



Lady Margaret Hall Junior Common Room

Constitution and Standing Orders

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The Constitution of Lady Margaret Hall Junior Common Room

Article 1: Name and Objects

- 1) The name of the body hereby constituted shall be “Lady Margaret Hall Junior Common Room”.
 - a) Lady Margaret Hall Junior Common Room may be referred to by the abbreviation “LMH JCR”, or where there is no ambiguity, as “the JCR”.
- 2) The Objects of the JCR are:
 - 3) to be the recognised representative channel between undergraduate students and the College, and any other external bodies; and
 - 4) to promote the interests of undergraduate students by:
 - i) providing support for the wellbeing of students; ii)
 - 5) providing a voice for under-represented groups;
 - 6) iii) providing amenities and liaising with the College about services; and iv) providing a programme of social and extra-curricular activities.

Article 2: The Constitution

- 1) This document serves as the Constitution of the JCR under the Education Act 1994.
- 2) This Constitution shall not be applied in such a way as to discriminate against any individual on the basis of any Protected Characteristic or any combination of Protected Characteristics, as defined by the Equality Act 2010.
- 3) The Executive Committee and the College shall undertake to review this Constitution at intervals no shorter than three years.
- 4) This Constitution may only be amended by:
 - a) Special Resolution of two consecutive General Meetings; provided that:
 - i) no amendment may be made which would cause the loss of charitable status.
 - b) Or by unanimous support in one General Meeting provided that the amendment would not cause the loss of charitable status, and the quorum has been reached; provided that
 - i) no amendment may be made which would cause the loss of charitable status.
 - ii) ‘unanimous’ shall be understood as no voters against the motion; that is, abstentions will not prevent the motion from passing as long as all other votes are in favour
- 5) Any dispute in relation to the interpretation of this Constitution shall be resolved by a ruling of the Independent Chair, in consultation with the President and any other Trustees or Officers as appropriate; and the Independent Chair shall keep a record of historic interpretations, and shall resolve any disputes with reference to this record.
- 6) Unless otherwise specified, words and phrases with initial capital letters have the meanings set out in Article 14.
- 7) All previous constitutions are expressly revoked upon passage of this Constitution.

Article 3: Membership

Part I: definition of members

- 1) The following categories of persons shall be Ordinary Members of the JCR, for the duration of their time as students of the College:
 - a) all individuals studying undergraduate qualifications at the College;
 - i) for the avoidance of doubt, this provision includes undergraduate students on a year abroad and suspended students where there is clear intention to resume studies at the College.
 - b) all individuals studying foundation year courses at the College;
 - c) all undergraduate-level visiting students at the College.
- 2) The following categories of persons shall be Associate Members of the JCR:
 - a) all members of the MCR;
 - b) spouses and civil partners of Ordinary Members.
- 3) The following persons shall be Honorary Members of the JCR:
 - a) any person granted Honorary Membership by Special Resolution of the General Meeting, provided that:
 - i) Honorary Membership may be revoked at any time by Special Resolution of the General Meeting;
 - ii) unless revoked or renewed, Honorary Membership shall lapse after three years; and
 - iii) there is no limit to the number of times Honorary Membership may be renewed.
- 4) The following categories of persons are eligible to opt in to membership of the MCR. Any individual who does so shall cease to be an Ordinary Member of the JCR upon confirmation by the MCR that their membership of the MCR has been accepted:
 - a) Undergraduates of the College in their fourth year since Matriculation.
 - b) Undergraduates of the College who are over the age of 21 years.
 - c) Undergraduates reading for a second undergraduate degree.
 - d) Members of the College who are reading for a Final Honours School and who have been granted Senior Status by the College.
 - e) Undergraduates of the College who are Independent Students, as defined in the D.E.S. regulations "Grants to Students".
 - f) Undergraduates of the College who have been subject to special circumstances, including rustication, subject to approval by the MCR Executive Committee.
- 5) Any Member may terminate their Membership by notifying the Secretary in writing of their intention. Membership shall cease immediately upon receipt of such notification by the Secretary.
 - a) Any individual who exercises the right to opt out, but who would otherwise qualify as an Ordinary Member or an Associate Member, shall retain the right to enjoy facilities and services provided by the JCR, without prejudice to membership status.
 - b) However, they may not nominate themselves or others for, or vote in, JCR Elections, nor may they propose or second a motion, or attend a JCR Meeting.
 - c) Any individual who exercises the right to opt out, but who would otherwise qualify as an Ordinary Member or an Associate Member, may opt back in to the appropriate form of membership by notifying the Secretary in writing of their intention. Membership shall commence immediately upon receipt of such notification by the Secretary.

