted if a simple majority of those voting in the referendum are in favour of its adoption, provided that the number of those voting for its adoption be at least one third of all members of the JCR.

2. The JCR Vice-President shall supervise the conduct of all referenda. In the event of them not being available, or them being the subject of the referendum as called under the procedure outlined in 5 (4), the Executive shall appoint a deputy.

3. The Vice-President shall give at least 48 hours' notice of the referendum by sending out a JCR email containing both the question to be asked and the time of polling.

5. The poll shall be open from 8:00am to 8:00am the following day.

6. Following the count the Vice-President shall email the voting figures out to the JCR.

7. No canvassing for or against the question being put in the referendum shall be allowed in the polling room.

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## **Section 10: CORRUPTION AND MALPRACTICE**

1. Allegations of corruption or malpractice arising from an election or referendum shall be sent to the President of the Graduate/Middle Common Room (MCR) within 72 hours of the vote, and a copy of the accusation posted on the Executive Notice Board by the complainant.

2. The President of the MCR shall appoint a tribunal of investigation consisting of three members of the MCR, including themselves, within 24 hours of receiving the complaint. This report is to be published and displayed in the JCR and a copy sent to the Senior Treasurer of the JCR.

3. If the tribunal shall find any evidence of corruption or malpractice, it shall declare the election or referendum null and void, and another election or referendum shall be held within a week; provided that in the case of an election if the tribunal is satisfied that it was not the winner of the election who was guilty of corruption or malpractice, it shall confirm the result of the election.

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## **Section 11: FINANCE**





1. All payments shall require the approval of a GM except regular payments and subscriptions previously approved by the JCR; payments of less than £50 arising from administrative overheads which shall, however, be approved by the President, Vice-President, Treasurer and Social Secretary; and payments covered by the Budgets section (11.2)

## 2. Budgets

- a) There shall be budgets set out allocating funds to different branches of the JCR Exec
- b) The members of the Exec responsible for those branches shall be authorised to spend their budget without approval by a GM
- c) These budgets shall be set by the Exec at the start of Michaelmas term
  - i. The Treasurer, President and Vice-President shall draft budgets that they deem appropriate with the aim of balancing the JCR main account and avoiding a deficit
  - ii. They shall present these to the Exec and, subject to a 2/3 majority approval, they shall be adopted for the upcoming year
- d) Over spending is to be discouraged, however the President, Vice-President and Treasurer can authorise an overspend of up to 10% at their discretion, should it be considered necessary.
- e) Further budget extensions must be approved by a simple majority of the Exec
- f) Unused money will roll over within the year (e.g. from Michaelmas to Hilary), but not from year to year
- g) The Exec may at any point during the year vote to change a budget, requiring a unanimous decision

## 3. Accounts

### a) The Main Account

- i. The Main Account shall include all monies received from College and all levies on JCR members and MCR members, where relevant.
- ii. Most payments of the JCR shall be made from it, with the exception of charitable donations

### b) The Charities Account





- i. There shall be a charities account which shall consist of the termly charity levy
- ii. Payments from the charities account shall only be made to charities, or organisations recognised as charitable by the JCR, and shall require the approval of a GM.
- iii. Allocation of funds shall be decided once a term through a JCR meeting. Funds shall be allocated to a mix of local, national and international charities. Members of the JCR should be reminded that they are free to make proposals as to the allocations of money.
  1. The amount to be distributed, and the number of charities it is to be split between, will be decided by the Charities Representative and the Treasurer. The amount to be distributed will be a minimum of £990 and a maximum of the balance of the Charities account, at the time of the ballot, minus £2000. In the event that the balance of the Charities account minus £2000 is less than £990 then the amount to be distributed will be £990. If the account balance is less than £990 then the amount to be distributed will be the balance of the account.
  2. The £2000 to be kept in the account is to consist of £1000 for the annual administration of the Financial Support Scheme and a further £1000 for emergency donations to any urgent charity scheme, which the JCR may choose in a GM.
- iv. £1,000 shall be allocated annually from the Charities account for the Financial Support Scheme. A committee shall meet every term to determine the allocations of this fund. The committee will consist of the President, Vice-President, Treasurer and Welfare Representatives. Due notice will be given to all members of the JCR and MCR of the availability of such funds for those suffering financial hardship. Requests for funds will be made by written application to the Welfare Representatives.. Sums of between £50 and £100 shall be awarded to deserving applications. Only deserving applications shall be considered under the scheme. There is no compulsion on the committee to distribute the full £1000.

#### c) The Furniture Refurbishment Account

- i. There shall be a Furniture Refurbishment Account which shall consist of termly payments of £300 from the Main Account. If the balance of the account is more than £25,000 then termly payments are at the discretion of the Treasurer.
- ii. Payments from the Furniture Refurbishment Account shall only be made for the purchase and refurbishment of JCR furniture, refurbishment of the JCR itself and replacement of electronic equipment and vending machines (e.g. televisions, video recorders and computers).





