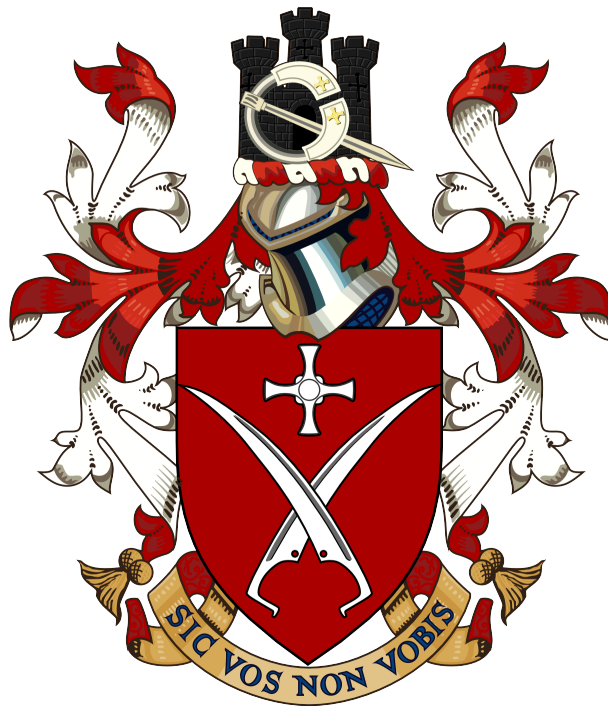


Operational Standing Orders

Van Mildert College Junior Common Room

26th June 2020



Introduction

These are the Operational Standing Orders of Van Mildert College Junior Common Room, approved on 26th June 2020.

This version was written by the Steering Committee of 2017-18:

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Amended in October 2018 by the Executive Committee, Sheehan Quirke (JCR President) and Alastair Hargreaves-McManus.

Amended in June 2019 by the Alastair Hargreaves-McManus and Sheehan Quirke (JCR President).

Amended in June 2020 by the Executive Committee.

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1 Meetings

The Chair

- 1.1. Where this section ('Meetings') refers to the "Chair" and not the "JCR Chair" explicitly, then it refers to the member chairing the meeting as necessary.
- 1.2. The JCR Chair must chair all meetings unless they are absent or feel that it is inappropriate.
- 1.3. The Chair must step down during an item of business in which they have a personal interest.
 - 1.3.1. This clause may be waived if it would cause unreasonable disruption.
- 1.4. If the JCR Chair is unable to chair a meeting or item of business, then one of the following officers must chair it (in order of precedence):
 - (a) The Deputy Chair
 - (b) The President
 - (c) Any other member of the Executive Committee

Conduct and Discipline

- 1.5. The Chair must act impartially and in accordance with the Standing Orders.
- 1.6. The Chair takes precedence over all other speakers.
- 1.7. The Chair chooses who may speak at any given time.
 - 1.7.1. The Chair must, where reasonable, give preference to those who have not spoken already on the matter under debate.
- 1.8. The Chair may expel any member who is causing unreasonable disruption to the meeting.
- 1.9. All members must behave in a respectful and courteous manner during meetings.
- 1.10. All speeches must be relevant to the current business.

Attendance

- 1.11. All members of the JCR have the right to attend and speak at JCR meetings.
- 1.12. Any person who is not a member of the JCR may attend and speak at a JCR meeting with permission of the Chair when it does not influence JCR business; for example, when candidates for roles in the Students' Union canvass at a JCR meeting.

The Agenda

- 1.13. An agenda must be prepared for the meeting describing the planned order of business.
 - 1.13.1. The content of the agenda is decided by the Chair.
 - 1.13.2. All matters to be included on the agenda for a meeting must be sent to the Chair.
 - 1.13.3. The agenda must conclude with "Any Other Business".

Notice

- 1.14. At least five days' notice must be given for an ordinary meeting of the JCR.
- 1.15. At least three days' notice must be given for an extraordinary meeting of the JCR, which may be called by:
 - (a) A signed request from JCR members with the signatures of at least 10% of JCR members.
 - (b) JCR Executive Committee.
- 1.16. At least 24 hours' notice must be given for an emergency meeting, which may be called by the Executive Committee in the case where an immediate decision by the JCR is required.
- 1.17. Where "notice" is required to be given for the purposes of clauses 1.14-1.16, this must be given by an email to all JCR members and by a post on the JCR Facebook group. It is the joint responsibility of the Chair and Communications Officer that such notice is given in sufficient time.
- 1.18. Where "notice" is required to be given for the purposes of clauses 1.14-1.16, this must include the agenda for the meeting. If any changes are subsequently made to the agenda prior to the meeting, the Chair should make this known at an appropriate time.