Part II: rights of members

- 1) Ordinary Membership shall confer the following rights:

- a) to attend and speak at all General Meetings;
- b) to vote in all General Meetings, Elections and Referendums;
- c) to propose and second General Meeting motions and Election nominations;
- d) to be a candidate for Trustee and Officer positions, subject to any eligibility requirements; and
- e) to enjoy facilities and services provided by the JCR, and to entertain guests, subject to any reasonable restrictions the JCR may determine. 2) Associate Membership shall confer the following rights:
 - f) to attend and speak at all General Meetings; and
 - g) to enjoy facilities and services provided by the JCR, and to entertain guests, subject to any reasonable restrictions the JCR may determine.
- 2) Honorary Membership shall confer the following rights:
 - a) to enjoy facilities and services provided by the JCR, and to entertain guests, subject to any reasonable restrictions the JCR may determine.
- 3) The General Meeting may confer additional rights on members by Standing Order.

Article 4: The General Meeting

- 1) The General Meeting shall be the democratic decision-making organ of the JCR.
- 2) Ordinary General Meetings shall be convened at regular intervals as determined by the Executive Committee. There shall be no fewer than three Ordinary General Meetings per term.
- 3) An Extraordinary General Meeting shall be convened on a date and time specified, or within 72 hours where no date and time is specified, following:
 - a) a request by the Executive Committee that such a meeting be convened, approval of the Independent Chair of such a request, and communication to all Ordinary Members to that effect; or
 - b) receipt by the Executive Committee of a petition calling for such a meeting, signed by 15 Ordinary Members, or 5% of the total number of Ordinary Members, whichever is the fewer; or
 - c) passage by any General Meeting of an Ordinary Resolution calling for such a meeting.
- 4) All Ordinary Members shall be notified of a forthcoming General Meeting no fewer than 48 hours prior to the commencement of the meeting.
- 5) All General Meetings shall take place on the College premises.
- 6) Quorum for all General Meetings shall be 30 Ordinary Members, or 10% of the total number of Ordinary Members, whichever is the fewer.
 - a) A quorum count may be requested by any Ordinary or Associate Member at any point in any General Meeting. If the Meeting is found to be inquorate, it shall be immediately suspended for ten minutes. If at that juncture the meeting remains inquorate, it shall be dissolved.
 - b) An inquorate meeting shall not count for the scheduling requirements of Section (2).
- 7) The General Meeting shall pass Ordinary Resolutions by simple majority. No higher threshold may be imposed, except where this Constitution specifies the need for a Special Resolution.
 - a) For the avoidance of doubt, a simple majority means more votes cast in favour than against, not counting abstentions.
- 8) Where this Constitution specifies the need for a Special Resolution, such a resolution shall be passed by a two-thirds majority.
 - a) For the avoidance of doubt, a two-thirds majority means at least twice as many votes cast in favour than against, not counting abstentions.