- iii. Payments from the Refurbishment Account shall only be made with the written consent of the JCR Senior Treasurer and with the approval of a GM.

#### 4. The Treasurer

- a) Shall be responsible for making payments from the Main Account, the Entz Account, the Charities Account and the Furniture Refurbishment Account.
- b) Shall be responsible for ensuring the financial visibility of JCR proposals and for attempting avoid a deficit in the main account

#### 5. Account Signatories

- a) The JCR accounts must have the following as signatories: The Senior Treasurer, the College Finance Officer, the College Estates Bursar, the President and the Treasurer.
- b) Cheques or bank transfers from the Main account for less than £400 must be signed by one of the Treasurer or the President and one of the Senior Treasurer or the College Finance Officer.
- c) Cheques or bank transfers from the Main account for more than £400 must be signed by both the Senior Treasurer and the College Finance Officer
- d) Cheques from the Charities account for less than £300 must be signed by one of the Treasurer or the President and one of the Senior Treasurer or the College Finance Officer.
- e) Cheques from the Charities account for more than £300 must be signed by both the Senior Treasurer and the College Finance Officer
- f) No signatory should ever sign a JCR cheque made out to themselves.

#### 8. General Levies

- i. May be imposed through batells by a GM for specific purposes upon JCR members. Any member may opt out of such a levy by informing the Treasurer in writing.
- ii. Any proposed change to the value of a levy must be approved at a GM.

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## Section 12: THE QUEEN'S BENCH





1. There shall be an independent body known as the Queen's Bench, which shall consist of the President of the MCR and four members which the President of the MCR shall co-opt on each occasion that the Queen's Bench is required to make an investigation. Such members shall not be members of the Executive.

2. A complaint signed by 20 JCR members may be submitted within 48 hours of a GM to the President of the MCR on any of the following grounds:

- i. That the meeting as a whole was invalid because any relevant provisions of the Constitution were not complied with.
- ii. That a specific motion was passed at the meeting in contravention of any provisions of the Constitution
- iii. That during the meeting, or during a specific motion or specific motions, any provisions of the SOs were not complied with (unless such provisions had been amended or suspended).

3. The Queen's Bench shall investigate such a complaint and if they shall find it proved shall declare the motion or motions in question, or the meeting as a whole, as the case may be, to be null and void.

4. The decision of the Queen's Bench shall be by a majority, and in the event of any member of the Queen's Bench failing to give an opinion, they shall be deemed to have decided that the complaint was not justified.

5. All members of the Queen's Bench shall wear sub fusc when the Queen's Bench is in session.

6. The Queen's Bench shall announce its decision within ten days of receiving the complaint, only days in Full Term to count towards the period.

7. The decision of the Queen's Bench shall be final and binding on the JCR.

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### **Section 13: HARASSMENT**

1. The JCR is bound by the [College Harassment Statement of Policy and Complaints Procedure](#).

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### **Section 14: THE GOVERNING BODY**

1. The provisions of this constitution are subject to the approval of the Governing Body.

2. The Governing Body has the right of review of this constitution every 5 years subject to any agreements with them, and any statutory provisions currently in force.

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## Section 15: AFFILIATION TO EXTERNAL BODIES

1. Existing affiliations to external organisations (excluding OUSU) shall be reviewed annually at a CGM.
  2. Should a minimum of 5% of JCR members request it, and provided that one year shall have elapsed since such a request, the question of continued affiliation to any particular external organisation shall be determined by a referendum.
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## Section 16: NEWSPAPER BALLOTS

1. A ballot to determine the newspapers, magazines and periodicals to be bought by the JCR is to be held once every two years in Hilary Term.
  2. The Vice-President shall be appointed Returning Officer. In the event of the Vice-President not being available, the President shall appoint a Returning Officer subject to ratification in a vote by the JCR.
  3. The Returning Officer shall publish during the Michaelmas Term preceding the ballot a procedure and rules for the ballot which shall be binding subject to a vote in an OGM or CGM.
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## Section 17: USE OF THE KITCHEN

1. To prevent mess and uncleanliness in the kitchen, the following rules and consequences of breaking such rules are to be observed:
  - (i). **Do not store personal food items in the fridges.** Any personal items will be removed and added to the food available for JCR Tea.
  - (ii). **Wash up, dry and put away** culinary utensils as soon as you have finished using them.
  - (iii). **Do not take any of the JCR mugs/cutlery/crockery** out of the kitchen/JCR area.
  - (iv). **Only consume JCR food/drink** (apart from hot drinks/squash) **within JCR tea time.** If the problem of food being stolen persists, padlocks will be used for the cupboards.
  - (v). Remember that the kitchen area is a **communal space**, one that everyone uses and something that was **only recently made available** to us. Please respect that, and respect everyone around you by cleaning up after yourselves.
  - (vi). If state of the kitchen is deemed by the Exec to be unacceptable (by way of vote at the closest upcoming JCR Exec meeting/online poll after the incident is reported & photo evidence





is reviewed), JCR tea will not run for the next 48 hours following the vote. Helpers that would be working on those days will still be paid. If members of the Executive are also working JCR Tea shifts on the days that JCR tea will be cancelled, their vote will not be valid.

