



Jesus College Oxford
JUNIOR COMMON ROOM

JCR Constitution

30-11-15

I. MEMBERSHIP

1. The body shall be known as the Junior Common Room, hereafter referred to as the JCR.
2. All members of the University in residence at Jesus College, Oxford, *in statu pupillari*, (as a student) who are not members of the Senior Common Room, shall be full members.
3. Any reference to 'JCR members' in this Constitution means Full Members, unless otherwise specified.
4. All JCR Members shall have the following rights unless expressly disqualified:
 - i.* The right to attend, speak and vote at all JCR meetings.
 - ii.* The right to vote at the elections of the JCR committee and in referenda.
 - iii.* The right of candidature: any JCR member may stand for election to a post on the JCR committee, subject to satisfying the conditions of candidature defined in **IV.13, V.10 & V.11**.
 - iv.* The right to enjoy the facilities of the JCR and to entertain *bona fide* guests who shall also be allowed to use those facilities. JCR Members shall be responsible for their guests.
5. Honorary Members of the JCR may be elected by resolution of the JCR. Honorary Members shall not be allowed to vote in the JCR, in JCR elections or in Referenda. Honorary Membership may be revoked at any time by resolution of the JCR, and in any case shall lapse after two years, unless renewed. Honorary Membership may be renewed by resolution of the JCR.
6. All JCR Members shall have the right not to be discriminated (directly or indirectly) against on the grounds of their age, disability, gender reassignment, marriage and

civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

7. Opting out:

- i.* All JCR members shall have the right to opt out from membership of the JCR. Such right may be exercised only between the first day of Michaelmas Full term and the second Friday of Michaelmas Full Term. Any JCR member exercising such right shall immediately inform both the JCR President and the Secretary of the Governing Body.
- ii.* Any JCR members exercising their right to opt out under this Clause shall forego all rights deriving from paragraph **1.4.i - 1.4.iii** hereof; but their rights under paragraph **4.iv** are expressly preserved.

II. FUNCTIONS AND POWERS

1. The Functions of the JCR shall be as follows:

- i.* To represent its Members in regard to the College.
- ii.* To represent its Members in the affairs of the University and in other affairs of universal importance to the students.
- iii.* To promote the interests of its Members subject to *ultra vires*.
- iv.* To provide facilities for its Members and their guests.

2. The Powers of the JCR shall be as follows:

- i.* To adopt such policies and/or courses of action as it shall resolve.
- ii.* To implement such policies and/or courses of action as it shall resolve.
- iii.* To promote and carry out social, domestic, charitable and recreational activities among and on behalf of its members.

3. The financial autonomy of the JCR shall be limited to the facilitation of these functions. Its power shall be subject to the provisions of the Statutes and Bylaws of the College, and to relevant resolutions by the Governing Body of the College.

III. JCR MEETINGS

1. There shall be at least three ordinary meetings in any one term.

2. The time and place of such meetings shall be decided by the Committee subject to III.29.
3. Notice of an ordinary JCR Meeting stating the time and place of that Meeting shall be given at least 72 hours before the Meeting. Notice of such Meetings shall be public and prominent.
4. Agendas of such Meetings shall be drawn up by the Secretary. Such agendas must be published at least 24 hours before the Meeting specified therein.
5. All motions duly proposed and seconded by JCR Members and submitted to the Secretary at least 30 hours before a Meeting must be included in the agenda for that Meeting, subject to clause III.7.
6. All motions must be signed by both proposer and seconder before being submitted to the Secretary.
7. The President shall use their discretion to withdraw from the agenda those motions (s)he deems to be intentionally and unnecessarily defamatory of other Members, or those that might cause undue offence to JCR Members.
8. After the closing of the agenda, if the proposer and/or seconder wishes to withdraw their motion or are absent for the Meeting then the Chairperson may use their discretion to allow any one/two JCR Member(s) present to adopt the motion. Financial motions and motions to amend the constitution may not be adopted in this way.
9. An 'Any Other Business' (AOB) motion may be introduced if handed with the precise wording to the President or Secretary before the end of the JCR Questioning Period. Such AOB motions shall be read out after all motions in the agenda proper have been voted on, unless a resolution of the JCR decides otherwise. The President shall use discretionary caution for AOBs as in clause III.7. AOBs cannot contain requests for money or amend the constitution.
10. The *quorum* (minimum number of members to make the meeting constitutional) at all JCR Meetings should be 27.
11. A meeting shall close when inquorate or when a JCR Member proposes that it should be closed and the proposal is seconded and carried.
12. Meetings shall be chaired by the President of the JCR. If the President does not take the Chair or leaves it for any reason, a member of the JCR Committee (in order of priority expressed in V.1) shall preside in their place.
13. There shall be a "Questioning Period" after the Committee reports. In this period, the Chairperson shall invite JCR Members to question individual members of the JCR Committee about matters arising from the last meeting or their sphere of responsibility on the Committee. Committee members must attempt to give as full and honest an answer as possible to any question they are asked. The Chairperson of the meeting may answer questions without relinquishing the Chair. Answers to

such questions should be regarded as explanatory, and not as resolutions or declarations of policy of the JCR.

