

# St Edmund Hall, Oxford

## Constitution of the JCR

December 14<sup>th</sup>, 2020



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# I Article A: Preamble

## 1 Name

There shall be a self-governing association within St Edmund Hall in the University of Oxford, hereinafter The Hall, known as The Aularian Junior Common Room, hereinafter the JCR.

## 2 Objectives

The JCR shall exist to:

1. Advance the academic, social, welfare, cultural, athletic and ethical interests of its Members.
2. Articulate the views and requirements of its Members to bodies both inside and outside of The Hall.

## 3 Membership

### 3.1 Definition

Membership of the JCR shall be available in the following categories:

1. Every person registered as a student with the College Office at The Hall shall be entitled to be a Full Member of the JCR.
2. Visiting students are entitled to be Full Members of the JCR for the duration of their stay.
3. Every former student of The Hall no longer registered as a current student shall be entitled to be an Alumnus Member.
4. Honorary Members shall be entitled to all the rights, privileges, and benefits afforded to Full Members of the JCR, except where otherwise specified.
5. All those who are entitled to membership under 3.1.1 and 3.1.2 are automatically Full Members of the JCR from when they take up residence for the first time at The Hall, unless they relinquish membership in line with 3.2.

### 3.2 Relinquishing Membership of the JCR

Any Student Member may opt out of their membership of the JCR.

1. A student may opt out of their membership of the JCR by sending written notification to the JCR President or by opting out of the JCR fund, and shall thereupon cease to be a member until such time as the President receives from them written notification of their desire to resume membership or until they resume paying the JCR termly charge.
2. Those who withdraw from membership of the JCR shall remain entitled to make use of the facilities the JCR provides and may still seek representation by the JCR. They may attend meetings, although will not hold voting rights within any General Meeting, statutory elections, or referendums organised by the JCR.
3. Opting out of the termly charge will at all times constitute relinquishing of JCR membership, unless the member concerned asks to be exempted because of extenuating financial circumstances. This application should be made in confidence to the JCR President, Treasurer, or Welfare Officers.

### 3.3 Honorary Membership

Honorary Membership may be conferred upon and removed from individuals by a motion passed at a General Meeting as prescribed by Schedule III.

## 4 Equal Opportunities

The JCR subscribes to the Equal Opportunities Policy of Oxford University Student Union, hereinafter Oxford SU.

## II Article B: Relationship with St Edmund Hall

1. The governing body of St Edmund Hall in the University of Oxford, herein referred to as Governing Body, shall take such steps as are reasonably practical to secure the JCR operates in a fair and democratic manner and is accountable for its finances.
2. The Governing Body shall ensure that it adheres to the requirements of the Education Act 1994, Section 22 in monitoring the JCR.

## III Article C: The Executive

### 1 The Trustees

#### 1.1 Definition

The trustees shall be entrusted with the executive authority of the JCR, and shall be directly responsible to the General Meeting. All Full JCR members shall be entitled to vote at their election.

#### 1.2 Duties

The trustees are responsible for the day-to-day running and administration of the JCR. In fulfilling this role they must:

1. Use reasonable care and skill, using their personal skills and experience as needed to ensure that the JCR is well-run and efficient.
2. Consider getting external professional advice on all matters where there may be a material risk to the JCR, or where they may be in breach of their duties.
3. Ensure the solvency of the JCR.
4. Use JCR assets reasonably and only in the interest of the JCR.
5. Avoid activities which would place the JCR's endowments, funds, assets, or reputation at undue risk.
6. Take special care when investing or borrowing funds (or delegating that activity).
7. Meet at least once a term to discuss the general running of the JCR and whenever the current JCR affairs require their review.
8. Veto any decisions made by the General Meeting or made through a referendum that is contrary to the Objects of the JCR as defined in Article A 2.1; in consultation with the JCR Committee when required.
9. Report to the General Meeting any decisions made previously by the General Meeting or through a referendum that have been identified as contrary to the Object of the JCR.
10. Oversee and approve all the events organised by Women\*'s and Men\*'s Officers. Involve the Entz Presidents alongside with the Entz representative to help organise proposed events if the Executive deems gendering of the organised events unnecessary.

### 1.3 Liability

The trustees will be responsible for the debts of the JCR.

### 1.4 Composition

Trusteeship will be held by the following posts, the duties of which are defined in Schedule I:

1. The JCR President.
2. The JCR Vice-President.
3. The JCR Treasurer.
4. The JCR Entz Presidents
5. The JCR Welfare Officer (identifying female).
6. The JCR Welfare Officer (identifying male).
7. The JCR Secretary

### 1.5 Election

The trustees shall be elected in accordance with Schedule II.

### 1.6 Terms of Office

The trustees shall hold office for one year from Sunday of the 9th Week of their term of election.

### 1.7 Impeachment

Trustees may be dismissed for dereliction of duty or for having acted in a manner likely to bring the JCR into disrepute by:

1. Presidential Fiat, wherein The JCR President may dismiss a trustee with immediate effect; this dismissal will lapse unless confirmed by a two-thirds majority at the subsequent General Meeting, and Referendum held for that purpose.
2. No Confidence, wherein a General Meeting may request the resignation of a trustee by a two-thirds majority at a General Meeting and enforce dismissal by a Referendum held for that purpose.

Should a trustee be dismissed, a by-election to fill the vacant position shall then be held in accordance with Schedule II.

### 1.8 Vacation of Post

A trustee may voluntarily resign or automatically step down from their post should they graduate and cease to be registered as a student at The Hall, be sent down, be rusticated, suspend studies, or take a leave of absence of more than eight weeks. A by-election to fill the vacant position shall then be held in accordance with Schedule II.

### 1.9 Restrictions on Holding Trustee Positions

No person may hold two trustee positions concurrently.

## 2 The Committee

### 2.1 Definition

The Committee shall be charged with the general administration of JCR affairs and facilities, and shall be responsible to the JCR President. The Committee shall meet at least once a term, with more meetings at the discretion of the JCR President or if at least four members of the Committee request a meeting. This meeting will be closed, and only ratified, elected, or appointed members may attend, except at the discretion of the JCR President. The Committee will form the governing body of the JCR and work with the trustees to achieve the Objects of the JCR.

### 2.2 Composition

The Committee shall be composed of the following posts whose duties are defined in Schedule I:

1. The JCR President.
2. The JCR Vice-President.
3. The JCR Treasurer.
4. The JCR Entz Presidents.
5. The JCR Welfare Officers.
6. The JCR Secretary.
7. The JCR Academic Affairs and Careers Officer.
8. The JCR Access Officers.
9. The JCR Accommodation Officer.
10. The JCR Arts and Culture Officers.
11. The JCR Black, Asian, and Minority Ethnic, hereinafter BAME, Officer.
12. The JCR Charities Officer.
13. The JCR Disabilities Officer.
14. The JCR Environment and Ethics Officer.
15. The JCR Freshers Representative.
16. The JCR Gender and Sexual Diversity, hereinafter GSD, Officer.
17. The JCR International Students Officer.
18. The JCR IT Officer.
19. The JCR Men's and Minority Gender Identities', hereinafter Men\*'s, Officers.
20. The JCR Sports Officers.
21. The JCR Suspended Students Representative.
22. The JCR Women's and Minority Gender Identities', hereinafter Women\*'s, Officers.

