

***ST HILDA'S COLLEGE JUNIOR  
COMMON ROOM***

***Constitution, Standing Orders, Policy***

Most recent review: Trinity Term 2016

## **St Hilda's Junior Common Room Constitution**

### **1. Preamble**

#### **a. Membership**

i. All members of the college reading an undergraduate degree, including all fourth year scientists, fourth year, fifth year and sixth year medics, shall be deemed to be members of the Junior Common Room (JCR), unless they express a desire otherwise. All members will be informed by the beginning of third week Michaelmas term of their right to opt out of the JCR. A wish to opt out shall be sent to the JCR Secretary in writing by the end of third week Michaelmas. The wish to opt out may be withdrawn at any time, by following the same procedure.

ii. Extraordinary and honorary members of the JCR may be elected by a two-thirds majority of a quorate JCR meeting. They shall have access to JCR facilities and meetings. They may participate in JCR meetings but do not have the right to vote.

iii. Senior status students may subscribe to the JCR or MCR as they choose.

#### **b. Aims**

i. To promote the interests of the JCR and future JCRs; to provide a platform for the views of JCR members and to report its views to the College and University authorities and relevant student bodies.

#### **c. Documents**

i. It shall be the responsibility of the Executive JCR members to publish the constitution on the JCR website.

ii. It shall be the responsibility of the JCR Secretary to provide copies of the constitution for any JCR member on request.

iii. A copy of the minutes from each JCR General meeting shall be emailed to each member of the JCR and published on the website within four days of the said meeting.

iv. Minutes will be discussed and approved at the start of the next JCR General meeting. In the event of disagreement, the matter should be decided by vote. The Secretary shall then amend the minutes in accordance with the outcome of the vote.

v. A copy of the minutes of each committee shall be available for inspection by any JCR member not more than four days after the said meeting and shall be approved by the committee at the following meeting. Minutes must be uploaded onto the college website.

vi. A copy of the JCR budget for each term and an overview of the accounts shall be posted on the JCR website at the beginning of each term. On request any JCR member can ask the JCR Treasurer for a detailed

breakdown of JCR spending.

d. Affiliations

i. The JCR will debate affiliation to OUSU and the NUS every two years, unless a motion is proposed by any student who wishes to discuss the issue sooner.

ii. The JCR may not affiliate to any political organisation unless the aims and objectives of such an organisation directly pertain to students at St Hilda's.

## 2. Equal Opportunities

a. Any member of St Hilda's JCR may take part in the activities of the JCR, subject to the proper payment of subscriptions. The JCR will help to maintain an environment of tolerance and respect within the College and the University. All members of the JCR Committee will conduct themselves without prejudice in respect of gender, ethnicity, sexuality, disability or faith. Nor will they act in any way that might be considered defamatory towards others

b. The JCR Committee will be expected to act according to these principles in the management of the JCR, and take all reasonable steps to ensure that all JCR members do so whilst engaging in the activities of the JCR. The JCR President and Vice-Presidents will be ultimately responsible for ensuring that these principles are upheld by the JCR.

c. No leaflets, posters, minutes or official documents will be created by the JCR in the conduct of its activities that may be deemed sexist, racist, homophobic, defamatory (or anything else referred to in article 2.1) by others. Nor shall material of the aforementioned kind be distributed by an external body.

d. The JCR members are expected to adhere to the University Equal Opportunities and Harassment codes and are subject to the disciplinary procedures as laid out in St. Hilda's College: Information for Undergraduates and the Proctors' and Assessors' memorandum.

e. Any member of the JCR wishing to make a formal complaint will inform either the President or the Welfare Officers in writing.

## 3. Meetings

a. There shall be in every full term at least three general meetings of the JCR, to be convened by the President.

b. The President shall decide dates of such meetings, but the first must be held between the first Sunday of full term and the third Monday, and another must be held between the sixth Sunday and the eighth Friday.

c. The Secretary shall post notices of forthcoming meetings and the deadline for submission of motions five days in advance of the date of the meeting. They shall also post agendas one day in advance of JCR general meetings. Agendas must be sent round

the mailing list a minimum of 24 hours prior to the meeting.

d. JCR General Meetings shall be chaired by an independent Chair, elected at the last JCR meeting of every term, to chair throughout the next term. JCR members can be elected as Chair for more than one term but no more than three terms.

e. Emergency motions on matters (other than constitutional amendments and motions of resignation) arising after the latest time for the receipt of motions may be accepted by the Chair at their discretion.

f. Extraordinary General Meetings shall be convened by the President at the written request of twenty-five JCR members or five JCR committee members, or at the discretion of the President.

g. Conditions of meetings:

i. All members of the JCR have the right to speak when called upon by the chair.

ii. For a general meeting to be deemed quorate, 35 members must be present.

iii. JCR members, excluding extraordinary and honorary members, may vote on all issues.

iv. Decisions shall be taken by a simple majority except on issues of resignation, constitutional amendments and matters pertaining to policy.

v. Decisions on issues of resignation, constitutional amendments and policy shall only be passed by a two-thirds majority of a quorate JCR general meeting, except those circumstances laid out in 7., b.

vi. The JCR decision is final.

h. The provisions for the conduct of meetings should be followed and are set out in the Standing Orders.

#### **4. The JCR Committee**

a. The JCR Committee shall consist of the following:

i. The Executive Officers: President, Treasurer/Vice-President, Secretary/Vice-President.

ii. The Committee: Academic Affairs and Careers Officer, Access and Equal Opportunities Officer, Bar Managers (maximum of three managers), Buttery Managers (maximum of three managers), College Affairs Officer, Arts Officer, Environment and Ethics Officers, OUSU/NUS and Returning Officer, International Officer, Entz Officers (maximum of three officers), Sports Officers (two officers: one men's, one women's), Welfare Officers (two officers: one men's, one women's), Women's Officer, Charities Officers (two officers), LGBTQ+ , IT Officer, Freshers' and Finalists' Officers (two officers), People of Colour and Racial Equalities Officer, Disabled Students Officer, Ball President(s) (one president, or two co-presidents).

b. The President shall:

- i. Be responsible for all matters concerning the JCR as a whole and in particular for the satisfactory performance of committee duties by committee members.
- ii. Acquaint all JCR members with the constitution.
- iii. Ensure that the JCR committee liaises with the MCR committee on relevant issues.
- iv. Be responsible for liaison between the SCR and the JCR, specifically: i) maintain regular consultation with the Principal and Bursar; (ii) attend Governing Body, General Purposes Committee and Development Advisory Committee meetings; iii) ensure JCR representation on all relevant committees or working parties and; iv) in liaison with the treasurer and secretary, ensure that accommodation charges, and other battels if necessary, are negotiated for the following year.
- v. Report back fully to the JCR on matters discussed with the SCR and on any other issues that come to their attention.
- vi. Be responsible, jointly with the Academic Affairs and Careers officer, for ensuring that JCR members are aware of the facilities which exist to help them deal with academic difficulties.
- vii. Attend an Academic Disciplinary Committee if necessary.
- viii. Have overall responsibility for the induction of Freshers including covering the position of Freshers' and Finalists' Officer if no-one is elected to the post.
- ix. Be jointly responsible with the OUSU/NUS officer for running elections and referenda as set out in the standing orders.
- x. Call at least three JCR general meetings per term.
- xi. Organise and chair JCR committee meetings.
- xii. In the event of a JCR Committee resignation ensure all members of the JCR are informed immediately and unless they believe that exceptional circumstances prevail, try to ensure that the committee member comes to the next JCR General meeting to present a resignation speech.
- xiii. Ensure that the duties of a JCR committee position are covered if no-one is elected to that post.
- xiv. The President shall ensure that the JCR website is kept up-to-date if there is no IT rep.
- xv. Attend OUSU Council, unless exceptional circumstances prevent them from doing so.
- xvi. Attend JCR Presidents' Committee, unless exceptional circumstances prevent them from doing so.
- xvii. Be responsible for ensuring, when a new JCR committee is elected, the incumbent committee fulfils their handover obligations, as laid out in the JCR Standing Orders, 5.

- c. The Treasurer/Vice-President shall:
- i. Be a full Vice-President of St. Hilda's JCR and will accept responsibility, with the President, for the general running and affairs of the JCR.
  - ii. Manage the JCR accounts. The Bar, the Ball and the Buttery have their own accounts and the Treasurer shall ensure that these accounts are kept and audited termly.
  - iii. Pay all JCR bills and subscriptions.
  - iv. Ensure that the transfer of signatory mandates for all JCR accounts are completed before the end of their term of office so that the new Treasurer may draw cheques on the accounts immediately.
  - v. Complete the budget for each term in advance for ratification by the College Accountant, the JCR and if necessary Governing Body, and post a copy on the JCR website at the beginning of each term.
  - vi. Complete the balance sheet for each term, and give the account books, cheque counterfoils and receipts to the College Accountant, if requested. On request by any JCR member produce the balance sheet for inspection.
  - vii. Be responsible for paying appropriate monies into the separate JCR accounts.
  - viii. Attend Finance and Investment Committee, Governing Body meetings and, at the JCR President's discretion, General Purposes Committee.
  - ix. Liaise with the Bursar.
  - x. Assist the President to ensure that accommodation charges, and other battels if necessary, are negotiated for the following year.
  - xi. Be responsible for the funding of Christmas gifts to the Domestic Staff.
  - xii. Be responsible for paying the election expenses of JCR committee candidates, and the expenses of the JCR officers, as set out by the budget.
  - xiii. Ensure that all JCR members are adequately informed about the various support, hardship, access, travel, extra-curricular, research and other college and university funds available for undergraduates, and the deadlines for applying to such funds.
  - xiv. As member of the executive committee, assist the president in their duties when necessary or as indicated elsewhere in the constitution. However, it should always be ensured that the role as treasurer remains a priority.
  - xv. In the event of the President being able unable to continue temporarily, or leaving their position permanently, or in the event of nobody being elected as

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President after three successive elections, they shall liaise with the secretary to decide who should assume the Presidential duties, for the President's temporary absence or during the interim period before another President is elected, based on which Vice-President can dedicate most time and energy to

the role. If a decision cannot be reached, the Vice-Presidents should attend a meeting with the rest of the JCR Committee who would hear the credentials of both the Vice-Presidents and then make a decision by a show of hands once the Vice-Presidents have withdrawn from the meeting. This will be ratified in the next general meeting.

- xvi. Liaise with relevant committee members to organise fundraising events.
  - xvii. Be responsible for the management of the JCR Hardship Fund, and review applications jointly with the executive committee in the second week of each term.
- d. The Secretary/Vice-President shall:
- i. Be a full Vice-President of St. Hilda's JCR and will accept responsibility, with the President, for the general running and affairs of the JCR.
  - ii. Take the minutes at JCR meetings and JCR Committee meetings and ensure that they are approved, and post a copy on the main JCR noticeboard.
  - iii. Be responsible for providing copies of the constitution on request for any member of the JCR.
  - iv. Post notices of forthcoming meetings and the closing dates for submission of motions, along with an explanation of how to write a motion, five days in advance of the date of the meeting. Post agendas one day in advance of JCR general meetings.
  - v. Ensure that a copy of the constitution is displayed on a JCR noticeboard.
  - vi. Post election notices.
  - vii. Inform College Officers of the names of Committee members.
  - viii. Write and distribute "Loo News".
  - ix. Organise the Rachel McLean Prize dinner or any other event at which the prize winner is announced in Trinity term, in accordance with the rules laid down for the administration of the prize and in liaison with the President, Treasurer and College Affairs Officer if required.
  - x. Ensure that all records concerning the JCR Committee as a whole (including Loo News, handover reports, posters for meetings and entz etc.) are properly archived. Keep record of the attendance of JCR Committee members at JCR, JCR Committee and JCR Executive (if applicable) meetings.
  - xi. Update JCR policy at the end of each year.
  - xii. Attend Senior and Junior Library Committee each term, with the Academic Affairs and Careers officer, and ensure that another JCR Officer attends in their place if they are unable to go.
  - xiii. As member of the Executive Committee, assist the President in their duties when necessary or as indicated elsewhere in the constitution. However, it should always be ensured that the role as Secretary remains a priority.
  - xiv. In the event of the president being able unable to continue temporarily, or leaving their position permanently, or in the event of no president being elected after three successive elections, they shall liaise with the treasurer to decide who should