14. The Chairperson may use their discretion to bring the Questioning Period to a close, but only for the reason that (s)he considers it prudent to move on to the substantive business of the meeting because of time restraints. However, the period may not end if:
 - i.* the period has lasted for less than five minutes, unless nobody has any further questions for the Committee.
 - ii.* a question has been asked to which no response has been given.
 - iii.* a Committee member has not had a reasonable length of time to answer a question.
15. There shall be an "Announcements Period" before the AOB motions are read out, unless a resolution of the JCR decides otherwise. In this period, members may make brief announcements which are of general importance to JCR Members. The Secretary shall include such announcements in the minutes of the meeting, but need not reproduce the precise form and wording used by the announcer. Announcements shall not be regarded as resolutions or declarations of policy of the JCR. The Chairperson may use their discretion to bring the period to a close.
16. When the President intends to speak in a debate on a motion (s)he must relinquish the Chair (in accordance with **III.12**) before discussion on the motion commences and for the duration of the debate on the motion concerned.
17. The Chairperson shall not be allowed an ordinary vote but shall have a casting vote in the event of a tied vote.
18. Motions, save motions proposing constitutional changes, shall require a simple majority of Members present and voting to be passed.
19. Only two forms of interruption during a speech either proposing or opposing a motion shall be permitted:
 - i.* If a point of order is raised it shall take precedence over all proceedings and be ruled upon by the Chair.
 - ii.* If a point of information is raised it may be accepted at the discretion of the Chairperson, but shall be confined to the supply of information.
20. Any amendment to a motion which is proposed and seconded during a JCR Meeting must be clearly stated by the proposer and then written down by the Secretary in the precise form and wording desired prior to being discussed. Motions proposing amendments to the constitution are not subject to further amendment at the meeting.
21. A proposal to move to a vote shall take priority over any other business. When such a proposal is made, the Chairperson shall decide immediately whether to accept

the proposal. If accepted it shall be acted upon immediately, the vote not being deferred in any way.

22. When a motion is being discussed during a JCR Meeting a JCR Member may propose that the question be adjourned to one later Meeting provided that the proposal is seconded. If a simple majority of those present vote for such a motion the Secretary shall immediately enter the motion onto the agenda of the next Meeting.
23. If it is proposed and seconded that a motion be taken in parts the Chairperson may at their discretion allow a motion to be taken in separate parts.
24. When a motion is being discussed during a JCR Meeting, a JCR Member may propose that the Meeting has no confidence in the Chair. In the event of the motion being seconded and carried by a two thirds majority of those present and voting, (s)he shall vacate the Chair for the remainder of the Meeting and be replaced by another JCR Committee Member, in the order of priority stated in clause V.1.
25. Recounts may be made at the discretion of the Chair. Only those JCR Members present at the original vote may vote in the recount.
26. Any motion passed at a JCR Meeting shall count as a resolution of the JCR 48 hours after being passed.
27. If within 48 hours of a motion being voted on at any JCR Meeting, a petition signed by 50 JCR Members is presented to the President requesting a referendum on the motion (or any part of it, if divided under clause III.23), a poll shall be held on the motion within 4 days of the JCR Meeting. When a petition is presented the motion (or any part of it) shall be suspended pending the result of the referendum. If a simple majority of those voting in the referendum vote for the motion it shall come into effect immediately as a resolution of the JCR.
28. An ordinary resolution of the JCR shall be binding until such time as it is reversed by a quorate Meeting of the JCR. The result of a referendum shall be binding over motions passed at a JCR Meeting for 8 weeks after the referendum, save that one referendum may over-rule a previous referendum.
29. The President shall have the power to sign a notice calling an Extraordinary Meeting of the JCR at their discretion, but shall be required to do so immediately when requested by a petition signed by at least 50 JCR Members.
30. Notice of an Extraordinary Meeting stating the time and place of that Meeting (which shall be decided by the President) and specifying the business to be considered shall be given and posted in a public and prominent place at least 48 hours and not more than 7 days before the Meeting. No business other than that specified by the notice may be introduced at the Meeting.

IV. ELECTIONS AND REFERENDA

1. The JCR committee shall be elected freely and fairly by the JCR membership from within their own number.
2. The Secretary and the IT Officer shall be the Returning Officers responsible for the conduct of all posts except under **IV.4**. They shall appoint two JCR Committee Members to assist them as Deputy Returning Officers. It is also expected that all members of the JCR Committee will make themselves available to assist the Returning Officers if required. If the Secretary and / or the IT Officer of the JCR intends to seek election, they shall not be Returning Officer. The Returning Officer shall be determined by clause **V.1** starting with the Women's Welfare Officer.
3. Should any JCR member disagree with the appointment of the Deputy Returning Officers for any legitimate reason, that JCR member shall have the right to a Presidential ruling on the matter.
4. No election candidate shall act as Returning Officer or Deputy Returning Officer for that poll.
5. Only JCR Members shall be eligible to vote at JCR elections and Referenda.
6. Election chronology shall be as follows:
 - i.* The President shall be elected in 6th Week of Michaelmas Term to serve for three terms.
 - ii.* The Vice-President-Treasurer, Women's Welfare Officer, Men's Welfare Officer, Charities Representative, Environment and Ethics Representative, Access Representative, Academic Affairs Representative, Secretary, Sports Representative, Arts Representative, ACC Representative, Student Union Representative, Social Secretary, Equal Opportunities Officer and an IT Officer shall be elected in 7th Week of Michaelmas Term to serve for three terms.
 - iii.* The Entertainments Representative shall be elected in the 7th Week of each term to serve for the next term.
7. A JCR Committee Member has the right to resign. Resignation shall be submitted in writing to the JCR President.
8. In the event of such a resignation, a by-election shall be held within the next 7 days of full term. A successful candidate at such an election shall serve out only the remaining period of office of their predecessor.
9. However, if the resignation takes place once nominations have opened for the post from which the Officer, save the President, has resigned, then the position shall remain vacant until the election, and the successful candidate shall then take office immediately, serving the remaining period of office, as well as that for which (s)he has been elected.