### 2.3 Election

The Committee, with the exception of the JCR Accommodation Officer, the BAME Officer, the Disabilities Officer, the Environment and Ethics Officer, the IT Officer, and the Suspended Students Representative, will be elected in accordance with Schedule II. The Accommodation Officer shall be appointed by the JCR President, in consultation with the executive committee. Disabilities Officer and the Suspended Students Representative shall be appointed by the JCR President and Welfare Officers. The Environment and Ethics Officer shall be appointed by the JCR President, in consultation with the Charities Officer. The IT Officer shall be appointed by the JCR President, in consultation with the JCR Committee.

## 2.4 Terms of Office

The JCR Committee, with the exception of the JCR Welfare Officers, the IT Officer, and the Suspended Students Representative, shall hold office for one year from Sunday of 9th Week after their election. The JCR Male and Female Welfare Officers will be elected in Michaelmas, but will hold office from Sunday of 9th Week Hilary, giving them the time to be peer-support trained. The IT Officer and the Suspended Students Representative shall be appointed and they shall hold office until resignation or dismissal.

## 2.5 Impeachment

A member of the Committee may be dismissed for dereliction of duty or for having acted in a manner likely to bring the JCR into disrepute by:

1. Presidential Fiat, wherein The JCR President may dismiss a member of the Committee with immediate effect; this dismissal will lapse unless confirmed by a two-thirds majority at the subsequent General Meeting, and Referendum held for that purpose.
2. No Confidence, wherein a General Meeting may request the resignation of a member of the Committee who by a two-thirds majority at a General Meeting, and Referendum held for that purpose.

Should a member of the Committee be dismissed, a by-election to fill the vacant position shall then be held in accordance with Schedule II.

## 2.6 Vacation of Post

An Officer of the JCR Committee may voluntarily resign or automatically step down from their post should they graduate and cease to be registered as a student at The Hall, be sent down, be rusticated, suspend studies, or take a leave of absence of more than eight weeks. A by-election to fill the vacant position shall then be held in accordance with Schedule II.

# IV Article D: The Chair of the JCR

## 1 Definition

There shall be one appointed Chair of the JCR who shall, in the first instance, act as chair to General Meetings of the JCR, and hustings. The JCR Chair will be responsible for the provision of any refreshments at JCR Meetings. They shall not be considered a member of the JCR Committee.

## 2 Appointment

The Chair of the JCR will be appointed by the JCR President in consultation with the JCR Committee. Appointments shall be made by 9th Week of Hilary Term.

## 3 Terms of Office

The Chair of the JCR shall hold office for one year from Sunday of 9th Week after their appointment.

## 4 Impeachment

The Chair of the JCR may be dismissed for dereliction of duty or for having acted in a manner likely to bring the JCR into disrepute by:

1. Presidential Fiat, wherein The JCR President may dismiss the Chair of The JCR with immediate effect; this dismissal will lapse unless confirmed by a two-thirds majority at the subsequent General Meeting, and Referendum held for that purpose.
2. No Confidence, wherein a General Meeting may request the resignation of The Chair of The JCR by a two-thirds majority at a General Meeting, and Referendum held for that purpose.

## 5 Vacation of Post

The Chair of the JCR may voluntarily resign or automatically step down from their post should they graduate and cease to be registered as a student at The Hall, be sent down, be rusticated, suspend studies, or take a leave of absence of more than eight weeks.

# V Article E: The General Meeting

## 1 Definition

Within the limits herein and in Standing Orders prescribed, the General Meeting shall be the principal representative, deliberative, and policy-making body of the JCR.

## 2 Rights of Attendance and Speech in the General Meeting

Any member of the JCR shall be entitled to attend and speak at any General Meeting, and any Full Member shall be entitled to propose or second motions for the General Meeting. Only Full Members of the JCR shall be entitled to vote.

## 3 Quorum of the General Meeting

### 3.1 Michaelmas and Hilary Terms

Quorum for General Meetings shall be 35 Full Members in Michaelmas and Hilary Terms.

### 3.2 Trinity Term

Quorum for General Meetings shall be 30 Full Members in Trinity Term.

## 4 The Chair of the General Meeting

All General Meetings of the JCR shall be chaired by The Chair of The JCR in the first instance or anyone else appropriate as specified per Schedule III, Article 1.

## 5 General Meetings

### 5.1 Timings of the General Meeting

The JCR President shall convene no fewer than three Ordinary General Meetings per term in accordance with Schedule III, Article 9.

## 5.2 Extraordinary General Meetings

A petition of no fewer than 10% of all Full Members shall be sufficient to require the JCR President to convene an Extraordinary General Meeting at a minimum of 24 hour notice and within a period specified by the petition; the quorum for such meetings shall be 35 Full Members, other than in Trinity Term when the quorum shall be 30 Full Members.

## 5.3 Emergency General Meetings

The JCR President in consultation with the JCR Committee shall have the authority to convene an Emergency General Meeting at a minimum of 24 hour notice; the decisions of an Emergency General Meeting shall lapse unless confirmed at the subsequent Ordinary General Meeting; the quorum for such meetings shall be 35 Full Members, other than in Trinity Term when the quorum shall be 30 Full Members.

# VI Article F: Referendums

## 1.1

A Referendum may occur in relation to one topic no more than once per term at the discretion of The JCR President in consultation with the JCR Committee.

## 1.2

The Returning Officer shall be responsible for the fair and democratic execution of referendums.

## 1.3

A simple majority shall in every case suffice to resolve any non-spending related referendum issue. A two-thirds majority is required to resolve a referendum regarding any spending. The distinction between spending and non-spending referendums shall be made by the JCR President and the JCR Treasurer. The quorum for such a referendum shall be 25% of the Full Members of the JCR.

## 1.4

The JCR President in consultation with the JCR Committee shall hold the casting vote.

# VII Article G: Finance

## 1 Management

The Management of JCR finances shall be entrusted to the JCR President in consultation with the JCR Treasurer in accordance with Schedule IV subject to the approval of the trustees.



## VIII Article H: Complaints Procedure

### 1 Complaints Committee

#### 1.1

In the case of a Full Member of the JCR bringing a complaint against the JCR Committee or any of its officers, an ad hoc JCR Complaints Committee shall be established for the purpose of resolving the dispute.

#### 1.2

The Complaints Committee will consist of the following five members:

1. One member of the JCR Committee (the President, unless they are involved).
2. One Student Supporter (chosen by the concerned officer).
3. Three full members of the JCR who do not hold Committee posts. These members will be nominated in a JCR General Meeting and be elected in line with Schedule II of the Standing Orders, notwithstanding Article 3, Article 4, Article 5.1, Article 6 and Article 7.1, 7.2 and 7.3.