Motions

- 1.19. All motions must be supported by two members of the JCR or by a recognised JCR committee, club or society.
- 1.20. A motion that does not appear on the agenda may be brought under “Any Other Business” and discussed at the discretion of the Chair, except for the following types of motion:
 - (a) A motion to authorise the use of JCR funds.
 - (b) A motion to amend the Standing Orders.
 - (c) A motion of no confidence.
 - (d) A motion to give a formal warning.
- 1.21. A procedural motion, as defined by the relevant clauses below, may be proposed at any time.
- 1.22. Any member of the JCR may propose an amendment to a motion. If this is seconded by another member the meeting will debate the amendment and put it to a vote.
 - 1.22.1. An amendment may not be amended. The original amendment must be put to a vote before a second amendment can be discussed.
- 1.23. The Chair may amend motions without vote to correct a printing or grammatical error only.
- 1.24. A motion of no confidence can only be moved by:
 - (a) The President,
 - (b) Constitutional Committee, *or*
 - (c) A member with the supporting signatures of at least 10% of JCR members.
- 1.25. A motion of no confidence or formal warning must be approved by a JCR meeting and then by a referendum.
 - 1.25.1. In the referendum, the motion must receive at least two-thirds of the vote to be approved.

General Procedure

- 1.26. Only one matter at a time may be discussed.
- 1.27. Any member of the JCR may raise a point of order which must take precedence over all other business except when a speech is being delivered.

- 1.27.1. A point of order raised during a debate must relate to the conduct of the meeting at that time.
- 1.28. Any member of the JCR may raise a point of information to offer strictly factual information relating to the current business.
 - 1.28.1. A speaker may choose to accept a point of information immediately or direct it to be heard at the end of their speech.
 - 1.28.2. The Chair may refuse to allow further points of information if they are being used inappropriately.
- 1.29. For all motions unless the Standing Orders specify otherwise, the procedure is as described in this clause:
 - 1.29.1. The proposer (or their representative) must give a speech explaining the motion. Members may then ask questions about the motion.
 - 1.29.2. If a member offers formal opposition then they may give a speech against the motion. If multiple members offer formal opposition, then the Chair shall choose the member that appears to have the strongest support from those affected by the motion in question.
 - 1.29.3. The motion will then be debated by the meeting. This debate will last as long as the Chair feels is reasonable.
 - 1.29.4. During the debate, amendments to the motion may be proposed and debated in accordance with the relevant clauses above.
 - 1.29.5. Following the debate, the proposer (or their representative) and the formal opposer may give speeches of summation.
 - 1.29.6. Finally, the motion shall be put to a vote of the meeting or put to a referendum if required by the Standing Orders or at the discretion of the Chair.

Procedural Motions

- 1.30. A procedural motion is defined as one that falls into one of the following categories:
 - (a) A motion to challenge a ruling of the Chair
 - (b) A motion to remove an item from the agenda
 - (c) A motion to hold an item until the next meeting
 - (d) A motion to end the current debate
 - (e) A motion to take the motion under debate in parts
 - (f) A motion to order that the current motion be put to a referendum

(g) Any other motion relating to the conduct of the meeting, at the discretion of the Chair

- 1.31. A procedural motion cannot go to a referendum and must be discussed within the meeting itself. For the motion to pass, it must meet a quota of 50% of the votes.
- 1.32. Any member of the JCR may propose a procedural motion which must be seconded by another member. The motion must be relevant to the current business.
- 1.33. A procedural motion takes precedence over any other business. If more than one procedural motion is moved, then their order of precedence is that of the list of categories in the clause defining procedural motions above.
- 1.34. A procedural motion is binding unless it contradicts the Standing Orders.
- 1.35. If a procedural motion is moved to challenge a ruling of the Chair, then the procedure is as follows:
 - 1.35.1. The Chair will be deemed automatically to have a personal interest in the debate and must act accordingly.
 - 1.35.2. The proposer must give a short speech setting out their challenge and the (challenged) Chair may give a speech setting out their defence.
 - 1.35.3. The motion will then be voted on by the meeting or withdrawn at the choice of the proposer.
 - 1.35.4. The motion will be approved only if it receives a two-thirds majority of the vote.
 - 1.35.5. If the motion is approved, then the challenged ruling is invalid and the (challenged) Chair must vacate the Chair for the rest of the item of business relating to the challenged ruling.