- assume the Presidential duties, for the President's temporary absence or during the interim period before another President is elected, based on which Vice-President can dedicate most time and energy to the role. If a decision cannot be reached, the Vice-Presidents should attend a meeting with the rest of the JCR Committee who would hear the credentials of both the Vice-Presidents and then make a decision by a show of hands once the Vice-Presidents have withdrawn from the meeting. This will be ratified in the next general meeting.
- e. The Academic Affairs and Careers Officer shall:
- I. Attend research committee
  - ii. Liaise with the Fellow Librarian over matters concerning the library.
  - iii. Attend the college Committee on Access and Admissions.
  - v. Attend OUSU Academic Affairs Committee.
  - vi. Be responsible for displaying all Careers Service literature.
  - vii. Liaise with Oxford University Careers Service.
- f. The Access and Equal Opportunities Officer shall:
- i. Attend meeting with the Senior Tutor, Admissions Officer and the Recruitment and schools programme officer Officer in college every term and make sure all relevant information relating to Access is present via all JCR media outlets. They should also be responsible, in co-operation with the People of Colour and Racial Equalities Officer, for the smooth running of College Open Days, and the organisation of a group of undergraduates to meet prospective students.
  - ii. Organise an Offer Holders Day for students with offers to St Hilda's in Hilary Term, and ensure the day is as accessible to all offer holders.
  - iii. Raise awareness of specific assistance and information beyond the Welfare Officer remit, to ensure students from all backgrounds are duly supported, whether financially or otherwise, and coordinate JCR activities aimed at encouraging members of underrepresented groups to apply to St Hilda's.
  - iv. Attend meetings organised by OUSU VP for Access and Equal Opportunities, liaise with university-wide access officers, and work with OUSU on any relevant projects.
  - v. Be responsible for collecting articles towards the future update of the alternative prospectus. It should be re-published when required and re-edited at intervals of, at the most, three years.
  - vi. This document must also be made available on the JCR website.
  - vii. Work alongside other officers of underrepresented students in the JCR, for instance the BME Students officer, to ensure Equal Opportunities events are promoted and advertised to raise the profile of St. Hilda's among underrepresented applicants.
- g. Freshers' and Finalists' Officers shall:

- i. Be responsible for the induction of Freshers, including the organisation of Freshers' week events. This should be done in liaison with the other JCR Officers, and particularly the President. They also must consult with the Academic office.
  - ii. To form a committee of no more than eight members of the JCR to help organise Freshers' week.
  - iii. Be responsible, in liaison with the JCR president, for arranging, supervising and distributing the matriculation photographs.
  - iv. Weight outgoings and activities substantially more towards Freshers in Michaelmas, and substantially more towards Finalists in Hilary/Trinity, in accordance with the budget.
  - v. Liaise with the College Affairs Officer to organise a finalists' dinner.
  - vi. Organise finalists' events such as welfare teas and pizza nights, in liaison with the Welfare Officers.
- e. The Welfare Officers (a Men's Welfare Officer and a Women's Welfare Officer) shall:
- i. Provide welfare information to the JCR whilst adhering to a code of confidentiality as established by the Welfare Committee.
  - ii. Maintain and initiate improvements to welfare provision in college.
  - iii. Meet the Dean and the Junior Dean on a regular basis during full term.
  - iv. Attend all OUSU Health and Welfare Committee meetings.
  - v. Initiate and co-ordinate or publicise relevant welfare campaigns in college to raise awareness of welfare issues.
  - vi. Organise a minimum of two Welfare events in college per term, and be responsible for the advertising and hosting of these events.
  - vii. Be responsible for covering the roles of the LGBTQ+ officer, the people of colour and racial equality officer, the Disabled students officer and the Women's Officer, should the posts be left, or become, open, either by sharing the role between them or deciding as a pair which of the officers will take the role.
  - viii. Ensure that the Welfare boards are kept up to date.
  - ix. Organise College Families for the following year.
  - x. Liaise with the other welfare providers on the JCR committee.
  - xi. Be responsible for purchasing sexual health resources and personal safety alarms from OUSU and coordinate the anonymous provision of these to any students who request them, by setting up a rota for JCR committee members (excluding the executive committee) so that each committee member is on duty for one week a year. Each JCR committee member apart from those in the executive committee shall be responsible for

the distribution of sexual health products one week a year, as coordinated by the JCR Welfare Officers.

xii. Undertake peer support training unless exceptional circumstances prevent either of them from doing so, and complete any other training as appropriate.

xiii. Maintain adequate availability of contraception, and reimburse JCR members for emergency contraception when necessary.

g. The Women's Officer shall:

i. Represent all students who identify as women or non-binary gender.

ii. Work to ensure equality for all JCR members described in 4., q., i.

iii. Provide welfare support to all JCR members described in 4., q., i., by working with the Welfare Officers and applying to be a Peer Supporter.

iv. Distribute and maintain a stock of sanitary products in all public toilets around college'

v. Keep the JCR committee and college informed of relevant women's issues, and publicise those issues as appropriate.

vi. Attend OUSU Women's Campaign meetings, represent the interests of St Hilda's JCR and report back to the JCR.

vii. Liaise with the OUSU and JCR Welfare Officers when necessary.

viii. Organise a St Hilda's festival, focused on Gender Equality.

ix. Organise a Sexual Consent Workshop during Freshers' Week, in liaison with the Freshers' and Finalists' Officers. This will require the training of current students as workshop facilitators, the booking of a suitable venue, and the provision of refreshments for a break during the workshop.

f. The LGBTQ+ Officer shall:

i. Represent all JCR members who identify as lesbian, gay, bisexual, queer, questioning, or transgender, or who for other reasons believe they should be represented by the LGBTQ+ Officer.

ii. Work to ensure equality for all JCR members who are described in 4., t., i.

iii. Provide welfare support to all JCR members described in 4., t., i., by working with the Welfare Officers and applying to be a Peer Supporter.

Be responsible for distributing OUSU's LGBTQ+ Handbook, Stonewall Recruitment Guide and other publications as appropriate.

v. Attend OUSU LGBTQ+ Council open meetings, and advocate OUSU LGBTQ+ Council Motions/Policy in the JCR.

vi. Familiarise themselves with issues affecting LGBTQ+ students, and take up listening/peer support training if at all possible.

vii. Organise at least one event for Hilda's LGBTQ+ students per term, in addition to one in Freshers' week.