### 2 Jurisdiction of Complaints Committee

#### 2.1

The Complaints Committee shall reach a decision by consensus. It shall have the power to recommend one of the following courses of action:

1. Referral of the dispute to a higher body.
2. Censure of the implicated JCR Officer(s).
3. Instigation of a vote of no confidence in the JCR Officer(s) by the General Meeting.
4. Rejection of the complaint.

#### 2.2

If a complainant remains unsatisfied, the junior member may take their complaint to the President of the St Edmund Hall Association, who shall act as the external overseer.

## IX Article I: Amendment

### 1 Amendment of the Constitution

The Constitution may be amended by a two-thirds majority at a General Meeting subject to subsequent approval by the Governing Body. Unless otherwise prescribed by the General Meeting, the amendment is effective immediately.

### 2 Amendments of Standing Orders

The Standing Orders may be amended by a two-thirds majority at a General Meeting subject to subsequent approval by the Governing Body, except for those standing orders which provide for their own amendment. Unless otherwise prescribed by the General Meeting, the amendment is effective immediately.

### 3 Responsibility of Updating Amendments

#### 3.1

The Constitution should be updated by the JCR Secretary in line with any amendments passed as above before 0th week of the term following that in which such an amendment is made.

#### 3.2

The Amended Governing Documents shall be available on the St Edmund Hall Junior Common Room website with the assistance of the JCR IT Officer if necessary. Up to date paper copies shall be placed in the JCR once a year in time for the first General Meeting of the academic year.

#### 3.3

The JCR Secretary may correct any amendments to the constitution or standing orders for spelling and grammar.

## X Article J: Interpretation

### 1.1

In the event of dispute on the interpretation of the Constitution or the Standing Orders outside of the General Meeting, the ruling of the JCR President in consultation with the JCR Committee shall be sought.

### 1.2

If no consensus can be reached by the JCR or an objection is raised to the interpretation in the General Meeting the disputed interpretation shall be referred to the trustees.

### 1.3

In the event of dispute on the interpretation of the Constitution or the Standing Orders during a general meeting, the ruling of the presiding Chair shall be sought.

## XI Article K: Social Media Code of Conduct

### 1.1

The JCR President will create a Facebook page for all full members of the JCR to join during the summer vacation, after places have been confirmed for the incoming freshers.

### 1.2

The President, The Vice President, and The Entz Presidents will be responsible for this page and will be made admins for the duration of their office.

### 1.3 Guidelines of the Facebook Page

This page is an informative resource for the student body, and a place to ask questions or promote activities. We aim for this page to be an inclusive, informative page for everyone and in the interest of raising issues, promoting events, and generally contributing to college life. Only Full Members (including visiting students) of the current JCR are to be added to this page. If you feel anything posted on the page doesn't reflect the ethos of the JCR, please raise the issue with the admins (President, Vice President, Entz Presidents) so they can mediate the problem effectively.

A post will be deleted if it contains:

- Profane, defamatory, offensive or violent language.
- "Trolling" or posting deliberately disruptive statements meant to hijack comment threads or throw discussions off-track.
- Hateful or discriminatory comments regarding race, ethnicity, religion, gender, disability, sexual orientation, or political beliefs.
- Links or comments containing sexually explicit content material.
- Discussion of illegal activity.
- Spam, link baiting, or files containing viruses that could damage the operation of other people's computers or mobile devices.
- Violations of copyright or intellectual property rights.
- Content that relates to confidential information.
- Content determined to be inappropriate, in poor taste, or otherwise contrary to the purposes of the forum.
- Campaigning on any site for any candidate (including RON) for election campaigns.

# The Standing Orders

## XII Schedule I: Duties of the JCR Officers

### 1 Preamble

The duties of JCR officers shall be for the time being as set out below. Nothing in this schedule shall abridge the responsibility of any Officer with respect to the holistic functions of the JCR.

### 2 The Trustees

#### 2.1 The JCR President

1. Fulfil the role of trustee and chairing the meetings of trustees.
2. Uphold and interpret the Constitution.
3. Responsible for ensuring fair and democratic disposal of all JCR affairs.
4. Responsible for the overall government of the JCR.
5. Responsible for the co-ordination of all JCR activities.
6. Primus Inter Pares of the Aularians.
7. Principal negotiator of college prices and charges.
8. Representation of the JCR to appropriate Committees and Sub-Committees of the Governing Body.
9. To liaise with the tutor for undergraduates and other relevant college officers in publicising and promoting guidelines regarding academic conduct.
10. Representation of the JCR externally to: the Oxford University Committee of JCR Presidents, the St Edmund Hall Association Executive, and organisations to which the JCR chooses to affiliate itself in Schedule V.
11. Representation at large of the JCR.
12. Responsible for the cultivation of favourable relations between Junior and Senior members of the Hall.
13. Co-ordination of the organisation of Freshers' week in conjunction with the JCR Entz Presidents.
14. Responsible for the organisation and implementation of the Crisis Scholarship, and ensuring coordination with the MCR and the SCR in the smooth running of the Scholarship.
15. To keep a record of the Honorary Members.
16. Sit on the welfare sub-committee meeting at least once a term.
17. Together with the JCR Treasurer oversee and approve any spending made by Women\*'s and Men\*'s Officers.
18. Liaise with Schedule V organisations where necessary or beneficial to the JCR.

#### 2.2 The JCR Vice-President

1. Fulfil the role of trustee.
2. Deputy JCR President.
3. Assist the JCR President wherever necessary.
4. Organisation of the JCR Christmas Dinner.
5. Management of JCR Matriculation and Summer Photographs.
6. Management of all other JCR domestic affairs, services and facilities.

7. Representation of the JCR to: College and Welfare Committee, Domestic Committee, Safety Committee, and wherever else their presence would further the domestic interests of the JCR and The Hall.
8. Assist with organisation and running of Freshers' Week, including organisations of the move-in day and production of the "Bear Necessities Guide" for incoming Freshers.
9. Assemble and distribute the termly JCR Committee contact sheet.

### 2.3 The JCR Treasurer

1. Fulfil the role of trustee.
2. Responsible for the day to day administration of JCR funds and being the main manager and operator of the JCR Primary account.
3. Financial advisor to the trustees.
4. Responsible for publishing an annual financial report in accordance with Schedule IV and the Education Act 1994.
5. Present accounts to the General Meeting at the start of each term and Finance Committee each year.
6. Assist the JCR President in the negotiations of college prices and charges.
7. Ensure the maintenance of all JCR machines (e.g. in the Games Room) and collects any profits from these to place in the Primary account.
8. Ensure that they have sufficient training to fulfil the role of JCR Treasurer, including liaising with the College accountants, and attending any relevant training sessions of affiliated bodies.
9. JCR Treasurer is to review JCR standing orders in light of financial situation.
10. Together with the President oversee and approve any spending made by Women\*'s and Men\*'s Officers.
11. Procure from any officer or person receiving a "block grant" such as described in Schedule IV an account of how such funds were spent, to be included in the report.