Hustings

- 1.36. The procedure for hustings is as described in this clause:
 - 1.36.1. The order of candidates in the hustings shall be decided randomly by the Chair.
 - 1.36.2. Each candidate's proposer shall give a one-minute speech followed by the candidate giving a two-minute speech.
 - 1.36.3. Each candidate must sing a song, perform a poem, or tell a joke. This may be done with the proposer and/or seconder of the candidate. This may be done before or after their speeches; order to be discussed with the Chair prior to the meeting.
 - 1.36.4. In the case of Presidential hustings, each candidate's campaign video (if approved) will then be played to the meeting.

- 1.36.5. Each candidate may then each ask one question.
 - 1.36.6. The incumbent may then ask questions. The incumbent must act impartially.
 - 1.36.7. Questions will then be taken from the floor. Members of the Executive Committee may ask questions before other members.
 - 1.36.8. Candidates may then ask further questions at the discretion of the Chair.
 - 1.36.9. In the case of Presidential hustings, each candidate may finally make some concise final comments.
 - 1.36.10. Finally, the statement for RON (if one exists) is read by the Chair or the permitted member.
- 1.37. Questions may be addressed at individual candidates or at all candidates.
 - 1.38. Length of answers permitted are to be determined at the discretion of the Chair.
 - 1.39. In the event of a question addressed at an individual candidate, the other candidates may also make a comment in response.
 - 1.40. Any hustings must have been on the agenda at the start of the meeting to be valid.

Minutes

- 1.41. The minutes of JCR Meetings must (as a minimum) include the following details:
 - (a) The date and time of the meeting;
 - (b) The Chair of the meeting;
 - (c) All votes and decisions of the meeting;
 - (d) If the meeting was quorate.

2 Elections and Referenda

- 2.1. For the purposes of this section ('Elections and Referenda'), where "notice" is required to be given, this must be given by an email to all JCR members and by a post on the JCR Facebook group.
- 2.2. At least three days' notice must be given for a referendum or election.
- 2.3. For every ballot, the roles of Senior and Junior Returning Officers must be filled by two of the following Officers (in order of precedence):
 - (a) The Chair
 - (b) The President
 - (c) Any other member of the Executive Committee.
- 2.4. For every ballot, the role of Scrutineer must not be held by an Executive Officer and must be filled by one of the following (in order of precedence):
 - (a) The Deputy Chair (as Head of Constitutional Committee)
 - (b) A member of Constitutional Committee
 - (c) A member of the JCR who is deemed trustworthy by the President.
- 2.5. The President must determine who will fill the roles of the Returning Officers and Scrutineer more than 24 hours before the opening of nominations.
 - 2.5.1. A member chosen to fill one of these roles must immediately confirm to the President that they are able to do so.
 - 2.5.2. By accepting a role, a member forfeits their right to run in the election.
 - 2.5.3. The Chair and Deputy Chair should disclose to the President in advance if they intend to run for election.
- 2.6. The names of the Returning Officers and Scrutineer must be included in the notice for the ballot and, for elections, in the announcement of the opening of nominations.
 - 2.6.1. The following text must accompany the names:

"The Scrutineer will make sure the election is conducted fairly and enforce the constitution. If you have any complaints or worries about the election, please refer them to the Scrutineer, who will deal with the issue and take it to the Constitutional Committee for consideration."
- 2.7. The voting for all ballots must be conducted using the online voting system provided by the University.

- 2.7.1. If a member is unable to vote using this method, then they may make their vote by signed letter or email from their official University account sent to the Senior Returning Officer.
- 2.8. Voting for a ballot will be open for a period set by the Senior Returning Officer which must be no shorter than 24 hours and no longer than 168 hours (7 days).
 - 2.8.1. Notice of the times of the start and end of the period must be given at least 48 hours before the start of voting.
 - 2.8.2. Notice must be also given at the start of the voting period.
- 2.9. At appropriate times during the voting period, a voting station comprising at least device capable of accessing the online voting system must be set up in a prominent position within the main college building and overseen by a Returning Officer or by a member of the Executive Committee.
 - 2.9.1. Candidates or interested parties must not loiter near the voting station.
 - 2.9.2. The manifestos of all candidates must be displayed at the voting station.
- 2.10. The Returning Officers must announce the results of a ballot on the stairs leading down to the JCR and must then publish those results.
 - 2.10.1. The Returning Officers must also publish the results on the online voting system.

Referenda

- 2.11. A referendum must be held within three weeks of the relevant JCR meeting.
 - 2.11.1. The Chair is responsible for ensuring that this clause is adhered to.
- 2.12. For all referenda, a copy of the motion together with all other relevant information must be included when notice is given and must be available on the online voting system.