10. In the case of a Presidential resignation during the nomination period, the Vice-President-Treasurer shall immediately take on the duties, but not the office, and shall serve out the remaining period of office of their predecessor, and shall be known as the Acting President. The Acting President shall fill the Vice-President-Treasurer position with such candidate as (s)he sees fit, and it would be entirely acceptable for the Acting President to continue their Vice-President-Treasurer duties.
11. If run by electronic ballot, elections shall be held between 9am and 9pm on a weekday prescribed by the Returning Officers. If run by paper ballot, elections shall be held between 10am and 6pm on a weekday prescribed by the Returning Officers. The format of the election (i.e. electronic or paper ballot) shall be at the discretion of the Returning Officers.
12. Notice of an election date and a nomination sheet shall be posted in the JCR at least 10 days before the date of the elections, except under IV.8.
13. Candidates may only stand for one post on any JCR election day. No member of the JCR may hold more than one post at any one time.
14. Each nominee must be proposed and seconded with their consent by two other JCR Members neither of whom shall be the JCR President, Returning Officers or Deputy Returning Officers.
15. Nominations:
 - i. Nominations shall close 44 hours before the election.
 - ii. If there are no nominations for any post at the close of nominations, nominations shall be kept open until 12 hours before the opening of poll.
16. A list of nominees with their respective proposers and seconders shall be placed in the JCR as soon after close of nominations as possible.
17. Hustings for all Committee positions shall be held on the eve of the respective elections, to be chaired by the current holders of the respective posts. Candidates for all positions other than President shall make a speech lasting no longer than three minutes, following which any questions must be directed to all candidates, by JCR Members at the discretion of the Chair. Candidates for the office of President shall make a speech lasting no longer than five minutes, following which any questions must be directed to all candidates, by JCR Members at the discretion of the chair. The date and time of the hustings shall be advertised on the nomination sheet at the time of nominations opening.
18. A candidate has the right to withdraw their nomination from any election by informing the Returning Officer.
19. Ballot Forms.

- i.* Candidates' names shall appear in a randomised order in the instance of an electronic ballot, and in alphabetical order by surname if conducted by paper ballot.
- ii.* At the bottom of each ballot form there shall be the option "Re-open Nominations" (RON).

20. Voting system.

- i.* All polls shall be by secret ballot, and shall be conducted by Single Transferable Vote if done electronically, or by the Alternative Vote system if conducted by
- ii.* In the event of any election being won by "Ron", nominations shall immediately be re-opened for that post and a subsequent election shall be held within the next 7 days of full term.
- iii.* In the subsequent election, "RON" shall not be an option.

21. Photographic Identification of every candidate standing for election to the Committee must be displayed at the polling station or on the online voting system during the election.

22. Verbal Canvassing, but not bribery shall be permitted. Canvassing online or on social media shall be permitted. Online canvassing will be subject to the complaints procedure outlined in IX.10.

23. Manifestos:

- i.* Candidates are allowed and encouraged to produce a manifesto, and this shall be the only written matter allowed.
- ii.* No manifesto may mention any other JCR member, and may not make, explicitly or implicitly, any false, libellous, or offensive statements.
- iii.* Before publication, all manifestos must be approved by the Returning Officer.
- iv.* Manifestos may not in any way be mass circulated: delivery to rooms or flats is strictly forbidden. Only those people who specifically ask the candidate for a manifesto shall be given one.
- v.* On the day of the poll, a copy of the manifesto may be placed alongside the candidate's photograph on the JCR website.
- vi.* In order to draw attention to their candidature, candidates may produce two posters which may be displayed on the JCR notice board and/or in the JCR Conservatory. The material of such posters must be non-defamatory and without reference, explicit or implicit, to the other candidates. All posters must be approved by the Returning Officer before they are posted. Candidates are not permitted to display posters in the JCR on polling day.

vii. It is the responsibility of the candidates to remove their own posters from all locations within 72 hours of the close of poll.

viii. Unauthorised removal of posters by any member of the JCR, save the Returning Officer acting under this part of the Constitution, is strictly prohibited.

24. Every JCR Member shall be entitled to vote at any JCR poll subject. A voter shall not be obliged to use all the votes at their disposal.
25. Any member of the JCR who is out of residence, studying abroad at the time of an election shall have the right to nominate by email to the Returning Officer any other JCR member, who is in residence, to cast a proxy vote on their behalf. Organisation of this shall fall to the Returning Officer.
26. For an electronic ballot, Unique Voter Codes will be distributed to JCR members via the JCR mailing list. For a paper ballot the count shall take place in the JCR Office and shall be conducted by the Returning Officer and Deputy Returning Officers. All candidates have the right to examine the ballot papers until 36 hours after the conclusion of the count. The count shall take place as soon as possible after the close of the poll.
27. The results of any poll shall be posted on the JCR notice board and/or JCR website, signed by the Returning Officer, within one hour of the count being completed.
28. All successful candidates shall take office at midnight on the last day of 8th Week of the term in which they were elected.
29. A motion of Censure requiring the immediate resignation of a JCR Officer shall be passed by a two-thirds majority at a single JCR Meeting. Such a motion of Censure must be given to the Secretary 54 hours before a Meeting, in the normal way for normal motions. Such a motion of censure must be accompanied by a petition of support signed by at least 35 JCR Members.
30. The Officer concerned shall be entitled to speak in their own defence.
31. Any Officer who has been so removed shall not be barred from subsequently standing for election to that or any other JCR post.
32. All complaints regarding electoral malpractice shall be channelled through the complaints procedure outlined in IX.10.

