



The Constitution and Standing Orders
of the Taberdars' Room of the Queens'
College in the University of Oxford



1 - Preamble

1.1 Name and Objects

1.2 Equality

1.3 Interpretation

1.4 Amendment and review of the Constitution

1.5 Representation

1.6 Territorial claims

2 - JCR Policy

2.1 The Constitution

2.2 JCR Policy

3 - Membership

3.1 Full Membership

3.2 Honorary Membership

3.3 Graduate Membership

3.4 Partial Membership

3.5 Revocation of Membership

4 - Structures

4.1 JCR Officer Roles

4.2 Executive Committee

4.3 General Committee

4.4 Welfare Committee

4.5 Equalities Committee

4.6 Entertainment Committee

4.7 Constitutional Committee

5 - General Meetings

5.1 Conduct of a General Meeting

5.2 Procedure for and Status of JCR Meetings

5.3 Procedural Motions

5.4 Extraordinary/Emergency General Meetings

5.5 Constitutional Motions

5.6 Motions to create or amend Standing Orders

6 - Referenda, Elections and Appointment

6.1 Referenda

6.2 Elections

6.3 Conduct of Hustings

6.4 Appointed Roles

7 - Finance



[7.1 The System](#)

[7.2 The Accounts](#)

[7.3 Budgets](#)

[7.4 Payments](#)

[7.5 Levies](#)

[7.6 Account Signatories](#)

[8 - Accountability](#)

[8.1. Harassment](#)

[8.2. The Queen's Bench](#)

[8.3 Complaints Concerning General Meetings and Motions Therein](#)

[8.4. Corruption and Malpractice in Elections and Referenda](#)

[8.5 Removal of a Member of the General Committee](#)

[STANDING ORDERS](#)

[Executive Committee](#)

[JCR Officers](#)

[General Committee](#)

[Welfare Committee](#)

[Equalities Committee](#)

[Constitutional Committee](#)

[Record-keeping](#)



1 - Preamble

1.1 Name and Objects

- a. The name of the unincorporated association herein constituted shall be “The Taberdars’ Room of The Queen’s College in the University of Oxford,” hereinafter referred to as “the Junior Common Room”, or “the JCR”.
- b. The Objects of the JCR shall be:
 - i. To advance the academic, social, welfare, cultural, and athletic interests of JCR members, present and future, to the best of its abilities;
 - ii. To represent the views and opinions of JCR Members to the best of its ability;
 - iii. To articulate the views and requirements of JCR Members to all bodies, both within and outside of the College;
 - iv. To provide and maintain services, support, and facilities for JCR Members and their guests and to promote their academic, social and personal wellbeing as best as possible;
 - v. To advance charitable, ethical, and environmental objectives, as supported by JCR members.

1.2 Equality

- a. 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, class identity, or sexual orientation by other members. It is the responsibility of the JCR to ensure these rights are actively upheld, as well as to maintain a policy of anti-racism, anti-homophobia, anti-transphobia, and anti-sexism, and to actively work against xenophobia, ableism, classism, and any other forms of discrimination;
- b. The conduct of General and Executive Meetings shall also comply with the provisions of this article;
- c. Members of the General Committee shall also comply with the provisions of this article when acting in their capacity as a representative of the JCR.

1.3 Interpretation

- a. The meanings of words, phrases and acronyms in the constitution shall have the meanings as defined in the constitution.
- b. The constitution shall be subject to the sole interpretation of the JCR Executive Committee and, during General Meetings, the JCR Chair, notwithstanding the rights of members to make an appeal to the Queen’s Bench as set out in Section 8.2, nor such interpretations as from time to time applied by Senior College.

1.4 Amendment and review of the Constitution

- a. The Constitution shall only be amended by the procedure as set out in Section 5.5, and such amendments shall not retroactively affect the constitutionality of any JCR Policy enacted under previous provisions of the Constitution, nor that of actions taken by JCR Members;
- b. The Senior Treasurer to the JCR shall be notified of any substantive or contentious amendment passed at a CGM, and if deemed necessary, the relevant amendment shall be presented to the proceeding Governing Body meeting;
- c. The Governing Body shall have a right to review the provisions of the Constitution every five years, and to review amendments to the Constitution as they are passed;
- d. The Constitution must be reviewed at least every five years by the Constitutional Committee, in a manner that shall be determined by the provisions of any Standing Order currently in force, or else as from time to time determined by the Executive Committee.



1.5 Representation

- a. The JCR Committee shall be broadly responsible for the representation of concerns relevant to JCR members and other such matters that from time to time be determined;
- b. The JCR Committee shall not usually be responsible for advocacy on behalf of an individual member, but may take on such advocacy at the discretion of the JCR Executive Committee.

1.6 Territorial claims

- a. The JCR claims sovereign authority over all of its territorial possessions from weeks 0-9 of Full Term;
- b. The territorial possessions of the JCR include, but are not limited to, the JCR, the JCR kitchen and the OTR (subject to Conferences);
- c. The JCR refuses to acknowledge the Royal Charter conferred to The Principal and Fellows of St Edmund Hall in the University of Oxford by HRH, The Prince Philip, Duke of Edinburgh in 1958.

1.7 Affiliation to External Organisation

- a. Existing affiliations to external organisations shall be reviewed annually at a CGM.
- b. Should a minimum of 5% of JCR members request it, and provided that one term shall have elapsed since such a request, the question of continued affiliation to any particular external organisation shall be determined by a referendum.

2 - JCR Policy

2.1 The Constitution

- a. The JCR Constitution shall be binding on all members of the JCR, and all actions taken by the JCR Committee or JCR Meetings;

2.2 JCR Policy

- b. JCR Policy shall be binding on the JCR, providing it does not contradict with any provision of the Constitution;
- c. JCR Policy shall consist of any action collectively taken by the JCR Executive committee in their capacity as representatives of the JCR, any motion passed at a JCR meeting, and the results of any JCR referendum;
- d. JCR Policy is binding on the JCR unless otherwise outlined herein or overturned by a later act of JCR Policy;
 - i. Actions taken by the JCR Executive committee in their capacity as representatives of the JCR may be overruled by the JCR Executive, a motion at a JCR Meeting, or a referendum;
 - ii. Any motion passed by the JCR may be reversed at any time in the future notwithstanding any previous motion which purports to the contrary.
 - iii. 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;

3 - Membership

3.1 Full Membership

- a. The Junior Common Room of the Queen's College, Oxford shall consist of all Junior Members of the Queen's College, Oxford, who qualify to be members and who wish to be its members;



- b. All members of college currently reading an undergraduate degree shall be eligible for full membership. Visiting students shall be eligible for full membership for the duration of their studies at the college. All postgraduate members shall be eligible for graduate membership;
- c. Full membership of the JCR grants the rights to propose, second, oppose, amend, and speak on any motion at Meetings; to sit on committees under the direction or mandate of the JCR; full voting rights; to stand for JCR office; attend events organised by the JCR; the right to use JCR facilities; all such rights as enshrined in the Constitution; and any further rights the JCR may from time to time set forth in the Constitution;
- d. Graduate membership of the JCR grants the right to speak on any motion at Meetings; to sit on committees under the direction or mandate of the JCR; to attend events organised by the JCR; the right to use JCR facilities; all such rights as enshrined in the Constitution; and any further rights the JCR may from time to time set forth in the Constitution.

3.2 Honorary Membership

- a. Honorary Members of the JCR can be elected by a motion submitted at an GM. The Secretary must keep track of the honorary members elected by motion to JCR;
- b. Notice of election to honorary membership must be given in writing to said recipient;
- c. Honorary membership of the JCR grants the rights to speak at Meetings; to attend events organised by the JCR; to sit on committees under the direction or mandate of the JCR; and any further rights the JCR may from time to time set forth in the Constitution.

