

**The Schedule of STANDING ORDERS of the JUNIOR COMMON ROOM**



**of UNIVERSITY COLLEGE,**

**OXFORD**

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## **Article A – General**

1. These Standing Orders shall constitute the Schedule required by Clause 1 of Article VI of the Constitution and may be amended only in the manner prescribed in the Constitution.
2. Any specified part or parts of Article B of these Standing Orders may be suspended by a two-thirds vote in a JCR Meeting as prescribed herein. Nothing laid down herein other than in Article B may be thus suspended, nor shall any suspension under this Clause be deemed to have retrospective effect.

## **Article B – JCR Meetings**

### **1. Notice and Papers for Meetings**

#### **I. Ordinary Meetings**

- i. Ordinary JCR Meetings shall take place on Sunday of weeks 1, 3, 5 and 7 of each term and shall commence between 19.00 and 20.30 in the Swire Seminar Room. Any changes to these arrangements must be announced by the JCR President or VP/JCR Affairs no less than 48 hours prior to the time of the rescheduled meeting.

## **II. Extraordinary Meetings**

- ii. Extraordinary JCR Meetings may be called for by the JCR President or a petition of 20 JCR Members (excluding honorary members). The JCR President must notify Members at least 48 hours before the proposed time of the meeting. In the case of petition from JCR Members, the JCR President must organise a meeting within 48 hours of the petition being received.
- iii. No Extraordinary Meeting of the JCR may be called with less than 48 hours notice, and failure to provide at least 48 hours notice of the meeting by either the JCR President or VP/JCR Affairs shall render the business of that meeting invalid.
- iv. Meetings, both ordinary and extraordinary, must not be scheduled to begin before 6:30pm Oxford, UK Time on Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday nor before 1pm Oxford, UK time, on Sunday. Additionally, meetings, both ordinary and extraordinary, must not be scheduled to begin after 9:30pm. Meetings, both ordinary and extraordinary, must not be scheduled outside of Full Term. Meetings, both ordinary and extraordinary, must take place in the JCR or else in another room on the College's Main Site. In the case of an extraordinary meeting called by petition, the member who delivers the petition may suggest a time and date, but not a location, for the meeting. Provided the suggested time accords with the above, and allows for 48hrs of notice to be given, the meeting must be scheduled for that time. In the case of an extraordinary meeting called by the President, the meeting time must accord with the above, and allow for 48hrs of notice to be given.

## **III. Motions**

- v. Each Motion shall be required to be proposed by one full JCR Member and seconded by one full JCR Member; nor shall any Motion stand in the name of more than one proposer or seconder, nor any collective body. The Agenda shall indicate after each motion the name of the proposer and seconder but no other information relating to the proposer and/or seconder, and specifically no position or title which they may occupy.
- vi. Notice of all Motions other than Emergency Motions shall be required 24 hours prior to the meeting. Motions shall be submitted to the VP/JCR Affairs.
- vii. Notice of a Motion shall be deemed to have been given where the text of that Motion and the name of its proposer and seconder have been sent to the VP/JCR Affairs by the relevant deadline.
- viii. The VP/JCR Affairs shall, after the passing of the deadline for Ordinary Motions under Clause B.1.v above, give notice of an Agenda for the Meeting in question containing the full text and the names of the proposer and seconder of each valid

Motion already submitted by that deadline, and containing also notice of any Elections in Meetings and Hustings as outlined in these Standing Orders.

- ix. Emergency Motions may be proposed after the deadline specified above on any matter which has, in the ruling of the Chair, substantially arisen since that deadline, so long as they are submitted to the Chair before the scheduled start of the Meeting.
- x. Motions of No Confidence shall be required 48 hours prior to the Meeting and the VP/JCR Affairs shall notify its subject of the content of the motion at least 24 hours prior to the meeting.
- xi. Where, either under the Constitution or under Standing Orders, a Motion having been passed in a Meeting by the required majority requires a further Reading before taking effect, it shall, notwithstanding and of the foregoing, be automatically entered onto the Agenda for the next JCR Meeting competent under the Constitution and Standing Orders for its consideration; but the proposer and seconder at different readings of the same motion need not be the same persons.
- xii. If a motion to amend the Constitution is amended at its second reading, this reading shall be deemed its first reading.
- xiii. This clause shall not impose a requirement that the JCR Executive ensures receipt of Papers distributed, nor mean that any inaccuracy in the Agenda or any minor clerical error in the normal course of administration shall render invalid any JCR Meeting.
- xiv. When an amendment is proposed, the proposer of the original motion may choose to class it as friendly or unfriendly. If they choose to class it as friendly, then the motion shall be deemed passed. Another member of the JCR may choose to challenge this, and then the motion will proceed as if deemed unfriendly.
- xv. Unfriendly amendments shall be debated following the procedure outlined in B 3 (I) above, and then voted on by members present. If an unfriendly amendment is passed the original proposer may continue as proposer of the motion, should they so wish; failing which the proposer of the amendment in question may do so, should they so wish. If neither of these people wish to propose, any full member of the JCR present may do so. If more than one such person wishes to do so, the Chair shall at their discretion nominate one of those persons.

## **2. Order of Business**

- i. The Order of Business shall normally be as following, except that it may be changed at the discretion of the Chair, subject to any resolution of The JCR under B.3.(vi)
  - a. Minutes of the Previous Meeting
  - b. Matters Arising from the Minutes
  - c. Reports from the Executive Officers
  - d. Questions to Members of the Executive
  - e. Emergency Motions
  - f. Motions of No Confidence or Censure

- g. Readings of Motions to Amend the Constitution or Standing Orders
- h. Motions authorising capital expenditure and the Budget
- i. Other Motions
- j. Elections in Meeting
- k. Hustings
- l. Any Other Business

Under (f) above, the Chair shall read the title of each Motion on the Agenda except Motions of No Confidence or Censure

- ii. The acceptance of any report shall be tabled as a Motion, as a part of a Motion, under 2.i.i. above, excepting reports made under 2.i.c.

### **3. Order of Debate**

#### **I. Order of Debate**

- i. On each Motion debated in the Meeting, the proposer or their nominee shall have the right to speak first. In the case of a Motion of No-Confidence or a Motion of Censure, the subject of the motion or their nominee shall have the right to make the first speech in Opposition.
- ii. Following the speech under (i) above, there shall be an opportunity for members of JCR to ask short factual questions, which must be such as to facilitate a short answer of a factual nature not relating to the proposer's opinions. The Chair may at their discretion terminate this process.
- iii. Following questions under (ii) above, the Chair shall ask for a speech against. The Chair shall take speeches in debate.
- iv. At the end of debate, the proposer of the Motion or Amendment (as in xv below), and one opposer selected at the Chair's discretion, shall have the opportunity to deliver one summing-up speech each, during which no new information shall be introduced, nor any points of information raised. A vote shall then take place to decide whether to pass the motion. A motion shall pass if a simple majority votes in favour, unless stated otherwise in the Constitution or these Standing Orders.
- v. No person shall make any remark which is, in the opinion of the Chair, either defamatory or not relevant to the matter under debate.
- vi. Should the proposer or seconder of a motion no longer wish or be present to propose or second it, as the case may be, any other full member of the JCR present at the meeting may do so, in which case, where more than one such person wishes to do so, the Chair shall at their discretion nominate one of those persons to do so.
- vii. When all items of business under B2.i above have been concluded, and the Chair considers that the Meeting has no further business to conclude, they shall formally close the Meeting and no further business may then be validly transacted at it. Any declaration

of closure under this clause shall be subject to immediate challenge by any

Member present, in which case the closure of the Meeting shall be delayed while the JCR on a show of hands either accepts or rejects the declaration of closure.

## **II. Role of the Chair in Ordering the Debate**

viii. The Chair shall call on members to speak in debate in the order in which they see them raise their hands. If the Chair is unable to determine the order, then they shall decide the order of speakers at their discretion.

ix. The Chair shall always give speaking priority to individuals who have yet to speak on the given motion or amendment.

- x. The Chair's decision as to the order of speaking in debate may be overturned by a two-thirds majority vote of Meeting members.
- xi. During any speech, those present may interrupt only to offer points of information, which they may not actually make until the member speaking has agreed to hear the point in question, which they may at their own discretion refuse to do; such points shall be phrased as short questions or statements. No such points shall be offered during any summing-up speech under (xiv) below.

### **III. Speech Lengths**

- xii. The first speech in proposition of a motion and the first speech against, as defined in B3.i and B3.iii, shall be limited to five minutes.
- xiii. Subsequent speeches in debate on a motion, or in proposition, opposition, or debate on an amendment shall be limited to two minutes. Those timings should not include time taken to offer points of information.
- xiv. The Chair shall call on any person who has spoken for more than the specified limit to conclude their speech within a further one minute, and at the end of that time to rule out of order any further remarks by that speaker; unless Meeting agrees on a show of hands to a request from the speaker in question to extend their right to speak for a specified time.

### **IV. Amendments**

- xv. When an amendment is proposed which the proposer of the motion accepts, it shall be deemed passed unless any member of the JCR present wishes it to be put to a vote, in which case it shall be discussed and voted upon as if the proposer of the motion had not accepted it.
- xvi. When an amendment is passed which the proposer of the motion did not accept, they may continue as proposer of the motion should they so wish; failing which the proposer of the amendment in question may do so should they so wish; failing which any full member of the JCR present may do so, in which case, where more than one such person wishes to do so, the Chair shall at their discretion nominate one of those persons to do so.

### **V. Points of Order and Procedural Motions**

- xvii. Points of Order relating to the conduct of a meeting may be made at any time and shall take precedence over all other matters other than Points of Clarification and provided that the Point of Order has not been raised during a speech (unless it relates to the compliance of that speech with Standing Orders) nor during a vote (unless it relates to the conduct of that vote). Points of Order shall be addressed to the Chair, and no person, making a point of order, shall make any argument relating to the substantive Motion or Amendment under debate.
- xviii. The following Procedural Motions may be raised on a Point of Order:
  - a. To hold a Quorum Count

- b. To have No Confidence in the Chair
- c. To overturn a specified Ruling of the Chair
- d. To suspend a specified part or parts of part B of Standing Orders for a specified time
- e. To require that voting on a specified Motion or Amendment be by Secret Ballot

The carrying of a motion under (c) shall require a 2/3 vote of The JCR Meeting. The carrying of a motion under (a) shall require 25 votes in favour. Provided no member of The JCR present objects, the chair may direct that a motion under (d) or (e) be passed without being put to a vote. Where debated, motions under (e) shall need a 1/4 vote of The JCR Meeting to pass, and motions under (d) shall require a 2/3 vote of The JCR Meeting to pass.