2. These rules shall be amendable by motion passed by simple majority at any JCR meeting. That these rules shall need to be ratified at the subsequent constitutional meeting before being added to the Constitution.

## Standing Orders

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The Queen's College, Oxford - Junior Common Room Standing Orders

### Standing Order 1. Miscellaneous Duties of Members of the Executive

N.B. Each member of the Executive shall have the responsibility to produce a handover document for the person who will take over their role once they have been elected or chosen.

This shall include:

- a) a report of the year with details of successful, unsuccessful and ongoing projects
- b) details of useful contacts
- c) a description of the role including any responsibilities not outlined within the constitution
- d) Key information important for completing the role such as passwords or bank accounts.
- e) That this document be edited each year and passed on

### 1. The President

- f) shall be responsible for ensuring that the JCR Constitution is observed, including ensuring the roles of the Members of the Executive are carried out, and overseeing these roles
- g) shall be responsible for the hire and upkeep of the JCR premises,
- h) shall represent the JCR at the relevant College Committees and JCR Presidents' meetings (PresCom)
- i) shall be available by appointment for an advertised period of not less than one hour per week,
- j) shall chair the committee for the allocation of Financial Support scheme grants. This will consist, along with the President, of the Vice-President, Treasurer and Welfare Representatives
- k) Shall be responsible for composing and sending an email to the JCR, to be sent not later than 3<sup>rd</sup> week of Trinity Term each year, stating the existence and nature of the Eaglets and Reginae dining societies and the Halcyon cheese and wine society within Queen's, and that the JCR's position is to discourage members of the JCR to accept invitations to these societies or their events.





- l) shall be responsible for initiating and overseeing the planning for 'Wellbeing Week (as described in Standing Order 1. 'Miscellaneous Duties of Members of the Executive' Section 14 'The Welfare Representatives' point (m)) beginning no later than 8th Week Michaelmas of their first term.

## 2. The Vice President and Secretary

- a) shall be responsible for producing copies of the Constitution for JCR members when requested and keeping a list of amendments made to the Constitution during their year of office,
- b) shall act as Returning Officer for all elections
- c) shall be responsible for publishing, at the beginning of each year, a list of officials of the JCR, and of Sports Clubs and College Societies. This list is to be duplicated and distributed as required, and a copy is to be posted on the Executive notice board,
- d) shall maintain a record of JCR policy and make it available to any JCR member upon request
- e) to commission all second year Fine Artists at Queen's to produce an A2 picture at the beginning of each Hilary Term. A commission of up to £100 per picture will be paid from the Arts fund. The price will be agreed by the VP and the Fine Artist. The Vice President will then communicate with the Home Bursar and Clerk of Works to ensure that the pictures are hung professionally in the JCR. Once the JCR can accommodate no more pictures, the oldest will be removed, put in storage, and the new paintings put up
- f) shall be responsible for organising JCR Photographs in Hilary Term (a whole JCR Photograph, and photographs for Queen's Sports Clubs and Societies) every two years.
- g) Shall be responsible for making minutes for both JCR and Executive fortnightly meetings and distributing these to the appropriate members.
- h) Shall be responsible for the organisation of Matriculation photograph at the beginning of Michaelmas.
- i) Shall be responsible for organising the Executive and Freshers Representatives during Freshers' week. Will have to draw up a timetable of responsibilities.
- j) Shall be responsible for organising Half-way Hall for Second-year members of the JCR in Hilary Term. (This may need to be arranged in Michaelmas Term).
- k) Shall be responsible for overseeing the proper use of the JCR Facebook Page. They will be admin of the group and have final veto over members of the group and the material/information posted.

## 3. The Treasurer

- a) shall be responsible for the day-to-day maintenance of accounts and for their annual audit,
- b) shall ensure that all levies which are organised by the JCR are financially viable,





- c) shall keep members of the JCR informed as to the available hardship grants and awards available from the college and University,
- d) shall be responsible for overseeing the accounts of JCR tea
- e) shall be responsible for presenting an annual financial statement to the JCR at the end of each financial year,
- f) shall be responsible for presenting an annual budget at the first GM of Hilary term' shall ensure that up-to-date Accounts are displayed on the JCR Website at regular intervals throughout the year,
- g) shall be responsible for keeping at least 4 years of historical financial data, starting from academic year 2006/07, including, but not limited to, records of all transactions, budgeting information, changes to financial grants policies, and any other financial material that could be regarded as relevant to the role of the current and future treasurers.