Elections

- 2.13. Constitutional Committee must decide an election timetable at the start of each term.
 - 2.13.1. The timetables must ensure that elections happen sufficiently in advance of the starts of the terms of office.
- 2.14. Nominations for elections must be submitted by email to the Senior Returning Officer in the time period specified in the election timetable.

- 2.14.1. The time period specified must be no shorter than five days unless Constitutional Committee concludes that there are extraordinary circumstances that make a shorter period necessary for the good governance of the JCR.
 - 2.14.2. The Senior Returning Officer must announce the opening of nominations.
 - 2.14.3. The announcement must include the time of the close of nominations, how to submit a nomination and details of the position(s) up for election.
 - 2.14.4. Nominations must contain the names of a proposer and a seconder who are members of the JCR and not members of the Executive Committee.
 - 2.14.5. Nominations must be accompanied by a manifesto not exceeding one side of A4 paper. Candidates may also submit a plain text version of their manifesto for accessibility.
 - 2.14.6. Nominations for a sabbatical role must also be accompanied by a policy statement not exceeding one side of A4 paper.
 - 2.14.7. If an invalid nomination is submitted, the Returning Officers must inform the nominee and give a reason as soon as possible and allow them to submit a new nomination before the candidates are announced.
- 2.15. The Returning Officers must announce the candidates between 12 and 36 hours after the close of nominations.
 - 2.16. Candidates may also submit a 200 word statement for display on the online voting system to the Senior Returning Officer before the start of voting.
 - 2.17. Unless otherwise stated in the Standing Orders, only sole individuals may be elected to a position.
 - 2.18. All candidates standing for election to be President or Senior Welfare Officer must meet with College Officers before submitting their nomination.
 - 2.18.1. A candidate may be deemed unsuitable by the College Officers if they have reasonable grounds to believe that the election of that person would not be in the best interests of either the candidate's personal welfare or that of the wider JCR or if they conclude that the person is wholly unsuitable for the position. The College Officers are expected to justify such a decision to the candidate and the JCR. Such a candidate is then ineligible to stand at that election.
 - 2.19. Candidates must take part in hustings or are deemed to have withdrawn from the election.
 - 2.19.1. Candidates may take part in hustings remotely by video call, or similar, if their physical attendance is not possible.
 - 2.19.2. The Senior Returning Officer may waive this clause at their discretion in exceptional circumstances.

- 2.20. Accurate minutes of the hustings must be taken and published on the JCR Facebook group before the start of voting.
- 2.21. All elections will be conducted by the Single Transferable Vote system in accordance with the rules set out by the Electoral Reform Society.
- 2.22. In an uncontested election, RON is considered to have won if it receives over 33% of the vote.
- 2.23. In a contested election, RON will be treated as a candidate for the purposes of voting procedures.
- 2.24. The election process will be restarted at a reasonable future date set by the Chair in consultation with Constitutional Committee and the Executive Committee, in the event of any of the following occurrences:
 - (a) No valid nominations are received
 - (b) The election is inquorate
 - (c) RON wins the election

Campaigning and Publicity

- 2.25. In elections for Executive Officers, candidates may canvass on up to three days before the opening of voting takes place.
 - 2.25.1. Canvassing must be monitored by a member of Constitutional Committee.
 - 2.25.2. The maximum total time spent canvassing is 4.5 hours.
 - 2.25.3. Time restrictions may be waived by Constitutional Committee if fair and beneficial to democracy.
- 2.26. All approved manifestos will be printed by the Senior Returning Officer.
 - 2.26.1. The same number of manifestos must be printed for each candidate.
 - 2.26.2. Candidates must only place their manifestos in the communal toilets of the JCR and residential blocks, excluding Deerness.
- 2.27. All approved manifestos will be posted on the JCR Facebook group by the Senior Returning Officer after the closing of nominations.
- 2.28. Candidates husting for the role of President must produce a three-minute campaign video to be approved by Constitutional Committee before it is shown at the hustings.
 - 2.28.1. The video must be sent to the Head of Constitutional Committee at least 48 hours before the hustings.