3.3 Graduate Membership

- a. Graduate membership is automatically granted to junior members of the college who are enrolled in a postgraduate degree and are members of the MCR (N.B. this does not include four-year undergraduate master's courses);
- b. In order for such membership to be granted, said member must pay the JCR membership levies;
- c. Graduate members of the JCR are entitled to all membership rights as laid out in 3.1.d

3.4 Partial Membership

- a. Members of college who suspend their studies but would otherwise be eligible for full JCR membership shall be eligible for partial membership;
- b. Partial membership confers all rights of full membership excluding the rights to stand for JCR office, to sit on committees under the direction or mandate of the JCR, and any further restrictions the JCR may from time to time set forth in the Constitution;
- c. Hereinafter, references to "members" will refer to full, graduate, and partial members only.

3.5 Revocation of Membership

- a. All those who are eligible for full membership or graduate membership are granted it automatically unless they refuse such membership by written notification of the President between the beginning of the academic year and the end of the Second Week of Michaelmas Term. Any Junior Member may withdraw from membership of the JCR in the same manner;
- b. 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.

4 - Structures

4.1 JCR Officer Roles

- a. The JCR shall have a Chair, a Returning Officer, and a Constitutional Officer;



- b. No JCR Officer may simultaneously hold a separate role on the Executive Committee, with the sole exception being the Returning Officer as Vice-President.

4.2 Executive Committee

- a. The collective duties of the Executive Committee are as follows:
 - i. To attend relevant meetings convened by the SU, where deemed appropriate;
 - ii. To carry out any relevant essential duties of the Executive Committee or General Committee, as deemed necessary by motion or Standing Order;
 - iii. To carry out any action necessary and proper for the preservation of the JCR and its objects for future JCR Members;
 - iv. In the event that a Secretary is not elected, to collectively carry out the duties of the role, or internally appoint the role within the existing JCR General Committee;
- b. The Executive Committee shall be comprised of the President, Vice-President, Treasurer, Secretary, Welfare Representatives, Social Secretaries, Equalities Officer, Recreational Representative, and Fresher's Representative;
- c. Ex officio membership shall be conferred upon the Constitutional Officer;
- d. Decisions of the committee shall be reached by consensus, unless otherwise necessary;
- e. For all matters which require a vote of the executive committee, the President, Vice-President, Treasurer, Equalities Officer, and Recreational Representative shall each have one vote. The Welfare Representatives shall have one third of a vote each, and the Social Secretaries shall have one half of a vote each. The Fresher's Representative, Secretary, and Constitutional Officer shall not have a vote;
 - i. In the event of a tie, the President's vote shall be the tie breaking vote
 - ii. If a voting executive member shall not be in attendance at an executive committee meeting, they may still exercise their vote on a specific issue by submitting their vote in writing to the Secretary before the start of the meeting;
 - iii. If the number of Social Secretaries or Welfare Representatives should change, the votes of the Social Secretaries shall always sum to one, and the votes of the Welfare Representatives shall always sum to one.

4.3 General Committee

- a. All members of the Executive Committee, Equalities Committee, and Welfare Committee shall be members of the General Committee;
- b. Ex officio membership shall be conferred upon all presidents of college societies and to the president of the ball committee;
- c. The General Committee shall also have the following as members: Academic & Careers Representative, Access and Outreach Representative, Food Representatives, Environment & Ethics Representatives, Student Union Representatives, Stash Representative, Charities Representative, Webmasters, Arts Representative, Antisocial Secretary, Warden of the Beer Cellar, and the Keeper of the Boars, Bees, and Eagles which shall function as laid out in SO III.

4.4 Welfare Committee

- a. There shall be a Welfare Committee, comprising of the three Welfare Representatives—not more than two being of the same gender—the International Representatives, and the First Year Welfare Representative, which shall function as laid out in SO IV.

4.5 Equalities Committee

- a. There shall be an Equalities Committee, comprising of the Equalities Officer and the Equalities Representatives, which shall function as laid out in SO V.



4.6 Entertainment Committee

- a. There shall be an Entertainment Committee, henceforth known as Entz Com, whose duty shall be to entertain the JCR;
- b. Entz Com shall be led by the Social Secretaries and shall also have the Entertainment Representatives as permanent members.

4.7 Constitutional Committee

- a. There shall be a Constitutional Review Committee, which shall function as laid out in Standing Order VI;
- b. The Constitutional Officer shall be the chair of the Constitutional Committee.

5 - General Meetings

5.1 Conduct of a General Meeting

- a. The JCR shall convene not less than four times per term at General Meetings (GMs).
- b. The first and last meetings of the term shall be a Constitutional General Meeting (CGM)
- c. 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;
- d. If the last CGM of the year is held on or before Sunday 7th week Trinity Term, an additional GM may be scheduled if motions are received before Friday 7th week Trinity Term;
- e. All JCR meetings are to be conducted in accordance with Standing Orders (hereinafter SOs) and with the Constitution which may be temporarily 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;
- f. No motion requesting financial reimbursement in retrospect shall be accepted as valid for purchases over £50;
- g. Any Emergency Motion submitted from the floor may be accepted by a simple majority of an GM, provided that it is not:
 - i. a motion that involves the expenditure of sums over £50;
 - ii. a motion of censure on any elected officer of the JCR;
- h. No motion shall be passed unless the number of members in attendance at the beginning of the meeting in the JCR and JCR Kitchen shall be at least 30; any member leaving the GM after the Chair has proceeded to vote shall be deemed to have abstained;
- i. A motion shall only be deemed passed if it achieves a simple majority of those present and voting at a GM, provided that it is not:
 - i. a constitutional motion;
 - ii. a motion of censure on any elected officer of the JCR;
- j. 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;
- k. Those present and voting at a GM shall be defined as all the members present at a GM voting for or against, without including those abstaining;
- l. Prior to the start of a GM, the JCR Chair must make a statement reminding members of the JCR that all conduct at General Meetings is bound by the JCR Equality Statement in 1.2.a. If speech that contravenes this statement is used, JCR members should make a formal complaint to the JCR Executive, who should investigate the matter further;



- m. At the start of a GM, the JCR Chair must ask the JCR if there are any motions for amendments to the minutes of the previous general meetings. If any reports from standing or ad hoc committees have been published to the JCR since the previous GM, the JCR Chair must also ask if there are any amendments to those reports;
- n. No votes shall be counted on behalf of any member not present;
- o. Potential Motions shall be reviewed by the chair of the constitutional review committee and the JCR Chair to determine the viability of the motions;
- p. A meeting of the Executive Committee should be called following a General Meeting, to take place before the next General Meeting.
- q. The motions passed at a GM shall become JCR policy, effective immediately;
- r. 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 organisation named in the motion that the funds be made available.

5.2 Procedure for and Status of JCR Meetings

- a. 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;
- b. The Secretary shall be responsible for taking minutes at GMs and recording them for permanent record. The Secretary shall distribute minutes of all GMs on the JCR mailing list not later than 96 hours after the close of the meeting;
- c. The Order of Business of JCR Meetings shall be as follows:
 - i. Minutes of the previous meeting and matters arising
 - ii. Reports from the Executive and Presidents of Committees
 - iii. Executive motions
 - iv. Points for discussion
 - v. Private motions
 - vi. Emergency motions
 - vii. Questions to Exec
 - viii. OUSU council matters
 - ix. Commendations
 - x. Condemnations
 - xi. Notices
- d. The Order of Business of JCR Meetings may be altered for individual GMs at the discretion of the Chair

5.3 Procedural Motions

- a. There shall be the following Procedural Motions to be taken in this order of precedence (procedural motions in (i) to be taken before those in (ii), etc.) with all motions within each subsection holding precedence by their order within the subsection (procedural motion (1) to be taken before (2), etc.);
- b. All of the following motions except for those contained in point (v) must be voted on by those JCR members present and shall require a simple majority. The procedural motions in (v) shall be offered to the proposer of a motion; if accepted by the proposer and the JCR chair it shall be considered passed. If the procedural motion in (v) is rejected by the proposer, it shall be put to a vote of the assembled JCR members to be decided by simple majority;