#### 4. The Equal Opportunities Representative:

- a) shall represent and be responsible to all college policy and events relating to the equality of JCR members.
- b) shall be responsible, along with the Welfare Representatives, for appointing these non-exec posts by the by 6<sup>th</sup> week of Michaelmas to form an "Equalities Group": LGBT rep, International Student rep, Women Representative and Disabilities Representative. The decision shall be made after interviewing candidates with the previous representative of that post.
- c) shall be responsible for organise a meeting with other Representatives in the Equalities group twice a term.
- d) shall be responsible to ensure other Representatives in the Equalities group are well supported and able to complete their duties.
- e) shall be responsible to promote Equalities' regulations (e.g. current laws) and events (e.g. crew date, film night, speaker event, etc.)
- f) shall ensure gender neutral language is used in all JCR publications.
- g) shall consider all information received by them in the course of their role as strictly confidential
- h) shall be involved (and direct the Equal Opportunities team to be involved) in the organisation of the annual "Wellbeing Week" to ensure that Wellbeing issues and actions specific to BWILD groups are addressed.
- i) shall be responsible for the co-ordination of the BWILD newsletter each week.
- j) shall be Welfare Trained as the Welfare Representatives are

#### 5. The Students' Union Representative

##### 1. While this JCR is affiliated to OUSU, the SU Rep

- iii. shall represent the JCR to OUSU and OUSU Council,





- iv. shall be responsible for the distribution of OUSU literature and other items (e.g. OUSU cards),
- v. shall be responsible for OUSU affairs in the College, in particular discussing the OUSU agenda in OGMs and CGMs,

## 2. While this JCR is affiliated to the NUS, the S.U. Rep

- i. shall be responsible for the distribution of NUS literature.
- ii. shall be elected NUS Delegate to attend NUS conferences as the Delegate/Representative of the Queen's College JCR, unless opposed by another member of the JCR, in which case a secret ballot will be held according to Constitutional procedure.

## 6. The Officer in charge of Machines

- a) shall be responsible for notifying faults in any of the JCR machines to the Steward, Domestic Bursar or Hirer, as appropriate,
- b) shall be responsible for lodging contracts of all college machines in the Bursary,
- c) shall be responsible for the maintenance of all college TVs and videos, including those in Cardo and Florey.
- d) Shall be responsible for organising van in Hilary Term for moving finalists

## 7. The Food and Domestic Representative

- a) shall be responsible for the upkeep of the Food Book. In this duty, the Food and Domestic Representative must remove unsigned articles from the Food Book,
- b) shall ensure the smooth running of all washing facilities in college,
- c) shall represent the JCR. to the Home Bursar,
- d) shall represent the JCR. to the Chef and Catering Manager,
- e) shall be responsible for organising JCR afternoon tea and for the presentation of the accounts to the Treasurer,
- f) shall be responsible for looking into all new ideas brought by JCR members in relation to JCR Tea
- g) shall be responsible for organising a Finalist formal during Saturday Formal of 7<sup>th</sup> Week in Trinity Term

## 8. The Academic, Admissions and Careers Representative

- a) shall represent the educational and academic interests of the JCR to the Senior Tutor, college Academic Committee, and in the case of specific issues any tutors implied,
- b) shall liaise with the Senior Tutor with regard to the feedback systems in place within college,
- c) shall attend OUSU Academic Affairs Committees, when the JCR is affiliated to OUSU,





- d) shall be responsible for administering settler sessions for Freshers to be held at the beginning of Michaelmas term,
- e) shall liaise with the OU Careers Service and maintain the careers notice board,
- f) shall organise one academic feedback session for every subject group, present the feedback to the Senior Tutor and follow up on any serious issues discussed
- g) Shall organise a team of Study Buddies to give subject specific advice to students, especially in preparation for Prelims/Mods

## 9. The Access and Outreach representative

- a) shall work to improve access to the college with regards to admissions to the JCR, in part by working to increase awareness and participation in access schemes in college as organised by the School's Liaison officer
- b) Shall be responsible for the advertising through emails and the JCR Facebook page, opportunities of access and outreach within the university.
- c) shall attend OUSU Access Committees, when the JCR is affiliated to OUSU,
- d) shall meet regularly with the School's Liaison Officer to help organise the publication of an Alternative Prospectus every Trinity Term, and consult the relevant college offices on the content of the normal college prospectus
- e) Shall recruit and help college to train the Queen's ambassadors as the start of every Michaelmas, and ensure that those students helping on A&O events have adequate training for the event they are helping with.
- f) Shall liaise with the college office and Webmaster to ensure information for prospective students on the JCR and college websites is present, accurate and up to date
- g) shall liaise with college to organise the open days every Trinity Term,
- h) shall liaise with the Target Schools scheme.
- i) shall select those students helping at official college open days via a standardised form.
- j) Shall liaise with college to organise the interview period each Michaelmas Term
- k) Shall select those students helping during the interview period via a standardised form.
- l) Shall remain behind at the end of Michaelmas for two extra weeks to manage and help coordinate the interview period, working closely with the office to ensure the most cohesive experience for prospective students possible. If the A&O representative feels unable to fulfil this role for any reason, they shall be responsible of filling the post of the interviews coordinator with a student chosen through a standardised form and short interviews.