### 2.4 The JCR Entz Presidents

1. The Entz Presidents consist of two people, husting and running together under a common manifesto
2. The Entz Presidents shall collectively fulfil the role of trustee and only have one vote between them in JCR Executive discussions concerning JCR matters.
3. Responsible for appointing an Entz team at the start of HT. This must include a nominated 'Freshers Representative' as part of the team. Their responsibilities include:
  - a. Assisting in the co-ordination of Freshers week with the Freshers Representative in charge.
  - b. Performing tasks as delegated to by the Entz Presidents for the benefit of the JCR.
  - c. Being responsible for the organising and planning of BOPs and other social events as instructed by the Entz President.
4. Assist along with the JCR President, the Freshers Representative in the organisation and coordination of Freshers Week logistics and events.
5. Organisation of all social events, including those financed by the Entz fund, including responsibility for when needed : consultation with the Dean; cooperation with other Governing Body Officers and JCR Officers; consultation with other Junior Common Rooms where appropriate; hire and purchase of all necessary stock, equipment, and supplies; head of security.
6. Ensure that all the spending coming from the Entz Fund is approved by the JCR President and the JCR Treasurer.

7. Ensure that all organised events which involve Entz funding are advertised to the JCR by email and on the Facebook page at least 7 days in advance. If 7 days notice cannot be achieved, events may take place with 3 days notice with permission from the Exec committee.
8. Update the JCR about any relevant social events.
9. Representation of the JCR to: College and Welfare Committee, and wherever else their presence would further the social interests of the JCR.
10. Organisation of the annual JCR Committee meal in conjunction with the JCR Secretary.

## 2.5 The JCR Welfare Officers

1. Fulfil the role of trustee.
2. To be a Peer Supporter.
3. Line Managers of the Peer Supporters.
4. Retrieval and compilation of welfare information for members of the JCR.
5. Work together and with the GSD Officer to enforce the implementation of the Equal Opportunities Policy.
6. Arrange the provision of welfare supplies.
7. Attendance of College and Welfare Committee at Schedule V organisations.
8. To liaise with the Entz Presidents for organisation of Freshers' week non-club activities.
9. Responsible for the organisation of Anti-Fifth Week Blues with a budget of £1000. Funding to be from the JCR account by standing order and reviewed periodically by the JCR Treasurer.
10. Ensure that the JCR, and be prepared to lobby the college to, provide equal opportunities to all students, of any sexuality, religion, gender, race or disability.
11. Represent the JCR's beliefs in equal opportunities to appropriate bodies in college and to affiliated organisations in accordance with Schedule V.
12. Ensure that the equal opportunities policy of the college is upheld.
13. Responsible for pointing out issues with motions or amendments that would be in breach of the Equal Opportunities Policy during the General Meeting.
14. Make themselves known as the point of contact for students with disabilities, working with the Disability Officer.
15. Chair the welfare sub-committee meeting at least once a term.
16. Act as a point of contact and liaison with College on student parents.

## 2.6 The JCR Secretary

1. General administrative duties for the JCR Committee with any spending reimbursed by the JCR and not subject to voting (motion unnecessary).
2. Take minutes of the General Meeting and hustings.
3. Publicise minutes of the General Meetings and hustings.
4. Be aware of the confidentiality of certain JCR business.
5. Attend and take minutes of any meeting deemed necessary by the JCR President.
6. Publicise JCR Meetings.
7. Update the Constitution of the JCR and ensuring its regular review.
8. Keep and manage important documents in accordance with Schedule III, Article 1.
9. Responsible for punt hire.
10. Responsible for organising college parents.
11. Responsible for submitting an impartial motion for engraved tankards for leaving executive committee members, filled with a drink of their choice.

### 3 The Committee

#### 3.1 The JCR Academic Affairs and Careers Officer

1. To act as one of several points of contact for any student expressing any grievance regarding their course, tutor, or academic welfare.
2. To run anonymous feedback sessions annually or at the request of the Senior Tutor.
3. Regularly consult with the Senior Tutor and suggest any alterations to the current procedures.
4. To publicise and disseminate all information regarding career events and the use of the Careers Service and Aularian Connect.
5. Represent the JCR on the college academic committee twice a term.
6. Sit on the welfare sub-committee meeting at least once a term.

#### 3.2 The JCR Access Officers

1. Co-ordinate the JCR contribution during Open Days, liaising with the Tutor for Admissions and Admissions Officer.
2. Facilitate College involvement with the Target Schools campaign and other access initiatives, including those run by Schedule V organisations, and promote admission from a wide range of social backgrounds.
3. Liaise with the Editors of the College Alternative Prospectus.
4. Ensure that the JCR is aware of the figures for applications to and acceptances by the College, from all educational sectors each year.
5. Attend all appropriate Oxford SU training sessions.
6. Responsible to promote awareness and represent the JCR on issues of scholarships, grants, and bursaries.

#### 3.3 The JCR Accommodation Officer

1. Generate and provide up-to-date information to members regarding college and non-college accommodation.
2. Disseminate all relevant information regarding accommodation.
3. Be the first point of contact for anyone having problems with housing or their room in college.
4. Liaise with the college Accommodation Officer.
5. Organise and oversee the Room Ballot.
6. Help first years with accommodation.
7. Help make sure everyone is included in the ballot, particularly third year language students and suspended students.

#### 3.4 The JCR Arts and Culture Officers

1. To ensure at least one variety show, open mic night, or other concert is organised each term.
2. Publicise Arts and Culture Events within The Hall.
3. Aid in the organisation of the St Edmund Hall contribution to Oxford Art Weeks.

#### 3.5 The JCR Black, Asian, and Minority Ethnic (abbreviated to BAME) Officer

1. Responsible for the promotion of BAME issues within college.

2. Responsible for representing the views BAME students to college and on relevant committees.
3. Responsible for the organisation of events for or relating to BAME students.
4. Encouraged to be or become a peer-supporter, or otherwise to attend the listening skills and confidentiality workshops put on by the welfare officers at the end of Michaelmas.
5. Support the Access Officers in enforcing the Equal Opportunities Policy.
6. Sit on the Welfare Sub-Committee meeting at least once a term.
7. Sit on the Equal Opportunities Sub-Committee meeting at least once a term.
8. Sit on the College and Welfare Committee meeting at least once a year.
9. Work with the SU and other officers to make sure that relevant training is taking place and access requirements being met in college.

### 3.6 The JCR Charities Officer

1. Disposal of all charities related correspondence (including information on RAG campaigns and events) to the JCR.
2. Disposal of all environment and ethics related correspondence (including information on Oxford SU Environment and Ethics campaigns and events) to the JCR.
3. Junior Treasurer to the Ultra Vires Charity Fund.
4. Organisation of charitable social events within The Hall.
5. Delegation of representation of the JCR to Oxford University RAG.