- viii. Organise, in Liaison with the Women's Officer, the Queer Cabaret, conventionally held at the end of the St Hilda's Festival organised by the Women's Officer.
- h. The Disabled Students Officer shall:
- i. Represent all students with disabilities, and other health issues, including, but not limited to, dyslexia, dyspraxia, other learning difficulties, mental health issues and physical conditions.
  - ii. Work to ensure equality for all JCR members described in 4., w., i.
  - iii. Provide welfare support for all JCR members described in 4., w., i., by working with the Welfare Officers and applying to be a Peer Supporter.
  - iv. Make available information concerning issues affecting JCR members described in 4., w., i., particularly university regulations on exams and other academic matters.
  - v. Attend relevant OUSU-organised meetings, and give feedback on the discussion and decisions of those meetings to the JCR.
  - vi. Liaise with the St Hilda's Disability Fellow.
- j. People of Colour and Racial Equalities Officer shall:
- i. Represent all JCR members who identify as black, or from any minority group.
  - ii. Work to ensure equality for all JCR members described in 4., v., i.
  - iii. Provide welfare support to all JCR members described in 4., v., i., by working with the Welfare Officers and applying to be a Peer Supporter.
  - iv. Attend relevant OUSU-organised meetings, and give feedback on the discussion and decisions of those meetings to the JCR.
  - v. Organise at least one event for JCR members described in 4., v., i., in addition to one during Freshers' week.
  - vi. Concern themselves with issues and campaigns relating to the JCR members described in 4., v., i., such as the Campaign for Racial Awareness and Equality (CRAE).
- l. The International Officer shall:
- i. Represent all international students and all those who identify as international students.
  - ii. Work to ensure equality for all international students within the JCR.

iii. Provide welfare support to all international students within college, by working with the welfare officers and applying to be a Peer Supporter.

iv. Update and oversee the publication of a welcoming booklet (detailing possible queries faced by overseas students) for potential overseas Freshers and liaise with the academic registrar and Dean regarding the booklet.

i. The College Affairs Officer shall:

i. Liaise with domestic fellow and catering manager

ii. Be responsible for facilitating the organisation of JCR formal dinners, such as JCR guest nights.

iii. Organise a half way dinner in Hilary term for those undergraduates who are halfway through their course.

iv. Ensure that JCR domestic problems are brought to the attention of the SCR and, if possible, resolved.

v. Be responsible for organising the Room Ballot in conjunction with the accommodation manager

vi. Liaise with the Domestic Bursar, when required

vii. Be responsible for the maintenance, control, and insurance of all JCR owned equipment, including the punts, the table tennis table, croquet equipment, televisions and video, darts board etc.

viii. Be responsible for the maintenance of all hired JCR machines, e.g. the pool table, video games, the football table etc.

k. The Environment and Ethics Officer shall:

i. Be responsible for raising environmental awareness and promoting these issues in college.

ii.

iii. Promote the concept of reduce, reuse, recycle with an emphasis on reduction in waste as the most important point.

iv. Examine and follow up other recycling possibilities and encourage the college as a whole to recycle in as many ways as possible.

v. Look into more diverse ways of saving energy and reducing carbon emissions, such as energy saving aids, alternative travel, food sourcing, both locally and free range.

vi. Attend college Garden Committee meetings, representing the interests of the JCR.

vii. Liaise with the Domestic Bursar, if required.

viii. Work with college to draw up a green policy, setting out the college's stance on green issues, and, once this has been established, ensuring that it is reviewed at least once a year.

- ix. Attend OUSU Environment and ethics Committee and represent the interest of St Hilda's JCR.
- x. Publicise relevant information from university and city environmental groups around college.
- xi. Liaise with relevant college officers over such issues as energy efficiency, the use of environmentally friendly products, ethical investment, human rights and the use of ethically-sourced products.
- xii. Be responsible for raising awareness of ethical issues and issues of social justice by promoting these issues in college.
- xiii. Promote the purchase of ethically sourced produce in college.
- xiv. Research the details of any funding offered to or offered by the JCR and if any ethical concerns arise, bring these points to the JCR for discussion.
- xv. Represent St Hilda's JCR at OUSU Council Meetings as the third vote when motions concerning ethical practice arise.
- xvi. Publicise relevant information around college, from groups both within the University and within the City, which focus on ethics and social justice.
- xvii. Place a strong emphasis on handover, and organise a meeting with their successor and the relevant members of college staff, to ensure longer term projects are not unintentionally derailed.

m. The IT Officer shall:

- i. Be responsible for updating and maintaining the JCR website.
- ii. Attend IT Committee.
- iii. Ensure that the relevant Officers update the JCR website weekly with Loo News, JCR meeting minutes, Entz events, and anything else that is deemed relevant.
- iv. Liaise with the IT assistant.
- v. Act as a contact for IT related problems on a college level.

n. The Bar Managers shall:

- i. Be responsible for the security of the Bar.
- ii. Be responsible for ordering stock.
- iii. Be responsible for the staff rota and staff training, and for training the bar managers for the following year.
- iv. Be responsible for the bar accounts and bar wages, present the accounts to the JCR Treasurer once termly, and generally work closely with both the JCR treasurer and college staff to ensure the smooth running of the bar.
- v. Be responsible for recounting the takings of the previous shift and ensuring that there is sufficient float for the next.
- vi. Be responsible for banking takings regularly.