- i. Consequential Motions
 1. That the meeting has no confidence in the Chair and that some temporary Chair be appointed by the meeting;
 2. That the meeting has no confidence in the Chair and that the meeting be adjourned for a specified time;
 3. That the Chair is overruled on a given matter;
 4. That a specified temporary Chair be appointed by the meeting;
 5. That the meeting has no confidence in a member of the JCR Committee;
 6. 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).
- ii. Motions on Discussion
 1. That the order of business be changed;
 2. That the matter be no longer considered;;
 3. That the matter be taken as read;;
 4. That the Executive shall investigate or deal with the matter;
 5. That a standing or ad hoc Committee be set up to investigate the matter;
 6. That an Executive member or an ad hoc Committee President shall give a written answer to a question within a specified time.
- iii. Motions on Voting
 1. That a motion be amended in a specified manner;
 2. That the motion be not put to a vote;
 3. That the motion be now put to a vote;
 4. That the motion to be voted upon in specific parts, and then the approved parts be voted on as a whole;
 5. That the motion be voted on as a whole;
 6. That the motion be voted by referendum;
 7. That the motion be voted by secret ballot.
- iv. Motions on minutes of previous meetings
 1. That the minutes of a previous meeting be approved;
 2. That the minutes of a previous meeting be amended in a specific way;
 3. That the minutes of a previous meeting be referred back to by the Secretary.
- v. Motions on Committee Reports
 1. That a Standing/ad hoc Committee Report be approved;
 2. That a Standing/ad hoc Committee Report be amended in a specified manner;
 3. That a Standing/ad hoc Committee Report be referred back to the committee.
- vi. Friendly Motions
 1. That the motion be not put to a vote;
 2. That the matter be taken as read;
 3. That the motion be voted by secret ballot;



4. That a motion be amended in a specified member.

c. Procedural Motions shall be subject to the following provisions:

- i. When procedural motion i.1. is passed, the JCR Chair shall vacate the chair and the Secretary shall assume the chair only to accept motions for a specified temporary Chair to be appointed for the remainder of the meeting. Once such a motion has passed, the Secretary shall vacate the chair and the specified temporary Chair shall assume the chair;
- ii. When procedural motion i.2. is passed, the JCR Chair shall vacate the chair and the meeting shall be taken to be adjourned until the time specified in the motion, to be no longer than 48 hours after the meeting's original starting time. At that time the Secretary shall assume the chair only to accept motions for a specified temporary Chair to be appointed for the remainder of the meeting. Once such a motion has passed, the Secretary shall vacate the chair and the specified temporary Chair shall assume the chair;
- iii. When procedural motion iii.3. is passed, no further procedural motions except those in i. shall be allowed until the motion is voted on;
- iv. No procedural motion shall be accepted until the proposer of the substantive motion (if it appears on the agenda) has made their speech.

d. Amendments to 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;

- 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;

5.4 Extraordinary General Meetings

- a. Extraordinary General Meeting (hereafter referred to as 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;
- b. An EGM shall only discuss those matters for which it was called.

5.5 Constitutional Motions

- a. Constitutional motions can only be moved at a CGM and require a two-thirds majority of those present and voting at such a meeting;
- b. Amendments to such motions may be proposed by members during a CGM;
- c. JCR members wishing to submit constitutional motions should first submit them to the Constitutional Review Committee in good time before the next CGM of term, and that the JCR Chair should communicate this at the GM proceeding a CGM.

5.6 Motions to create or amend Standing Orders

- a. Motions for the creation or amendment of Standing Orders can only be moved during a CGM and shall require both a majority of those present and voting at such a meeting and at least 20 members voting in favor of the motion;
- b. Amendments to such motions may be proposed by members during a CGM.



6 - Referenda, Elections and Appointment

6.1 Referenda

- a. There shall be three procedures by which referenda may be called:
 - i. By General Meeting
 1. A GM may at any time call for a referendum to be held on any motion.
 2. The motion 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. The GM may also vote to increase the necessary voting requirements for a given referendum.
 3. The formulation of the question to be asked in such a referendum shall be decided by the GM.
 4. A GM may at any time call for a consultative referendum to be held on any matter; such referenda shall be consultative only and shall not be binding in any way on the JCR.
 5. If the GM in question is a Constitutional General Meeting, the GM may also put constitutional motions to a referendum.
 - ii. By petition
 1. A petition, physical or via a secure electronic form, containing the signatures of 30 members shall be handed to the President demanding a referendum to decide the policy of the JCR.
 2. The question to be put to the referendum shall take the form: "The policy of the JCR shall be ... "Do you accept the policy?".
 3. A referendum called in this manner shall have the same voting requirements to be considered binding as those outlined in 6.1.a.i.1. for referenda called by a GM.
 - iii. By the Executive Committee
 1. The Executive Committee shall, at its discretion and by a simple majority of executive members, call a referendum to decide the policy of the JCR.
 2. The formulation of the question to be asked in such a referendum shall be decided by the Executive Committee.
 3. A referendum called in this manner shall have the same voting requirements to be considered binding as those outlined in 6.1.a.i.1. for referenda called by a GM.
- b. The Returning Officer shall supervise the conduct of all referenda. In the event of them not being available, or them being the subject of the referendum, the Executive shall appoint a deputy.
- c. The Returning Officer 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.
- d. The poll shall be open at a time between 7am and 7pm, and should remain open for a 24 hour period.
- e. Following the count the Vice-President shall email the voting figures out to the JCR.

6.2 Elections

- a. Only full members of the JCR are entitled to vote at elections;
- b. Each candidate should be informed of their constitutional rights and obligations;



- c. The polls for all elections shall open at a time between 7am and 7pm, and are to remain open for a 24 hour period;
- d. All full members of the JCR shall be eligible for election to JCR offices and Committees. Committee members may stand to be elected to another post without automatically resigning their original position;
- e. No member may simultaneously hold more than one post on the same committee, and no member of the Executive may simultaneously be Chair of JCR General Meetings or Constitutional Officer;
- f. Elections for committee positions, except those arising from casual vacancies, must be held by the end of 6th week of the relevant term(s), as follows:
 - i. Annually:
 - 1. In Michaelmas - First Year representative, Student Union representative, Charities representative, Arts representative.
 - 2. In Hilary - Vice President, Access and Outreach representative, Food representative, Ethics and Environment representative,
 - 3. In Trinity - President, Treasurer, Secretary, Social Secretaries, Recreational representative, Academic and Careers representative, Equalities representative, elected Welfare Representative, Sports and Stash representative, Keeper of the Boars, Bees and Eagles, Webmasters;
 - ii. Termly:
 - 1. JCR Chair and Entertainment (“Entz”) representatives.
- g. In the event of any elected representative of the JCR vacating their post:
 - i. An election for a replacement shall be held within ten full days of term.
 - ii. The representative thus elected shall hold office for the remainder of their predecessor’s term of office.
 - iii. Until such a replacement is elected, the President shall appoint an interim representative as soon as possible after the vacation of the role;
 - 1. Until such an appointment is made, the President may exercise the functions of the representative or may delegate another member of the executive committee to do so.
- h. It shall be the collective responsibility of the executive committee to internally appoint the Secretary in the event that one is not elected by the JCR at large
 - i. The duties of the role may alternatively be collectively carried out by the executive committee or may be carried out by the Vice President;
- i. All elections are to be conducted by single transferable vote;
- j. The Henderson-Colville amendment: In the event of a tie for the final first position, the Returning Officer and the President shall confer together and shall make one of the following declarations:
 - i. that the election shall be declared void and a new election called, to be held within ten days of the first poll;
 - ii. that the two tied candidates shall be appointed to hold the post jointly, provided that the post is not one of the President, Vice President, Treasurer, or Secretary;
 - iii. In the event of disagreement between the President and the Returning Officer, the final decision shall be with the Returning Officer.