- 9) The Independent Chair shall be the chair of all General Meetings, and shall be responsible for upholding any regulations created by Standing Order.
 - a) Should the Independent Chair be absent or the position vacant, the President (or a Trustee or Officer authorised by the President) shall act as chair.
- 10) Any member may submit an allegation of irregularity in the conduct of any General Meeting under the complaints process specified in Article 12.
 - a) If it is determined by the Independent Chair that an irregularity has occurred such that there was a reasonable chance that an act or resolution of the General Meeting would have been different had the irregularity not occurred, the act or resolution in question shall be voided.
 - b) If it is determined by the Independent Chair that an irregularity has occurred such that there was no reasonable chance that an act or resolution of the General Meeting would have been different had the irregularity not occurred, the act or resolution in question shall remain valid.
- 11) The General Meeting shall have the sole power to regulate its own proceedings by Standing Order, insofar as such are compatible with this Constitution.
- 12) The Executive Committee shall at all times have due regard for resolutions of the General Meeting, and shall be bound by them except in cases where the Trustees reasonably conclude that:
 - i) a motion calls for money or resources to be allocated in ways which do not further the Objects;
 - ii) a motion calls for money or resources to be donated to an explicitly party- political cause;
 - iii) a motion expresses support for a foreign government against the interests of the United Kingdom;
 - iv) a motion would provide direct material benefit to a Trustee or a Connected Person on terms more favourable than those available to Ordinary Members, except where such has been explicitly authorised under Article 6; or
 - v) a motion calls for the JCR to engage in an illegal activity.
- 13) Should the Executive Committee reasonably conclude not to be bound by a resolution of the General Meeting under Section (13), it shall make its decision known either by announcement to the subsequent General Meeting, or by sooner communication to all Ordinary Members if such is deemed appropriate.
- 14) All Trustees and Officers of the JCR are expected to attend all JCR Meetings, unless there is a genuine reason (such as, but not limited to, ill health, injury, personal/family emergency, workload, unavoidable prior commitment) that prevents them from doing so. If unable to attend a Meeting, the Trustee or Officer should inform the Secretary by email, normally no less than two hours before the scheduled start time of the Meeting.
- 15) If a Trustee or Officer misses more than three meetings without providing a genuine reason (see above), then this shall result in the immediate termination of the Officer.
- 16) If JCR funding allocated through a Motion in a Meeting is not claimed by the end of the following Term (i.e. by 23:59 on Saturday 8th week of the Term after the Term in which the Motion was submitted), then the funding will no longer be eligible to be claimed.

Article 5: Trustees, Officers, and the Independent Chair

- 1) There shall exist the following Trustees, who shall be elected by Ordinary Members
 - a) President,
 - b) Vice President,
 - c) Treasurer,
 - d) Secretary.
- 2) There shall exist the following Officers, who shall be elected by Ordinary Members:
 - a) two Welfare Officers

- b) five Freshers' Reps (forming the Freshers' Week Committee, elected according to Standing Order 14),
 - c) Foundation Year Officer,
 - d) Academic Affairs and Suspended Students Officer,
 - e) Estranged, Independent, and Care Leavers Student Officer,
 - f) Women's Officer,
 - g) two LGBTQA+ Officers,
 - h) Disabilities Officer,
 - i) two BME Officers,
 - j) two International Students Officers,
 - k) Faiths and Beliefs Officer,
 - l) Social Backgrounds Officer,
 - m) Access and Outreach Officer,
 - n) Trans Officer,
 - o) two Shop Managers,
 - p) Bar Manager,
 - q) Green Officer,
 - r) Domestic Officer,
 - s) Affiliations Officer,
 - t) two Social Secretaries,
 - u) Sports Officer,
 - v) Charities Officer,
 - w) Music, Arts and Drama Officer,
 - x) two Alternative Social Secretaries.
- 3) There shall exist an Independent Chair, who shall be appointed and removed by the General Meeting in accordance with Standing Order.
 - 4) All Trustees, Officers and the Independent Chair shall discharge any duties assigned to them by Standing Order.
 - 5) The following eligibility requirements shall apply:
 - a) The Welfare Officers must not be of the same gender.
 - b) Members of the Freshers' Week Committee must be in the first year of their undergraduate degree at the time of application (i.e., they will be in the year above incoming freshers)
 - c) The position of Bar Manager shall be open to any Ordinary Member, subject to approval by College catering staff.
 - d) Trustee positions shall not be open to any Ordinary Member who is barred from being a charity trustee by Section (178) of the Charities Act 2011.
 - e) Ordinary Members shall be encouraged to stand for positions whose role is to represent the sectional interests of minority groups only if they identify as part of the relevant minority group.
 - f) No Trustee or Officer position shall be open to any individual who is not an Ordinary Member.
 - 6) The following requirements shall apply regarding dual positions:
 - a) The positions of Welfare Officers, BME Officers, Shop Managers, and Social Secretaries shall each be filled at all times by two Ordinary Members.