- vii. Be responsible for cleaning the bar lines at least once every two weeks and for maintaining bar hygiene.
  - viii. Be present at all social events involving the bar.
  - ix. Liaise with the Entz Officers to help organise social events involving the bar.
  - x. Liaise with relevant College officers over matters concerning the bar, and attend meetings with the Domestic Bursar, the College Accountant and the Catering Manager.
  - xi. Be personal license holders and ensure that at all times there is a license holder on College premises when the bar is serving.
  - xii. Liaise with anyone, JCR member or otherwise, who wishes to use the JCR Bar for an event.
- o. The Buttery Managers shall:
- i. Be responsible for the security of the buttery.
  - ii. Be responsible for ordering stock.
  - iii. Be responsible for staff rotas and staff training.
  - iv. Be responsible for the cleaning and filling of the vending machines in Hall JCR.
  - v. Be responsible for managing the buttery accounts, staff wages, and prices, present the accounts to the treasurer once termly, and generally work closely with both the treasurer and the college staff to ensure smooth running of the buttery.
  - vi. Be responsible for recounting the takings of the day and ensuring that there is sufficient float for the next.
  - vii. Be responsible for banking takings regularly.
  - viii. Be responsible for maintaining buttery hygiene, and ensure that all Buttery Managers have taken the online food hygiene test.
- p. The Entz Officers shall:
- i. Be jointly responsible for organising social events within college and with other colleges.
  - ii. Be responsible for the tidying up after any Entz events.
  - iii. Liaise with the Junior Deans, the Dean and the Domestic Bursar over all relevant Entz matters.
  - iv. Be responsible for the Entz budget and report expenditure to the Treasurer.
  - v. Be responsible for organising mulled wine and mince pies for the JCR's contribution to Carols on the Stairs in Michaelmas term.

- q. The Arts Officer shall:
- i. Encourage the enjoyment and performance of the arts within college.
  - ii. Aid individual members with projects related to the arts.
  - iii. Liaise with the manager of the JDP on behalf of the college.
  - iv. Liaise with the JCR Treasurer on JCR funding for the arts within college.
  - v. Call meetings to organise an annual Arts Festival in Trinity Term by the end of 4th week of the preceding Hilary term and ensure that the Arts Festival committee is established.
  - vi. The Arts Officer shall be responsible for the running of Arts Festival.
  - vii. The Arts Officer must actively encourage student participation in college arts events.
- r. The OUSU/NUS and Returning Officer shall:
- i. Ensure that JCR members are aware of the role and function of OUSU and NUS. Keep the JCR informed of matters arising with regard to OUSU and NUS.
  - ii. Attend at least 75% of meetings of the OUSU council, representing the interests of St. Hilda's JCR, and reporting back on the matters discussed to the JCR.
  - iii. Publicise the fact that St Hilda's is entitled to three voting members in its delegation to OUSU Council. At least one of these voters should be any member of the JCR.
  - iv. Publicise OUSU committee meetings.
  - v. Distribute OUSU and NUS cards and literature.
  - vi. Attend the OUSU Officer committee.
  - vii. Provide the JCR with a written and oral report after any conference, which must include a record of how they voted and what the result was, or ensure that such a report is produced by whoever attends if they do not attend.
  - viii. Unless there is a very good reason (e.g. conflict of interest), the OUSU/NUS Officer shall be the College Returning Officer for statutory annual OUSU elections, and the Returning Officer for JCR elections.
  - ix. Ensure that details of elections, including comprehensive constitutional descriptions of the posts concerned and election rules and regulations are widely publicised at least seven days before they are due to be held.
  - x. Ensure the online voting system is set up and explained to all members of the JCR.
  - xi. Ensure that only those candidates who post up manifestos by the deadline are allowed to run in the election.
  - xii. Ensure that all election campaign posters are submitted to them and signed.

- xiii. Be responsible for publicising hustings.
- xiv. Ensure that the manifestos of those elected are retained for future reference.
- xv. Ensure that all JCR Committee candidates are acquainted with the constitution before standing.
- xvi. If acting as College Returning Officer in the statutory annual elections of OUSU, the RO shall adhere to the rules and regulations as stipulated by OUSU and will liaise with the Returning Officer of the Student Union.
- v. Sit on any University scholarship committee the JCR is invited to serve on.
- vi. Attend the OUSU International Students' Committee.
- s. The Sports Officers (a Men's Sports Officer and a Women's Sports Officer) shall:
  - i. Encourage sports within the college.
  - ii. Publicise all sporting opportunities within college and if possible, university-wide, making optimal use of the sports blackboard in JCR Bar.
  - iii. Check, respectively, that men's and women's sports matches are organised and that men's and women's sports captains receive relevant mail and information. In the event that there is no captain available for a particular sport, but there is sufficient interest within the JCR, the relevant Sports Officer must undertake its organisation.
  - iv. Oversee college intranet tennis/netball court bookings; be responsible for advertising and receiving external university bookings and payment; liaise with Buildings Manager over the booking of tennis courts for conference guests during the vacation.
  - v. Liaise with the Boat Club captain over issues of JCR interest and ensure that they attend Boat Club committee meetings.
  - vi. Attend termly university sport committee meeting organised by the University Sports Federation.
  - vii. Oversee what is stored in the sports cupboard (Hall JCR store); keep it organised and equipment easily accessible.
  - viii. Ensure all sports teams have the equipment they require.
  - ix. Organise an annual sports dinner which should include the presentation of college awards and colours.
  - x. If possible and appropriate, consult the treasurer about the possibility of using the money left over in the sports fund, at the end of the year, to award sports grants to applicants.
- t. The Charities Officers shall:
  - i. Ensure the charities budget is divided between four charities each term that have been nominated by the JCR.
  - ii. Ensure that no charity is supported for two consecutive terms.
  - iii. Ensure that during the last meeting of term, all JCR members present will

have the opportunity to vote.

iv. Ensure that the four most popular charities, as selected in the last JCR meeting of each term, evenly share the JCR's termly donations. These should include at least two charities which are founded in Oxford, by Oxford University students or support causes local to Oxford. If this is not possible, this threshold may be lowered to one local or Oxford-linked charity, at the discretion of the Charities Officers.

v. Compound a feedback report of the charities to which the JCR gave money the previous term for the last JCR meeting of each term.

vi. Organise charities events in college.

vii. Attend Rag meetings and liaise with Rag (or its equivalent) generally.

viii. Liaise with the treasurer to ensure that the JCR's chosen charities receive their donations.

u. The Ball President(s) shall:

i. Organise the St Hilda's Ball, which traditionally happens every year in Trinity Term.

ii. Form a committee from members of the JCR and the MCR, in order to manage the organisational process. The key positions such as Treasurer and Head of Operations should be appointed as soon as possible, and the committee as whole should be appointed by the end of the Michaelmas Term preceding the Ball, at the latest.

iii. Liaise with the Dean, the Domestic Bursar and other relevant college staff throughout the organisational process.

iv. Present the plans for the Ball to Governing Body for ratification.

v. General Responsibilities of JCR Committee members:

i. No JCR committee member is entitled to or expected to have a sabbatical in respect of JCR duties.

ii. JCR Committee Members shall:

1. Act in accordance with the aims of the JCR.

2. Perform responsibilities of their respective positions.

3. Be accountable, as far as possible, for the fulfilment of their manifesto pledges.

4. Be present for the duration of Freshers' Week, and help the Freshers' and Finalists' Officers to organise and run events. If this is not possible for any reason, the committee member in question should notify the JCR President or the Freshers' and Finalists' Officers as soon as possible.

iii. Each JCR committee member is responsible to the President and to the JCR for the fulfilment of their duties and must be prepared to answer questions regarding the conduct of their duties at any type of JCR meeting.