- xix. The following Procedural Motions may be made on a Point of Order, except during discussion of any Procedural Motion under xvii above:
  - a. To move to a vote
  - b. That a specified Motion or Amendment not be put
  - c. To recount a vote
  - d. To lay the matter on the table until a specified time later in the Meeting
  - e. To lay the matter on the table until the next Ordinary Meeting of the JCR
  - f. To amend the Order of Business from that specified herein and/or on the Agenda
  - g. To take the Motion in specified parts
  - h. To adjourn the Meeting for a specified time, and/or to a specified place
  - i. To close the Meeting
  - j. To grant Speaking Rights to a non-JCR member

Provided no member of The JCR Meeting present objects, the chair may direct that any motion under this clause be passed without being put to a vote. Motions under (a), (b), (d), (e), (f), (h) and (i) shall require a 2/3 vote of the JCR to pass. Motions to hold a recount under (c) above shall be passed if supported by 10 members of The JCR Meeting, but may only be moved immediately after the relevant vote, shall not be moved in respect of a motion taken by secret ballot, and shall not be moved more than once with respect to the same motion or amendment, except that if a motion passes on a recount having failed on the original vote, or vice versa, a motion may be moved to have a second and final recount.

- xx. The following Procedural Motions may be raised on a Point of Order, except during discussion of any procedural motion under xvii or xviii above:
  - a. To submit, or re-submit, the matter to the Executive, or to a specified Committee



- b. To accept, reject or refer back a specified Report, as specified iii. Any other matter relating to the procedure of the Meeting
- xxi. Debate on any Procedural Motion shall be limited to one speech in support and one in opposition, with no summing up speeches. Short factual questions may be made only to clarify the meaning of such motions, and shall be addressed to the Chair. These Points of Clarification to the Chair must be answered before continuing with the procedural motion.

#### **4. Voting**

- i. Voting for or against motions shall be by show of hands or via an anonymous online system.
- ii. The conduct of all votes, including motions and election, shall be the responsibility of the Returning Officer.
- iii. The counting of votes by secret ballot under B3.xviii.e shall be the responsibility of the Returning Officer.
- iv. Where the JCR moves to vote on any question, only those present at the start of voting shall be entitled to participate in that vote.
- v. Where a recount is held under B3.xviii.c above, only those present during the initial vote shall be entitled to vote in the recounted vote. vi. The Chair or Returning Officer may appoint tellers to assist in the counting of a vote.

#### **5. Chair of JCR Meetings**

- i. It shall be the duty of the Chair of JCR Meetings (the Chair), as presiding officer of JCR Meetings, to ensure that the Constitution, Standing Orders, and Regulations are upheld at JCR Meetings, that the JCR Meeting is able to fulfil its functions, and that the JCR does not continue its business in the absence of a quorum. In the absence of adequate provision governing the procedure of any Meeting of the JCR the Chair shall conduct the Meeting in such a manner as they shall see fit, subject always to the right of any Member of the JCR to challenge their rulings under B3.xvii.b.
- ii. It shall be the duty of the Chair to ensure the possibility of free and fair debate on all issues which come before the JCR Meeting, and specifically to prevent intimidating behaviour of any kind.
- iii. It shall be the prerogative of the Chair, with the consent of the JCR by two-thirds vote, to expel any person not complying with Standing Orders or the principles established in the Constitution and thereby impeding the Chair from fulfilling their duties under the Standing Orders.

- iv. It shall be the prerogative of the Chair, should disorder arise, to give notice of their intention to quit the Chair if order is not restored within a specified reasonable period; and to quit the Chair if order is not so restored. In the event that the Chair quits, the Meeting shall come to an end and no further business may validly be transacted. The Chair shall give their reasons for invoking the provisions of this Clause to the next JCR Meeting.
- v. Where a Motion of No Confidence in the Chair is proposed under B3.xviii.b or B3.xviii.c above, they shall vacate the Chair for the duration of the discussion of that Motion, and may, having vacated the Chair, participate in that discussion; except that the challenge under B3.xviii.b be against a previous Chair of JCR Meetings in which case the Chair need not vacate their position for that motion.
- vi. Should the Chair of JCR Meetings choose to vacate the Chair for a specified motion or for a Motion of No Confidence, their place will be filled by the Returning Officer, failing that the VP/JCR Affairs, then JCR President and then any other Member of the Exec. Whoever holds the Chair shall assume the powers of the Chair of JCR Meetings for the relevant clauses herein for the duration of that meeting.
- vii. Upon passage of a motion under B3.xviii.b by a two-thirds majority, the Chair shall be deemed immediately to have been removed from office, and an election shall immediately be held for a new Chair. Any person so elected shall serve only as long as their predecessor would have served had they remained in office. Where such a motion is passed by a simple, but not a two-thirds, majority, the Chair shall not be removed from office but shall not resume the Chair for the remainder of the Meeting. It shall remain with the either of the officers outlined under (vi) above.
- viii. In the event of a tied vote on a substantive Motion or Amendment the Chair of JCR Meetings may exercise a casting vote in favour of the status quo.
- ix. Whenever the Chair speaks they shall be heard in silence and all other persons shall immediately cease speaking.

## **6. Quorum**

- i. The Quorum for JCR Meetings shall be set at five percent of full JCR members, rounded up to the integer.
- ii. The quorum for extraordinary JCR meetings shall be set at seven and a half percent of full JCR members, rounded up to the integer.
- iii. Each JCR Meeting shall open as soon after the time for which it has been called as a quorum is present, and if it has not been thus opened 30 minutes after the time for which it has been called it shall be cancelled, excepting that mitigating circumstances be established that suggest quorum will be reached within a further 15 minutes.
- iv. At any point where a quorum count is taken and a quorum is not present, business shall be suspended until such a time as the quorum is restored, and if no such quorum is restored within 15 minutes of the said suspension, the Meeting shall be closed.

- v. Should a Meeting be found inquorate, all business previously transacted in that meeting shall be deemed validly transacted. No Motion, once passed or failed, may be retrospectively invalidated by a quorum count.

## **7. Motions of no-confidence**

- i. Motions of no-confidence for roles requiring a manifesto (Executive positions, Welfare officers, Entz officers, Hall and Accommodation officers, and the Access and Equal Opportunities officer) require a two-third majority of voters to pass. Additionally, the quorum for meetings containing a motion of no-confidence shall be set at ten per cent of full JCR members, rounded up to the integer.
- ii. Votes of no confidence should be held on a Microsoft form managed by the RO, this form should not be closed in the meeting and emailed out by the VP Affairs to the whole JCR with the minutes to be open for 24 hours after the meeting. This email should contain an announcement of the motion of no confidence in X, and say that the vote will be open for 24 hours with the results announced by the RO via email.
- iii. Motions of no confidence in other representatives require a simple majority of votes to pass. For liberation reps, only those eligible to elect the respective liberation rep are eligible to vote in a motion of no confidence in said liberation rep.
- iv. Once a motion of no confidence passes, the deposed JCR member will be removed immediately. Afterwards a by-election is to be held as per Article D.8 of the Standing Orders. The ex-holder of the position is free to run in this by-election.

# **Article C – JCR Positions and Sub-committees**

## **1. Positions**

- i In addition to those positions named in Article III of the Constitution, the following positions shall exist in the JCR:
  - a. Chair of JCR Meetings
  - b. Returning Officer
  - c. Admiral-of-the-Fleet
  - d. Croquetmaster
  - e. Assassins-in-chief (Two)

f. JCR Photographer

- ii The following positions are to be elected in Direct Elections under D1-5:
  - a. President
  - b. Vice-President/JCR Affairs
  - c. Vice-President/Treasurer
  - d. Welfare Officers
  - e. Academic Affairs Officer
  - f. Entz Officers
  - g. Hall and Accommodation Officers
  - h. IT Officer
  - i. Access Officer
  - j. Returning Officer
- iii All positions not specific above in C1.ii are to be elected at Elections in Meeting under D7.
- iv Each of the positions specified above in C1.ii are to be filled by exactly one member of the JCR unless otherwise specified in the job description. No JCR member may hold more than one of these Clause Two positions, and must resign from the first on being elected to a second.
- v Each holder of the positions specified in C1.ii shall be required to keep a record of their actions in the position, and from this to produce or update a handover document to be given to the next holder of the position. This record shall also form the basis for their entry in the JCR Annual Reports.
- vi Neither The Executive, nor any subordinate body, nor any individual position holder shall have policy making power, the sole authority of which lies with JCR Meetings. They may make recommendations to the JCR.
- vii No position-holder shall circulate any questionnaire or publicity in the name of the JCR without the consent of an Executive Officer, who shall present the matter to the next meeting of the Executive for information.
- viii The Vice-President/JCR Affairs shall arrange for at least two meetings per term for all JCR position-holders. In particular, those positions specified in Clause Two are required to attend. This meeting will be open to all members of the JCR. Minutes of this meeting will be made available to the JCR. Notice of this meeting will be given at least 48 hours in advance.
- ix The Returning Officer and Chair of JCR Meetings are to be considered independent positions. They are not permitted to hold any other JCR position.

- x On completion of their term, Executive Officers retain their position for one year in an emeritus capacity to advise the incoming officers. They have no power, and operate in a purely advisory context.

## **2. Sub-committees**

- i There shall be provision for the creation of permanent sub-committees of the JCR.
- ii These sub-committees will operate within the Constitution and Standing Orders of the JCR and shall report directly to the JCR at JCR Meetings.
- iii Permanent sub-committees will be responsible for maintaining their own financial records, subject to scrutiny by the JCR VP/Treasurer and the guidelines set down in the JCR Financial Guidelines document for permanent sub-committees.
- iv Elections to sub-committees shall take place in JCR Meetings, in accordance to D7 below.
- v The purpose and remit of a permanent sub-committee shall be clearly established in the proposals for its creation, which must be passed by two-thirds majority in a JCR Meeting. A permanent sub-committee may only be dissolved by two-thirds majority in a JCR meeting.
- vi Current permanent sub-committees are:
  - a. Amalgamated Clubs Committee (consisting of a VP/Treasurer (Chair) and the Captains of every amalgamated club, and the JCR Sports Representative. It shall meet during Trinity term to discuss the Budge proposals.
  - b. This will consist of the Students with Disabilities Representative (Disability Rep) and a flexible number of members to be appointed and removed by the Disability Rep. Its primary purpose is to be of assistance to the Disability Rep in providing support and events for Univ's disabled population. It may be used for any other purpose to improve the lives of disabled students, within the natural limitations of a JCR Committee.
- vii A permanent committee cannot make any changes to its stated purpose, remit or makeup without a two-thirds majority from a JCR Meeting.

## **3. AD hoc sub-committees**

- i. There shall also be provision for the formation of ad sub-committees and working groups.
- ii. Ad hoc sub-committees and working groups will operate within the Constitution and Standing Orders of the JCR and shall report to the Executive.
- vii. Ad hoc sub-committees shall be formed subject to the approval of a two-thirds majority in a JCR Meeting.
- viii. The purpose and remit of an ad hoc sub-committee shall be clearly established in the proposals for its creation. A time period or final objective must also be clearly established, upon the completion of which the sub-committee will be dissolved.