6.3 Conduct of Hustings

- a. Hustings should take place before an election to any JCR post, unless arising from a casual vacancy for a non-executive position



- b. The Returning Officer must make a statement at the start and end of Hustings reminding candidates that canvassing should not contain any offensive, false, or misleading statements, and that a member of the JCR with a complaint should inform the Returning Officer, either during or after Hustings, who will conduct a further investigation when hustings have been completed;
- c. For all Executive and General Committee posts canvassing shall be allowed subject to the following provisions:
 - i. it shall be done at the expense of the candidate;
 - ii. that posters and other literature are placed without contravening any College authorities;
 - iii. that canvassing does not contravene any other sections of this constitution;
 - iv. that no reference is made to any other candidate on any campaign material;
 - v. that no public use should be made of social networking websites;
 - vi. that no candidate runs, or presents themselves as running, on a slate with other candidates;
 - vii. all written material or oral statements should comply with the JCR Equality Statement in 1.2.a. and will be subject to the RO's interpretation in conjunction with the Equalities Representative and the President. In the event something is removed by the RO because it is deemed offensive, the candidate is to be notified by email;
 - viii. that canvassing may commence on the instruction of the RO by email, once nominations have closed and candidates have been announced;
 - ix. that no false or misleading statements are made;
 - x. 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.
- d. The following questions must be posed at any hustings:
 - i. "Would you rather fight 1 *JCR President's name*-sized duck, or 10 duck sized *JCR President's name*?"

6.4 Appointed Roles

- a. For all roles which are selected by appointment, they shall be subject to confirmation at a GM;
 - i. An appointment shall be considered confirmed unless a motion objecting to it is raised and passed at the GM directly following its publication to the JCR.
- b. Appointments to committee positions, except those arising from casual vacancies, must be held by the end of 8th week of the relevant term(s) and in accordance with any relevant SO, as follows:
 - i. Michaelmas: The First Year Welfare Representative
 - ii. Hilary: Rent and Accommodation Officer
 - iii. Trinity: The Welfare Representatives, The International Representatives, The Equality Representatives and the Constitutional Officer

6.5 Unappointed Roles

- a. All roles which are unappointed, won through athletic endeavour, or hereditary in nature, must have their own rules for obtaining the position laid out in the relevant Standing Order.



7 - Finance

7.1 The System

- a. The JCR accounts are overseen and managed by the College.
- b. There shall be a Senior Treasurer of the JCR, appointed by the Governing Body, who, together with the Bursar and the College Accountant, shall bear this responsibility.
- c. Money shall never be spent without prior approval from either the Treasurer, a relevant other Exec member, or a GM.

7.2 The Accounts

- a. The Main Account
 - i. There shall be a Main Account, which shall include all money received from College and all levies on JCR members, and MCR members where relevant.
 - ii. All JCR payments should 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 which shall be transferred from the Main Account upon receipt from College;
 - 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 ballot of JCR members. The ballot shall be non-binding and all charitable donations shall be at the final discretion of the charities rep and JCR Executive committee. Funds shall be allocated to a mix of local, national and international charities. Members of the JCR are free to make proposals as to the allocations of money;
 - iv. The amount to be distributed, and the number of charities it is to be split between, will be at the discretion of the Charities Representative and the Treasurer, providing that at least £2000 remains at the end of each term
 - v. The £2000 to be kept in the account is to consist of £1000 for emergency donations to any urgent charity scheme, which the JCR may choose in a GM, and a further £1000 for any other unforeseen emergencies.
- c. The Furniture Refurbishment Account
 - i. There shall be a Furniture Refurbishment Account, which shall exist for the purpose of the purchase and refurbishment of JCR furniture, refurbishment of the JCR itself, and the replacement of electronic and other equipment.
 - ii. The Furniture Refurbishment Account should receive termly payments of £300 from the Main Account, if the balance of the account is less than £20,000. Otherwise, termly payments are at the discretion of the Treasurer.
 - iii. Payments from the Refurbishment Account must only be made with the written consent of the JCR Senior Treasurer and with the approval of a GM.
 - iv. Within the Furniture Refurbishment Account, a PS5 fund will be established which shall exist solely for the purchase of the PS5
 1. This shall be overseen by the Recreational Representative as outlined in SO I.10

7.3 Budgets

- a. The Treasurer shall produce a budget for the JCR, allocating funds to different JCR subcommittees and committee members, each under the responsibility of a full Exec member..



- b. The JCR budget and account expenditures should be transparent and available for scrutiny by the JCR and Governing Body (as Trustees of the charity).
- c. The Exec members responsible for those budgets shall be authorised to spend or allocate amounts up to the value of their budget without the approval of a GM.
- d. There shall be a termly budget for motions from the JCR, which should be no less than £1000 per term. Money from this budget may only be allocated with the approval of a GM.
- e. There shall be a gender expression budget of £300 per year to be used to reimburse students who purchase items to make them more comfortable in their gender presentation, including but not limited to binders, packers, bras and breast-inserts, tucking underwear, wigs, and make-up.

7.4 Payments

- a. The Treasurer shall make payments up to the value of £300 from the Main Account and the Charities Account, and request larger amounts from the Main Account or the Charities Account, and any amount at all from the Furniture Refurbishment Account, from the College;
- b. The JCR shall, where possible, work on a principle of reimbursement - any member wishing to claim money must:
 - i. seek approval from the Treasurer, a relevant full Exec member, or a GM
 - ii. only after approval is granted, spend the allocated money
 - iii. request their reimbursement from the Treasurer.
- c. Any reimbursement request must include satisfactory evidence that the pre-approved sum was spent in the correct way (e.g. a receipt or an invoice), and must also include the member's bank details (account number, sort code, and the name used on the account).
- d. If the amount to be paid is large (over £300), or if the JCR member does not have sufficient funds, then the payment can be made directly.

7.5 Levies

- a. May be imposed through batells by a GM for specific purposes upon JCR members as laid out in STanding Order VIII.
- b. Any member may opt out of certain levies by informing the Treasurer in writing.
- c. Any proposed change to the value of a levy or introduction of a new levy must be approved at a GM.

7.6 Account Signatories

- a. The JCR accounts must have the following as signatories: The Senior Treasurer of the JCR, the College Accountant, the College Bursar, and the JCR Treasurer. The JCR President may be added as a signatory.
- b. Bank transfers from the Main Account or the Charities Account for less than £300 may be approved by the Treasurer or President.
- c. Bank transfers from the Main Account or the Charities Account for more than £300 must be approved by the Senior Treasurer and either of the College Accountant or Bursar.
- d. No signatory should ever make out a transfer to themselves.

8 - Accountability

8.1. Harassment

- a. The JCR affirms the [College Harassment \(Including Bullying\) Code of Practice](#) (May 2020);



- b. The JCR affirms the [College Welfare statement](#) (May 2021).

8.2. The Queen's Bench

- a. To deal with a complaint concerning a General Meeting (or the motions therein), or accusation of corruption or malpractice, an independent body known as the Queen's Bench shall be formed, consisting of;
 - i. The President of the Middle Common Room who shall serve as foreperson;
 - ii. Four additional members which will be chosen from a random ballot of MCR members who have agreed to potentially participate, with an option to opt-out being given at the beginning of Michaelmas Term each year;
 - iii. If a member is called and is unable, or unwilling, to attend then another name should be randomly selected. This should be repeated until the four positions are full;
- b. The decision of the Queen's Bench shall be decided by simple majority;
- c. 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 or accusation was not justified;
- d. The Queen's Bench shall announce its decision within ten days of receiving the complaint or accusation, only days in Full Term to count towards the period;
- e. All members of the Queen's Bench shall wear subfusc when the Queen's Bench is in session;
- f. The decision of the Queen's Bench shall be final and binding.

8.3 Complaints Concerning General Meetings and Motions Therein

- a. A complaint signed by 20 JCR members may be submitted within 72 hours of any General Meeting to the President of the Middle Common Room (MCR) on any of the following grounds;
 - i. That the General Meeting was invalid because of failure to comply with any relevant provisions of the Constitution;
 - ii. That a specific motion, in contravention of any provisions of the Constitution, was passed at the General Meeting;
 - iii. That during the General Meeting, or during a specific motion (or motions), there was a failure to comply with any provisions of the Standing Orders (unless such provisions had been amended or suspended).
- b. The Queen's Bench must form within 24 hours of receiving the complaint;
- c. If the Queen's Bench deems the complaint valid, then the General Meeting as a whole, or the motion (or motions) in question, will be declared void;
- d. If the General Meeting is declared void, another General Meeting should be held within a week.