- iv. If a committee member is thought to have failed in any of their duties, responsibilities or obligations, they may be asked by the President to tender an honourable resignation.
- v. If, following a request from the President for their honourable resignation, a JCR committee member refuses to resign, a motion requiring their resignation must be presented to the next JCR general meeting. Such a motion may only be passed by a two-thirds majority of a quorate JCR meeting.
- vi. If the President is thought to have failed in their duties, responsibilities or obligations to the JCR, a motion requiring their resignation must be presented to the next JCR general meeting. Such a motion may only be passed by a two-thirds majority of a quorate JCR meeting.
- vii. If such a motion is passed, the President has the right to call a referendum.
- viii. All JCR committee members shall be responsible for keeping an updated noticeboard, writing entries to Loo News and posting on the JCR webpage to keep the JCR informed as appropriate.
- ix. All JCR committee members shall be responsible for producing a handover report, as outlined in the JCR Standing Orders, section 5.
- x. All JCR committee members must attend JCR committee meetings or give prior notice to the JCR president or secretary. If a JCR committee member fails to attend two consecutive committee meetings without notice, the JCR president must announce this fact during their report at the next JCR meeting. If the JCR president misses two consecutive committee meetings, they must follow the same process.

## **5. Elections**

- a. All JCR members are eligible to vote.
- b. The method for the election of the JCR Committee will be:
  - i. All elections shall be by single transferable vote (STV)
  - ii. T.E.S.S.A. (This Election Should Start Again) shall be a choice on the ballot paper for the election of all JCR committee post.
  - iii. All voters shall be made aware of the fact that a T.E.S.S.A. vote is not an abstention, but provides the option of registering a negative vote against the candidate(s).
  - iv. The Returning Officer must stamp all posters that candidates wish to be displayed. The Presidential Candidates are allowed forty posters, while all other candidates for the JCR committee are allowed twenty posters. These must only be displayed on JCR notice boards, or in appropriate areas, at the discretion of the Returning Officer.
  - v. Information will be given verbally by the Returning Officer at the commencement of hustings for Officers outlining what a T.E.S.S.A. vote is. This information must also be published in Loo News and in all emails distributed by the RO about candidates.
  - vi. There must be no campaigning for TESSA whatsoever. Any

campaigning for TESSA should be drawn to the attention to the RO, who will inform the JCR.

vii. If T.E.S.S.A. wins the first election, nominations for that position shall be re-opened. A second election shall be held, allowing at least 5 days before the close of nominations in which T.E.S.S.A. shall still be an option. Candidates from the first election may re-nominate themselves and new candidates are also welcome.

viii. If three TESSAs have occurred in the case of President, the position shall be co-opted for the period of the summer vacation and the following three weeks of Michaelmas term to the Vice-Presidents.

ix. The procedure for co-option shall be as laid out at 4., c., xv., and 4., d., xiv.

x. There shall be a by-election in 2nd week MT.

xi. If an Officer Post has had more than two TESSA results, then that position shall be co-opted to another Officer for the vacation pending a by-election in 2nd week the following term. This decision should be ratified in the next JCR general meeting.

xii. If there is no candidate for a post by the closing date, there is no election for the said post and nominations are re-opened. If candidates subsequently present themselves for election, they must still stand against T.E.S.S.A.

xiii. In accordance with the standard practice across Oxford and the UK, when electing the women's officer, only those who identify as a woman or as of a non-binary gender may vote. Those who believe they should be eligible to vote will be asked by the Returning Officer to register do so before the election.

xiv. Since the positions of LGBTQ+ Officer, BME Students Officer, Disabled Students Officer and International Officer are, in part, representatives for their respective communities, they should only be voted on by those who identify as belonging to those communities.

Therefore, as with the election of the Women's Officer, those who believe they should be eligible to vote will be asked by the Returning Officer to register to do so before the election.

xv. Only those who are able to vote for a position (see 5., ii., n./m.) are allowed to stand for election to that position, except in exceptional circumstances.

c. Restrictions on who may stand for JCR Committee

i. No committee member may hold the same post for more than two years.

ii. No person who has held the office of President for more than eight weeks may then seek election for any position on committee.

iii. No JCR committee member should hold more than one position on the JCR committee. However, in exceptional circumstances (which the committee member must explain to the JCR), a member may hold the positions of LGBTQ+ Officer, BME Students Officer, Disabled Students Officer, International Officer or Women's Officer in conjunction with another position. However, this should only happen in extremis, and candidates who are not applying for, or who do not hold, other committee positions should be given precedence.