V. THE JCR COMMITTEE

1. The JCR committee shall consist of a President, a Vice-President/Treasurer, a Women's Welfare Officer, a Men's Welfare Officer, a Sports Representative, an Arts Representative, a Charities Representative, an Environment and Ethics

Representative, a Social Secretary, an Access Representative, an Academic Affairs Representative, a Secretary, a ACC Representative, an Entertainments Representative, a Student Union Representative, an Equal Opportunities Officer, and an IT Officer.

2. The JCR executive committee shall be made up of the President, the Vice-President/Treasurer, the Women's Welfare Officer, the Men's Welfare Officer and the Secretary.
3. Only JCR Members shall be eligible to serve on the JCR Committee.
4. All Committee Members shall accept the duty to promote the expressed wishes of the JCR on or to other bodies, as well as duties enumerated elsewhere in this Constitution.
5. The President's duties shall be as follows:
 - i.* To chair JCR Meetings subject to the conditions of III.12.
 - ii.* To be the Chair of the JCR Committee and be responsible for co-ordinating its work.
 - iii.* To represent the views and interests of the JCR on all College committees on which (s)he sits in a representative capacity (e.g. Governing Body).
 - iv.* To further the interests of JCR Members in all dealings with the College.
 - v.* To ensure the execution of decisions taken at all JCR meetings and the implementation of JCR policies.
 - vi.* To represent individual Members, at the President's discretion, where requested to do so by the Member concerned.
 - vii.* To represent the JCR at all relevant OUSU meetings and events.
 - viii.* To oversee and co-ordinate the flow of information to the JCR about college and University affairs.
 - ix.* To ensure that a charges committee, appointed from the JCR and the MCR by themselves and in conjunction with the MCR President, is formed when(s)he and the MCR President deem necessary.
 - x.* To run the award for contribution to JCR life every Trinity term.
6. The Vice-President-Treasurer's duties shall be as follows:
 - i.* To assist in carrying out the President's duties.
 - ii.* To be responsible for the finances of the JCR in accordance with section VII of the constitution - i.e. FINANCIAL MATTERS.
 - iii.* To be responsible for the maintenance of all sources of revenue of the JCR.

- iv.** To maintain a record of JCR income and expenditure which shall be made available to JCR members for inspection within 24 hours of a request for the record.
 - v.** To sit on the College committees that the President delegates to them.
 - vi.** To ensure that they are fully aware of the JCR's rent position and that they inform the JCR of it at the first meeting of Michaelmas term every year.
 - vii.** To be responsible for the collection and maintenance of confidential data relating to student finances, and for the co-ordination of similar activities with the MCR.
 - viii.** To be responsible for the supply of refreshments at the JCR Meetings.
 - ix.** To be responsible for the upkeep of the JCR television and video.
 - x.** To advise students on sources of funding available to them in the College.
 - xi.** To be responsible for compiling the JCR accounts at the end of the year during which they were Treasurer.
7. The Student Union Representative's duties shall be as follows:
- i.** To represent the JCR at all relevant OUSU meetings and events.
 - ii.** To report to the JCR the proceedings of OUSU meetings.
 - iii.** To seek to promote maximum participation in OUSU affairs amongst JCR Members.
 - iv.** To act as liaison officer with OUSU over matters concerning welfare of Jesus Members.
 - v.** To attend OUSU general meetings.
 - vi.** To publish services and activities offered by OUSU to JCR members.
 - vii.** To attend Oxford area NUS meetings as an observer; to advertise the services and activities of the NUS and NUS area to JCR Members.
8. The Women's Welfare Officer's duties shall be as follows:
- i.** To be responsible for the welfare of female members of the JCR.
 - ii.** To attend a "Peer Support" course run by the counselling service.
 - iii.** To be responsible for the publicity and distribution of information and materials relating to women and women's activities in the College and the University.
 - iv.** To promote sexual equality and women's rights both within the College and throughout the University.
 - v.** To be an ex officio member of the OUSU Women's Campaign.

- vi.** To liaise with the Jesus College Welfare Fellow or Senior Tutor regarding tutorial problems relating directly to sexual discrimination.
9. The Men's Welfare Officer's duties shall be as follows:
- i.** To be responsible for the welfare of male members of the JCR.
 - ii.** To attend a "Peer Support" course run by the counselling service.
10. Duties jointly held between the two welfare offices shall be:
- i.** To act as liaison officers with OUSU over matters concerning the welfare of JCR members.
 - ii.** To attend OUSU welfare meetings.
 - iii.** To sit on the Welfare Committee.
 - iv.** To advise members of the JCR of the counselling services available in College and the University.
 - v.** To organise the freshers' "Parenting Scheme".
 - vi.** To adopt the duties of the Diversity Representative in the absence of an elected Representative.
 - vii.** To protect the academic affairs of students and liaise with the SCR and the Student Union on this matter.
 - viii.** To organise a Welfare Tea once per week.
 - ix.** The Women's and Men's Welfare Officers will be jointly responsible for the welfare of non-binary people in the JCR.
11. The post of Women's Welfare Officer shall be open to anyone who does not identify as a man.
12. The post of Men's Welfare Officer shall be open to anyone who does not identify as a woman.
13. The Access Representative's duties shall be:
- i.** To be responsible for running the Jesus College Target Schools Programme in consultation with the Schools Liaison Officer. This programme should encourage as many JCR Members as possible to visit targeted schools in their local area during Easter and Summer vacations talking to prospective applicants about Oxford University and about Jesus College.
 - ii.** To be a Member of the OUSU Target Schools Committee, attending its Meeting each week and encouraging other JCR Members to do so. (S)he should be responsible for publicising OUSU Target Schools matters within the College and for ensuring that there is a close liaison between the OUSU and the College Target Schools schemes.

iii. To co-operate with the Senior Tutor and Schools Liaison officer on school liaison matters. These would include:

- a. organising JCR volunteers to accompany participants in the College's Official Open days for prospective applicants and the introduction of informal open days to encourage more sixth form students to visit the College;
- b. assisting the Senior Tutor in their revisions of the official College Prospectus, from time to time, and being responsible for the production of a College Alternative Prospectus if necessary;
- c. ensuring that the JCR is aware of the figures for applications to and acceptances by the College, from all educational sectors each year.

iv. To coordinate the JCR's support of the college interview process.