8.4 Corruption and Malpractice in Elections and Referenda

- a. Allegations of corruption or malpractice arising from an election or referendum shall be sent to the President of the Middle Common Room within 72 hours of the vote, along with a written copy of the accusation, and the JCR shall be notified;
- b. The Queen's Bench must form within 24 hours of receiving the accusation;
- c. If the Queen's Bench finds any evidence of corruption or malpractice which biased the results of the election or referendum, then it will be declared void;
- d. If there is evidence of corruption or malpractice, but the result was not biased, then the results of the election or referendum shall be confirmed;
- e. If the election or referendum is declared void, another election or referendum should be held within a week.



8.5 Removal of a Member of the General Committee

- a. A motion of no confidence in a Member of the General Committee (5.2)(b)(i)(5) is a consequential motion to remove said member from their position;
- b. Any elected or appointed officer, whether serving or an elect candidate, can be the subject of such a motion of no confidence;
- c. A motion of no confidence must be accompanied by a written citation, to be submitted to and read out by the Chair, pointing to at least one specific example of conduct unbecoming of a Member of the General Committee, which the person in question has demonstrated;
- d. If the Chair is the person submitting the motion of no confidence, the citation should be submitted to and read by the most senior member of the Executive present, who is not either the subject of the no confidence motion, or is deemed to have a substantial conflict of interest;
- e. Conduct unbecoming of a Member of the General Committee may include any behaviour that is contrary to any of the objects (1.1)(b), equalities (1.2), or affirmations (8.1)(a&b) of the JCR or the person's Constitutional duties;
- f. If the motion of No Confidence passes, the person in question shall be removed from their office, effective immediately;
- g. If the removed person is from an elected position, a new election shall be arranged to fill the position, as detailed in (6.2)(g);
- h. If the removed person is from an appointed position, a new candidate shall be appointed, as detailed in (6.4).

STANDING ORDERS

I. Executive Committee

1. The following are the roles and responsibilities of the JCR Executive Committee, listed in order of seniority.
2. The President
 - a. Shall be responsible for ensuring that the JCR Constitution is observed;
 - b. Shall represent the JCR at the Committee of JCR Presidents (PresCom);
 - c. Should make an appearance at JCR T not less than twice per week or hold advertised weekly office hours;
 - d. Shall be responsible for liaising with the Chair on general meeting agendas prior to their publication to the JCR;
 - e. Shall, if a college ball is due to be held in the academic year immediately following their tenure, be responsible for the appointment of an executive for the organising committee of that event no later than the end of the second week of Trinity Term;
 - f. Shall be the JCR's primary representative to Senior College, unless otherwise delegated or provided for by this Constitution;
 - g. Shall represent the JCR to the Oxford University Students Union (hereinafter OUSU) and at OUSU Council during such time as the JCR is affiliated to Oxford University SU;
 - h. May from time to time delegate any of the above responsibilities to the Vice-President of the JCR;
 - i. Shall be ultimately responsible for room bookings in the JCR;



- j. In situations where the provisions of this Constitution does not adjudicate on a matter presented to the JCR Committee, may apply their discretion as deemed appropriate by their personal judgement.

3. The Vice-President

- a. Shall take on any duties as from time to time the President shall delegate to them;
- b. Shall act as the Returning Officer for all elections as set out in section 6;
- c. Shall be responsible for organising the bi-annual JCR photographs and the annual photographs for Queen's Sports Clubs and Societies in Trinity Term;
- d. Shall be responsible for the conduct of the room ballot in Trinity Term;
- e. Shall be jointly responsible for organising the annual matriculation photographs with an appointed MCR representative.

4. The Treasurer

- a. Shall be responsible for the day-to-day maintenance of accounts;
- b. Shall be responsible for any hire of JCR premises;
- c. Shall be responsible for organising the punts scheme in Hilary Term; ready in Trinity Term;
- d. Shall be responsible for the non-binding bi-annual newspaper ballot in Hilary Term;
- e. Should sit on the College's Committee for Student Finance;
- f. Should be responsible for making a presentation on the annual budget at the first GM following exec approval of the budget;
- g. Shall be responsible for the maintenance of records of financial receipts for the duration of their term in office;
- h. Shall be responsible for ensuring the financial viability of the JCR and for attempting avoid a deficit in the main account;
- i. Should be someone who will be available to deal with queries arising from the audit of the accounts the year after their term is elapsed;
- j. Should at the start of every term send out information on all budgets each term, including what each budget can be used for and how much money is in each.
- k. Shall bear the title Master of Coin.

5. The Secretary

- a. Shall be responsible for the weekly distribution of any notices to the JCR mailing list;
- b. Shall be responsible for putting up posters on the notice board;
- c. Shall be responsible for taking minutes at general and executive meetings and recording them for permanent record. The Secretary shall also be responsible for distributing the minutes of all general meetings to the JCR mailing list, and the minutes of all executive meetings to the JCR Executive mailing list not later than 96 hours after the close of the meeting;
- d. Shall be responsible for overseeing the upkeep of JCR premises along with the Recreational Representative;
- e. 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;
- f. Shall be responsible for for maintaining a record of JCR policy during their year of office;



- g. Shall be responsible for ensuring the presence of an updated physical copy of the JCR Constitution, Standing Orders, and Appendices in the Taberdar's Room to be updated within 96 hours of any constitutional amendment;
 - h. Shall be responsible for publishing each term 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.
6. The JCR Welfare Representatives
 - a. Shall be responsible for representing the interests of the Welfare Committee to the Executive Committee, in addition to their other duties to the Welfare Committee.
7. The Social Secretaries
 - a. Shall be responsible for aiding the Treasurer in deciding how to best use the Entertainments Budget throughout the year;
 - b. Shall work with the Entertainment Representatives to ensure there is suitable entertainment within college through each term;
 - 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 themes to the JCR Executive. 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.
8. The Equalities Representative
 - a. Shall represent and be responsible to all college policy and events repeated to the equality of JCR members;
 - b. Shall be responsible for convening the appointment of the Equality Committee by 6th week of Trinity term each year;
 - c. Shall be responsible for organising a meeting with other representatives in the Equalities Team prior to every JCR Exec meeting;
 - d. Shall represent the Equalities Team at the JCR Exec meetings;
 - e. Shall be responsible to ensure other Representatives in the Equalities Team are well supported and able to complete their duties;
 - f. Shall be responsible to promote Equal Opportunities' regulations (e.g. current laws) and events (e.g. crew date, film night, speaker event , etc);
 - g. Shall ensure gender neutral language is used in all JCR publications;
 - h. Shall consider all information received by them in the course of their role as strictly confidential;
 - i. Shall be involved in Fresher's week to organise Diversity Training and other Equalities Team led events, so as to introduce the team to the new intake of students.
9. The Fresher's 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.
10. Recreational Representative
- 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 showing of the Matrix Trilogy every Trinity Term, and showing the rest of the films in the saga annually when they are released;
 - d. shall be responsible for the purchase of at least 1 new multi-player (2-4 players) game for the console every term and any other games/accessories they think the JCR will benefit from the most e.g. board games, gaming headphones, more blankets;
 - e. Shall be responsible for running a survey within the JCR in week 1 and 5, asking what game(s) the JCR wants to purchase together with any other pieces of furniture, and utensils for the kitchen;
 - f. Must be responsible for ensuring the general upkeep of the JCR, JCR kitchen and Cardo common room, including any equipment owned by the JCR; that the JCR newspapers are delivered to the JCR, and for representing the concerns about the JCR as a space to the executive committee.
 - g. Shall be responsible for buying the PS5 as soon as it's restocked/available from a reseller and ideally before Gionata Vernice goes into third year.
11. All members of the executive committee should attend all general meetings.