- iv. It is only possible to run a joint campaign for the positions of Bar Managers (maximum of three managers), Entz Officers (maximum of three officers), Buttery Managers (maximum of three officers), Freshers' and Finalists' Officers (two officers), Charities Officers (two officers) and Ball President (one president or two co-presidents). The operation of any other form of a 'slate' is strictly forbidden. It shall be the responsibility of the Returning Officer to bring any such unfair play to the urgent attention of the JCR who must then decide what action should be taken.
- d. Timing of elections for JCR Committee
  - i. Elections for the Executive positions shall be held on the Thursday of Third week of Trinity term.
  - ii. Elections for the officer positions shall be held on the Thursday of Fifth week of Trinity term.
  - iii. If any positions are not filled from the officer elections in Fifth week a second election may be held on Thursday of Seventh week.
  - iv. Hustings shall be arranged to ensure that each candidate is given sufficient time to answer questions appropriate to the position and if necessary shall take place over several days.
- e. Conduct of elections for JCR Committee
  - i. Manifestos must include a photograph of the candidate and must be posted in the area designated by the Returning Officer, by midnight of the Saturday before the election is due to be held.
  - ii. Executive candidates are allowed a maximum of forty A4 campaign posters which must be signed by the Returning Officer before posting.
  - iii. All other candidates may have up to twenty A4 campaign posters which must be signed by the returning officer before posting.
  - iv. Election expenses up to a maximum of £12 for Executive candidates and £8 for all other candidates shall be refunded by the JCR Treasurer on production of receipts.
  - v. The conduct of an election may be challenged at the next JCR meeting. The JCR may reject or uphold a complaint after hearing all the evidence. Should the complainant be dissatisfied with the outcome, then they can take matters further as set out in the complaints procedure in the standing orders.
- f. The College Returning Officer for statutory annual OUSU elections will also act as JCR Returning Officer.
- g. Under no circumstances should the JCR President act as Returning Officer.
- h. Vacancies on the committee:
  - i. If any committee post becomes vacant in Michaelmas or Hilary term, an election must take place as soon as possible. The newly elected officer shall serve until the end of Trinity term but may stand for re-election for that or any other post.
  - ii. No election need take place should a vacancy arise in Trinity term. The JCR

committee may co-opt someone to fill the post and should obtain ratification at the next JCR general meeting.

iii. If a vacancy for the post of President arises in Trinity term, the JCR committee should elect one of their number to the position. The Treasurer must not stand in such an election.

iv. In exceptional circumstances, a committee post may be left vacant, the duties of that post being shared among the remaining members of the committee.

v. Partial vacancy of a group position:

1. If a member of the JCR committee resigns who holds a position as part of a group, and the remaining holders of this position feel they require a replacement, the vacancy will be advertised in Loo News, a General JCR Meeting, and via email.

2. Applications in the form of an electronic CV noting any relevant experience will be received for a period of five (5) days from this time, and should be submitted to the President via email before the stated deadline.

3. The JCR's approval of the candidate will then be sought via an online vote.

4. Should the candidate receive the approval of the JCR, their appointment will be effective immediately.

## **6. JCR Funds**

a. The JCR treasurer shall produce a termly budget which shall be ratified by the College Accountant, the JCR, and Governing Body if required, at the beginning of each term.

b. Members of the JCR committee may claim funds up to the amount specified for their post in the budget agreed previously with the JCR Treasurer.

c. All societies and individuals receiving funds from the JCR must report back to the JCR termly, agree to conduct elections as laid out in the JCR constitution and follow the JCR equal opportunities statement.

d. Individual members of the JCR, college clubs, sports and societies and any non-political organisations may apply for JCR funds by presenting a motion to a JCR general meeting as long as the funds given will be used for the benefit of St Hilda's students or the St Hilda's JCR, and not for any party-political reason. The benefit can be a non-tangible one, and any interpretation of what constitutes a benefit is at the discretion of the JCR executive, in the first instance.

e. Any member of the JCR may submit a motion on behalf of a non-political charitable organisation for money from the JCR charities fund to the Charities Officers for the last JCR meeting of each term.

## **7. Constitution**

a. The JCR constitution must be approved and reviewed at intervals of no more than

three years, but ideally annually. The date at which the constitution was last reviewed should be displayed on the title page.

b. Amendments to the constitution may be passed by a two-thirds majority of a quorate JCR meeting and become binding on approval by Governing Body. However, there are two additional restraints on constitutional change:

i. In light of St Hilda's strong traditions and values, any attempt to remove the position of Women's officer from the JCR committee must be passed through a referendum, the call for which must pass through 3 quorate JCR meetings, in which only students identifying as women or as a non-binary gender may vote, by a two thirds majority. In the referendum students identifying as women or as a non-binary gender are allowed to vote, and two thirds must be in favour of abolishing the position in order for the call to succeed. Quorum for the referendum, as with any other referenda, must be 30% of the student body. If the position is abolished Women's representation must be allocated to another committee position.

ii. The positions of LGBTQ+ Officer, BME Students Officer, Disabled Students Officer and International Officer are, in part, representatives for their respective communities. Therefore, their position on the JCR committee should only be decided by those from within the respective communities. Therefore, any attempt to remove these positions from the JCR committee must pass through the same process as outlined for the Women's Officer in 7., b., i. As with the Women's Officer, in each case, only those who identify themselves as belonging to the relevant community may vote on the matter in the JCR meetings and the referendum. However, as the number of people within each community is likely to vary, the quorum for the vote at the JCR meetings will not be 35 members of the JCR, and the quorum for the referendum will not be 30% of the JCR. Instead, the number voting on the issue at the meetings and in the referendum should be at least 30% of the number of students who registered to vote for the relevant position at the most recent election to that position.

c. Amendments to Standing Orders may be passed by a two-thirds majority of a quorate JCR meeting, and become binding without requiring approval by Governing Body. However, in the event of conflict between standing orders and the constitution, the former must give way.

d. Interpretation of the constitution is the responsibility of the President in the first instance. The President's ruling may be examined by the JCR committee. In the event of disagreement the matter may be put to a committee vote. In the absence of a two-thirds majority agreement on the committee, the matter may then be put to the JCR as a whole. A decision may be made by a simple majority of a quorate JCR meeting. If the President does not accept the final JCR decision, they must present their resignation or call for a referendum on the issue.

## **Standing Orders**

### **1. Meetings**

- a. Motions of resignation may not be amended.
- b. No motion may be discussed unless both the proponent and seconder are present.
- c. Order of business:
  - i. Matters arising from the minutes of the last meeting
  - ii. Election of the JCR chair, if required
  - iii. JCR Executive Committee Reports
  - iv. Questions to the JCR Executive Committee
  - v. JCR Committee Reports
  - vi. Questions to the JCR Committee
  - vii. Any speeches of resignation
  - viii. Reports from any person/group that has received a JCR financial contribution
  - ix. Motions of resignation
  - x. Constitutional amendments
  - xi. Emergency motions
  - xii. Other motions
  - xiii. Any other business
- d. The Chair:
  - i. Has the duty to keep the meeting in order at all times, to ensure that no defamatory remarks are made and ensure that the conduct of the meeting is in accordance with the JCRs Equal Opportunities statement.
  - ii. May threaten in the event of disorder to resign the Chair, and if disorder still prevails may suspend the meeting or resign the chair, in the first instance, to the JCR President.
  - iii. Must have read, and be familiar with, the JCR Constitution and the JCR Standing Orders.
- e. Procedure:
  - i. The Chair will address each motion in turn. Having read the motion out in full, the Chair will ask if anyone has any short, factual questions. Questions at this stage should be limited to brief questions eliciting a purely factual response.
  - ii. Once there are no more short, factual questions, or if the Chair feels no fresh progress is being made, they will ask whether anyone wishes to move into more general discussion, or if anyone wishes to oppose the motion. If this is not the case, the motion will pass *nem con*.