- b) The Shop Managers and Social Secretaries shall be elected and hold office together, as joint candidates and Officers.
 - c) The Welfare Officers, BME Officers, and LGBTQA+ Officers shall be elected and hold office separately.
- 7) Except where a vacancy arises under Section (8), (9) or (10), each Trustee or Officer shall have a term in office of one year, and:
- a) election to each position shall be in accordance with Article 8;
 - b) terms in office shall commence one week following the final day of the Full Term in which the election occurs;
 - c) it is the responsibility of each Trustee and Officer to ensure a smooth transition to the subsequent Trustee or Officer in the same position. At the discretion of each Trustee or Officer, this may involve sharing of responsibilities for any period between election and the commencement of the term of the subsequent Trustee or Officer.
- 8) Any Trustee or Officer who ceases to be an Ordinary Member shall cease to be a Trustee or Officer (and a vacancy shall arise).
- 9) Any Trustee or Officer may resign at any time by notifying the President in writing
- 10) (and the President may resign at any time by notifying the Vice President in writing).
- a) Resignation shall occur with immediate effect unless otherwise agreed.
 - b) A vacancy shall arise when a resignation becomes effective, and a by-election held in accordance with Article 8, and:
 - i) the term of the Trustee or Officer elected shall commence immediately and shall last until the term of the Trustee or Officer elected at the next regularly scheduled election to the position commences; and
 - ii) the resigning Officer shall not be eligible for candidature in the requisite by-election.
 - c) Where a position is held jointly, the resignation of one Officer shall entail the resignation of both, and:
 - (1) the resigning Officers shall not be eligible for joint candidature in the requisite by-election; and
 - (2) for the avoidance of doubt, this provision does not restrict the eligibility of each Officer for joint candidature with an Ordinary Member other than the Ordinary Member with whom they jointly held office prior to resignation.
- 11) Any Trustee or Officer shall cease to be a Trustee or Officer (and a vacancy shall arise) if two consecutive General Meetings pass by Special Resolution a motion of no confidence in the Trustee or Officer.
- i) Such a motion may not resolve anything except that the General Meeting has no confidence in that Trustee or Officer.
 - ii) A General Meeting may not pass such a motion unless the Trustee or Officer concerned has been given notice of the motion prior to the General Meeting, and is given reasonable opportunity to be heard within that General Meeting prior to any vote on such a motion. 11) For the avoidance of doubt, in this Article:
 - iii) The Trustees and only the Trustees as specified by this Article are Trustees of the JCR as defined by Section (177) of the Charities Act 2011.
 - iv) The Trustees and only the Trustees as specified by this Article are Major Union Offices as defined by Section (22) of the Education Act 1994.
 - v) Unless otherwise stated, references to “Officers” in this document shall be taken to include the Trustees.
 - vi) The Independent Chair is neither a Trustee nor an Officer, and references to
- 12) “Trustees” or “Officers” shall not be taken to include the Independent Chair.

Article 6: Regulations Concerning Trustees

Part I: indemnity

- 1) Without prejudice to any other indemnity to which a Trustee may otherwise be entitled, each Trustee shall be indemnified out of the JCR's assets:
 - a) against all losses, expenses or liabilities that they incur in the execution of their office or in relation thereto, except those incurred by a breach of trust, breach of duty or by wilful or reckless default on their part; and
 - b) in relation to any breach of trust or breach of duty, against all losses, expenses or liabilities that they incur in the execution of their office or in relation thereto, to the extent that relief is granted by a court or by the Charity Commission.
- 2) Section (189) of the Charities Act 2011 shall apply to Trustees' indemnity and shall take precedence over this Constitution in case of any conflict.