## 10. The Charities and Rag Representative

- a) shall be responsible for the administration of the charities levy, and the allocated £100 per term to be spent on charitable pursuits upon the approval of the treasurer





- b) shall represent and be responsible for all college policy and events relating to the university's charitable organisation, RAG.
- c) shall seek to attend the weekly OUSU RAG Committee meetings.
- d) Shall be responsible for organising and conducting charity husts before the end of 3<sup>rd</sup> week each term.
- e) Shall seek to support our local charity partner 'Yellow Submarine'.
- f) Shall raise awareness concerning the four appointed charities during husts.

## 11. The Environment & Ethics Officer Representative

- a) Shall be responsible for increasing awareness of environmental and ethical issues amongst JCR members;
- b) Shall be responsible for encouraging both the JCR and the college authorities to adopt environmentally friendly and ethical practices;
- c) Shall be responsible for ensuring that any stash purchased by the JCR has not been produced using sweatshop labour;
- d) Shall attend the weekly OUSU Environment and Ethics committee meetings.
- e) Shall advise ball presidents, social secretaries, entz and welfare officers on ethical and sustainable practices in event management.
- f) Shall run at least one environmental or ethical themed event in Freshers' Week and one other in college each term.
- g) Shall attend College Domestic Committee.

## 12. The Entertainments Representatives

- a) shall be responsible for organising weekly entertainments within College, and the end of term event,

## 13. The Social Secretary

- a) shall be responsible for managing the Entertainments Budget with the Treasurer throughout the year,
- b) shall work with the Entertainment Representatives to ensure there are weekly entertainment within college,
- c) shall act as the point of contact between college authorities and the JCR on Entertainment matters.
- d) Shall declare the upcoming term's bop theme to the JCR Executive at the 0<sup>th</sup> week executive meeting, or failing that, via circulated email in 0<sup>th</sup> week. The President, Equal Opportunities Representative, and Welfare Team will have the ability to veto themes if they are deemed inappropriate after discussion with the whole Exec.

## 14. The Welfare Representatives





- a) shall be comprised of one male-identifying and one female-identifying rep, or non-binary identifying rep(s).
- b) shall be responsible for the organisation of welfare matters concerning all the members of the JCR,
- c) shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs,
- d) shall be responsible for holding advertised weekly surgeries of adequate length and for the distribution of contraception to the JCR,
- e) shall adhere to the following confidentiality policy:

“The Queen’s College confidentiality circle of trust shall comprise the two current Welfare Representatives and the current JCR President. All information brought to the Queen’s College Welfare Representatives pertaining to the welfare of JCR members will not be discussed with any person outside of the circle of trust without explicit permission from the person who originally disclosed this information. Additionally, information may be withheld from someone within the circle of trust if requested by the person disclosing such information. However, if the information suggests that there may be danger to one or more people, the information can be disclosed to relevant people outside of the circle of trust, after having notified the person who originally disclosed such information.”
- f) shall consider all information received by them in the course of their role as strictly confidential,
- g) the female Welfare Representative shall have a special responsibility regarding the needs of female undergraduates on issues of inequality and harassment,
- h) Shall be involved in the appointment of the following positions: the Lesbian, Gay, Bisexual and Transgender (LGBT) Representative, the International Students Rep, the Women’s Representative and the Disability Representative. This appointee, subject to the formal approval of the JCR Executive, shall then be responsible for the welfare needs of LGB members of the JCR including holding an advertised weekly surgery.
- i) Shall receive applications for the Financial Support Scheme and sit on the Financial
- j) Support Scheme Committee.
- k) Interview and elect the First Year Representative and First Year Welfare Representative along with the Vice President.
- l) shall be responsible for organising the annual ‘Wellbeing Week’ in 5th Week Hilary, to consist of a week primarily focussed on highlighting actions students can take to increase their general Wellbeing, as well as raising awareness of mental health issues.
- m) Responsible for the forming of college families over the summer and the organisation of the mixer dinner in Fresher’s Week.
- n) Responsible for the organising and training of the sexual consent workshop to be held in Fresher’s Week.
- o) Sit on the Equalities Committee.





## 15. The Arts Representative

a) Shall be responsible for promoting the arts within Queen's. This includes providing support and information to JCR members wishing to get involved the arts in college and the wider university,, as well as seeking to expand the artistic life of the college, for instance in the following ways:

- (i) Pushing, where necessary, for reform to college rules (e.g. room-booking regulations) in order to facilitate artistic endeavours within Queen's;
- (ii) Sending out a weekly arts newsletter with a digest of Queen's and university arts events and information on how to get involved;
- (iii) Running arts activities for JCR members, such as Book Club, life drawing, finger painting, poetry slams, open mics, etc.;
- (iv) Facilitating current members of the Queen's JCR to engage with the arts within the University and wider community through providing a forum for ticket-swaps between said students and organising trips to such events open to all current members of the Queen's JCR;
- (v) Running a ballot for arts budget-subsidised theatre, concert or exhibition tickets three or four times per term for Junior Members;
- (vi) Organising an annual Queen's arts festival in Trinity Term.