- 2.28.2. Constitutional Committee must give prompt feedback so there is time for any necessary changes to be made.
- 2.28.3. Once shown at the hustings, campaign videos may be published online.
- 2.29. In an election, a member may only campaign on behalf of RON with permission of the Senior Returning Officer.
 - 2.29.1. The Senior Returning Officer should give permission to the first member who requests it.
 - 2.29.2. No more than one member can be given permission.
 - 2.29.3. A request to campaign on behalf of RON must be made before the day voting starts.
 - 2.29.4. Individuals conducting a campaign on behalf of RON have the right to complete anonymity, if requested.
 - 2.29.5. The individual representing RON must submit a statement, not exceeding one side of A4, to be read by the Senior Returning Officer at the end of the hustings. The individual must not take part in the hustings.
 - 2.29.6. The individual representing RON must not canvass.
 - 2.29.7. Unless otherwise stated in the Standing Orders, a member campaigning for RON is subject to the same election regulations as any other candidate. This includes campaign material entitlements, with the hustings statement acting as a manifesto.
- 2.30. Campaigning on behalf of candidates or potential candidates for election is forbidden.

3 Appointment by Interview

- 3.1. The process of appointment by interview must be carried out fairly and impartially.
- 3.2. Candidates may be asked to complete an application form prior to interview.
 - 3.2.1. The form must be made available to members at least five days before the deadline for submission.
 - 3.2.2. The form must not be excessive in length or effort required.
 - 3.2.3. The submissions must be considered by at least two members of the panel.
 - 3.2.4. The panel may choose to only interview a subset of the candidates based on their form responses.
- 3.3. Where reasonably possible, the interview panel must remain consistent for all candidates for a specific appointment.
- 3.4. The main interview questions must be the same for all candidates for a specific appointment.
 - 3.4.1. This clause does not prohibit reasonable follow up questions in response to candidates' answers.
- 3.5. Prior to the interview, candidates must be made aware of the criteria with which the interview panel intends to make its decision.
- 3.6. Candidates have the right (which they may waive) to be given at least four days' notice for their interview.
- 3.7. Before their interview and with permission of the Chair, candidates may be given a small project set by the panel to explain in their interview.
- 3.8. Candidates who require it may have interview questions given in writing (during the interview), including any follow up questions.
- 3.9. Interview questions must be created to give candidates an opportunity to give responses that best demonstrate their abilities relating to the criteria.
- 3.10. The Chair must act as interview chair.
 - 3.10.1. The Chair may send the Deputy Chair or an appropriate Executive Officer to act as interview chair on their behalf.
 - 3.10.2. The interview chair must not hold any other position on the interview panel or have an unfair conflict of interest.
- 3.11. A candidate must not sit on the interview panel.

3.12. For interviews for appointed officers (as listed in Committees and Job Descriptions) Committees and Job Descriptions:

3.12.1. The interview panel should be as close as reasonably possible to as follows:

- (a) The interview chair,
- (b) The President,
- (c) Any relevant Executive Officers, *and*
- (d) The incumbent position holder.

3.12.2. Notwithstanding clause 6.3., the interview panels for Head of Ball, Head of Mildert Day and Head of VMCFS do not include the Events Officer-elect.

3.12.3. The application form may be written by one or more of the panel and must be agreed by the whole panel.

3.12.4. Candidates may submit a statement of intent describing their plans for the role. This statement must be no longer than one side of A4.

3.12.5. Once a successful candidate is selected by the panel, the Chair must inform the JCR at the next meeting and on the JCR Facebook group.

3.12.6. A member of the JCR may formally oppose the appointment of a candidate.

3.13. For interviews for committees:

3.13.1. The interview panel should be as close as reasonably possible to as follows:

- (a) The interview chair,
- (b) The head of the committee (or deputy if this is not possible),
- (c) Any relevant Executive Officers, *and*
- (d) Up to two committee members, at the discretion of the interview chair.

3.13.2. The head of the committee must write the application form and the main interview questions which must be agreed by the whole panel.

3.14. The interview chair must ensure that the appointment process is carried out fairly and in accordance with the Standing Orders.

3.15. The interview chair may deem a question to be inappropriate and the candidate must not answer it.

3.16. Following the interviews, the panel will discuss each of the candidates, comparing them to the criteria.

3.17. Selections must be based only on the interviews, subsequent discussions by the panel and their written application/statement of intent.

3.18. If the discussion is unsuccessful in determining the successful candidate(s) by consensus, then selection may be decided by secret ballot of the panel.

- 3.19. If any positions are not filled after the initial interview process, then the interview process will re-open again to fill the remaining positions at a reasonable future date.
- 3.20. If there is any evidence of improper behaviour or bias towards any candidate, whether immediately apparent or later reported, then the JCR Chair must report the matter to Constitutional Committee who may nullify the decisions of the interview process and order it to be restarted.