14. The Academic Affairs Representative's duties shall be as follows:

- i.** To be responsible for the publicity and distribution of information and materials relating to career and further education opportunities available to students after leaving university.
- ii.** To liaise with the University Careers Service, publicising its services and representing the views of the JCR upon it.
- iii.** To liaise with all parts of OUSU relating to career and further education opportunities.
- iv.** To run the Academic Feedback sessions, liaise with the Academic Director on matters which affect JCR members, and to represent the student view in Academic Committee meetings.

15. The Academic Affairs Representative and the Access Representative shall be jointly responsible for running the Access and Academic Affairs Sub-Committee. This committee should be open to all JCR members who wish to contribute to it. The Scholarship Officer (V. 21. g) shall sit on the Sub-Committee. This committee should aim to ensure that all who might wish to attend Jesus College are able to and that the academic needs of all JCR members are catered for. The committee will be responsible for:

- i.** Contribute to the College's access initiatives for the college.
- ii.** Working with the Access and Academic Affairs Representative to help resolve any academic affairs issues that the JCR might be facing at the time.
- iii.** Running academic feedback sessions

16. The Secretary's duties shall be as follows:

- i.** To prepare the agenda for JCR Meetings.

- ii.** To give the requisite notice of JCR Meetings.
- iii.** To display and circulate the agenda among JCR Members.
- iv.** To record and distribute the minutes of JCR meetings, within one week of each meeting.
- v.** To act as Returning Officer of JCR Elections and Referenda, except where disqualified under clause IV.4.
- vi.** To maintain a JCR minute book.
- vii.** To maintain an up-to-date version of the JCR Constitution, and take care of the computer disk on which it is saved.
- viii.** To ensure availability to JCR Members of agendas, minutes and the Constitution.
- ix.** To sort the mail in the JCR pigeon-hole.
- x.** To organise the JCR photographs.
- xi.** To be responsible for the upkeep of the Jesus College Banner.
- xii.** To ensure that an up-to-date JCR website is maintained. This shall include, at least:
 - a. an up-to-date version of the JCR Constitution;
 - b. a list of current JCR committee members;
 - c. minutes of JCR meetings.

17. The Social Secretary's duties shall be as follows:

- i.** To be responsible for all in-College entertainment for JCR Members.
- ii.** To be responsible for arranging and organising JCR bops.
- iii.** To be responsible for consulting the Dean on all planned social events in College, and subsequently informing the Home Bursar and the Bar Person of those plans.
- iv.** To be responsible for advertising all social events in College.
- v.** To keep the accounts of all entertainment expenditure in accordance with clauses VII.5 – VII.6.
- vi.** To be responsible for the provision of a termly College calendar via the JCR website.
- vii.** To be responsible for the lending/hiring out of disco equipment within College.

18. The Entertainments Representative's duties shall be as follows:

- i.* To ensure that JCR facilities are properly prepared for functions and are returned to their previous state afterwards.
 - ii.* To assist the Social Secretary with their duties.
 - iii.* To aid the Social Secretary in organising bops.
19. The Sports Representative's duties shall be as follows:
- i.* To promote sport in college.
 - ii.* To publicise relevant sporting results and fixtures to JCR members.
 - iii.* To help allocate funds to sporting events and individuals by all available means.
 - iv.* To liaise with the University Sports Federation, and to represent the views and interests of the JCR to it.
 - v.* To assist in the organisation of sports related social events within College.
20. The Arts Representative's duties shall be as follows:
- i.* To publicise arts events involving JCR members.
 - ii.* To assist with the co-ordination and organisation of the Turl Street Arts Festival.
 - iii.* To and assist in the organisation of arts related social events within College.
 - iv.* To publish a termly calendar of arts related events in the University and local community on the JCR website.
21. The Charities Representative's duties shall be as follows:
- i.* To inform JCR Members of any charity events taking place in the University and/or the City.
 - ii.* To hold at least one charitable collection or fund raiser in College each term.
 - iii.* To inform JCR Members of all charities which have applied for money from the JCR Charity Fund, before the Charity ballot.
 - iv.* To conduct the opt-out levy for the Battels Fund each term.
 - v.* To keep the accounts of all charitable donations in accordance with clauses VII.6 – VII.7.
 - vi.* To work with the Vice-President-Treasurer and Returning Officers to organise the termly charity ballot in accordance with clauses VII.11 – VII.22.
 - vii.* To act as College RAG Representative and to co-ordinate the College RAG effort.
 - viii.* To declare to RAG all the JCR charitable earnings and charities donated to in all fundraising.