- a) Shall be responsible for liaising with arts societies, publications, and groups within Queen's (e.g. the Queen's College Film Society, the *Rambler*, etc.) and supporting and promoting their activities.
- b) Shall oversee the JCR's arts budget (rolling over termly but not across the Long Vacation) in order to support the activities of the Arts Representative, and to support the artistic life of the college more generally.
- c) Shall serve as a member of the Eglesfield Players committee, in accordance with the Eglesfield Players' constitution.
- d) Shall serve as the Eglesfield Musical Society's JCR Representative, in accordance with the Eglesfield Musical Society's constitution.
- e) Shall, together with the JCR President, be responsible for commissioning a JCR member to create an artwork each term to be kept permanently by the JCR.
- f) Shall administer the JCR Arts Fund together with another college member as part of a two-person team, of which there should be one member of the Ruskin School and one non-member.
- g) Shall be of administering a project where every JCR Fine Artist will have the right to sell one piece of art to the JCR during their degree. Members of the JCR will then ballot to hire the artwork for a set period of time (e.g. a term or year). They will then contribute a small sum of money to a charity (of the JCRs choosing) on battels to hire it out.

## 16. The Sports Representative

- a) Shall advertise sports events and results in which Queen's teams or members are involved in a weekly email to the JCR, and encourage people to support these teams and people, especially when teams reach the later stages of Cuppers events.





- b) Shall organise food and drink for JCR members who spectate at these late-stage matches and events.
- c) Shall encourage JCR members to participate in college sport, especially in sports where participation is low.
- d) Shall be the point of contact between the JCR, its members and the captains/presidents of the Queen's sports clubs.
- e) Shall represent the JCR at Amalgams committee meetings, and on any other relevant bodies.
- f) Shall be responsible for looking after the JCR Sports Kit, including washing, distribution and collection.

## 17. The Lesbian, Gay, Bisexual and Transgender Representative:

- a) shall be responsible for matters specifically concerning those members of the JCR who are lesbian, gay or bisexual,
- b) shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs,
- c) will make every effort to attend relevant OUSU training and committee meetings,
- d) shall liaise closely with the Welfare Representatives and Equalities Representative to ensure that no member of the JCR is discriminated against because of their sexuality,
- e) shall consider all information received by them in the course of their role as strictly confidential.

## 18. The International Students Representative:

- a) shall be responsible for the handling of matters specifically concerning those members of the JCR who are not from this country,
- b) shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs,
- c) will make every effort to attend relevant OUSU training and committee meetings,
- d) shall liaise closely with the Welfare Representatives and Equalities Representative to ensure that no member of the JCR is discriminated against because of their nationality or ethnicity,
- e) shall consider all information received by them in the course of their role as strictly confidential.
- f) To be in charge of the welfare, entertainment and movement of international students who arrive early

## 19. The Women's Representative:

- a) shall be responsible for the handling of matters specifically concerning those members of the JCR on matter of gender,





- b) shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs,
- c) will make every effort to attend relevant OUSU training and committee meetings,
- d) shall liaise closely with the Welfare Representatives and Equalities Representative to ensure that no member of the JCR is discriminated against because of their gender,
- e) shall consider all information received by them in the course of their role as strictly confidential.
- f) Shall organise the subsidised sale and distribution of reusable menstrual cups to JCR members

## 20. The Disabilities Representative:

- a) shall be responsible for the handling of matters specifically concerning those members of the JCR who are mentally, physically or otherwise disabled,
- b) shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs,
- c) will make every effort to attend relevant OUSU training and committee meetings,
- d) shall liaise closely with the Welfare Representatives and Equalities Representative to ensure that no member of the JCR is discriminated against because of any disability they may have,
- e) shall consider all information received by them in the course of their role as strictly confidential.

## 21. The Black & Minority Ethnic Representative:

- a) shall be responsible for the handling of matters specifically concerning those members of the JCR who identify as black or minority ethnic.
- b) shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs,
- c) will make every effort to attend relevant OUSU training and committee meetings,
- d) shall liaise closely with the Welfare Representatives and Equalities Representative to ensure that no member of the JCR is discriminated against because their race or ethnicity
- e) shall consider all information received by them in the course of their role as strictly confidential.

## 22. The First Year Representative

- a) shall be responsible for liaising with the JCR President and JCR Executive on issues relating to First Year undergraduates,
- b) shall take primary responsibility for representing the views of the first year on issues relating to the JCR to the JCR Executive,





- c) shall be appointed in 5th week of Michaelmas Term of their first year, to serve for the remainder of the academic year. They shall be appointed by interview with the JCR President and Vice-President, subject to the formal approval of the JCR Executive,
- d) shall be available for an advertised period of not less than one hour per week.