- ix. Each sub-committee must have a JCR Executive member as one of its members. The member of the Executive shall be responsible for reporting to the JCR in meetings.
- x. Ad hoc sub-committees and working groups may make recommendations and conduct research on behalf of the JCR but shall have no legislative power, which is reserved solely for JCR Meetings. Ad hoc sub-committees and working groups shall not be authorised to make any expenditure.

#### **4. Permanent Working Divisions**

- i. As laid out in Article III of the Constitution, most of the work of the JCR is divided among three groups, each led by an executive officer.
- ii. The responsible executive officer is to arrange for regular meetings of their group.
- iii. Those positions not assigned to a group are to attend meetings on an ad hoc basis, at the invitation of the responsible executive officer.

## **Article D – Elections and Referenda**

### **1. General**

#### **I. Timetable for Elections**

- i. Those people elected to the positions listed in this subclause will not assume their role until 00:01 on Sunday of 10<sup>th</sup> Week at the end of the Trinity Term in which the election takes place, these positions shall collectively be known as the ‘Manifesto Positions’: President, VP/Treasurer, VP/JCR Affairs, Welfare Officers, Academic Affairs Officer, Entz and Bar Officers, Hall and Accommodation Officers, Access and Equal Opportunities Officer, Returning Officer.
- ii. For the time between election results for Manifesto Positions are announced and the time at which the persons elected assume their role they shall assume the role of [position]-elect and shall shadow their predecessor in order to learn how to best carry out their position taking on as much, or as little, of the role as is agreed between the individuals concerned. For non-Manifesto Positions, the winner of each election shall assume the office concerned immediately at the announcement of the election results.
- iii. Timetable for Elections
  - a. 3rd week Michaelmas – Services Czar,
  - b. 7th week Michaelmas – Students with disabilities’ Representative, Racial Equality Representatives, International Students’ representative, LGBTQ+ Representative, Class Equality Representative, Chair of JCR Meetings.
  - c. 1st week Hilary - Wom\*n’s Representative, Sports’ Representative, Environment Representative, Charities and Communities Representatives, Arts Representative,

- d. 3rd week Hilary – First Year Representatives, Admiral of the Fleet, Univ Armourer, Skincare Representative
  - e. 5th week Hilary – IT Officer, Croquetmaster, Assassin-in-chief
  - f. 7th week Hilary – JCR Unofficials, Chair of JCR Meetings
  - g. 2nd week Trinity (Extraordinary Meeting) – Academic Affairs Officer, President
  - h. 3rd week Trinity – VP /Treasurer, VP/JCR Affairs
  - i. 5th week Trinity – Ball Committee (non-Ball years only), Welfare Officers, Entz and Bar Officer
  - j. 6th week Trinity (Extraordinary Meeting) – Hall and Accommodation Officer, Access and Equal Opportunities Officer
  - k. 7<sup>th</sup> week Trinity – Returning Officer, Chair of JCR Meetings, Twitter Representative
- iv. Should the positions not be filled, then nominations shall be re-opened and the elections rescheduled for the next possible cycle of JCR Meetings.
  - v. Should a position become vacant an election should take place in the next available cycle of JCR Meetings.

**i. Role and Prerogatives of the Returning Officer in overseeing Elections**

- vi. The Returning Officer shall be elected in the final Meeting of Trinity Term. If no candidate presents themselves for election the JCR Exec shall appoint an Acting RO. An RO should then be elected in the first Meeting of Michaelmas. The RO shall hold office until the 10<sup>th</sup> week of Trinity Term and shall have complete control over, and responsibility for, the organisation of all Direct Elections, Elections in Meetings, Indicative Polls and Referenda. The RO shall also be responsible for promoting opportunities to stand and vote in elections.
- vii. The RO will vacate their position should they wish to run for any position either on the Executive or Committee.
- viii. In the event of a vacancy arising for the post of RO the Executive shall appoint an Acting RO until such a time as a new RO may be elected.
- ix. The RO shall issue a rule of interpretation relating to the procedure to be adopted on any point not covered in Standing Orders, Constitution or previous Rules of Interpretation, except in relation to the procedures of the Electoral Tribunal.
- x. Neither the RO nor any member of the Elections Tribunal may stand in any election or campaign for or against any candidate (or in relation to any question submitted to referendum) while they hold such office.
- xi. Should the RO or any member of Elections Tribunal have assisted in word or deed any candidates, calling of Referendum or referendum campaign, they shall declare the nature of assistance given prior to any discussion or adjudication which may affect any candidate or referendum they have assisted, and shall absent themselves both from discussion and from adjudication on that specific issue.
- xii. The attention of candidates, electoral officials and members of the JCR more widely is drawn to the Proctors' and Assessor's Memorandum on Harassment, and members of



the university are reminded that they may make use of the Oxford SU Student Advice Service, the Dean, Chaplain or Welfare Officers of University College and the University's confidential harassment hotline if at any point during the electoral process they believe themselves or someone else to be experiencing harassment. Such action will have no impact on the electoral process unless a complaint about an electoral offence is made to the RO.

- xiii. Candidates are reminded that the RO and Elections Tribunal will report any matter of clear or suspected harassment to the Dean of University College to be dealt with under College harassment procedures in addition to any penalties imposed for contravention of election regulations or Standing Orders.
- xiv. Clear or suspected harassment shall be deemed to include, but not limited to, unwanted conduct which has the effect of contributing to any environment felt to be intimidating, hostile, degrading, humiliating or offensive.

**a. Nominations for Direct Elections**

- i. Candidates may not stand in more than one concurrent Direct Election.
- ii. Candidates may not run jointly for a position unless the Job Description in the Standing Orders explicitly states the possibility of doing so.
- iii. No student in their final year shall be eligible to be nominated as a candidate for a JCR Executive position.
- iv. The RO shall give a minimum of 6 days notice before each Direct Election. Nominations for all positions in Direct Elections shall be open from the day the RO gives notice until midnight on the Friday preceding the election. The RO shall ensure that the times of the opening and closing of nominations are adequately publicised.
- v. All candidates must send their nomination by email to the RO.
- vi. Any full member of the JCR who wishes to stand for a JCR Executive position in a Direct Election must submit the following to the RO before the close of nominations:
  - a. A Manifesto. A manifesto shall be no more than one side of A4 and shall only consist of candidates' pledges they shall fulfil if elected and any experience they deem relevant. It must also include a photograph of the candidate. Any material deemed to be fictitious, malicious towards another candidate, individual or group within college or irrelevant will be censored by the RO. In this case the candidate will be notified of the RO's ruling and will be given up to 12 hours to revise those parts of their manifesto deemed inappropriate."
  - b. 'A Statement of Nomination. This must state the position which the candidate wishes to stand for, and the following statement: 'I pledge to be bound by the electoral regulations as set down in the Constitution and Standing Orders of the JCR and by the rulings of the Returning Officer and Elections Tribunal.' This should take the form of an e-mail to the RO."

- c. **Declarations.** The candidate must provide a declaration of any Motions of No Confidence or Censure brought against them in a JCR Meeting (if any). The RO shall alter the Declarations as they see fit in accordance to the JCR Archives and should notify the candidate to any such changes. Any declaration should be accompanied by adequate explanation of its circumstances and context.
- vii. Candidates for the position of JCR President, VP/Treasurer, VP/JCR Affairs and Ball President must attain prior permission from their tutors before entering their nomination.
- viii. Candidates shall not be permitted to run in slates or indicate in their manifesto or nomination sheet an association with another candidate or existing Executive Officer. Neither candidates nor existing Executive Officers may propose or second a nomination in a Direct Election.
- ix. The RO shall publicise the manifestos and nomination sheets of all candidates no less than 24 hours before the hustings for that position.
- x. The RO shall hold a briefing session for all candidates in Direct Elections immediately after their hustings. Should a candidate fail to make the briefing session they should contact the RO as soon as possible to obtain the relevant information. During the briefing the RO should remind candidates of the electoral regulations for the voting period, the procedure once voting has been completed and any rulings made by the RO during the election.
- xi. In the case of no nominations being made by close of nominations, candidates may nominate themselves in the JCR meeting in which hustings for the position take place, however must submit a manifesto, statement of nomination, and declaration to the RO before polls open.

## **b. Campaigning for Executive Positions**

### **i. Rules for Campaigning**

- i. No person may give or offer to give benefit, material or otherwise publicly draw attention to any candidacy.
- ii. There shall be no collusion between candidates in the same Direct Elections (regardless of whether they are in the same contest), including, but not limited to, the exchange of strategic advice, communication in regard to the disciplinary process or the consistent campaigning on behalf of another candidate.
- iii. No person may bribe or intimidate any person, whether a member of the JCR or not, in connection with any election, referendum or indicative poll.
- iv. No candidate may disseminate in any form any unlawful, false or misleading statements in the conduct of any campaign.

- v. No candidate may produce or disseminate any election materials before or during the elections, including manifestos, nominations sheets and declarations except to forward these items to the RO.
- vi. Candidates may not be permitted to use the internet to campaign either by publishing their own websites, utilising third party websites or by making use of any mailing lists.

**ii. Duties of the RO in the Organisation of Campaigning**

- vii. The RO shall send an email to the JCR including manifestos and declarations once nominations have closed, before the hustings take place.

**iii. Hustings**

- viii. The RO shall organise hustings to take place at an Ordinary or Extraordinary JCR Meeting no less than 8 hours before the polls open. The hust shall be minuted by the VP/JCR Affairs and shall be included with the minutes of the meeting. There shall also be the facility to ask written questions in absentia; the minutes of these questions shall be included with the minutes of the meeting.
- ix. Hustings shall be adequately publicised by the RO and JCR President or VP/JCR Affairs no less than 24 hours before an election, and each candidate shall have been given notice of the hustings for the positions in which they are a candidate by that deadline.
- x. Hustings should be chaired by the RO; if the RO is not available then the President, VP/JCR Affairs and Chair of JCR Meetings should chair hustings, in that order of availability. If no such member is available then the RO may nominate a full JCR member to chair hustings.
- xi. Hustings shall be open to all full members of the JCR.
- xii. At a hustings each candidate for the relevant office shall;
  - a. Announce any declarations as required under D2.v.c
  - b. Give a speech of up to three minutes
- xiii. Following speeches candidates shall receive and answer questions. All questions must be addressed to every candidate standing for the relevant position. The order in which candidates for each office answer questions shall rotate between questions. The chair of hustings may disallow any question which they consider relates to a concurrent referendum, indicative poll or other election, except in such instances as the issue addressed by the referendum or indicative poll directly relates to the job description for which the candidates are husting. Questions may also be disallowed if the chair of hustings considers a question to be defamatory, offensive or a request for information which is irrelevant. Even when not chairing the hust, the RO may rule a question not be put under the circumstances outlined above.
- xiv. The current incumbent of a position shall be given the first opportunity to ask questions, after which the opportunity is extended to all JCR Members present.