- ix.** To inform the JCR at the first meeting of every term, and subsequently as necessary, of the state of the JCR's charities budget, including the amount raised in the past term, unpaid funds raised in previous terms (if any), and when these sums were/will be paid to charities

22. The Environment and Ethics Representative's duties shall be as follows:

- i.** To increase awareness of environmental and ethical issues amongst JCR Members.
- ii.** To encourage both the JCR and the College authorities to adopt environmentally friendly practices.
- iii.** To organise and chair, when helpful, meetings of an Environmental Committee.
- iv.** To attend the weekly Environment and Ethics meetings at OUSU.

23. The ACC (Accommodation, Catering and Conferences) Representative's duties shall be as follows:

- i.** To liaise with the Bar Person with regard to maintaining the efficiency, economy and quality of the bar service.
- ii.** To organise and train a termly pool of bar-workers from those interested in helping, under the provision of the Bar Person.
- iii.** To assist in the organisation of social events in the bar including a weekly pub quiz.
- iv.** To represent the JCR on Food Committee
- v.** To work with college officials to improve the standard of food across Jesus College.
- vi.** To represent the JCR on domestic issues in liaison with the JCR President.
- vii.** To liaise with the College on any issues that arise affecting staff, particularly where a potential welfare concern is identified.

24. The Equal Opportunities Officer's duties shall be as follows:

- i.** To advise JCR members of the counselling services available in College and the University and to work together with the JCR, College staff, OUSU and other relevant independent bodies in resolving the concerns of JCR members.
- ii.** To contact all freshers during 0th Week of Michaelmas term to make them aware of the provision of representation within College.
- iii.** To act as liaison with OUSU's LGBTQ Campaign, BME Campaign and Students with Disabilities Campaign over matters concerning the welfare of JCR members. In the event that one such campaign is more relevant to an officer sitting on the Equal Opportunities Sub-Committee, liaison in regards to this campaign will become the responsibility of this officer.

- iv.** To liaise with all relevant parts of OUSU and College with regards to equal rights and non-discrimination of students on any grounds mentioned in 1.6.
- v.** To be responsible for the publicity and distribution of information and materials relating to LGBTQ, international students and diversity activities in the College and University and to delegate such tasks to members of the Equal Opportunities Sub-Committee where appropriate.
- vi.** To run the Equal Opportunities Sub-Committee and ensure that all those sitting on the Sub-Committee are fulfilling their duties. The Equal Opportunities Sub-Committee shall consist of various representatives responsible for ensuring that the needs of JCR members of all cultures, religions, and orientations, and disabilities are catered for. The Equal Opportunities Sub-Committee shall run as follows:
 - a. Wherever members of the JCR feel that a specific group of students is under-represented, the Equal Opportunities Officer shall have the opportunity to appoint a representative to sit on the Equal Opportunities Sub-Committee to cater to the needs of this minority.
 - b. The Equal Opportunities Sub-Committee shall meet at least twice during each term, chaired by the Equal Opportunities Officer, to discuss appointment of representatives, campaigns, and any matters that arise in regards to equal opportunities.
 - c. The appointment of officers on the Equal Opportunities Sub-Committee shall be at the discretion of the Equal Opportunities Officer and the Equal Opportunities Officer shall submit a report to the JCR in the final JCR meeting of each term detailing the appointments of any representatives introduced that term.
 - d. Officers sitting on the Equal Opportunities Sub-Committee shall take primarily a support role for the JCR, ensuring that there is a support network available to all members of the JCR who may require it, but they may also use their positions to launch initiatives and campaigns within the JCR and the university.
 - e. There shall always be on the Equal Opportunities Sub-Committee an LGBTQ Officer. The duties of the LGBTQ Officer shall be as follows:
 - (a) To act as liaison with OUSU's LGBTQ Campaign over matters concerning the welfare of JCR members.
 - (b) To be responsible for the publicity and distribution of information and materials relating to LGBTQ in the College and University.
 - f. There shall always be on the Equal Opportunities Sub-Committee an International Students' Representative. The duties of the International Students' Representative shall be as follows:

- (a) To act as liaison with OUSU's International Students' Campaign over matters concerning the welfare of international students and attend the meetings.
 - (b) To advise international students of the services available in College and the University and to represent international students' concerns, where requested to do so by the Member concerned, and bring them to attention at college or university level as required.
 - (c) To publicise events of an international nature to members of the JCR to attend and participate in.
 - (d) To be responsible for the publicity and distribution of information and materials relating to international students, in the College and University, such as the International Students' Handbook.
 - (e) To contact all international freshers during 0th Week of Michaelmas term to make them aware of the provision of representation within College.
 - (f) To liaise with all relevant parts of OUSU and College with regards to equal rights and non-discrimination of students on any grounds mentioned in I.6.
 - (g) To seek to promote and encourage participation in college affairs from international students.
- g. There shall always be on the Equal Opportunities Sub-Committee a Junior Members' Scholarship Representative. The JMS representative will be appointed by both the JCR President and the MCR President. The duties of the Scholarship Representative shall be as follows:
- (a) To support the implementation of the Jesus College Junior Members' Scholarship by the College. This will include:
 - (i) Leading the scholarship working group.
 - (ii) Contributing to the advertising of the scholarship both to potential applicants and Jesus College old and current members.
 - (iii) Feeding back to all charitable foundations and donors who made donations to the scholarship fund.
 - (iv) Organising the implementation of any future instances of the scholarship, including the writing of future proposals and securing of future funding.

25. The IT Officer's duties shall be as follows:

- i.** To liaise with the College IT Officers to resolve any IT problems JCR members may be having.