II. JCR Officers

1. The Chair of the JCR
 - a. Shall ensure that the meeting is in order at all times;
 - b. Shall ensure that remarks are relevant to the matter under discussion, for example, that a speech against a procedural motion does not make any substantive points against the matter under consideration;
 - c. Shall ensure that no defamatory remarks are made about another member of the meeting;
 - d. Shall ensure that no new material is introduced into a summing up speech;
 - e. Shall ensure that speeches in favour and against are taken in alternate order;
 - f. Shall ensure that all motions being debated at a GM are sent to the JCR in standardised formatting: EB Garamond, size 12, with bullet points formatted in the 1., a., i., style. Sections of the Constitution shall be cited in the style of "Section 9.1.i.a" and Standing Orders shall be cited in the style of "SO 1.1.a.i" or "SO 1.1.a.1.;
 - g. Shall ensure that all motions being moved at a non-Constitutional General Meeting comply with the constitution;
 - h. Shall ensure that all speeches or questions on a motion or a matter are kept to a reasonable length;
 - i. Shall ensure the purchase of a reasonable quantity of pizza that takes into consideration the varied dietary restrictions of JCR members.
2. Constitutional Officer
 - a. Shall be appointed by the current Executive Committee and Constitutional Officer no later than 5th week of Trinity Term for a term of one year;
 - b. Shall be subject to confirmation by the JCR at the General Meeting immediately following their appointment;
 - c. Shall chair the JCR Constitutional Committee as outlined in Standing Order VII.



III. General Committee

1. The General JCR Committee shall be a permanent standing committee and shall serve to advise the executive committee;
2. The President must call a full meeting of the general committee at least once per term
3. If an issue concerning a member of the general committee to be raised at a general meeting, they should be in attendance at that general meeting. It shall be the duty of the chair to inform members of the general committee if their presence is specially requested;
4. Academic & 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 liaise with college to administer the Overseas Students Scheme and shall be accountable to the JCR with regard to the JCR levy funding this scheme;
 - g. 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;
 - h. Shall co-ordinate general preparation for Prelims/Mods and organise subject specific advice sessions.
5. 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 and the university;
 - b. Shall attend OUSU Access Committees, when the JCR is affiliated to OUSU;
 - c. Shall liaise with the Tutor for Admissions to ensure the publication of an Alternative Prospectus every Trinity Term, and consult the relevant college offices on the content of the normal college prospectus;
 - d. Shall liaise with college to organise the open days every Trinity Term;
 - e. Shall liaise with the Target Schools scheme;
 - f. Shall select those students helping at official college open days via a standardised form;
 - g. Shall liaise with college to organise the interview period each Michaelmas Term;
 - h. Shall signpost all students wishing to be access and outreach trained to a training workshop, which includes mandatory diversity training;
6. Food Representatives
 - a. Shall represent the JCR. to the Chef and Catering Manager;
 - b. Shall be responsible for organising JCR afternoon tea and for the presentation of the accounts to the Treasurer;
 - c. Shall be responsible for looking into all new ideas brought by JCR members in relation to JCR Tea;
 - d. Shall be responsible for organising a halfway hall formal during 4th Week in Hilary Term;
 - e. Shall be responsible for organising a Finalist formal during Saturday Formal of 7th Week in Trinity Term”;
7. Environment & Ethics 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 represent the JCR at relevant local authority meetings;
 - d. Shall be responsible for ensuring that any stash purchased by the JCR has not been produced using sweatshop labour;



- e. Shall attend the weekly OUSU Environment and Ethics committee meetings;
 - f. Shall advise ball presidents, social secretaries, entz and welfare representatives on ethical and sustainable practices in event management;
 - g. Shall run at least one environmental or ethical themed event in Fresher's Week and one other in college each term;
 - h. Shall attend College Domestic Committee.
8. Stash 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;
 - g. Shall organise Stash for JCR members.
9. Charities Representative
- a. Shall be responsible for the administration of the charities levy, and the charities account;
 - 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.
10. Webmasters
- a. Shall be responsible for the maintenance and upkeep of the JCR Website, including:
 - i. College sports fixtures, results, training and taster sessions;
 - ii. Entz, welfare, EMS and other events;
 - iii. Messages from college staff and the JCR exec;
 - iv. Links to useful information and application forms for college financial support b).
 - b. Shall be an unpaid position;
 - c. Shall oversee the weekly notification to JCR members of updates to the JCR Website on days previously decided.
11. 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:
 - b. Pushing, where necessary, for reform to college rules (e.g. room booking regulations) in order to facilitate artistic endeavours within Queen's;
 - c. Running arts activities for JCR members, such as Book Club, life drawing, finger painting, poetry slams, open mics, ticket-swaps for arts events and wider university activities, etc.;
 - d. Running a ballot for arts budget-subsidised theatre, concert or exhibition tickets three or four times per term for Junior Members;
 - e. Organising an annual Queen's arts in Michaelmas Term of each year, and if applicable, in conjunction with either the incoming or outgoing arts representative.
 - f. 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;



- g. Shall serve as a member of the Eglesfield Players committee, in accordance with the Eglesfield Players' constitution and shall serve as the Eglesfield Musical Society's JCR Representative, in accordance with the Eglesfield Musical Society's constitution;
- h. 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;
- i. Shall be 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 batells to hire it out;
- j. Shall be responsible for the cost-sensitive framing of commissioned art pieces of up to £25 per frame should their nature require it;

12. The Entertainment Representatives

- a. Shall be responsible for organising weekly entertainments within College, and the end of term event;
- b. Shall be responsible for the playing of the College song, 'In late December back in '63, what a very special night for me, I remember what a night', at the end of every bop.
- c. 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;
- d. Shall be responsible for the administration of the DVD and Book Rental Scheme;

13. Student Union Representative

- a. While this JCR is affiliated to OUSU, the Student Union Representative:
 - i. Shall represent the JCR to OUSU and OUSU Council;
 - ii. Shall be responsible for the distribution of OUSU literature and other items (e.g. OUSU cards);
 - iii. Shall be responsible for OUSU affairs in the College, in particular discussing the OUSU agenda in OGMs and CGMs;
 - iv. Shall, where appropriate, arrange for the votes of the JCR's representatives at OUSU council on a particular motion or election in council to be split, using the d'Hondt system, to represent the proportion of JCR members voting to vote in favour, against or to abstain from voting on the motion or in the election at the previous JCR meeting.

14. Rent & Accommodation Officer

- a. To be appointed by interview with the President in 7th week of Hilary each year;
- b. To serve for Trinity term and assist the President in all aspects of rent negotiations.

15. Keeper of the Boars, Bees and Eagles.

- a. Shall be responsible for grooming the Boar, keeping the Bees, and watching the Eagles.
- b. Must post on JCR page if eagles are seen.

16. An Antisocial Secretary

- a. They shall have absolutely no duties, none whatsoever.
- b. They shall receive a single payment from the JCR of one, and only one, drink in the Beer Cellar, of their choice.
- c. It shall be an inherited position following the laws of succession as laid out by the Antisocial Secretary Prime, Adam Ali-Hassan, stating that:
 - i. The College child of the previous Antisocial Secretary, upon their matriculation at the Queen's College, shall assume the position.
 - ii. If the previous Antisocial Secretary has multiple children, the position is to go to whichever child is a student of Assyriology.
 - iii. If there is no student of Assyriology, the position is to go to the student of Egyptology.