- xv. The RO or in their absence the chair of hustings shall be entitled to determine the length of hustings and to draw a hust to a close either on grounds of time pressure or a lack of new and relevant questions.

**c. Pre-polling, polling and counting arrangements**

- i. All Direct Elections and Referenda shall be conducted by secret ballot and counted by the method required by the Constitution.
- ii. The JCR President and VP/JCR Affairs shall ensure that no publications of mailings conducted by the JCR run contrary to any of the regulations on elections or referenda outlined in the Constitution or Standing Orders prior to or during the election.
- iii. In accordance with V.3 of the Constitution, the ballot shall be by single transferable vote. In a situation where subsidiary positions need to be filled from the same ballot, positions will be awarded to candidates (excluding the overall winner) according to their number of first preferences until all the positions are filled, or if there no remaining candidates who polled higher than RON (re-open nominations) on first preferences. Such positions will then be filled by an Election in Meeting at the next JCR Meeting.
- iv. In the event of a tie on the final count the candidate who polled highest on first preferences wins. If candidates are tied on first preferences also then the candidate who polled highest on first and second preferences wins. In the event that candidates are tied at every stage of the count, the election will be settled by drawing lots.
- v. Voting by proxy shall not be permitted.
- vi. It shall be an electoral offence for any person to tamper with any programme, device, ballot box or ballot; to disrupt polling, or disturb the proper conduct of any count or related procedure.
- vii. In the case of a paper ballot a ballot box must be provided in the lodge or another suitably prominent and public location in College for the whole of the polling period. The RO must ensure that the ballot box is attended at all times, that there is a sufficient supply of ballots and that clear instructions are displayed informing voters how to vote. The RO shall then appoint two full JCR Members and the VP/Treasurer as tellers. During a manual count candidates are permitted to be present but may not touch the ballot box or ballot papers. Counts shall be conducted in such order as the RO shall determine. The RO may expel from the count anyone appointed to be there by the RO or any person they consider is disrupting the orderly conduct of the count.
- viii. In the case of electronic ballot the RO should use the system recommended by the Oxford SU Returning Officer, or any other system deemed appropriate by the RO and the JCR President which fits with the rules set forward in the Constitution. .
- ix. The polling period shall commence at 8am and run for 12 hours until 8pm that day except in case of electronic ballot in which case the polling period may be longer, as determined by the RO up to a limit of six days. In this period the RO and JCR President

- may contact the JCR to remind them of the elections and circulate manifestos for all candidates but must not draw attention to any particular candidate in any way
- x. Candidates should be made aware of the results of the count as soon as possible. The results should be made public to the JCR no less than three hours after the results of the count.
  - xi. Any discrepancies reported by the RO, candidates or JCR Members during the polling period or the count should be considered by the Elections Tribunal. The Elections Tribunal alone may authorise a re-poll.
  - xii. In each election there shall be a Re-Open Nominations (RON) option. RON shall be treated like any other candidate for the purposes of the count. There shall be no campaigning whatsoever for RON other than official election materials produced by the RO.
  - xiii. Should RON be elected to a position then the election will be declared invalid and the RO will automatically be authorised to re-open nominations and run another election for that position.

**d. Electoral Complaints Process**

- i. Any complaints regarding the nominations period or hustings must be submitted to the RO at least eight hours prior to opening of the polls. The RO must then inform the subject of the complaint who then has two hours in which to challenge or accept the complaint. The RO may then choose to take action, reject the complaint or refer the matter to the Elections Tribunal. If the RO chooses to take action after this procedure, then the RO must inform the candidates of their decision as well as notifying the JCR, correcting any election material and making additional notes to hustings minutes if necessary. The RO may not take action against the complainant on the grounds of evidence from the subject of the complaint, unless they feel the complaint to be proven frivolous, in which case this should be added to the candidates' Declarations.
- ii. During the polling period any candidate or full member of the JCR can direct a complaint to the RO. The RO will notify the subject of the complaint who will then receive two hours to challenge or accept the complaint. The RO may then choose to take action if they feel a clear breach of the Constitution or Standing Orders has occurred or may reject the complaint or refer it to the Elections Tribunal.
- iii. After the count candidates will be made aware of the results and informed that they have the right to appeal the result within the next 90min, during which time the results will not be made public. Should a candidate request a recount, the RO will conduct one within 30min of the request being made with the same tellers as the original count and with any candidates present who wish to be so. A candidate may only request one recount after the election.
- iv. If a candidate wishes to complain about the conduct of the RO, other candidates, members of the JCR and the election process more widely or to challenge the result, then they must request a meeting of the Elections Tribunal no longer than 90min after the results are made known to the candidates. Complaints made after this period and in the subsequent 24 hours will only be considered if there is new evidence to suggest

electoral malpractice that was not available to the complainant before the original complaints deadline. After that there shall be no further complaints.

- v. Any candidate, election official or JCR Member against whom a complaint is made has the right to appeal the decision to the Electoral Tribunal.
- vi. The Elections Tribunal shall consist of 4 members of the WCR and the Dean of University College. The Elections Tribunal shall be the sole body able to order a re-poll or for nominations to be re-opened. The Elections Tribunal shall meet no longer than 48 hours after the request for a tribunal is made, subject to the availability of its members. If it is only possible for three members of the Elections Tribunal to be present then minutes and submissions will be taken and given to the other members. A tribunal may not take place with less than three members of the Elections Tribunal present. Both the complainant and the subject of the complaint will be given the opportunity to present their case and to call witnesses. Candidates may be accompanied by a JCR Member if they wish. The Elections Tribunal will deliver their verdict no more than 24 hours after the tribunal. The verdict of the Elections Tribunal is not open to appeal. In the case that the Elections Tribunal request a re-poll or re-opening of nominations, the RO must do so as quickly as possible whilst adhering to the timings set down in these Standing Orders.
- vii. The Elections Tribunal may not pass or request a vote of No Confidence in the RO.
- viii. The RO must publicise the verdict of any Elections Tribunal hearings to JCR Members.
- ix. Neither the RO, Elections Tribunal nor any other election official shall have the power to overturn results in favour of any candidate or to declare any candidate the winner except as the result of a free and fair secret ballot.
- x. Once 90 minutes has elapsed since the result is made known to the candidates and there are no outstanding complaints, the RO must formally make public the results to the JCR.

#### **e. Referenda and Indicative Polls**

- i. To all intents and purposes, except as laid down in the Constitution and may be laid down herein and in regulations, any indicative poll shall function as if it were a referendum.
- ii. The Standing Orders laid down herein regarding Direct Elections shall be deemed to apply in the same way to referenda, except where contradicted by any provision(s) of the section and except as may be laid down in regulations.
- iii. The RO shall lay down the wording of each referendum question, which may be amended by a two-thirds vote in a JCR Meeting.
- iv. In the event that the petition or other valid call for a referendum arises 8 or more days before the day of an election or referendum is scheduled to take place, the referendum

shall take place concurrently. Following a valid call for a referendum, a referendum must take place no more than 14 days after.

- v. The RO must give notice of a referendum no less than 14 days prior to the event and request nominees for the proposition and the opposition campaign. Manifestos for proposition and opposition campaigns will take the same form as candidate manifestos and are subject to the same restrictions. These must be submitted to the RO by midnight three days prior to the referendum.
- vi. Standing Orders D1-5 shall be taken to apply to referenda and campaign groups in the same way as to elections and candidates, except rules in this subsection shall take precedence wherever there is conflict.

**f. Elections in Meetings**

- i. Notice of any election in a JCR Meeting should be sent to the JCR with or before the Agenda for that Meeting, and in any case no less than 24 hours before the Meeting is scheduled to start.
- ii. Candidates for Elections in Meetings shall not be required to formally nominate before the Meeting but may do so if they wish. Candidates must be present in person at the Meeting if they have not already formally nominated.
- iii. Candidates for Elections in Meetings shall be invited to hust during the meeting. No candidate may be represented by another individual. If a candidate is unable to attend they may make a written submission to be read by the RO in their place; this submission may not exceed one side of A4 or 2 minutes in length.
- iv. All Elections in Meetings will take place without the candidate being present and it shall be the duty of RO to ensure that such an election takes place.
- v. Each single-post election in a JCR Meeting shall be by the Alternative Vote with a RON option.
- vi. Each multi-post election in a JCR Meeting shall be by Single Transferable Vote with a RON option. This shall apply to the elections of the Charities and Communities Representatives, the Food Committee Representatives and the Arts Committee.
- vii. The RO shall conduct the count as soon as business is completed and shall inform candidates of the result as soon after the Meeting as possible.
- viii. Any complaints concerning Elections in Meetings shall be dealt with under the procedure outlined in D5 above.
- ix. In the event that no candidates nominate for a position, the election shall be rescheduled for the next JCR Meeting.

### **g. By-Elections**

- i. In the event of a by-election being called the procedures outlined in D1-5 will be followed except in case of an Election in a JCR Meeting when D7 shall replace D2-4 and the irrelevant parts of D5.
- ii. The timetable for by-elections shall be the same as that laid out in D1-4 or D7 accordingly
- iii. By-elections shall be held in the next possible cycle of JCR Meetings and Extraordinary Meeting subject to observance of the timetable outlined in D8.ii above.

## **Appendices**

### **Appendix A — Job Descriptions [REQUIRES UPDATES]**

#### **1. President**

- i. The JCR President is required, at a minimum, to:
  - a. Be responsible for all matters that concern the JCR as a whole.
  - b. State in the first meeting of Michaelmas Term any items on the Long-Term Policy Document they will not be attending to during their term in office and why, and to deliver a report in the last meeting of Trinity Term detailing improvements made on the items in this document.
  - c. Represent the JCR at Oxford SU Council
  - d. Represent the views and interests of the JCR in all dealings with the College, including all appropriate College Committee meetings, including the General Purposes Committee and the Joint Consultative Committee,
  - e. Negotiating prices, charges and batells.
  - f. Ensure that the JCR Committee liaises with the WCR Committee.
  - g. Organise a Freshers' Week and associated events.
  - h. Ensure that the JCR Executive meets at least four times each term and the full JCR Committee meets at least twice a term.
  - i. Advertise for volunteers for a panel of 20 members who may be called to serve on the College's Disciplinary Committee and select members for the panel to ensure a representative sample of the College.
  - j. Attend at least 50% of Oxford SU Council Meetings. (at least one of the JCR president and the Oxford SU officer should be present at every meeting of Oxford SU council)



- k. Contact fourth year students in the first week of Michaelmas term to inform them that they must contact them by Sunday of 5<sup>th</sup> week of Michaelmas term if they wish to become members of the WCR as well as JCR, in accordance with JCR membership rules.
- l. Organise a JCR photo to be taken during Trinity term.
- m. Regularly liaising with willing suspended students to understand and address their concerns.
- n. Working with college authorities to ensure suspended students receive fair treatment, including but not limited to; ensuring their ability to remain on mailing lists, ensuring their ability to attend JCR events, ensuring their ability to join Univ social platforms.
- o. Advocating for policy changes that are in the best interest of suspended students.