iii. If there is a desire to move to more general discussion, or there is opposition to the motion, the Chair should then call upon the proposer of the motion to give a formal speech in proposition, limited to two minutes.

iv. Once the proposer has made their formal speech in proposition, anyone who wishes is able to raise points, when called upon by the Chair. This debate will go on until either there are no more points of discussion, a procedural motion requesting a move to vote is successfully passed (as laid out in 1., f., i.), or the Chair decides to move to vote.

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v. When there is a decision to move to vote, the proposer and one other are allowed one minute summary speeches in proposition and opposition respectively. Once these speeches have been heard, the Chair will ask the JCR to vote by show of hands. Members may vote for the motion, against the motion, or abstain from voting. In the event of a tie, the Chair has the casting vote.

f. Procedural Motions:

i. At any stage during the progress of a motion, any member of the JCR (including the proposer of the motion) may call a move to vote, by calling out the phrase 'move to vote'. When this happens, the Chair must ask whether anyone has any opposition to moving to a vote on the motion. If there is opposition to moving to a vote on the motion, there should be single speeches in proposition of, and in opposition to, moving to a vote, limited to one minute. Once these have happened, the Chair will ask the JCR to vote by show of hands on the procedural motion requesting a move to vote. It must pass by a two thirds majority to succeed (as is conventional with 'move to vote' procedural motions at OUSU and around Oxford common rooms). If it does so, the Chair should ask for summary speeches, and proceed to a vote, as outlined at 1., v., e. If it falls, the Chair must continue to allow general discussion on the original motion.

ii. At any stage during the progress of a motion, any member of the JCR (including the proposer of the motion) may call for the vote on the motion to be conducted by a secret ballot, by calling out the phrase 'secret ballot'. When this happens, the Chair must ask whether anyone has any opposition to voting on the motion with a secret ballot. If there is opposition to voting on the motion with a secret ballot, there should be single speeches in proposition of, and in opposition to, voting on the motion with a secret ballot, limited to one minute. Once these have happened, the Chair will ask the JCR to vote by show of hands on the procedural motion requesting that the vote on the motion be conducted by secret ballot. If a quarter of the room are in favour, then the procedural motion will pass (as is conventional on 'secret ballot' procedural motions at OUSU and around Oxford common rooms). If it does so, when the time comes for the vote on the motion, the Chair must only allow voting to start when they are personally satisfied that no JCR member is capable of seeing how anyone else is voting (in practice, this will probably involve JCR members lowering their heads, and closing and covering their eyes, or a paper ballot). As outlined at 1., viii., a., secret ballot votes, like all votes, must be counted by two people. If it falls, the vote will continue as usual.

g. Amendments:

i. Any member of the JCR (including the proposer of the motion) may suggest an amendment of a motion during its progress. The Chair will then ask if there is any opposition to this amendment.

ii. If the proposer has suggested the amendment, and if there is no objection to that amendment from any member of the JCR, since it is felt that the amendment is a common sense one which preserves the perceived spirit of the original motion, it can be accepted without discussion.

iii. Similarly, if a member of the JCR has suggested an amendment, and if there is no objection from either the proposer or from any other member of the JCR, since it is felt that the amendment is a common sense one which preserves the perceived spirit of the original motion, it can be accepted without discussion

iv. However, if, when an amendment is proposed, there is opposition to it, then there should be single speeches in proposition of, and in opposition to, the proposed amendment, limited to one minute. Once these have happened, the Chair will ask the JCR to vote by show of hands on the proposed amendment to the motion. It must pass by a two thirds majority to succeed (as is conventional on amendments to motions at OUSU and around Oxford common rooms). If it does so, it is the amended motion that will be voted on by the JCR. If it falls, the un-amended motion will be voted on.

v. Amendments shall be taken in the order that they are raised.

Voting:

i. All votes should be counted by the chair and one other, usually either the Returning Officer, or a member of the JCR Executive Committee. The count should be a consensus between the two.

## 2. Referenda

a. Any JCR member wishing to call a referendum on any matter arising from JCR business may do so by submitting a petition accompanied by fifty signatures to the JCR Secretary within 48 hours of the JCR meeting concerned or 48 hours of a vote on a motion requiring the resignation of the president.

b. Quorum for a referendum is 30% of the student body.

c. Referenda may also be called by a motion passed in three JCR committee meetings by two thirds majority.

d. The President may call a referendum without the need for a petition if they do not accept a vote of censure and a vote on a motion requesting their resignation, or on a matter of interpretation of the constitution. No other JCR officer may resort to this device.

e. The Secretary shall hold a referendum within seven clear days of receipt of the petition or the request from the president, or request of three quorate JCR meetings.

f. The referendum shall have final jurisdiction over Standing Orders and JCR policy

### **3. Policy**

- a. The JCR has within its power to make policy statements on the basis of motion past at a quorate JCR meeting or any other channel laid down herein; however, these statements must not contravene any part of the constitution.
- b. For a policy to be altered or introduced, a two-thirds majority of a quorate meeting is required.
- c. JCR policy expires after three years.
- d. All JCR policy shall be recorded or altered accordingly at the end of Trinity every year by the Secretary.

### **4. Complaints**

- a. Should a JCR member wish to make any complaint, they may do so in writing to the President of the JCR.
- b. If they are dissatisfied with the way the complaint has been handled, they may appeal to the Dean; should they still be dissatisfied with the outcome, they may appeal to an authority in the university designated by the Governing Body.

### **5. Handover Reports**

- a. All JCR Committee Officers and Reps should write a hand over report for their successors to ensure a smooth committee handover.
- b. The previous office-holder should have given this report to their successor by the end of the former's term of office.
- c. All committee members should meet with their successor either in their final term in office, or in their successor's first term in office.