### 3.7 The JCR Disabilities Officer

1. Responsible for the promotion of disability issues within college and for disabilities campaigns.
2. Work closely with the other Officers and Oxford SU's disabilities campaign to increase awareness of disability issues, including access.
3. Responsible for representing the views disabled students to college and on relevant committees.
4. Responsible for the organisation of events for or relating to disabled students.
5. Encouraged to be or become a peer-supporter, or otherwise to attend the listening skills and confidentiality workshops put on by the welfare officers at the end of Michaelmas.
6. Support the Access Officers in enforcing the Equal Opportunities Policy.
7. Sit on the Welfare Sub-Committee meeting at least once a term.
8. Sit on the Equal Opportunities Sub-Committee meeting at least once a term.
9. Sit on the College and Welfare Committee meeting at least once a year.
10. Work with the SU and other officers to make sure that relevant training is taking place and access requirements being met in college.

### 3.8 The JCR Environment and Ethics Officer

1. Increase awareness of environmental issues amongst JCR members, including providing information on events and developments in Oxford.
2. Encourage both the JCR and the relevant college authorities to adopt environmentally and ethically friendly practices, especially with regard to waste, energy, and water.
3. Attend weekly meetings with Domestic Committee members and negotiate adopting environmentally friendly practices.
4. Attend the Health, Safety, and Environment Committee at the discretion of the JCR President.
5. Attend the weekly Environment and Ethics meetings at Oxford SU.



### 3.9 The JCR Freshers Representative

1. Responsible for coordinating with the Entz Presidents to organise Freshers week logistics and events along with the Entz Presidents and the JCR President.
2. Must also be a member of the Entz team.

### 3.10 The JCR Gender and Sexual Diversity Officer

1. Responsible for representing the views and interests of all self-identifying gender and sexual minorities members of the JCR to the JCR and college.
2. To support the equal opportunities and Access Officer in enforcing the Equal Opportunities Policy.
3. Organisation of social events for LGBTQ students within The Hall.
4. Responsible for promotion of Gender and Sexual Diversity issues within The Hall.
5. Responsible for the organisation of events for or relating to all self-identifying gender and sexual minority students.
6. Encouraged to be or become a peer-supporter, or otherwise to attend the listening skills and confidentiality workshops put on by the welfare officers at the end of Michaelmas.
7. Sit on the Welfare Sub-Committee meeting at least once a term.
8. Sit on the Equal Opportunities Sub-Committee meeting at least once a term.
9. Sit on the College and Welfare Committee meeting at least once a year.
10. Work with the SU and other officers to make sure that relevant training is taking place and access requirements being met in college.

### 3.11 The JCR International Students Officer

1. Promotion of issues concerning international (to include EU) and visiting students within The Hall.
2. Responsible for reporting any unheard wishes, desires, or thoughts from the international and/or visiting students to the JCR Committee.
3. Facilitation of integration of visiting students within The Hall every term in liaison with the JCR President and JCR Entz Presidents.
4. Responsible for reporting any unheard wishes, desires or thoughts from the visiting students to the JCR Committee.
5. Sit on the welfare sub-committee meeting at least once a term.

### 3.12 The JCR IT Officer

1. Maintenance of the JCR website, including the updating of JCR meeting minutes, the JCR Policy document, and the Constitution.
2. Maintenance of the JCR email lists.
3. Representation of the JCR to the college IT office.
4. Responsible for ensuring any computer related complaints from JCR members are dealt with as quickly and efficiently as possible.
5. Act in the first instance as Returning Officer for JCR elections.
6. To publicise the date and hours when online voting will be open at least 7 days prior to any election or vote.
7. To email members of the JCR with specific details of how to vote the day before any election or vote.

### 3.13 The JCR Men's and Minority Gender Identities' (abbreviated as Men\*'s) Officers

1. Representation of the views and interests of the JCR self-identifying as men or as males, herein after referred to as men or male members.
2. Promotion of issues concerning men within The Hall.
3. Organisation of social events, including a termly MOTH, for men of the Hall financed with up to £100 from the Entz fund. All these events must be cleared with the Exec Committee and be advertised up to 7 days in advance or 3 days with specific permission from the Exec.
4. Sit on the Welfare sub-committee meeting at least once a term.
5. Organisation of the "Good Lad" Workshops alongside the Sports Officer and the captains of the Rugby, Football, Cricket, and Rowing Captains for 4th Week Michaelmas Term.
6. Organisation of 'Movember' each November.
7. Attendance of relevant Committees at Schedule V organisations.
8. Liaise with relevant Schedule V organisations and promote university wide events that will benefit the men of The Hall.

### 3.14 The JCR Sports Officers

1. Publicise sports of sports events of interest to members of The Hall.
2. Report the fixtures and results of sports competitions concerning members of The Hall.
3. Inform the JCR Committee of the needs and wishes of the different sports teams in college.
4. Organisation of the annual Teddy Hall sports day.
5. Organise "Good Lad" Workshops alongside the Men\*'s Officers, the captains of the Rugby, Football, Cricket, and Rowing teams for 4th Week Michaelmas term.

### 3.15 The JCR Suspended Students Representative

1. To act as one of several points of contact for any student expressing any thoughts or queries about suspending their studies.
2. Liaise with the Welfare Officers and the Tutor for Undergraduates if required.
3. To publicise events run by SusCam and by Oxford SU that relate to suspension of studies or suspended students.

### 3.16 The JCR Women's and Minority Gender Identities' (abbreviated as Women\*'s) Officers

1. Representation of the views and interests of members of the JCR self- identifying as women or as females, herein after referred to as women or female members.
2. Promotion of issues concerning women within The Hall.
3. Organisation of social events, including a termly WOTH, for women of The Hall financed with up to £100 from the Entz fund. All these events must be cleared with the Exec Committee and be advertised up to 7 days in advance or 3 days with specific permission from the Exec.
4. Sit on the welfare sub-committee meeting at least once a term.
5. Attendance of relevant Committees at Schedule V organisations.
6. Liaise with relevant Schedule V organisations and promote university wide events that will benefit the women of The Hall.

## XIII Schedule II: Election Procedure

### 1 The Returning Officer

#### 1.1

The JCR IT Officer shall, in the first instance, act as Returning Officer in all elections, except where they are considered in the opinion of the JCR President, in consultation with the JCR Committee, to have or might be perceived to have a material interest in the outcome of the election.

#### 1.2

Should the JCR IT Officer be unable to act as Returning Officer, the JCR President, in consultation with the JCR Committee, shall appoint a Returning Officer, who is not in any way materially interested in election outcomes, to conduct JCR elections according to this Schedule and ensure their fair and democratic disposal. The Returning Officer shall be responsible for presenting a report on the elections to the General Meeting.

### 2 Eligibility

#### 2.1

Only Full Members of the JCR, excluding Honorary members, may hold office.

#### 2.2

Only those identifying as female may run for JCR Women\*'s Officer.