- iv. If there is no student of Egyptology, the position is to go to the child with the most irrelevant degree in the opinion of the previous Antisocial Secretary.
 - v. If there are multiple contenders of equal claim, they shall compete in The Contest (see Section E).
 - vi. If the Antisocial Secretary-elect does not wish to hold the position, they may refuse it, and this option must be made known to them in good faith. They shall not be pressured into taking the position, nor shall their decision be made known widely. Their decision shall be supported by those who know of it. If the position is refused by the heir, the Antisocial Secretary shall continue in their position, until a willing and eligible hereditary heir takes up the position. Should the Antisocial Secretary have left the JCR or abdicated, and there be no heir of their line who wishes to rise to the throne, a Steward (see Section D) shall hold the Antisocial Secretary's duties, awaiting the return of proper succession.
 - vii. It is the Antisocial Secretary's duty (or the Steward's if there is no Antisocial Secretary) to ensure that the heir to the position of Antisocial Secretary is aware of their birth-right and right to refusal. If the rightful heir wants to take the position, they shall; if there is an ongoing Stewardship, the Steward shall symbolically refuse to recognise their claim, but then state that they recognise it moments later while lying on the ground.
 - viii. If the line of the Antisocial Secretary Prime goes extinct, the heir shall be the most recent Assyriologist or Egyptologist to join the JCR, with Assyriologists taking precedence. Where a new line starts shall be marked out clearly on the Stele.
- d. Stewardship:
- i. The Steward shall be selected prior to the departure of the current Steward or Antisocial Secretary from the JCR. The selection shall occur as decided by The Contest (see Section E).
 - ii. Should no one turn up to participate in The Contest, the organiser of the race shall randomly pick a member of the JCR who will be a JCR member next year. The selected member shall not be made known, but discreetly asked if they will hold the position of Steward. This shall be done until a Steward is selected; they shall immediately take up office. If this does not happen, the JCR board shall be Steward.
 - iii. Stewardship lasts as long as the Steward wishes, unless they leave the JCR or the rightful heir to the position of Antisocial Secretary claims the throne.
 - iv. If the position of Steward is made vacant during the academic year, a Steward shall be selected by means of The Contest (see Section E), and the race shall be organised by whoever is bothered, as soon as is convenient for them, and it must be announced a week before it takes place so as to allow training for it.
 - v. When an Antisocial Secretary is inaugurated, any previous Stewardship ceases.
- e. The Contest is a race organised by the Antisocial Secretary, or if there is none, the current Steward, the term before they leave. The date must be announced to the whole JCR before the end of second week. Anyone in the JCR may turn up to the race and participate. The race involves a sprint on hands and feet from Chapel to the gate at the front of Front Quad.
- f. The Stele of Antisocial Secretaries of the Queen's College shall evermore be in the custody of the Antisocial Secretary, or if there is none, the Steward. If there is no Steward or Antisocial Secretary, it shall be placed and kept in the JCR. Only those who wish for their names to be recorded on it shall have their names recorded on it. If an Antisocial Secretary or Steward forbids the recording of their name, their place shall be marked with the words 'Unnamed Antisocial Secretary' or 'Unnamed Steward' as applicable. If there is a period where there is no Steward or Antisocial Secretary, this shall be recorded. The names of Stewards shall be recorded in small lettering.



- g. At least one Assyriologist fresher must be allocated as child to the Antisocial Secretary, if they have decided to have children. If there are no Assyriologist freshers, then at least one Egyptologist fresher must be allocated as child to the Antisocial Secretary.
 - h. The position is transferred upon the Antisocial Secretary-elect's matriculation.
 - i. The Antisocial Secretary is to receive a coronation ceremony performed by the previous Antisocial Secretary as soon as possible after matriculation.
17. The Warden of the Beer Cellar (and Menace to Sobriety)
- a. Shall be responsible for the protection of the Beer Cellar, safeguarding it against anyone from Smelly Teddy Hall.
 - b. Shall win the position during the first week of Michaelmas term in 'The Competition' as follows:
 - i. All candidates are given a pint of any alcohol of their choice (provided that it is served in the Queen's Beer Cellar and no less than 3% alcohol).
 - ii. The candidates shall consume said alcohol in a race overseen by the Secretary.
 - iii. The winner shall be named Warden of the Beer Cellar and Menace to Sobriety.
 - iv. If there is only one candidate, they must finish the drink in fewer than six seconds or else the position shall remain empty for the year.
 - c. At any point any member of the JCR may challenge the Warden to 'The Competition' for their position and the race shall take place in the Queen's Beer Cellar no later than two weeks after the challenge is issued.

IV. Welfare Committee

- 1. The Welfare committee shall be a permanent standing committee and shall consist of one elected Welfare Representative and two appointed Welfare Representatives, as well as a First Year Welfare Representative and the Internationals Representatives;
- 2. The appointed Welfare Representatives shall be appointed by interview with the incoming President, the outgoing President, and all three outgoing Welfare Representatives in 7th week of Trinity each year;
- 3. The collective responsibility of the committee are:
 - a. Shall be responsible for organising Welfare Week every 5th week
 - 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 ad hoc welfare surgeries of adequate length;
 - e. Shall be responsible for the distribution of contraception to the JCR;
 - f. Shall consider all information received by them in the course of their role as strictly confidential;
 - g. Shall attend OUSU Welfare Committee;
 - h. Shall meet fortnightly with the current College Welfare Officer to discuss:
 - i. How best to promote college welfare services;
 - ii. Welfare issues which need further discussion;
 - iii. Any further issues relevant to College welfare services;
 - i. Shall be involved in the appointment of the Equality Representatives;
 - j. If there are female Welfare Representative, they shall have a special responsibility regarding the needs of female undergraduates on issues of inequality and harassment;
- 4. The First Year Welfare Representative
 - a. Shall be appointed by interview with the President, and all three Welfare Representatives in 7th week of Michaelmas each year;
 - b. Shall be responsible for the handling of welfare matters specifically concerning first-year JCR members;



5. The Internationals Representative
 - a. Shall be responsible for the handling of matters specifically concerning those members of the JCR who identify are international including non-British nationals as well as people of multiple nationalities or of international background;
 - 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 Equal Opportunities 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. Shall be in charge of the welfare and entertainment of all international students at college as well as providing international freshers with necessary information and support before their arrival at Oxford, being in charge of welcoming them upon their arrival and organising international social events for them in the week before Fresher's week.
 - g. Shall be appointed by interview with the President, and all three Welfare Representatives in 7th week of Trinity each year;
6. The International Outreach Representative
 - a. Shall be responsible for pursuing and maintaining links between the College and international schools.
 - b. Shall conduct both virtual and in person events with these schools.

V. Equalities Committee

1. The Equalities Committee shall be composed of the following members and led by the Equalities Representative.
2. All members of the Equalities Committee excluding the Equalities representative shall be appointed through interview with the incumbent and incoming Equalities representatives and, where possible, the previous corresponding representative from the committee.
 - a. All roles on the committee should be assigned by 6th week of Trinity Term each year. In the event that no candidate comes forward for the role of Trans Representative, this role may remain unfilled and its duties shall be carried out by the LGBTQ+ Representative.
3. The collective responsibilities of the committee are:
 - a. All members of the Equalities Committees shall be obliged to listen and respond impartially on all matters including sexuality, race, contraception and religion despite their personal beliefs;
 - b. All members shall consider all information received by them in the course of their role as strictly confidential;
 - c. Should 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 the JCR body accords with the Equalities statement, ensuring that no individual is limited in their constitutional rights on account of their gender identity, sexual orientation, race, religion, disability or class identity;
 - e. Shall be responsible for organising the annual fresher's week anti-racism workshops, and for organising the training of student facilitators .
 - f. Shall instigate termly diversity workshops held for all members of the JCR.
 - g. Shall organise further events throughout the year focusing on particular issues to:
 - i. Raise awareness for the difficulties and discrimination that some members of the JCR face;
 - ii. Continue the discussion of such issues and sure that the voices of those experiencing discrimination are heard.
4. The Equalities Representatives:



- a. Shall run an annual charities ballot in 5th week Trinity, provided there are enough funds left in the Equalities Budget.
5. The LGBTQ+ Representative:
 - a. Shall be responsible for matters specifically concerning those members of the JCR who are lesbian, gay or bisexual, transgender, or have any other marginalised gender identity or sexual orientation;
6. Women*'s Representative
 - a. Shall only be filled by a person who identifies as a woman;
 - b. Shall be responsible for the handling of matters specifically concerning those members of the JCR on matter of gender;
 - c. Shall consider all information received by them in the course of their role as strictly confidential;
 - d. Shall organise the subsidised sale and distribution of reusable menstrual cups to JCR members;
 - e. Shall organise the provision of a sanitary protection scheme, as discussed with the President, the Treasurer, and the Executive when the budgets are decided in Michaelmas Term.
7. Disabilities Representative
 - a. Shall be responsible for the handling of matters specifically concerning those members of the JCR who are neurodivergent, or mentally, physically or otherwise disabled;
 - b. Shall liaise closely with the College Disability Coordinator to ensure that no member of the JCR is discriminated against because of any disability they may have.
8. Minority Ethnic Representative
 - a. Shall number no less than two
 - b. Shall be responsible for the handling of matters specifically concerning those members of the JCR who identify as ethnic minorities;
 - c. Shall hold the college accountable for maintaining a policy of anti-racism and sure there are frequent Reviews on the college's efforts to improve access, welfare and support for Minority Ethnic students;
 - d. Shall run events each term to continue the discussion of racial issues in college;
 - e. Shall run events each term with the Welfare Representatives to support Minority Ethnic students in particular, addressing the difficulties and struggles they may be dealing with because of their race.
 - f. Shall run a student meeting each term to ask college about their plans regarding equality related matters and present anonymous submissions from students when required.
 - g.
9. Class Act and Socioeconomic Representative
 - a. Shall be responsible for matters specifically concerning those members of the JCR who identify and fall under the categories affected by class act and socioeconomic issues, including from a low-income household, that have attended a state comprehensive school, are a first-generation student or identify as working class;
 - b. Shall work alongside the Oxford Student Union Class Act Campaign to promote support and inclusion for those represented in the aforementioned groups.
10. Trans Representative
 - a. Shall only be filled by a person who identifies as falling somewhere within the trans umbrella (as defined under the [Universities of Oxford's Transgender Policy](#));
 - b. Shall be responsible for matters specially concerning those members of the JCR who are transgender, non-binary, agender, genderqueer or who identify in any way as falling under the trans umbrella.

VI. Constitutional Committee

1. The constitutional review committee shall be a permanent standing committee, with the President, Vice-President, Secretary, and Treasurer forming permanent members;



2. Additional membership shall be automatically conferred by notifying their intention to the committee chair, or if one has not yet been nominated, the common room Vice-President;
3. At any one time, no fewer than 25% of attending members shall be non-executive;
4. The committee shall be chaired by the Constitutional Officer;
5. All committee meetings shall be public to all JCR members, with meeting times and minutes available freely on request;
6. The committee shall be responsible for reviewing the constitution in full every five years or fewer, with the following provisions:
 - a. The intention to perform a review shall be declared at a JCR meeting no later than 4th week Michaelmas;
 - b. Whilst the committee is performing a review, they shall meet at least once a week during full term;
 - c. The review should be finished no later than 4th week Trinity, and that at least two consultative sessions be held, whether at a general JCR meeting or otherwise.
7. That the revised constitution should be put to a vote no later than the final CGM of the academic year;
8. If constitutional review is not occurring, the committee shall meet on an ad hoc basis, and dependent on if any constitutional issues have been communicated to the committee;
9. It is also the duty of this committee to consult on constitutional amendments as proposed by other JCR members.

VII. Record-keeping

1. All JCR Officers, members of the General and Executive Committee, and sub-committees are responsible for keeping an accurate and up to date record of any relevant information pertaining to their role. This is done under the oversight of the Secretary;
2. There shall be a JCR Google Drive, the maintenance and organisation of which shall be the responsibility of the Secretary. There shall also be an up to date back up on the JCR hard drive, the maintenance and organisation of which shall be the responsibility of the Secretary; The information herein shall include but not be limited to the usernames and passwords for all JCR accounts, financial receipts from JCR spending, the minutes of any meetings, and any role specific information necessary for the change over of positions within the JCR;
3. Minutes for General Meetings should record the following: speakers for and against motions; amendments to motions; number of votes for, against, and abstaining on both procedural and substantive matter; information on any matters that are referred to another person or body, a brief summary of substantive discussion, but not a specific and accurate record of statements made;
4. Each role within the JCR is responsible for liaising with the Secretary and their replacement when their term comes to an end to ensure that all knowledge and information pertaining to their position may be passed on in an accurate and complete manner;
5. The President shall ensure that all relevant Governing Body documents are handed over to the Secretary, and that a physical copy of such documents is maintained in the JCR President's Room.

VIII. Member Levies and Payments

1. Members of the JCR are charged a "Membership Levy" through termly batells, in order to supplement specific costs incurred by the JCR. Namely:
 - a. The JCR's charitable donation and, in part, the budget for charitable events.
 - b. The cost of the JCR's newspaper and television subscriptions
 - c. The cost of running JCR Tea.
2. The manner by which the Membership Levy will be divided into constituent costs will be outlined in the annual JCR budget produced by the Treasurer.
3. Any changes to either the total amount charged in the Membership Levy, or to the manner by which it is divided must be approved at a GM. This includes the addition of new constituent costs to the levy.
4. Members of the JCR may be charged additional levies through termly batells to supplement other costs incurred by the



JCR.

- a. The amount and purpose of such levies will be outlined in the annual JCR budget produced by the Treasurer.
 - b. Changes to, or additions of such levies must be approved at a GM.
 - c. Members are entitled to opt-out of the payment of any such levy levies for the period of a term by informing the Treasurer in writing no later than the end of first week of the same term.
5. New members of the JCR are charged a “Freshers’ Levy” in Michaelmas term batells to supplement the expenses of the JCR in running Freshers’ week.
 6. Returning members of the JCR may be charged a “Returners’ Levy” in Michaelmas term batells to supplement any expenses of the JCR in holding returners’ events during Freshers’ week.
 7. Members of the JCR may incur additional expenses on an “opt-in” basis, subject to their agreement to pay towards, and therefore participate in, specific events or purchases of the JCR. As of the academic year 2022-23, these payments will be made up-front via the college’s electronic payment system as opposed to in retrospect via college batells.



Changelog

Since Version 30.1.2022

1. Added point SO VII.3 to prescribe the content of the minutes taken at general meetings
2. Modified all references to the Facilities & Recreation representative to the “Recreational Representative,” to be more faithful to a motion passed in MT21
3. Added point 7.2.c.iv on the PS5 fund from a motion passed in MT21

Since Version 6.2.2022

1. Added SO I.4.j to have Treasurer inform JCR of the purposes of different funds and accounts
2. Added specifications for who appoints new representatives to appointed roles
3. Modified 4.2.d to make voting procedure more equal amongst Welfare Representatives and Social Secretaries
4. Eliminated the role of Welfare Officer, making instead an additional elected Welfare Representative with equal standing to the two appointed Welfare Representatives
5. Added role description for First-Year Welfare Representative
6. Updated the gender constraint on Welfare Representatives to reflect amendment passed in TT21
7. Moved Recreational Representative from the General Committee to the Executive Committee to better represent the financial interests of JCR facilities
8. Fixed the numbers of Standing Orders in Article 4
9. Ported Keeper of the Boars, Bees, & Eagles in as SO III.16
10. Modified SO III.11-12 to better reflect the roles of the Arts and Entertainment Representatives
11. Modified 6.2.g.iii to require the president to appoint an interim replacement for vacated elected roles until a new representative can be elected
12. Deleted redundant point in role description for Recreational Representative
13. Formatting modifications to fix semicolon/full stop discrepancies
14. Modified 7.2.b.i to reflect transfer of funds from Charity Levy

Since Version 20.2.2022

1. Fixed some language in SO I referring to Secretary as VP
2. Fixed language in SO V.8.b

Since Version 26.2.2022

1. Fixed name of Women’s Representative in SO V
2. Added 6.2.h modifying the process for appointment of Secretary
3. Added 4.2.d encouraging executive action by consensus rather than voting where possible
4. Added International Representatives to appointed roles in 6.4.b.iii
5. Added SO IV.5.g for appointment of International Representatives
6. Added Keeper of the Boars, Bees, and Eagles to the election cycle in 6.2.f.i.1
7. Added SO V.2 detailing the process for appointment of the Equalities committee
8. Amended role description for Equalities Representative in SO I.8.a

Since Version 27.2.2022

1. Added position of Antisocial Secretary SO III.16
2. Added position of Warden of the Beer Cellar SO III.17
3. Added position of International Outreach Representative SO IV.6
4. Amended role description of Equalities committee SO V.3.e
5. Amended role description of minority ethnic reps SO V.8. a&f



6. Amended role descriptions of Equalities reps SO V.4

Since Version 08.10.2022

1. Added SOVIII for Levies
2. Fixed typos in sections 1.3.a and 6.1.b