## **2. VP/Treasurer**

- i. The JCR VP/Treasurer is required at a minimum to:
  - a. Act as President in the absence of the President.
  - b. Oversee the finances of the JCR and its registered clubs and societies in accordance with the JCR Financial Guidelines Document (see E1).
  - c. Keep an accurate record of all clubs and societies currently registered with the JCR and to ensure that the heads of those clubs and societies are aware of their duties.
  - d. Maintain a record of JCR income and expenditure, which shall be made available to JCR members for inspection within seventy-two hours of request.
  - e. Manage all the JCR accounts.
  - f. Produce a comprehensive Budget in Trinity term in conjunction with the VP/Treasurer-Elect, to be accepted by the JCR in the 5<sup>th</sup> week JCR Meeting in Michaelmas.
  - g. Liaise on a weekly basis with the Estates Bursar/College Accountant and Senior Treasurer on the business of Finance Committee.
  - h. Chair the Amalgamated Sports Club Committee.
  - i. Organise the provision of the Univ Punts in Trinity term, together with the Admiral of the Fleet.

### **3. VP/JCR Affairs**

- i. The VP/JCR Affairs is required, at a minimum, to:
  - a. Prepare an agenda for all JCR Meetings, to be publicised to the JCR at least 24 hours before the scheduled start of the meeting.
  - b. Take minutes of JCR, Committee and Executive meetings. Minutes will consist of an informal description of the last meeting and a formal account of motions passed, failed and amendments. Minutes of the Committee and JCR meetings shall be kept in the JCR records. The formal minutes are to be prepared no more than three days after the meeting.
  - c. Maintain an up-to-date list of Honorary JCR members in the JCR records.
  - d. Maintain an up-to-date version of the Constitution, Standing Orders, a list of current members of the JCR Executive and JCR Committee and other JCR administrative documents, available via e-mail or from the JCR website to anyone within 36 hours.
  - e. Prepare any posters or other printed materials as required by the JCR Committee, within reason. This shall include the provision of manifestos during hustings and the advertisement of JCR Meetings.
  - f. Ensure that the minutes and agendas are posted on the JCR website.
  - g. Produce the JCR Notices email.
  - h. Work with the IT Officer to ensure that the JCR website is up to date, be responsible for the content of the JCR website and its adherence to the Constitution and Standing Orders, and maintaining the site adequately. Publish the JCR Annual Report by 9th week Trinity, which, at a minimum, shall include a statement by every member of the JCR Executive reporting about their achievements in their office.
  - i. Ensure that the JCR notice boards are kept up-to-date
  - j. Organise the booking of an alternative room of sufficient standards, in regard to size and accessibility, for meetings, extraordinary or not, if it is deemed necessary by the JCR Committee that the Junior Common Room would not be sufficient.

### **5. Welfare Officers**

- i. The Welfare Officers will be a post for three officers, one who identifies as a man, one who identifies as a woman, and a third person who may be of any gender orientation. Candidates will stand individually for each post, and the posts will be

husted and voted for separately. However, following the elections, each role will be referred to by the gender-neutral term 'welfare rep'.

- ii. The Welfare Officers are required, at a minimum, to:
  - a. Advocate for changes which would improve the welfare of JCR members.
  - b. Sign-post JCR members asking for support towards the appropriate member of the welfare team.
  - c. Liaise with the college nurse about the supply of contraceptives in college and the annexe.
  - d. Organise inclusive welfare week events to improve student morale.
  - e. Attend Welfare Lunches.
  - f. Liaise with the Oxford SU VP (Welfare).
  - g. Attend the Oxford SU Welfare Committee.
  - h. Undergo Oxford SU welfare training.

## **6. Academic Affairs Officer**

- i. The Academic Affairs Officer is required, at a minimum, to:
  - a. Be responsible for the academic affairs of current students.
  - b. Liaise with the Senior Tutor on matters concerning the academic welfare of Univ students.
  - c. Conduct an Academic Feedback Session in each subject studied by current Univ undergraduates in the course of the academic year. To produce a confidential report of the Session for the Senior Tutor and to liaise with the Senior Tutor over any recommendations or criticisms and ensure that any necessary action is taken.
  - d. Liaise with students following their Academic Feedback Sessions to inform them of any expected changes that will be made in their subject.
  - e. Attend the Tutorial Committee and report to the JCR President.
  - f. Support and advise any JCR member who is in formal or informal disciplinary proceedings, should they request it, and to accompany and represent students in any disciplinary meetings should the student request it.
  - g. Be aware of current disciplinary procedures, to ensure that these are adhered to by all parties in academic disciplinary cases and to constantly review the practices of the College.

## **7. Access and Equal Opportunities Officer**

- i. The JCR Access and Equal Opportunities Officer is required, at a minimum, to:
  - a. Attend College Welfare Lunches.
  - b. Liaise with the Oxford SU Equal Opportunities Campaign.
  - c. Promote equal opportunities, and campaign against discrimination, on the basis of sex, race, religion, nationality or citizenship, age, gender, sexual orientation, disability and ethnic, national or social origins, or by any other characteristic compatible with a university's or college's purposes.
  - d. Liaise with the Racial Equality, International Students', Women's, LGBTQ+, and SWD Representatives and ensure each performs their required duties and endeavour to ensure the positions remain filled.
  - e. Be present during Freshers' Week in a welfare capacity.
  - f. Maintain an awareness of equal opportunities best practice.
  - g. Aid College in the organisation of College Open Days.
  - h. Organise jointly with the JCR President (-elect) a Freshers' Week, with the help of the JCR Committee.
  - i. Produce a Freshers' guide with the help of the JCR Committee and the College.
  - j. Produce an Alternative Prospectus available from Trinity term.
  - k. Run the JCR parenting scheme, finding outgoing first years to act as parents for Freshers in Michaelmas term.
  - l. Assist the JCR President in running the JCR's activities during interviews.
  - m. Keep up-to-date with Oxford SU's access campaigns and Target Schools.

## **8. First Year Representatives**

- i. The requirements and duties of the JCR First Year Representatives are:
  - a. Be a first year.
  - b. At most 4 individuals may be elected to this position.
  - c. Be a point of contact for First Year students to air their views and concerns.
  - d. Attend Committee meetings and report First Year views and concerns.
  - e. Represent the interests of First Years to the JCR Committee.
  - f. Encourage First Years to be involved in JCR matters.

- g. Conduct a survey of First Year responses on Freshers' Week and draw up a report with the JCR Executive.
  - h. Assist during the following year's Welcome Week under the JCR President's leadership.
  - i. Collaborate with the JCR Committee to organise events and activities for First Year students throughout the year.
  - j. Engage with offer holders up to their arrival at Univ, assisting with queries and helping to address questions and explain life at Univ.
- ii. Only First Year members of the JCR shall be eligible to vote for the election of the First Year Representative.
- ii. Only First Year members of the JCR shall be eligible to vote for the election of the First Year Representatives.
- iii. The election will be conducted in accordance with the standing orders Article D Section 4 as a single transferable ballot.

## **9. Entz Representative**

- i. The JCR Entz and Bar Officer is required, at a minimum, to:
  - a. Organise social events within College, organising at least one Entz event for every week of term, providing a variety of Entz events to suit the diversity of JCR interests, particularly ensuring a balance between events involving alcohol and nonalcoholic events.
  - b. **Organise and run the Tori Cup Table Football tournament, in loving memory of Victoria Stuart Nichol (2000), in Hilary term each year. They must ensure that the tournament is for mixed-sex pairings only and is open to all members of Univ.**
  - c. Shortly after each tournament, they must arrange for the Tori Cup trophy to be engraved with the year names of the tournament's winners.
  - d. Organise a 'Looneys' prize ceremony for Trinity term, 'rewarding' members of Univ on their past year's activities.
  - e. Liaise with the Bar Manager and Domestic Bursar on a regular basis to discuss all aspects of the bar, including the range of available food and drinks, sales, events and marketing.
  - f. Be a point of contact for members of the JCR to express their opinion about the bar, and effectively represent these opinions to the appropriate member of College staff

- g. Work with the Domestic Bursary and Bar Manager in discussing the use of the Bar.
  - h. Liaise with Charities Reps and other members of the JCR Executive and Committee and clubs and societies in the co-ordination of events to take place in the bar.
  - i. Arrange events and assist other JCR members in organising their events in the bar, including seeking decanal permission for such events.
- ii. The position of Entz Officer may be held jointly by two candidates if they wish to run together as a pair; they will be regarded as equal in respects regarding these Standing Orders.
  - iii. Any profit or commission earned from JCR events run by the Entz Officer must be paid in full to the JCR. Any monies gained will then be used to subsidise JCR events. In their contribution to the JCR Termly Report, the Entz Officer should clearly state any profits of commission taken and whether it has been donated to the JCR.
  - iv. JCR events shall be deemed to be any event advertised using the JCR mailing list or website or other recognised JCR medium (both electronic and printed) or by the Entz Officer in their official capacity, and/or any event put on by Oxford SU, OSSSL or anybody with whom they are in partnership whilst the JCR is affiliated to Oxford SU.

## **10. Hall and Accommodation Officer**

- i. The Hall and Accommodation Officer is required, at a minimum, to:
  - a. Be a point of contact for members of the JCR to express their opinion about food provided in Hall.
  - b. Meet with the Head Chef on a regular basis, at least once a term, to discuss issues raised and to keep up a good working relationship between the JCR and the Head Chef.
  - c. Organise at least 2 formal halls per term. (Including: 2 Christmas Formals and Halfway Hall)
  - d. Liaise with Domestic Bursary Staff to organise at least one Parents Guest Night Formal per Academic Year
  - e. Through meetings with the Head Chef and the Domestic Bursar ensure that prices in Hall remain as low, and as fair, as is possible.
  - f. Meet with the Domestic Bursar on a regular basis to discuss accommodation issues.
  - g. Organise the main site ballot in Trinity Term and make sure the Representative for Stavertonia organises the Undergraduate Ballot for Rooms in Stavertonia in Hilary Term. If there is no representative for Stavertonia the Hall and Accommodation Officer will organise the Stavs Ballot.
- ii. The position of Hall and Accommodation Officer may be held jointly by two candidates if they wish to run together as a pair; they will be regarded as equal in respects regarding these Standing Orders.