#### 2.3

Only those identifying as male may run for JCR Men\*'s Officer.

#### 2.4

The incumbent JCR GSD Officer, in consultation with the JCR Committee, may veto any applicants for JCR GSD officer they deem unsuitable for the post.

#### 2.5

No person may present themselves for election of two trustee positions in the same election.

#### 2.6

No multiple candidacies shall be permitted for any trustee position.

#### 2.7

No person may simultaneously hold the position of Chair of the JCR and a membership of the JCR Committee.

## 2.8

Only those identifying as BAME may run for BAME officer.

## 3 Nominations

### 3.1 Opening of Nominations

The Returning Officer shall post copies of Schedule II and solicit manifestos no later than from 3rd week onwards of the term in which elections are being held.

*3.1.1 Elections shall be held in Michaelmas Term for the following positions:*

JCR Access Officer, JCR Academic Affairs and Careers Officer, JCR Charities Officer, JCR GSD Officer, JCR International Students' and Visiting Students' Officer, JCR President, JCR Secretary, JCR Entz Presidents, JCR Sports Officers, JCR Welfare Officers.

*3.1.2 Elections shall be held in Hilary Term for the following positions:*

JCR Arts and Culture Officers, JCR Men\*'s Officers, JCR Treasurer, JCR Vice President, JCR Women\*'s Officers, BAME officer.

*3.1.3 Elections shall be held in Trinity Term for the following positions:*

Freshers' representative, once Entz reps have been selected. Disabilities and Accommodation officers will be appointed.

### 3.2 Nominating

To nominate, seven copies of a candidate's manifesto shall be required, as defined by Schedule II, Article 4.

### 3.3 Close of Nominations

Nominations close on noon of the eighth day preceding the election.

### 3.4 Extension of Nomination Period

In the event that no manifesto for a post is received by the stated deadline, the deadline shall be extended by discrete periods of 24 hours until at least one manifesto has been received or noon on the day of hustings. If no nominations are made, a by-election shall be held in line with Schedule II, Article 8.

## 4 Manifestos

### 4.1

Every manifesto must have as a proposer and seconder a Full Member of the JCR. No one may propose or second more than one candidate in each statutory election.

#### 4.2

Proposers and Seconders may not be members of the JCR Committee.

#### 4.3

Manifestos should be one-sided and one a single piece of A4 paper.

#### 4.4

Manifestos may be in any colour and printed in colour ink.

#### 4.5

A candidate's manifesto may not contain libellous material; any reference, explicit or implied, to any other candidates; allusions to or the symbol of any national political party, in an attempt to represent himself as a candidate of that party or its subsidiary organisations.

#### 4.6

The Returning Officer shall have the power to rule if any manifesto is in contravention of Schedule II, Article 4.

#### 4.7

A copy of the manifesto must be emailed to the Returning Officer by the deadline they have set.

#### 4.8

Manifestos will be uploaded to the online voting system once nominations have closed.

### 5 Campaigning

#### 5.1

Within 12 hours of the closure of nominations, the Returning Officer shall post copies of the manifestos prominently within The Hall, including its major annexes, and the manifestos will be uploaded onto the online voting system.

#### 5.2

No election material other than manifestos may be posted or distributed on behalf of any candidate's campaign, and no canvassing of votes shall be permitted.

### 6 Hustings

#### 6.1

Hustings shall occur on the Monday of 6th week.

## 6.2

The Returning Officer shall publicise Hustings at least 5 days before Hustings.

## 6.3

The Chair of the JCR shall, in the first instance, act as chair of Hustings. If the Chair of the JCR is unable to act as chair of Hustings, the Returning Officer shall act as chair.

## 6.4

The Chair shall veto all questions put to the candidates and shall maintain an atmosphere of respect and consideration to allow those assembled to judge fairly the merits of the candidates.

## 6.5

All questions posed at Hustings must be addressed impartially to all candidates standing for the same post.

## 6.6

Minutes of Hustings are to be published within 72 hours of the close of the meeting.

## 6.7

An electronic copy of the minutes shall be kept for records.

## 6.8

Minutes will be emailed to all full members of the Hall within 72 hours of Hustings.

## 7 Polling

### 7.1

Polling for the positions to be taken up in Hilary term shall occur on Monday of 6th Week of Michaelmas Term.

### 7.2

Polling for the positions to be taken up in Trinity term shall occur on Monday of 6th Week of Hilary Term.

### 7.3

The polling will be conducted by an online voting system, with the IT Officer providing specific details of how to vote.

### 7.4

The IT Officer shall publicise the date and hours when online voting will be open at least 7 days prior to the election.

## 7.5

RON (Re-Open Nominations) shall be a candidate in all elections and by elections.

## 7.6

All Full Members of the JCR, except Honorary Members, may vote in elections for all positions, except:

1. Only Full Members identifying as female (not including Honorary Members) may vote for the post of JCR Women\*'s Officer.
2. Only Full Members identifying as male (not including Honorary Members) may vote for the position of JCR Men\*'s Officer.
3. No one person may cast a vote in both the ballots for JCR Women\*'s Officer and JCR Men\*'s Officer in a single election.
4. Only Visiting or International students may vote for the post of JCR International and Visiting Students Officer.

## 7.7

Votes shall be counted according to the Alternative Vote system.

## 7.8

The JCR President in consultation with the JCR Committee shall hold the casting vote.

## 8 By-Elections

Should victory at any election fall to Re-Open Nominations or should any elected JCR post fall vacant before the end of its term of office, the Returning Officer shall arrange for a by-election for the remaining period of office, which shall be conducted as prescribed by Schedule II, notwithstanding Article 3.1, Article 3.3, Article 7.1 and Article 7.2.

## XIV Schedule III: Standing Orders for General Meetings

All General Meetings shall be conducted according to the Standing Orders contained in this Schedule.

### 1 Arbitrators

#### 1.1 Chair

1. In the first instance, The Chair of the JCR shall be Chair of the General Meeting.
2. The Chair shall be responsible for maintaining order, ensuring that the Standing Orders and Constitution are upheld, preserving an atmosphere of consideration and dignity conducive to debate and reflection, and playing an inquisitorial role in discussion.
3. Anyone wishing to speak must address themselves to the Chair, who will decide the right of priority in speaking.
4. The Chair shall have the right to caution, censure, or expel any person from the meeting for disruptive conduct.
5. The Chair shall exercise no vote, other than a casting vote in the event of a tie, the exercise of which may be regulated by Standing Orders.

6. The Chair shall not take part in debate, except to give points of clarification and to interpret the Constitution and Standing Orders.
7. Conflict of interest or absence:
  - (a) Should the presiding Chair of the JCR be placed in a position of conflict of interest or otherwise unable to chair the meeting, they must relinquish the Chair.
  - (b) With the direction of the President, the Chair shall pass to a suitable Full Member of the JCR who has sufficient knowledge of the Constitution and Standing Orders.