4 Clubs and Societies

- 4.1. A club or society affiliated to the JCR may use the college name and apply for funding from the JCR.
- 4.2. All clubs and societies affiliated with the JCR are bound by the Standing Orders.
- 4.3. All clubs and societies must have a constitution of their own which must have been approved by Constitutional Committee.
 - 4.3.1. The JCR Chair may make final binding rulings on matters of interpretation.
 - 4.3.2. The JCR Standing Orders take precedence.
 - 4.3.3. All constitutions must be available to all JCR members.
- 4.4. All clubs and societies must have an executive committee consisting of at least:
 - (a) Their head (President/Chair/Captain/Director etc.)
 - (b) Their Secretary
 - (c) Their Treasurer
 - 4.4.1. Unless otherwise stated in the JCR Standing Orders, executive committees must be elected in fair and free elections that may be observed by the JCR Chair and Constitutional Committee.
- 4.5. Any JCR committee, club or society must ensure that spaces they have used are returned to a useable state as soon as reasonably possible.
- 4.6. All equipment and funds of all affiliated clubs and societies are property of the JCR.
- 4.7. Any member of the JCR may propose the creation of a club or society to be affiliated to the JCR. The procedure is as follows:
 - 4.7.1. The member must submit a proposal to the JCR Chair stating the purpose of the club/society and its aims and objectives.
 - 4.7.2. The Executive Committee must consider the proposal and decide if they will formally support or oppose it, giving reasons.
 - 4.7.3. The proposal must be presented to the next JCR meeting (as a motion) and approved by a vote of the JCR.
- 4.8. A club/society may not disaffiliate from the JCR.
- 4.9. A club/society may be suspended or dissolved by a vote of the JCR.

- 4.10. A club/society may be suspended by the JCR President if they are requested to do so by the University.
- 4.11. In the event of suspension or dissolution, all equipment and funds of a club/society come under the control of the JCR Executive Committee.

5 Committees

- 5.1. The quorum for all JCR committees is two-thirds of its membership, unless otherwise stated in the JCR Standing Orders or a higher quorum is stated in the committee constitution.
- 5.2. The Chair (or their deputy) does not count for the purposes of committee quorums.
- 5.3. The Chair cannot vote in committees except to give a casting vote in accordance with the following principles:
 - (a) The Chair should vote to enable further discussion or investigation.
 - (b) The Chair should vote to maintain the status quo where there is no majority in favour of change.
- 5.4. Committees of the JCR may decide to have their own constitution which must be approved by Constitutional Committee.
 - 5.4.1. The JCR Chair may make final binding rulings on matters of interpretation.
 - 5.4.2. The JCR Standing Orders take precedence.
 - 5.4.3. All constitutions must be available to all JCR members.

Membership

- 5.5. An open committee is one that any JCR member may join on request.
 - 5.5.1. JCR committees are not open unless this is explicitly stated in the Standing Orders.
- 5.6. For non-open committees, ordinary committee members must be appointed by interview unless otherwise stated in the Standing Orders.
- 5.7. A vacant position must still be counted for the purposes of determining if a committee is quorate.
- 5.8. An ordinary committee member who does not attend at least 60% of meetings in a term without reasonable excuse may be removed by the head of the committee with permission of the Chair.
- 5.9. An ordinary committee member who does not satisfactorily fulfil their committee responsibilities or commits misconduct may be removed by the head of the committee with permission of Constitutional Committee.
- 5.10. A member may appeal removal in accordance with the Permanent Standing Orders.

- 5.11. Unless otherwise stated, the head of the committee has discretion as to whether to appoint a replacement of a vacating ordinary committee member.

Temporary committees

- 5.12. A Temporary Committee may be created by the Executive Committee with approval of a motion of a JCR meeting.
 - 5.12.1. The motion must specify the purpose, the membership (including the head), and the lifetime of the committee, and if the committee will be able to spend JCR funds.
 - 5.12.2. Further motions may be passed to amend or disband the committee.

6 JCR Officers

- 6.1. An officer ceases to hold office if their position is abolished.
 - 6.1.1. However, if an abolished position has a clear replacement, the incumbent may continue to serve in the new position for the remainder of their term of office.
- 6.2. If an Officer resigns or is removed, then the Executive Committee must ensure that:
 - (a) the duties of their position are fulfilled by another Officer or Officers until the position is filled, *and*
 - (b) a replacement is elected/appointed as soon as possible.
- 6.3. Where necessary, a member who has been elected/appointed but does not yet hold office may act as reasonably necessary in preparation for their term of office.
 - 6.3.1. This includes appointing officers and committee members.
- 6.4. Officers must prepare a position card explaining their role and submit this to the Chair prior to the election/appointment process for their successor.
- 6.5. Officers must prepare a handover document explaining how to carry out the role for their successor.
 - 6.5.1. The handover document must be kept up-to-date throughout the term of office.
 - 6.5.2. Handover documents must be stored centrally in a system chosen by the President.