## 23. The First Year Welfare Representative

- a) shall be appointed in 8th week of Michaelmas Term of their first year, to serve for the remainder of the academic year. They shall be appointed by interview with both of the JCR Welfare Representatives, subject to the formal approval of the JCR Executive,
- b) shall be responsible for liaising with the JCR Welfare Representatives on welfare issues relating to First Year undergraduates,
- c) shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs,
- d) shall adhere to the following confidentiality policy: The First Year Welfare Representative may share information brought to them pertaining to the welfare of JCR members only with the JCR Welfare Representatives, who may in turn discuss it with the confidentiality circle of trust, unless the person disclosing such information requests that they withhold the information from someone
  - a) within the circle of trust. However, if the information suggests that there may be danger to one or more people, the information can be disclosed to relevant people outside of the circle of trust, after having notified the person who originally disclosed such information.
- e) shall consider all information received by them in the course of their role as strictly confidential,
- f) shall meet at least once per term with the JCR Welfare Representatives to discuss:
  - i. How best to promote college welfare services.
  - ii. Welfare issues which need further discussion with other members of the confidentiality circle of trust.
  - iii. Any further issues relevant to college welfare services.

## 24. The Webmaster

- a) Shall be responsible for the maintenance and upkeep of the JCR Website, including:
  - College sports fixtures, results, training and taster sessions
  - Entz, welfare, EMS and other events
  - Messages from college staff and the JCR exec
  - Links to useful information and application forms for college financial support
- b) Shall be an unpaid position.

## 25. Rent and Accommodation Officer

- a) To be appointed by interview in 7<sup>th</sup> week of Hilary each year
- b) To serve for Trinity term and assist the President in all aspects of rent negotiations

## 26. The Bike Representative





- a) To be responsible for the administration of The Queen's College Bike Scheme (should one exist).
- b) To be responsible for the administration of organizing bike lights and bike locks that can be purchased on battels.
- c) To be responsible for the promotion of safe cycling in Oxford.
- d) To aid in the fixing and maintenance of student's bikes where possible.

## Standing Order 2. The Conduct of Meetings

### 1. The Chair of the Meeting:

- a) All meetings are to be chaired by the independently elected Chair or, in the event of an unavoidable absence, by a suitable replacement found by the Chair. If the Chair wishes to leave the Chair for any reason, they shall appoint a temporary Chair, subject to the approval of the GM,
- b) The Chair shall have a single vote, and may use it only in the event of a tie. In the event of the Chair failing to use their vote, the motion shall be deemed to have been defeated,
- c) The Chair shall have the duties of:-
  - 1) ensuring that the meeting is in order at all times
  - 2) ensuring that remarks are relevant to the matter under discussion;
  - 3) ensuring that no defamatory remarks are made about another member of the meeting;
  - 4) ensuring that no new material is introduced into a summing up speech;
  - 5) ensuring that speeches in favour and against are taken in alternate order.
- d) Every speaker shall address himself solely to the Chair.

### 2. The Procedure of Meetings:

- a) The order of the agenda shall be as follows (subject to the discretion of the Secretary); but must include all of the following at any event:
  - 1) Minutes of the previous meeting and matters arising
  - 2) Reports from the Executive and Presidents of ad hoc Committees
  - 3) Executive motions
  - 4) Points for discussion
  - 5) Private motions
  - 6) Emergency motions
  - 7) Questions to Exec
  - 8) OUSU council matters
  - 9) Commendations
  - 10) Condemnations
  - 11) Notices





- b) Debate on a motion shall start by a speech made in proposition of the motion. The proposer of the motion should normally make this speech. However, they may waive their right to do so and give it to another member of the JCR who is present at the meeting.
- c) Following a speech in proposition, the Chair shall ask if there are any short factual questions to the proposer of the motion which shall then be asked and answered in a short, factual manner with no reference to matters of opinion or contention. Short factual questions may be disallowed by the chair if they believe that they are not short or factual in nature. The Chair shall allow no fewer than five short factual questions to the primary speaker in proposition and, if applicable, to the primary speaker in opposition.
- d) When the period of short factual questions is over, either due to no more people wishing to ask questions or to the meeting having voted to bring the period to an end, the chair shall then ask the meeting if anyone has any substantive questions, opposes the motion or wishes to make an amendment to it.
- e) If no one raises their hand to signify a desire to move an amendment or a desire to oppose the motion, then the motion shall be deemed to have been carried nem con and shall become JCR policy. If someone does raise their hand, then the meeting shall continue on the topic of that motion. If someone raises their hand to speak in opposition to the motion, then following their speech in opposition any of those present at the meeting shall have the option of asking the speaker short factual questions.
- f) If an amendment is proposed to the motion verbally in the meeting, then the proposer of the amendment shall make it clear to all present what the precise changes they wish to make to the text of the motion are. Debate on an amendment which has been proposed shall take precedence over continued debate on the main motion. In such a situation, the meeting has moved from debate on the motion to a period of debate on the amendment.
- g) The proposer of the motion (or, in the event of their absence, the seconder of the motion) shall be given the option to decide whether or not to accept the amendment. If they accept it, it is deemed a friendly amendment and incorporated into the main text. The meeting shall then return to debate on the (amended) motion.
- h) In the event the proposer does not accept the amendment, they shall decide whether they wish to reject the amendment, or allow a vote on the amendment. If the proposer rejects the amendment, the meeting will then return to debate on the motion, without the amendment having taken effect, unless the JCR Chair feels the amendment does not alter the spirit of the motion. If so, the JCR Chair may force a vote on the amendment. (NB. For constitutional motions, the proposer does not have the power to reject amendments). If a vote is to be held, they shall be permitted to give a speech in opposition to the amendment. Following the motion's proposer speaking in opposition to the amendment, other members of the JCR shall be permitted to speak in favour or against the amendment. When an amendment to the motion is being debated, no further amendments may be proposed.
- i) A period of debate on a motion or an amendment may be brought to an end by a member present at the meeting moving a procedural motion that the JCR 'move to a 'vote'. This proposal, if it does not arouse any opposition, shall be deemed to be passed and the meeting shall move on to voting on the motion (or amendment). If an individual does