## 1.2 Secretary

1. In the first instance, the JCR Secretary shall act Secretary to the General Meeting, recording the minutes and counting votes.
2. Should the JCR Secretary be unable to minute, the JCR President shall appoint an interim secretary for the duration from the Full Members of the JCR.

## 2 Order of Business

The Business of a General Meeting shall be taken in the following order:

1. Minutes of the previous meeting.
2. Matters arising.
3. Reports and Officers' Question Time.
4. Charities motions.
5. Other motions submitted previously to The JCR President and appearing in the agenda.
6. Emergency Motions.
7. Any Other Business.

## 3 Order of Discussion

### 3.1

The discussion of Motions shall begin at item 4 in the Order of Business and be as follows:

1. The Chair reads out the title of the motion, and for a speech in proposition by the proposer.
2. The Chair calls for any points of opposition and debate. Should none be heard the motion passes nem con.
3. All motions, except those requiring a two-thirds majority, may be passed nem con.
4. In the event of a motion of no confidence or censure, the subject of which has the right to make the first point in opposition.
5. Amendments may be offered during debate only.
6. Amendments may either be accepted as friendly by both the proposer and seconder, or rejected as unfriendly by either.
7. Should an amendment be deemed unfriendly, the proposer of the amendment may wish to force it through. A move to debate on the amendment is made.
8. An amendment cannot be amended, and amendments may not change the basic intent or nature of the original motion.
9. Once the Chair is satisfied that no new or useful information remains to be offered to debate, the proposer of the amendment and the proposer or seconder of the motion who initially rejected the amendment, chosen by the chair may make on speech in summation before moving to vote.



10. A simple majority of Full Members present at the General Meeting will suffice to force through the unfriendly amendment.
11. Should an unfriendly amendment be forced, the proposer and/or seconder of the motion may choose to no longer propose/second the motion and another must volunteer to do so, otherwise the motion is withdrawn.
12. The discussion then returns to debate on the substantive motion, as amended.
13. Once the Chair is satisfied that no new or useful information remains to be offered to the debate, the proposer of the motion and one opposer, chosen by the Chair, may make a speech in summation before moving to vote.
14. A vote is then called.

### 3.2

Should a proposer to a motion not wish to make a speech in proposition, they may write to the Chair of the JCR in advance of the meeting. In this case 3.1.1 in the order of discussion is exempt.

### 3.3

At any point during the meeting, the presiding Chair may grant speaking rights to any person they feel could beneficially contribute to the discussion at hand.

## 4 Motions

### 4.1

All motions require both a proposer and a seconder who are Full Members of the JCR.

### 4.2

Other than those calling for a Referendum or ratification of an action, which would otherwise lapse, motions requiring only a simple majority to be passed are considered ordinary motions, and must be received by the JCR President and Secretary no fewer than 36 hours before the meeting to which they are to be put.

### 4.3

Motions of Censure shall be considered ordinary motions.

### 4.4

Any motion which would in itself, in the opinion of the JCR President, significantly affect the basic character of the JCR shall be deemed an Organic Motion and require a two-thirds majority of an Ordinary General Meeting to be passed. An Organic Motion, which limits the future power of the JCR, as ruled by the President, must be passed in a Referendum.

### 4.5

Any motion which requires a two-thirds majority to be passed, which calls for a Referendum, or which calls for the ratification of an action which would otherwise lapse, must be received by the JCR President and Secretary no fewer than 7 days before the meeting to which they are to be put. The JCR President shall make known the submission of such motions and shall post them prominently no fewer than 7 days before the meeting to which they will be put.

## 4.6

The JCR Secretary, in the first instance, shall post the agenda, including these motions and any others previously received for the meetings, no fewer than 24 hours beforehand. If the JCR Secretary is unable to post the agenda, the JCR President shall post the agenda.

## 4.7

1. Full members seeking funding from the JCR must pass a motion before spending money they wish to be reimbursed.
2. If an event that requires funding occurs at short notice and a General Meeting can not be convened before the event takes place, the proposer must seek approval from the President and the Treasurer before spending any money they wish to be reimbursed by the JCR.
3. If they do not seek this approval, then they will not be reimbursed by the JCR.

## 5 Emergency Motions

### 5.1

Motions which are submitted after the deadline for Ordinary Motions may be accepted at the discretion of the presiding Chair of the JCR as emergency motions at any time up to the closure of the General Meeting.

### 5.2

Two-thirds majority, Referendum, and ratification motions may not be admitted as Emergency Motions.

### 5.3

The presiding Chair of the JCR may, at their discretion, accept at any time other motions which deal with urgent or unforeseen business as Emergency Motions, and include them on the agenda of a General Meeting.

### 5.4

Any Emergency Motion which is proposed during the Any Other Business segment of a General Meeting agenda may only be passed nem con.

## 6 Procedural Motions

### 6.1

The following procedural motions may be put at any General Meeting:

1. Point of clarification from the Chair.
2. Point of information.
3. A quorum count be held.
4. No confidence in the Chair.
5. Challenge to the ruling of the Chair.
6. The motion be put to vote.
7. Move to debate.

8. The meeting be temporarily adjourned for a specified time.
9. The order of motions on the agenda be changed.
10. The motion be deferred to the following meeting.
11. The motion be voted on in parts.
12. The request to conduct a secret ballot for the motion (at the discretion of the chair).
13. The vote to be conducted by recorded vote.
14. The meeting be adjourned.

## 6.2

Procedural motions shall take order of precedence as they appear above.

## 6.3

Procedural motions 6.1.1 to 6.1.7 shall be considered points of order and may be put by a speaker at any time. Procedural motions 6.1.8 to 6.1.14 may be moved after a proposer with speaking rights has been recognised by the Chair.

## 6.4

The Chair shall have the authority to disallow procedural motions other than 6.1.5 if they are being put consecutively in a manner intended to disrupt the meeting.

## 7 Policy

1. All motions passed by the JCR in a General Meeting constitute “JCR Policy”.
2. This policy will have a lifetime of no more than three years, after which time it shall lapse. All JCR policy will be held on the website, clearly dated, in a separate document from JCR minutes.
3. It will be the IT Officer’s responsibility to delete lapsed policy from the website, but only with the authorisation of the JCR Secretary.
4. The JCR Secretary will type up JCR Meeting minutes within 72 hours of the close of each General Meeting and will email an electronic copy to the JCR.
5. The JCR IT Officer shall put up the minutes of each General Meeting on the website within 24 hours of receipt from the JCR Secretary.
6. The JCR Secretary will keep paper copies of all JCR Meeting minutes and of the JCR Policy document safely in a JCR file.

## 8 Voting

1. Although any person holding any level of JCR membership may be present and speak, as may observers and guest speakers with the consent of the Chair, only Full Members shall have voting rights.
2. No votes shall be recorded on behalf of anyone not present.
3. For the purpose of the Constitution and Schedules, a simple majority shall be deemed to refer to more than half of those present and entitled to vote, less abstentions. A two-thirds majority shall refer to more than two-thirds of those present and entitled to vote, less abstentions.
4. If there are a majority of abstentions the motion will, if possible, be brought to the following meeting.