- ii.* To assist all other JCR committee members in updating and maintaining the JCR website, and to add other information where deemed necessary
 - iii.* To act as Returning Officer of JCR Elections and Referenda, except where disqualified under clause IV.4, and to run the online voting system.
- 26. In 7th Week of each term, each Committee Member shall submit to the President a written report of all that (s)he has achieved and/or done for the JCR during the last term. This report should include problems encountered and suggestions for future improvements. Copies of the reports shall be displayed in the JCR.
- 27. Every outgoing committee member should write a handover document to present to the incoming committee member
- 28. All JCR Committee Members, with the exception of the Social Secretary and Entertainments Representative, shall be required to work on at least one Friday night of each term in office behind the Bar, in event of there being no other JCR Members wanting to serve behind the Bar.
- 29. All JCR Officers shall attend JCR Meetings where possible. They shall give their reason for non-attendance to the Chair, who shall relay it to the Meeting.
- 30. If the President or Student Union Representative is unable to represent the JCR on OUSU Council, (s)he may delegate their voting rights to another Committee Member.
- 31. Committee Members shall attend committees or bodies external to the College as mandated by the JCR, and report back to the JCR the proceedings of such committees or bodies.

VI. SUBSIDIARY POWERS

1. The JCR may establish, and elect sub-committees and additional Representatives, as the need arises.
2. The JCR may affiliate to any student organisations whose aims correspond with those of the JCR expressed in II.1.
 - i.* If the JCR decides to affiliate to an external organisation, it must publish notice of the decision stating: a) the name of the organisation, b) details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation, and such notice must be made available to the Governing Body and to all students.

- ii.* Where the JCR is affiliated to any external organisation, a report must be published annually or more frequently containing - a) a list of external organisations to which the JCR is currently affiliated, and b) details of subscriptions or similar fees paid, or donations made, to such organisations in the past year (or since the last report), and such reports shall be made available to the Governing Body and to all students.
 - iii.* The current list of affiliations must be submitted for approval by members annually and at such intervals of not more than one year as the Governing Body may determine, a requisition may be made by such proportion of members (not exceeding 5 per cent.) as the Governing Body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote.
- 3. JCR Representatives on bodies external to the College shall, when mandated, cast their votes in proportion to the votes cast in the JCR Meeting(s) on that issue. "In proportion" shall be defined as follows: if the JCR has three Representatives on any external body, any minority having 25% or more of the votes cast in the JCR shall be represented by one of the three votes cast by the Representatives. The remaining Representative's votes shall be cast to represent the votes of the remainder of the JCR. Positive abstentions shall constitute votes, and thus shall be counted in the same manner as votes.
- 4. If JCR representatives on bodies external to the College do not have a mandate on a specific issue under discussion but, in their judgement, it is something which affects the interests of JCR members, it is appropriate for them to vote on the issue according to what they judge to be in the interests of members. If there is more than one JCR Representative on the body and they disagree about what position is most in the interests of members, then they must abstain. The representative(s) should report to the JCR the position they have taken at the earliest practical opportunity.
- 5. A Freshers' Week Committee shall be elected in Trinity term of each year. The committee shall consist of a President (or two Vice-Presidents), the JCR Men's Welfare and Women's Welfare Officers, and up to ten other elected committee members. The committee shall organise Freshers' Week entertainments and events for incoming JCR members in the subsequent Michaelmas term, and shall liaise with the JCR committee where necessary in the organising of these events. Only those who will be full members of college during the Freshers' Week in question will be eligible to stand for election. Election to the Freshers' Committee shall follow the same regulations as outlined in section IV (Elections and Referenda).

VII. FINANCIAL MATTERS

1. By the second Meeting of Hilary Term, the Vice-President-Treasurer of the previous year shall produce consolidated accounts for the previous year.
2. The Vice-President-Treasurer shall be responsible for keeping proper books of accounts, preserving receipts, vouchers, counterfoils, and statements for paying and receiving moneys.
3. No expenditure exceeding £35 shall be incurred by the JCR without specific authorisation by a motion passed at a JCR Meeting. Any such motion is to be placed on the agenda of that Meeting in accordance with III.4 – III.6.
4. Regular subscriptions are exempt from clause VII.3 but must be ratified annually in the first ordinary meeting of Hilary Term.
5. At the first JCR meeting of Hilary Term each year the JCR Treasurer is to propose a motion detailing a financial plan for the year. It is to include a forecast total expenditure and a breakdown of planned expenses. The motion shall not be considered binding on the JCR but shall be used as a guide. The plan should be updated accordingly throughout the year with the approval of the JCR.
6. The JCR bank account shall be in the names of the President, Vice-President/Treasurer and Secretary, with two signatures required.
7. A College organisation or society shall apply for funds through a motion appearing on the agenda of a JCR Meeting. No moneys shall be paid to any College organisation or society unless the Vice President-Treasurer is satisfied that its finances are being conducted in a reasonable manner prior to the application for funds at a JCR Meeting. No new College organisation or society shall be eligible to receive any funds from the JCR until its Constitution has been submitted to and approved by a JCR Meeting. No single organisation may apply for JCR funds if it is in receipt of, or entitled to, money from Jesus College Amalgamated Clubs.
8. The annual accounts of the JCR shall be audited by the College Accountant.
9. The annual accounts shall be placed on the JCR notice board at least 24 hours before the Meeting at which they are to be presented.
10. The annual accounts of the JCR shall be ratified by the JCR by the Monday of 4th Week of Hilary Term, but may only be ratified by the JCR if accompanied by a certificate of approval from the College Accountant. The annual accounts shall then be presented to College's ACC Committee for approval by the Governing Body.
11. The Battels Charity Fund is to be administered by the Charity Representative, funded by a voluntary levy of JCR Members of an amount to be determined by the JCR and conducted on an opt-out basis every term, and of other money voluntarily donated. The total sum available in any one single term shall be publicised by the Charity Representative at the beginning of that term.
12. The Battels Charity Fund shall be used to make payments to any registered Charity selected through the Charity Ballot in 7th Week of each term. The Fund shall not be used to make payments to political parties or to illegal organisations.