indicate their opposition to the ending of the period of debate then both they and the person who wanted the period to end shall be permitted to make a short statement explaining the rationale behind their position. Then, the General Meeting shall vote by a show of hands to decide whether the period shall be brought to an end. In the event that this fails, the meeting shall return to debating the motion or amendment in hand. In the event the procedural motion passes, the meeting shall move into the period of voting on the motion or amendment.

- j) Following all this, the meeting shall vote by a show of hands. A simple majority of those present and voting shall be sufficient to pass a motion or amendment unless the Constitution states otherwise. If a motion is deemed to be especially emotive, controversial or divisive, then the Chair, at their discretion, may call a vote by secret ballot on the motion. A secret ballot may also be conducted if 1/3 of JCR members so wish. This will be conducted on paper during the meeting, with the Chair and Vice President acting as returning officers
- k) In the 'OUSU council matters' section of the meeting, the Students' Union representative, or someone appointed by them, shall report on any actions taken by the JCR's representatives at the last OUSU council and the results of those action. They shall also read a summary of the agenda for the next OUSU council, at which point any member of the JCR may propose that the JCR's representatives at council:
  - i. Vote in a particular way or abstain from voting on any motion or in any election in council
  - ii. Make a particular point in debate
  - iii. Offer a particular point of information
  - iv. Propose a particular amendment
  - v. Propose a particular OUSU procedural motion
  - vi. Ask a particular question to a specified OUSU sabbatical or executive officer
  - vii. Attempt to have the minutes of the last council amended in a specific fashion at, which point a debate and vote shall take place if necessary.

### 3. Procedural Motions

1. There shall be the following Procedural Motions to be taken in this order of precedence (procedural motions in (a) to be of equal standing, and all procedural motions in (a) to be taken before others which shall likewise be of equal standing in their subsection.)

a)

- i. That the meeting has no confidence in the Chair
- ii. That the Chair is overruled
- iii. That a temporary Chair be appointed by the meeting
- iv. That the meeting be adjourned for a specific time (set by precedent - because the majority of the members of the JCR wanted to watch the first half of an international football match).

b)





- i. That the matter be taken as read
- ii. That the minutes of a previous meeting be approved
- iii. That the minutes of a previous meeting be amended in a specific way
- iv. That the minutes of a previous meeting be referred back to by the Vice-President

c)

- i. That the order of business be changed (to be brought by the Vice-President)
- ii. That the matter be no longer considered

d)

- i. That the motion be not put
- ii. That the motion be now put
- iii. That the motion to be voted upon in specific parts, and then the approved parts be voted on as a whole
- iv. That the motion be voted on as a whole

e)

- i. That the Executive shall investigate or deal with the matter
- ii. That a standing or ad hoc Committee be set up to investigate the matter
- iii. That an Executive member or an ad hoc Committee President shall give a written answer to a question within a specified time

f)

- I. That a Standing/ad hoc Committee Report be approved
- II. That a Standing/ad hoc Committee Report be amended in a specified manner
- III. That a Standing/ad hoc Committee Report be referred back to the committee

## **2. Procedural Motions shall be subject to the following provisions:**

- a.) When procedural motion (a)(i) or (a)(ii) is proposed and seconded, the Chair should leave the Chair. Should (a)(i) be carried, the Chair shall not resume the Chair during that meeting
- b) Procedural motion (a)(ii) may not be put if the minutes have not been read, and (b)(i) has not been passed
- c) Procedural motion (d)(i) shall take precedence over (d)(ii) but shall not be put if (d)(ii) has been passed. (d)(i),(ii),(iv) may be put before or at the beginning of a summing up. (d)(iii) may not be put if (d)(iv) has been passed. (ii),(iii) or (iv) may not be put before the motion has been both proposed and opposed and shall not affect the right of the proposer of the motion to sum up.





d) No procedural motion shall be accepted until the proposer of the substantive motion (if it appears on the agenda) has made his speech.