## 9 Frequency

### 9.1

In Michaelmas Term, General Meetings should be on the Sundays of 1st, 5th and 8th week.

### 9.2

In Hilary Term, General Meetings should be on the Sundays of 2nd, 5th and 8th week.

## XV Schedule IV: Finances

The JCR Finances shall be a matter of public record, and shall be conducted in a responsible and accountable fashion.

### 1 Primary Account

#### 1.1

The JCR shall hold a bank account in its own name, which shall be its primary account. The bank account shall be financed by a voluntary opt-out termly levy of £10 charged in arrears on the Battels of all Full Members of the JCR.

#### 1.2

The JCR President and the JCR Treasurer are signatories of the primary account and are entitled to sign cheques.

#### 1.3

The trustees led by the JCR President and Treasurer shall be jointly responsible for managing the finances of the JCR.

#### 1.4

The financial year shall begin on the first day of April.

#### 1.5

An annual budget shall be presented by the incoming JCR Treasurer to, and subject to the approval of, the General Meeting and the Governing Body before the beginning of every financial year; there shall be no expenditure of budgeted allowances without amendment to the budget.

#### 1.6

The budget shall include the annual JCR Committee meal.

#### 1.7

A two-thirds majority at a General Meeting shall be required to authorise the spending of funds from the primary account.

## 1.8

Accounts shall be presented by the JCR Treasurer to the first Ordinary General Meeting of every term and to Governing Body, as shall the amended budget of the previous term.

## 1.9

There shall be no single transaction of purchase of goods or services by the JCR or spending from the primary account, which does not benefit or potentially benefit any or all members of the JCR.

## 2 St Edmund Hall Ultra Vires Charity Fund

### 2.1 Preamble

#### *2.1.1 Name*

There shall be an association within St Edmund Hall known as Ultra Vires Charity Fund.

#### *2.1.2 Object*

The Ultra Vires Charity Fund exists to collect a termly levy and donate to a registered charity or an organisation whose objectives are deemed charitable.

#### *2.1.3 Membership*

Membership of the Ultra Vires Charity Fund will be comprised of all JCR members and MCR members, who subscribe by paying the termly levy.

### 2.2 Management

#### *2.2.1*

The Ultra Vires Charity Fund shall hold a bank account.

#### *2.2.2*

The JCR Charities Officer shall be responsible for managing this bank account, cheques for which shall require their signature and that of a member of the Senior Common Room.

#### *2.2.3*

The bank account shall be financed by a voluntary opt-out termly levy of £5 charged in arrears on the Battels of all Full Members of the JCR, including all MCR members.

#### *2.2.4*

A simple majority through an online vote made by the JCR shall suffice to authorise disposal of the amount resolved in the motion from this bank account unless a deficit in the termly budget occurs.

## 2.3 Donations

### 2.3.1

Motions asking for a donation must be sent to the JCR Secretary no fewer than 36 hours before the meeting they are to be put.

### 2.3.2

Accounts shall be presented to the General Meeting at the end of the JCR Treasurer's tenure of office.

### 2.3.3

The maximum amounts for donations from the Ultra Vires Charity Fund are the following:

1. £500 - Charity involving SEH student participation,
2. £250 - Charity not involving student participation.

### 2.3.4

All charities motions will be put forward in one designated JCR Meeting per term, the timing of which will be decided by the JCR President in consultation with the JCR Charities Officer, unless a motion has substantial time pressure and is considered "urgent" it can be submitted at any other JCR Meeting. There will then be two votes for this motion, one to vote on if it is an emergency and then a second which mandates the donation (if the first motion passes), which has the cap of £500/£250.

### 2.3.5

In the case of a surplus in the termly budget, the remaining funds may roll over into the subsequent term until Trinity term.

### 2.3.6

In the final JCR Meeting of Trinity term each year, any remaining funds will be donated to selected charities.

### *Selection of Charities for Annual Donation*

JCR members may nominate any registered charity for donation. An online ballot will then be opened, facilitated by the JCR IT Officer, and the surplus will be divided according to the proportion of votes each charity achieves. Every person who pays into the Ultra Vires fund will be eligible for one vote in such a ballot.

### 2.3.7

In the case of a deficit in the termly budget, the budget will be divided between the successful motions proportionally to their relative popularity (determined by % above 50% of "Yes" votes).

### 2.3.8

The JCR Charities Officer shall provide a yearly report of how funds have been spent, which shall be presented to the JCR and MCR Presidents.

### 3 Termly Financial Reports

#### 3.1

The JCR Treasurer shall produce a termly report on the financial status of the JCR in terms of financial reserves and both categorised and itemised expenditure.

#### 3.2

The report on each term shall be published at least 4 calendar days before the first JCR meeting of the next term by email to present JCR members and available on any other platform which the JCR Executive deems appropriate. The report shall then be presented by the Treasurer on the first meeting of the term.

#### 3.3

The report shall include the following information:

1. The level of funds available in each account (i.e. the Charity Fund, the Entz Fund etc.).
2. The net change in each account from the previous term's report.
3. The transactions which have taken place on each account including:
  - (a) The date of the transaction.
  - (b) The amount of the transaction.
  - (c) A description of the transaction (i.e. the purpose for which the money was sent e.g. Quiz Night/Careers networking evening).
  - (d) The name of the recipient, unless when reporting welfare transactions which shall remain anonymous or when, exceptionally, the Treasurer in concurrence with the JCR President views it as necessary to redact this.
  - (e) Where a "block grant" is given to an officer/s or JCR member (e.g. for a purpose such as 5<sup>th</sup> week blues events) of £500 or more:
    - i. A broad description of how the funds were spent (i.e. £ X for massages, £ X for 5th week JCRT).
    - ii. Unless, exceptionally, the Treasurer in concurrence with the JCR President views this as inappropriate or unpractical.

#### 3.4

Application for reimbursement or other funding by members of the JCR will constitute consent to the publication of details of this transaction in the financial report.

## XVI Schedule V: Affiliated Bodies

### 1 Affiliated Bodies

#### 1.1

The JCR may, for the benefit of its Members, choose to affiliate itself to bodies external to The Hall by recording the names of these organisations in Article 2.

## 1.2

In the first instance, the JCR President shall represent the JCR to these bodies.

## 1.3

The JCR must re-affiliate to all external bodies annually by means of a two-thirds majority at a General Meeting.

## 2 List of Affiliated Bodies

1. The Oxford University Student Union (note all Oxford SU affiliated common rooms are centrally affiliated to the National Union of Students).

## 3 Amendment

Amendments to Schedule V shall require the assent of the Governing Body, General Meeting, and a Referendum held for that purpose; such a Referendum may occur no more than once per academic year other than at the discretion of the JCR President in consultation with the JCR Committee and requiring the demand of at least 5% of the JCR .