7 The Executive Committee

- 7.1. The Executive Committee, whenever possible, will be chaired by the Chair.
 - 7.1.1. When this is not possible, they must appoint the Deputy Chair or any other member of the Executive Committee to chair in their place.
- 7.2. The Executive Committee may delegate any of its powers to any sub-committee consisting of one or more Executive Officers.
 - 7.2.1. Any such delegation is made subject to any conditions the Executive Committee may impose and may be revoked or altered at any time.
- 7.3. Any Executive Officer may be mandated by the JCR to sit on a JCR committee not included in their normal responsibilities by a motion at a JCR meeting.
- 7.4. Past and present Executive Officers/Officers-elect must not propose or second a nomination for any post or office of the JCR.
- 7.5. The Executive Committee must meet at least twice a term.
- 7.6. The quorum for the Executive Committee is 7 Officers.
- 7.7. Meetings of the Executive Committee may normally be closed to ordinary JCR members.
- 7.8. A pre-publicised open Executive Committee meeting must take place at least once per term.
- 7.9. Complete and accurate minutes of all Executive Committee meetings must be made and published within a reasonable time frame.
- 7.10. Executive Officers have the right to speak as an ordinary member (while retaining their Office) against a motion which the Executive Committee is supporting.
- 7.11. Executive Officers in College for Executive Committee business may receive free meals, authorised by the President.

8 Constitutional Committee

- 8.1. Constitutional Committee must meet formally at the start of every term.
- 8.2. Constitutional Committee may exclude any of its members from a meeting or part of a meeting if reasonably necessary to successfully fulfil its scrutiny functions.
- 8.3. For Constitutional Committee, the following special conditions apply to the quorum:
 - 8.3.1. The quorum only counts non-Executive Officer members.
 - 8.3.2. The committee is considered to be inquorate if non-Executive Officer members do not outnumber the voting Executive Officer members.
 - 8.3.3. For the fulfilment of this requirement, an Executive Officer member may exclude themselves from votes while remaining present at a meeting.
- 8.4. Constitutional Committee meetings must be chaired by one of the non-Executive Officer members on a rotating basis.
- 8.5. Voting in Constitutional Committee meetings must be anonymous.
- 8.6. Constitutional Committee can require the attendance of any Officer at a meeting if this is reasonably necessary for the fulfilment of its functions.

9 Finances

- 9.1. The JCR's financial year runs from the 1st August to 31st July.
- 9.2. All committees, clubs and societies affiliated to the JCR that carry out trading activities must produce annual accounts of income and expenditure and submit these to the JCR FACSO for audit by the Financial Auditing Committee.
- 9.3. All committees, clubs and societies affiliated to the JCR must have their accounts audited semi-annually by the Financial Auditing Committee.
- 9.4. No JCR committee, club or society may use its funds for payment of fines nor may it collect money from its members for the purpose of paying possible future fines.
 - 9.4.1. This clause may be waived in exceptional circumstances by the JCR Treasury Committee.
- 9.5. All candidates for the positions of JCR President and JCR FACSO must be interviewed to determine their financial competence.

- 9.5.1. The interview must be solely about the financial aspects of the position.
- 9.5.2. The interview panel must consist of:
 - (a) The JCR Chair, as chair of the interview
 - (b) The JCR President
 - (c) The JCR FACSO
 - (d) A member of Financial Auditing Committee.
- 9.5.3. The interview panel must decide whether the candidate has the necessary understanding of the financial aspects of the position and report this to the hustings.
- 9.5.4. The minutes of the interview must be made available to the JCR before the hustings.

The Annual Budget

- 9.6. The JCR FACSO must produce the Annual Budget which must show all predicted expenditure and income for the JCR account for the financial year.
- 9.7. The JCR FACSO will present the Annual Budget at the first JCR meeting of the academic year corresponding to the relevant financial year and must be approved by a motion at a JCR meeting.
 - 9.7.1. The 'academic year corresponding to the relevant financial year' is the academic year which overlaps most with the relevant financial year.
 - 9.7.2. If the Annual Budget is not approved, it may be provisionally implemented until the end of December with the support of both Treasury Committee and the Executive Committee. The FACSO must submit a revised Annual Budget at a subsequent JCR Meeting.
 - 9.7.3. If an Annual Budget has not been approved at the end of December, then all expenditure must cease until an Annual Budget is approved.