## **11. IT Officer**

- i. The IT Officer is required, at the minimum to:
  - a. Liaise between the JCR and College IT Officers about matters arising from the computing services provided by either the College or University.
  - b. Ensure the website is accessible by the members of the JCR.
  - c. Ensure the content of the website is accurate and up to date and to promote the usage of the website by the members of the JCR.
  - d. Add features requested by the JCR to the website. If a suggested feature is unfeasible, they should work with the JCR to find a compromise that can be implemented.
  - e. At the end of any hosting contracts, compare the current website hosting contract with alternatives, including those provided by the College or University. If a better plan is found, they should inform the JCR Executive of the reasoning behind the change and the cost to the JCR, then, subject to their approval, change providers whilst minimising downtime of the website. If providers are changed, the new IT Officer must ensure that the old website is no longer active.
- ii. There should be a one term handover period between the incumbent and non-incumbent IT Officers, to ensure the non-incumbent officer understands both their role and the inner workings of the website.

## **12. Other Positions**

- i. Services Czar
  - a. They shall be responsible to the JCR Committee for the running of those services provided to JCR members by the JCR itself
  - b. They shall be responsible for the maintenance of the JCR Common Room.
  - c. They shall be responsible for the provision of pizzas at JCR meetings.
  - d. The position of Services Czar may be held jointly by two candidates if they wish to run together as a pair; they will be regarded as equal in respects regarding these Standing Orders.
- ii. Charities and Communities Representatives
  - a. There shall be up to 3 Charities and Communities Representatives, who may be elected separately or as a group.
  - b. Charities and Communities Reps shall co-ordinate Univ JCR's involvement in Oxford SU RAG activities.
  - c. They shall encourage participation in RAG week and other events.

- d. They shall aid JCR members with their nominations for charities by helping them to find the required information and by providing the nomination forms.
  - e. They shall encourage members of the JCR to participate in volunteering and community projects.
  - f. They shall liaise with the Oxford SU VP (Charities and Communities).
  - g. They shall attend all relevant committee meetings.
  - h. If several Representatives have been elected, they shall choose one rep to act as Charities and Communities Co-ordinator and they shall have responsibility for overall co-ordination and general oversight of JCR Charities and Communities efforts. This position will continue to remain as part of the JCR Committee and not on the JCR Executive.
  - i. They shall request nominations for charities to which members of JCR would like to donate to at the end of the Academic Year (See E3 (viii)).
  - j. They shall determine which charities the JCR will vote on in a referendum following the last Ordinary JCR Meeting of the Academic Year.
  - k. They shall sit on the college Fairtrade Steering group.
  - l. They shall organize an event once a year for Fairtrade Fortnight.
- iii. International Students' Representative
- a. The International Students' Rep shall represent the general views of international students to the Access and Equal Opportunities Officer and the JCR and deal with their specific needs or troubles.
  - b. They shall organise, with the Racial Equality Rep, alternative non-alcoholic events – in view of certain religious customs, but open to all – during Freshers' Week; and at least one multi-cultural event each term, open to all undergraduates.
  - c. They shall meet with international freshers once during Freshers' Week as well as meeting with all international undergraduates once per term.
- iv. Racial Equality Officers
- a. The Racial Equality Officers shall represent the general views of ethnic minorities to the Access and Equal Opportunities Officer and the JCR and deal with their specific needs or troubles.
  - b. At least two individuals may be elected to this position.
  - c. They shall organise, with the International Students Rep, alternative non-alcoholic events – in view of certain religious customs, but open to all – during Freshers' Week; and at least one multi-cultural event each term, open to all undergraduates.



- v. Students with Disabilities (SWD) Representative
  - a. The SWD Rep shall campaign for greater awareness of disability issues within College.
  - b. They shall represent the general views of students with disabilities to the Access and Equal Opportunities Officer and the JCR and deal with their specific needs or troubles.
- vi. LGBTQ+ Representative
  - a. The LGBTQ+ Rep shall combat homophobia and actively promote the rights of LGBTQ+ people.
  - b. They shall represent the interests of LGBTQ+ members of college.
  - c. They shall provide full and visible welfare services targeted at LGBTQ+ members of college and during Freshers' Week.
  - d. They shall attend all relevant Committee and College meetings, including Freshers Week committees and Welfare committees.
- vii. Women's Representative
  - a. The Women's Rep shall attend university-wide Women's Meetings.
  - b. They shall attend all relevant committee and college meetings.
  - c. They shall work to ensure gender equality in terms of admissions, academic work and welfare, working with the Academic Affairs Officer and the Access and Equal Opportunities Officer, and the Welfare Officers.
- viii. Class Equality Representative
  - a. They shall have overall responsibility within the SU to represent working class, low income, state comp educated, and first gen students so that they may participate as fully as they wish in University and JCR life without fear of offence, intimidation, or discrimination
  - b. They shall to promote the welfare of these students at Univ
  - c. They shall to lobby college to better implement the aims in its access and outreach programmes to better support these students, both financially and pastorally (for example, with the hardship fund and vacation residence)
  - d. They shall promote the welfare of these students and ensure that college and university resources and services that could be of use to them are well publicised and accessible to them
  - e. They shall attend relevant events such as college Welfare Lunches and committees

- f. They shall liaise with Oxford SU's Class Act campaign to aid its work and the implementation of any of its initiatives on a college level
- ix. Environment Representative
- a. The Environment Rep shall raise environmental awareness among JCR members.
  - b. They shall promote environmentally sustainable activities among JCR members, including, but not limited to, recycling and responsible use of electricity and other resources.
  - c. They shall promote environmentally sustainable policies within University College and work with the college authorities and Weir Common Room Environment Officer on college-wide environmental awareness and policy campaigns.
  - d. They shall liaise with the Environment and Ethics Committee of Oxford SU on university-wide environmental awareness and policy campaigns, and attend meetings of the committee where possible.
- x. Sports Representative
- a. The Sports Representative shall promote sport within the college to encourage spectators and participants and shall publicise sporting events and their results for the information of the JCR.
  - b. They will act as a point of contact for all who play sports on any issue related to their participation in sports, at both college and university level.
  - c. They will assist the JCR President with the organisation of annual photographs of all Univ sports teams and be responsible for an archive which includes a copy of each photograph.
  - d. They shall sit on the Amalgamated Clubs Committee.
  - e. They shall work alongside the Vice President/Treasurer in administering the Blues fund.
  - f. They shall coordinate sports social events with the Entz and Bar Officer.
  - g. The position of Sports Representative may be held jointly by two candidates if they wish to run together as a pair; they will be regarded as equal in respects regarding these Standing Orders.
- xi. Arts Representative
- a. The Arts Rep shall promote the arts (including all performing and visual arts) in Univ, including publicising Arts events taking place in college, and acting as a point of contact for all those interested in Arts within Univ.

- b. They shall run Arts events throughout the year, ensuring that they cater to a wide range of artistic pursuits, such as Music, Drama and the Visual Arts. These should include regular open mic nights in the bar, at least one ‘Drunk Drama’ event per year (or a suitable alternative), and several visual arts events.
  - c. Coordinate these events with the University College Music Society, Univ Players, Univ Revue and Entz Reps, where appropriate.
  - d. Administer the Arts Contingency Fund.
  - e. Maintain and be responsible for the JCR Arts Equipment.
  - f. This position can be supported by interested JCR members who, with the permission of the Arts Rep, can use the Arts fund to run JCR Events, and use Arts equipment for their event, including a team who can run open mics.
  
- xii. Skin Care representative
  - a. Instate weekly live streams of grooming regimes, facemasks, shaving, moisturising (strictly facial). All live streams will be well soundtracked, with plentiful time for tobacco breaks (vital for finalists and skincare alike).
  - b. Offer consultations with the Kerrigan and Smerin Skincare Ltd. Common Room Representatives.
  - c. The skin care representatives must
    - 1 Be nice
    - 2 Be Happy
    - 3 Love your skin
  
- xiii. Twitter Representative
  - a. The Twitter Rep will live tweet during JCR meetings to report on any debate or hustings which are taking place.
  
- xiv. Ball President
  - a. The Ball President is required, at a minimum, to:
    - i. Report regularly to the JCR Executive on the progress of the Ball.
    - ii. To liaise with the JCR VP/Treasurer with regards to the usage of  
the JCR Ball Contingency fund.
  
- xiv. Croquetmaster
  - a. The Croquetmaster will be responsible for care and provision of croquet facilities for the benefit of the entirety of Univ.
  
- xv. Admiral of the Fleet

- a. The Admiral of the Fleet, with the VP/Treasurer, will organise the provision of Univ punts in Trinity term.
- xvi. Univ Armourer
  - a. The Univ Armourer will be responsible for providing ‘stash’ to the JCR. xvii.

#### Assassin-in-chief

- a. The Assassin-in-chief will organise and run an annual UNIV Assassins game to be held in MT or early HT .
- b. They will liaise with the JCR VP/Treasurer to have a small budget (£30-50) with which to buy a prize for the winner, update the trophy with the winner’s name, and spend on any props they would like to run their game with.
- c. The position may be held by two people; they shall be regarded as equal with respect to these standing orders.
- xviii. General
  - a. The Racial Equality Officers, International Students, SWD and Women’s Reps will be reserved for a full voting member of the JCR who self identifies as an ethnic minority, international student, disabled student, or a Woman respectively, if any such candidate stands.
  - b. The Representative for Stavertonia will be reserved for a full voting member of the JCR who will be living in Stavertonia the following year.

### **13. Independent Positions**

- i. Chair of JCR Meetings (Gomes / Hinksman Speaker)
  - a. The Chair of JCR Meetings shall Chair all ordinary and extraordinary meetings of the JCR.
  - b. The Chair should be impartial and able to enforce order in meetings. Where it is felt impartiality is lost, a motion of censure can be brought.
  - c. The position of Chair of JCR Meetings shall be governed by the regulations set down in B5 of these Standing Orders.
  - d. The Chair shall be elected in an election in-meeting.
- ii. Returning Officer
  - a. The RO shall be responsible for overseeing all JCR Elections, according to the guidelines set down in Article D of these Standing Orders.
  - b. The RO shall be elected in a Direct Election.

## **Appendix B — Order of Business**

1. The Order of Business shall normally be as following, except that it may be changed at the discretion of the Chair, subject to any resolution of The JCR under B.3.(vi)
  - a. Minutes of the Previous Meeting
  - b. Matters Arising from the Minutes
  - c. Reports from the Executive Officers
  - d. Questions to Members of the Executive
  - e. Emergency Motions
  - f. Motions of No Confidence or Censure
  - g. Readings of Motions to Amend the Constitution or Standing Orders
  - h. Motions authorising capital expenditure and the Budget
  - i. Other Motions
  - j. Elections in Meeting
  - k. Hustings
  - l. Any Other Business
2. Under (f) above, the Chair shall read the title of each Motion on the Agenda except Motions of No Confidence or Censure.
3. The acceptance of any report shall be tabled as a Motion, or as part of a Motion, under 2.i.i above, excepting reports made under 2.i.c.