13. Notice of the ballot date and a charities nomination sheet shall be posted in the JCR throughout 5th week.
14. Each Charity nominated for the Charities Ballot must be proposed and seconded by two JCR Members.
15. Nominations for the Charities Ballot shall close not before Saturday of 5th week.
16. A list of charities with their respective proposers and seconders shall be placed in the JCR as soon after the close of nominations as possible.
17. The names of all the nominated charities shall be listed on the online ballot paper in alphabetical order. In a secret ballot each voter will number the charities in order of preference from 1 to x, starting with the charity which (s)he would most like to donate money from the Charities Fund.
18. Money from the Battels Charity Fund will be donated to the three charities that receive the most votes in the Charities Ballot, and the amount given to each will be in proportion to the votes they have received.
19. A JCR Member may apply for a *personal* grant of up to £100 through a motion appearing on the agenda of a JCR Meeting. The motion should state *value* and *purpose* of the grant. The *value* may then be changed by at the meeting in accordance with section III.20. In light of the *purpose*, the meeting can accept or reject the motion, but particular provision is expected for purposes that benefit the JCR, the College or charity. No moneys shall be paid unless the Vice-President-Treasurer is also in favour of or abstains from the motion. Evidence of *purpose* can be demanded at the meeting. Evidence of *spending* should be later submitted to the Vice-President-Treasurer. Any JCR member can inspect this evidence. In light of the evidence of *spending*, a refund of the grant can be demanded by Vice-President-Treasurer, or a JCR member may submit a motion to the agenda of a JCR meeting to this effect.
 - i. A *personal* grant means the grant must be spent by the individual. In particular, it must NOT be further granted/donated/given to any organisation, society, charity or otherwise organised group, nor to another individual. Motions that propose such action are automatically rejected as unconstitutional.
20. The results of the Ballot and the allocation of funds shall be displayed on the JCR notice boards and website by Sunday of 8th Week.
21. Expenditure according to the results of the Charities Ballot shall be made at the end of Full Term.
22. A sum (to be decided by the Meeting) shall be available from the Battels Charities Fund to make Emergency Payments during Full Term. A motion to the JCR requiring an Emergency Payment for charity must expressly say so and must specify the grounds on which that request is made. Emergency Payments shall be paid within 48 hours of the Meeting at which the motion is passed.

VIII. THE CONSTITUTION

1. This constitution shall only be subject to amendment twice a year, once in Michaelmas and once in Trinity, save in exceptional circumstances as determined by the JCR President.
2. To be in order at the Meeting, any motion proposing an amendment to the Constitution at the time in force must be placed on the agenda of that Meeting in accordance with section III.4 – III.6. Proposed amendments are thus not subject to further amendments at the Meeting.
3. Any constitutional amendment shall be clearly identified as such both when being submitted to the Secretary, and on any agenda. Motions amending the Constitution shall have priority over all other motions at any JCR Meeting.
4. Any motion to amend the Constitution shall be passed if approved by a two-thirds majority of those present and voting on it.
5. Amendments to the constitution shall be presented to College's Internal Committee in the 5th Week of Term, and submissions made to the Governing Body at the respective 7th Week Meeting.
6. Amendments to the constitution approved by the JCR in accordance with clauses VIII.1 – VIII.5 shall only come into effect when approved by the Governing Body.
7. From the year 2000, this constitution is subject to the approval of the Governing Body and to review by that body at intervals of not more than 5 years.

IX. GENERAL AND INTERPRETATIVE

1. Meetings, elections and referenda shall be held only in Full Term.
2. Only College Term shall be taken into account in calculating periods of days mentioned in the Constitution.
3. The letters 'OUSU' and 'NUS' refer respectively to the 'Oxford University Student Union' and to the 'National Union of Students'.
4. Clauses shall be read together and construed so as to avoid conflict, duplication or uncertainty.
5. The Jesus College Banner shall be used for events consistent with JCR policy. Sporting events shall not be subject to this ruling.

6. All purported acts of the JCR not in accordance with this Constitution shall be null and void.
7. Financial motions shall be deemed unconstitutional if they do not include a breakdown of expenses and a current balance statement.
8. "Welfare" for the purposes of clauses V.7 – V.9 shall be taken to refer to responsibilities including, but not limited to the emotional counselling of members, the prevention of harassment of any kind, and the avoidance of financial hardship.
9. The letters "LGBTQ" refer to lesbians, gays, bisexuals, transgendered and questioning people respectively.
10. Any formal complaint by a member of the JCR concerning the conduct of the JCR or any other matter concerning the JCR shall be subject to a complaints procedure. In the first instance, any such complaint shall be made to the JCR President, but if such complaint relates to the JCR President, it shall be made to the JCR Vice-President-Treasurer. If any complainant is dissatisfied with the resolution of the complaint by the President (or as is the case the Vice-Principle-Treasurer) the complainant may refer the complaint to the Secretary of the Governing Body who may at his discretion refer the complaint to the Governing Body or themselves resolve the complaint. If the complainant is dissatisfied with the resolution of the complaint by the Governing Body they may refer the complaint to The Visitor, whose decision shall be final.
11. An abstention is a formal recognition that you are present but not voting.