Approval of Spending

- 9.8. Expenditure on individual products/services up to £200 must be approved by the JCR President and FACSO together.
- 9.9. Expenditure on individual products/services from £200 up to £1,000 must be approved by Treasury Committee and Executive Committee.
- 9.10. Expenditure on individual products/services above £1,000 must be approved by Treasury Committee and Executive Committees and then by a motion at a JCR meeting.

- 9.11. If the amount of money specified in a financial motion in a JCR meeting is amended, then the amended motion must be approved by Treasury Committee at its next meeting.

The JCR Levy

- 9.12. In their first year of study, new undergraduate members will be charged the JCR levy (the “full JCR levy”).
- 9.13. A member of the MCR who opts into JCR membership must pay a levy (the “postgraduate levy”) set by the JCR President and JCR FACSO in consultation with the MCR.
- 9.13.1. The postgraduate levy must not be more than 1/3 of the full JCR levy.
- 9.14. A non-member who wishes to join the JCR must pay a levy.
- 9.14.1. An undergraduate student must pay 1/3 of the full JCR levy for each year or part year that they have remaining of their degree, up to the full JCR levy amount.
- 9.14.2. If a student previously paid the levy and subsequently opted out, then the amount they paid previously (less any refunded) must be taken into account.
- 9.15. Non-members may be charged more than members for goods, services, events and JCR-affiliated club/society memberships where they are partially funded by JCR levy contributions.
- 9.15.1. The additional amount will be decided by the JCR FACSO.
- 9.15.2. The FACSO is responsible for maintaining a list of current undergraduate students of the College who are not members of the JCR to facilitate the enforcement of this clause.
- 9.16. To change the full JCR levy amount for the next academic year, a proposal must be submitted by the JCR FACSO to the Executive Committee and the Treasury Committee. If both committees approve the proposal, then it must be approved by a motion at a JCR meeting to come into effect.

Treasury Committee

- 9.17. The minutes of Treasury Committee meetings must be made available to all members of the JCR without unreasonable delay.
- 9.18. Any Officer may be required by the FACSO to attend specific meetings of the Treasury Committee if reasonably necessary.

9.19. All events budgets must be brought before and approved by Treasury Committee before any spending.

9.19.1. Treasury Committee may suggest amendments to these budgets.

9.20. Any expenditure which is rejected by Treasury Committee may be approved by a motion at a JCR meeting at which the FACSO must explain the reasons for the rejection.

9.21. Meetings of Treasury Committee must be chaired by the Chair or Deputy Chair.

9.21.1. Where this is not possible, the Chair must appoint an Executive Officer, other than the FACSO or President, to chair in their place.

9.22. Treasury Committee may continue to exist - remotely - between the end of Easter term and start of Michaelmas term as the "Summer Treasury Committee".

9.22.1. The ordinary committee members of the Summer Treasury Committee are those of the preceding Treasury Committee who are still JCR members.

9.22.2. The Summer Treasury Committee advises and assists the FACSO with the creation of the annual budget.

10 Awards

10.1. At the end of Easter Term, the JCR will present awards to recognise the achievements and contributions of members.

Principal's Awards

10.2. Principal's Awards are awarded to finalists to recognise their contributions to the JCR and wider community.

10.3. The President must take nominations from JCR members.

10.4. The President must establish a panel representative of the JCR to select recipients.

10.4.1. The panel should (though is not required to) comprise a minimum of two students from each of the first three year groups and the President-elect.

10.4.2. The Principal must be invited to join the panel.

10.4.3. The panel must be chaired by one of the following (in order of precedence) who must not have been nominated for an award:

- (a) Deputy Chair,
 - (b) Chair,
 - (c) A member of Constitutional Committee, *or*
 - (d) An ordinary member of the JCR deemed trustworthy by the President.
- 10.5. Members of the panel who are being considered for an award must not be present while recipients for the award are being decided.
- 10.5.1. Members who are selected as recipients of the award may return to the panel if the benefits of their presence would outweigh any potential conflict of interest.
- 10.6. The Principal will present the awards at the Principal's Formal.

Sports Awards

- 10.7. Sports Awards are awarded to recognise contributions and achievements in sport.
- 10.8. The Sports and Societies Officer must take nominations from JCR members.
- 10.9. The Sports and Societies Officer must establish a panel representative of the JCR sports community to select recipients.
- 10.10. The Principal will present the awards at the Sports Formal.

College Colours

- 10.11. College Colours are awarded to non-finalists to recognise their contributions to the JCR and wider community.
- 10.12. First year students may be awarded Half Colours.
- 10.13. Second year students may be awarded Full colours.
- 10.14. The Executive Committee must collectively select recipients.
- 10.15. Each Executive Officer may nominate a candidate for Half Colours and a candidate for Full Colours.