## **Appendix C — Timetable of Elections**

### **II. Timetable for Elections**

- iv. Those people elected to the positions underlined below will not assume their role until 00.01 on Sunday of 10th Week at the end of the Trinity Term in which their election takes place.
- v. For the time between election results are announced and the time at which the persons elected assume their role they shall assume the role of [position]-elect and shall shadow their predecessor in order to learn how to best carry out their position taking on as much, or as little, of the role as is agreed between the individuals concerned.
- vi. Timetable for Elections
  - m. 3rd week Michaelmas – Services Czar,
  - n. 7th week Michaelmas – Students with disabilities’ Representative, Racial Equality Representatives, International Students’ representative, LGBTQ+ Representative, Class Equality Representative, Chair of JCR Meetings.
  - o. 1st week Hilary - Wom\*n’s Representative, Sports’ Representative, Environment Representative, Charities and Communities Representatives, Arts Committee Chair, Arts Committee Members

- p. 3rd week Hilary – First Year Representatives, Admiral of the Fleet, Univ Armourer, Skincare Representative
  - q. 5th week Hilary – IT Officer, Croquetmaster, Assassin-in-chief
  - r. 7th week Hilary – JCR Unofficials, Chair of JCR Meetings
  - s. 2nd week Trinity (Extraordinary Meeting) – Academic Affairs Officer, President
  - t. 3rd week Trinity – VP/Treasurer, VP/JCR Affairs
  - u. 5th week Trinity – Ball Committee (non-Ball years only), Welfare Officers, Entz and Bar Officer
  - v. 6th week Trinity (Extraordinary Meeting) – Hall and Accommodation Officer, Access and Equal Opportunities Officer
  - x. 7th week Trinity – Returning Officer, Chair of JCR Meetings, Twitter Representative.
- vi. Should the positions not be filled, then nominations shall be re-opened and the elections rescheduled for the next possible cycle of JCR Meetings.
  - vii. Should a position become vacant an election should take place in the next available cycle of JCR Meetings.

## **Appendix D — JCR Policy Documents**

### **Policy A — Financial Policy**

#### **1. General**

- i. The VP/Treasurer shall be responsible for ensuring that these Financial Standing Orders are observed.
- ii. The procedures and financial policies of the JCR are set down in this article. It is the VP/Treasurer's responsibility to ensure that these guidelines are adhered to and to ensure that they are in compliance with the Constitution and Standing Orders and guidelines of best practice of the Charities Commission as an agreed standard. These guidelines may only be created or amended by a two-thirds majority of a JCR Meeting  
  
and should be voted in annually, at the same time as the Budget, even when no change has been made.
- iii. The Presidents and Treasurers of all clubs and societies accept these guidelines as a part of their position and must aim to keep within the budget given to them by the JCR VP/Treasurer.

## **2. Financial Arrangements**

- i. The VP/Treasurer shall be responsible for the financial arrangements of the JCR.
- ii. The VP/Treasurer shall ensure that the Executive, Committee and JCR are regularly informed of financial developments and the state of the accounts generally, by providing a report on finances each term, which shall include a mention of how much of the Budget has been spent.

## **3. Expenditure**

- i. Expenditure claims and claims for reimbursement shall follow the procedures and regulations outlined in this article, provided they are in accordance with these Standing Orders.
- ii. No payment shall be made by the JCR unless specific prior authorisation has been obtained from the VP/Treasurer. Should the VP/Treasurer refuse to authorise spending agreed by a JCR Meeting, they shall present their reasons for doing so to the next JCR Meeting for ratification. Should the decision of the VP/Treasurer not be ratified, that decision shall fall and the expenditure shall be authorised.
- iii. Any single expenses claim of more than £150 by an Executive or Committee member, or a JCR member not on behalf of a registered JCR club or society, must be ratified by a meeting of the JCR. A single expenses claim holds not for one claims form, but for a single receipt of over £150.
- iv. Any single expenses claim by a club or society of more than £200 must be ratified by the VP/Treasurer.
- v. Expenditure under the headings contained in the Budget other than miscellaneous or contingency shall be deemed to have specific prior authorisation from the JCR, except subject to the stipulation of E3.iii above.
- vi. Claims for reimbursement by JCR members shall be subject to the same regulations as set out in E3.i-v.
- vii. All cheques issued on the JCR accounts shall be signed by two of the designated account signatories, who shall be members of the Executive.
- viii. All surplus money at the end of each year shall go into the JCR Savings Account. An amount no smaller than £15,000 should be kept in this account (or in conjunction with the reserves in the Treasury) for the purposes of underwriting the Ball except that, in the event that such underwriting be required and the fund be below £15,000, the Budget should be set for following years taking into account advice offered by the Senior Treasurer as to the rate at which the fund should be rebuilt.
- ix. Any single payment of over £750 must be ratified by the Senior Treasurer.

- x. Alongside the budget, the JCR on the advice of the JCR Treasurer should confirm a reserves policy as to specify reserves that it may wish to build up for any specified purpose, including the risk of a contingency set in a budget being inadequate.

#### **4. Accounts and Audit**

- i. It shall be the responsibility of the VP/Treasurer to ensure that proper records are kept of all payments and receipts from and to the JCR accounts. The VP/Treasurer shall also ensure that the accounts are kept in good order and shall supply them to any member of the JCR upon request within 72 hours of receipt of that request. The guidelines for account maintenance shall be in accordance to UK Charities Commission guidelines and the procedures for doing so shall be set down in the JCR Financial Guidelines document.
- ii. For all purposes, the financial year of the JCR shall run from August 1<sup>st</sup> to July 31<sup>st</sup>.
- iii. The JCR accounts shall be submitted to the College for scrutiny and auditing as may be necessary. The VP/Treasurer shall also liaise closely with the College Accountant and Senior Treasurer to ensure that all accounts and procedures comply with the necessary regulations.

#### **5. Budget**

- i. A Budget shall be drawn up by the VP/Treasurer-elect in Trinity for the following financial year under the supervision of the VP/Treasurer. It shall contain details of projected income and expenditure for the following financial year. The VP/Treasurer and VP/Treasurer-elect shall also draw up an estimated budget for Michaelmas term.

The responsibility for the full and Michaelmas Term budgets shall rest with the VP/Treasurer-elect.

- ii. The Budget shall be drawn up in consultation with the appropriate persons in the Executive, Committee and JCR registered Clubs and Societies.
- iii. The Budget shall be accompanied by a report explaining where the projected income and expenditure deviates substantially from that which was budgeted for the financial year currently in operation.
- iv. The Budget shall be discussed with the Senior Treasurer at the start of Michaelmas term and shall be submitted to the second cycle of College meetings, either to General Purposes or Joint-Consultative Committee.
- v. The Budget and accompanying report shall be submitted to the 5<sup>th</sup> week JCR Meeting in Michaelmas Term as well as receiving ratification from the Senior Treasurer.
- vi. The Budget shall be circulated to all members of the JCR, prior to the 5th week JCR Meeting in Michaelmas term, so that members of the JCR can express concerns or questions to the VP/Treasurer if need be.
- vii. The Budget shall be endorsed by a simple majority of those present and voting.



- viii. Amendments to the Budget may not be proposed in a JCR Meeting. If the Budget fails then it should be revised and re-submitted to the next possible JCR Meeting.
- ix. All motions authorising expenditure over £150 not covered by the Budget currently in force must be passed by a simple majority in a JCR Meeting, this only holds for those expenditures made by motion to the JCR. The motion must state from where in the Budget the expenditure is being made and any cuts that need to be made from other areas of the Budget to compensate.
- x. The VP/Treasurer shall be responsible for ensuring that the Budget is followed as strictly as possible.

## **6. Charities**

- i. The JCR budget can be used to fund appropriate causes and charities.
- ii. The JCR Charities Representatives shall have a budget for the purposes of raising money for charity. At the last meeting of each term the JCR may consider applications for charitable donations to be paid from the JCR contingency fund.
- iii. Applications for donations from the JCR shall be submitted as a motion to the VP/JCR Affairs by the relevant deadline.
- iv. No more than £300 may be allocated in any one end of term meeting.
- v. No more than 3 charities may receive funding in any one end of term meeting.
- vi. Each member of the JCR may propose one motion applying for a donation from the JCR per academic year.

## **Policy B — Publications**

- i. The JCR shall create and produce such publications as it deems necessary.
- ii. Where possible JCR publications will be made available online or in electronic form so as to minimise JCR expenditure and ensure that the JCR's activities are as environmentally friendly as possible.
- iii. The content of JCR publications shall be understood to mean any material printed within the publication.
- iv. The JCR shall make all possible attempts to ensure that material contained in its publications is neither illegal nor offensive nor misleading.
- v. The following publications shall be published by the appropriate Executive Officers at the required times:
  - a. JCR Annual Reports (produced by the VP/JCR Affairs by 9<sup>th</sup> week Trinity every year)

- b. Alternative Prospectus (JCR Access & Equal Opportunities Officer by 1<sup>st</sup> week Trinity)
- c. Freshers' Guide (JCR President-Elect by 9<sup>th</sup> week Trinity)
- d. Freshers' Week Report (First Year Rep and JCR President by 1<sup>st</sup> week Hilary)
- vi. Complaints arising out of any publication shall be referred first to the JCR President and then if no satisfactory resolution may be found, it shall be referred to the Dean of University College.

## **Policy C — JCR Representation Policy**

### **1. Representation to external organisations**

- i. The JCR, when affiliated, shall be the sole representative body of Undergraduate Members of University College to Oxford SU. The Executive Officers shall be mandated to attend meetings of Oxford SU Council, or to appoint (a) full member(s) of the JCR to attend in their place. They shall ensure they or their appointee votes according to any JCR mandates. They or their appointee shall report the proceedings of the Oxford SU Council to the JCR, if they believe the proceedings to be of interest to the JCR.

### **2. Representation to the College**

- i. Under I.2 of the Constitution, the JCR shall be the sole legitimate body in negotiations with and representations to the College on behalf of its full Members.
- ii. The JCR shall have the following representation in the College committee structure:
  - a. Up to 2 representatives at Governing Body (unreserved business only), who will be the President and the VP/Treasurer.
  - b. Up to 2 representatives at Academic Affairs Committee (unreserved business only), who will be the President and the Academic Affairs Officer.
  - c. Up to 2 representatives at General Purposes Committee (unreserved business only), who will be the President and the VP/JCR Affairs.
  - d. Up to 2 representatives at Development Committee (unreserved business only), who will be the President and the VP/Treasurer.
  - e. Up to 2 representatives at Finance Committee (unreserved business only), who will be the President and the VP/Treasurer.
  - f. Up to 2 representatives at Equality, Diversity, and Inclusion Committee, who will be appointed by the President.

- g. The JCR has no representation to Premises Committee or Audit Committee
- iii. Where, in the above clause, an executive officer is required to attend, they may appoint a full member of the JCR to attend in their place.
- iv. Representatives to other committees and working groups shall be appointed by the JCR President as required.

## **Policy D — Complaints Procedure**

- i. The Complaints Procedure laid down in this sub-section shall not be deemed to apply to any matter within the jurisdiction of the Elections Tribunal.
- ii. There shall be a Complaints Board. It shall be composed of a Chair and six Ordinary Members chosen by random selection from all JCR Members.
- iii. The Complaints Board shall have no power to overrule, infringe or waive any provision of the Constitution, Standing Orders, Rules of Interpretation, or Regulations. Any ambiguity concerning the meaning of the Constitution, Standing Orders, Regulations, or Rulings of Interpretation shall be referred to the Chair of Meetings for interpretation.
- iv. Any full member of the JCR who is either dissatisfied in their dealings with the JCR or claims to have been unfairly disadvantaged by reason of having exercised their right as laid down in the Constitution to opt out of their membership of the JCR may submit a complaint to that effect, specifying the cause of their dissatisfaction or their belief that they has been unfairly disadvantaged as above, as the case may be, in writing to the JCR President who shall immediately convene a Complaints Board to deal with the complaint.
- v. Where a complaint thus submitted is valid under the provisions laid down herein, the Chair of the Complaints Board shall either seek to resolve the matter informally, or, within 72 hours of the receipt of the complaint, issue a provisional ruling; or, if they feel it appropriate, to call, within 72 hours of the receipt of the complaint, a Meeting of the Complaints Board.
- vi. If, within 48 hours of the issuing of a provisional ruling under b above, the complainant, or any other person named or specified either in the complaint or the Provisional Ruling, gives written notice of their rejection of the Provisional ruling, the Chair of the Complaints Board shall, within 72 hours, call a Meeting of the Complaints Board.
- vii. In the event that the complaint relates to a member of the Complaints Board, the provisions of b and c above shall be inoperative, and the President shall, within 72 hours of the receipt of the complaint, call a Meeting of the Complaints Board excluding the member thereof to whom the complaint relates. In the event that the

complaint relates to the Chair of the Complaints Board, the remaining members of the Complaints Board shall elect a Chair for the purposes of the consideration of that complaint, and all references herein to the Chair of the Complaints Board shall be deemed to be to that person.

- viii. The Quorum of the Complaints Board shall be three.
- ix. The Complaints Board shall act by simple majority; and the Chair thereof shall have a deliberative vote and, in the event of a tie, a casting vote.
- x. No less than 48 hours shall elapse between the calling of a Meeting of the Complaints Board under 3.2 above and the convening of the Meeting itself, during which time the Chair of the Complaints Board shall give written notice to all persons named or specified in the complaint, and of all other persons whom they may deem appropriate, of the substance of the complaint and of their rights as laid down herein.
- xi. The Complaints Board shall accept all submissions which may be made by persons specified under (a) above or otherwise involved in the complaint, which submissions shall be made available to all other persons involved in the complaint.
- xii. The Complaints Board shall deliberate in private, and shall make, and give written notice of the content of, a ruling specifying:
  - a. The name of the complainant
  - b. The text of the complaint
  - a. Such other information and/or statements as the Complaints Board may deem appropriate.
  - b. The action, if any, in the event that the complaint is upheld, which they propose to be taken as a result of the complaint in order to secure effective redress.
- xiii. The Complaints Committee shall, following the issuing of their ruling, make a report which shall be submitted to the next Ordinary Meeting of Council to which its acceptance may validly be submitted as a Motion under these Standing Orders, containing:
  - a. The ruling under c above.
  - b. An explanation of the reasoning behind the ruling.
- xiv. Both the complainant and the JCR shall have the right of appeal to an independent person, appointed by JCC who shall have the power, after consideration of the complaint and appeal, to either dismiss the complaint summarily, to dismiss the appeal summarily and uphold the Ruling of the Complaints Board, or to investigate the complaint and issue

their own ruling, requiring where they feel appropriate the provision by the JCR of effective redress in respect of the complaint. The independent person in such cases shall be the Dean of University College.

- xv. The complainant may assert their right under e above by giving written notice to the Chair of the Complaints Board of their dissatisfaction with the Complaints Board's ruling.
- xvi. Oxford SU's right under (xiii) above shall be deemed asserted in the event that the Executive so resolves within ten weekdays, or that the JCR Meeting rejects the report of the Complaints Committee under (xiv) above at the Ordinary Meeting of Council to which it is submitted. The President shall communicate in writing to the College the assertion of the JCR's right under (i) above as soon as is reasonably possible.
- xvii. Full minutes of all Meetings of the Complaints Board shall be kept, but shall be available only to the President and members of the Complaints Board, any independent person appointed under (xiii) above, and other persons to whom consent is given by the JCR President, but in all cases excepting any member of the Complaints Board against whom the complaint in question was made.
- xviii. All Provisional Rulings of the Chair of the Complaints Board, and all Rulings and Reports of the Complaints Board shall be made in writing and shall be available for public inspection and shall be made available to the independent person if appointed under (xiii) above. This shall exclude any part or parts of any Provisional Ruling or Ruling which may be considered defamatory by the Complaints Board as the case may be, which shall be retained by the VP/JCR Affairs for the inspection only of those who can satisfy them of their full membership of the JCR or transmitted or otherwise communicated in any way or form beyond the JCR, other than with the written consent of the Chair of the Complaints Board, in which case any conditions attached by the Chair of the Complaints Board shall be observed. This clause shall not be construed as applying to any independent person appointed under (xiii) above.
- xix. Procedures governing the conduct of the Complaints Board shall be laid down in Regulations.

## **Policy E — Education Act**

### **1. Budget and Financial Report**

- i. The VP/Treasurer shall, pursuant to Clause 2(g) of the Act, present each Budget and amended Budget to Joint Consultative Committee (JCC) for ratification by the same, as soon as possible after their passage by a JCR Meeting.

- ii. The VP/Treasurer shall, pursuant to Clause 2(h) of the Act, present to the JCR and to JCC an Annual Financial Report containing audited accounts of all income and expenditure in the previous financial year, the Auditors Certificate for the same, and details of all donations made to external organisations during the financial year. The auditing of the JCR accounts may be conducted by the College with their accounts provided this is in accordance with the JCR's current status under this Act and Charities legislation.

## **2. External Affiliations**

- i. The JCR shall be affiliated to such organisations, if any, and only to such organisations, as agreed upon in two successive quorate JCR Meeting by a two-thirds majority in each.
- ii. The JCR President shall, pursuant to Clauses 2(j) and 2(k) of the Act, give written notice of any resolution of the JCR under 2.i above to the next meeting of the JCR and to JCC, which notice shall specify the amount of the subscription fee or similar fee to be paid as a result, and the amount of any further or other donation to be paid to the organisation(s) in question as a result of the resolution of the JCR. The President shall give written notice in the first JCR Meeting of each academic year of the external organisations to which the JCR is then affiliated. Affiliations to external organisations must be renewed annually.
- iii. Upon receipt of a petition to that effect from 50 full JCR members, the President shall, according to the procedures laid down herein for the conduct of a Referendum, hold an Affiliation Ballot, pursuant to Clause 2(l) of the Act, to resolve the question of the JCR's continued affiliation to any external organisation to which it is, at the time of the receipt of the petition, affiliated.
- iv. Any Affiliation Ballot shall be conducted by secret ballot and all full members of the JCR, and no other persons, shall be entitled to vote therein.

## **Policy F — The Ball Committee**

### **1. General**

- i. The JCR shall elect a Ball Committee in the academic year preceding that in which a ball is to be held.
- ii. The Ball President, Treasurer, Marketing Manager and Secretary shall be elected by Direct Elections, in accordance with Article D of these Standing Orders.
- iii. All nominees for positions on the Ball Committee must obtain written permission from their tutors to stand for the position and must undergo a vetting process by the College.

- iv. Candidates wishing to stand for any of these positions must also submit a CV, covering letter and personal statement. Details of the expectations for these documents and the application procedure in general shall be found in Appendix A.

## Appendix E — Ball Committee

This document is a brief guide to the process of applying for a position on the Ball Committee.

In the academic year preceding a ball, on Monday 3rd Week Trinity Term until Saturday 3rd Week Trinity Term, candidates can nominate themselves for the Ball Committee positions of President, Vice-President/Treasurer, Secretary, and Marketing Manager.

To nominate oneself, one must follow the normal procedure as specified in points 32-38 of the JCR Constitution, as well as submitting written permission from one's tutor, a Curriculum Vitae, Cover Letter and Personal Statement addressed to the JCR President.

**Written Permission From One's Tutor:** This should be a simple declaration signed by your subject tutor that gives you permission to stand for election to the Ball Committee.

**Curriculum Vitae:** This should simply be in the form of a normal CV, and is for easy reference of your past achievements, skills and interests, etc.

**Cover Letter:** This should be in the form of a formal letter, outlining your motivations for going for the particular position. You should state your current non-academic commitments, as well as specifying how you intend to keep on top of your academic studies.

**Personal Statement:** This is your chance to identify how you see yourself in the position for which you are applying. The Personal Statement will be the main point of reference for discussions that take place in College Meetings, such as the Governing Body, when plans for the Ball are to be proposed. It is intended to be your opportunity to gather your strategic ideas for the Ball in a single document. It does not need to be specific on details, but rather you should make clear your overall vision of the Ball and how you can contribute to its success.

Candidates for positions on the Ball Committee will then meet with the Ball Panel in 4th Week Trinity Term. The Ball Panel will consist of JCR President, the JCR VP/Treasurer, the WCR President, the WCR Treasurer, the Domestic Bursar, the Dean, and other Senior Members of College that the Ball Panel sees appropriate to attend. Candidates are heavily encouraged to talk to the JCR President and former Ball Committee members prior to meeting the Ball Panel. The Ball Panel's role is to ascertain whether candidates fully understand the scale of the project, and to make sure that candidates do not get themselves involved in something that they are not prepared for. The meeting with the Ball Panel should be a two-way process; it is not merely an exercise for them to make sure you are up to the job; it is also for you to ask important questions relating to the Ball.

The Ball Panel will then decide if candidates are ideally suited for election to the Ball Committee. If they decide that they are not ideally suited for election, then those candidates will not be allowed to stand for election. The reasoning behind this is that the Ball is not just a JCR event. Rather, it is a large-scale college event that involves the cooperation of the College staff and all of its members.

Following the meeting with the Ball Panel, candidates for positions on the Ball Committee will hust for positions on Sunday 5th week to stand for election to specific positions (the election will be held on Monday 5th week), e.g. one might run for President, whereas previously everyone ran together, and positions were decided later according to bargaining. This whole new process is designed to make students much more aware of the positions for which they are running, as well as giving assurance to the College that those candidates are indeed the right people for the jobs undertaken.

## **Appendix F — Unofficial Positions**

- i. In Week 7 of Hilary Term are elected the Unofficial Positions. These have no real power, but are fun.
- ii. The Unofficial Positions are as follows:
  - a. Martlet Watchers
  - b. Tortoise Keepers
  - c. Keeper of the Bees
  - d. Skincare Rep
  - e. Statue Watcher
  - f.