Part II: entitlement to benefit

- 1) Unless such a transaction is expressly permitted by this Article, no Trustee or Connected Person may:
 - a) buy or receive goods or services from the JCR on terms preferential to those available to Ordinary Members;
 - b) sell goods, services or any interest in land to the JCR;
 - c) be employed by, or receive any remuneration from, the JCR; or
 - d) receive any other financial benefit from the JCR.
- 2) A Trustee or Connected Person may receive a benefit from the JCR insofar as that benefit derives from status as an Ordinary Member.
- 3) A Trustee or Connected Person may enter into a contract for the supply of services or goods to the JCR where permitted under Section (185) of the Charities Act 2011.
 - a) Ordinary Members must be informed of any such arrangement by way of announcement to the next General Meeting.
- 4) At the discretion of the Executive Committee, a Trustee or Connected Person may receive a small gift from the JCR in recognition of service rendered.

Part III: conflicts of interest

- 1) Whenever a Trustee is in a situation that gives rise to, or is reasonably likely to give rise to, a Conflict of Interest, the Trustee must:
 - a) declare to the Executive Committee the nature and extent of the interest before discussion begins on the matter, unless (or except to the extent that) the other Trustees are or ought reasonably to be aware of it already;
 - b) withdraw from the meeting or discussion for that item after providing any information requested by the Executive Committee;
 - c) not be counted in the quorum for that part of the meeting or decision-making process;
 - d) be absent during the vote and have no vote on the matter; and
 - e) comply with any other requirement which the other Trustees resolve is necessary.
- 2) The Secretary shall keep a register of Trustees' interests. A Trustee must declare the nature and extent of any interest, direct or indirect, which the Trustee has (and which has not previously been declared) as soon as the interest arises.

- 3) If any question arises as to whether a Trustee has a Conflict of Interest, the question must be decided by a majority decision of the other Trustees.
- 4) When a Trustee has a Conflict of Interest, the Trustees who do not have a Conflict of Interest (if they form a quorum without counting the Trustee and are satisfied that it is in the JCR's best interests to do so) may by resolution passed in the absence of the Trustee permit the Trustee (notwithstanding any Conflict of Interest which has arisen or may arise for the Trustee) to:
 - a) continue to participate in discussions leading to the making of a decision, or to vote, or both;
 - b) take any other action, not otherwise authorised, which does not involve the receipt by the Trustee or a Connected Person of any payment or material benefit the JCR; or
 - c) refrain from taking any step required to remove the Conflict of Interest.

Part IV: termination of time in office

- 1) A Trustee shall cease to be a Trustee (and a vacancy shall arise) if:
 - a) the Trustee is disqualified from acting as a Charity Trustee under Section
 - b) (178) of the Charities Act 2011;
 - c) the Trustee becomes bankrupt;
 - d) a medical professional declares the Trustee to be incapable, mentally or physically, of managing their own affairs;
 - e) the Trustee's term in office ends under Section (7) of Article 5;
 - f) the Trustee ceases to be an Ordinary Member under Section (8) of
 - g) Article 5;
 - h) the Trustee resigns under Section (9) of Article 5, provided at least two
 - i) Trustees will remain in office once the resignation takes effect; or
 - j) the Trustee is removed from office under Section (10) of Article 5.

Article 7: Committees

Part I: the Executive Committee

- 1) The Executive Committee shall be responsible for discharging the Objects of the JCR. 2) The Trustees shall be responsible for ensuring that in discharging its duties, the Executive Committee shall:
 - 2) ensure that the JCR's resources and activities are arranged to deliver the
 - 3) Objects and not for other purposes;
 - 4) ensure that the JCR operates in a fair and democratic manner;
 - 5) be accountable to the General Meeting for its activities;
 - 6) take account of any relevant legislation, and ensure the JCR is compliant; and
 - 7) act in a way that is financially responsible.
- 8) The Executive Committee shall consist of the following Officers:
 - a) the Trustees; and
 - b) *ex officio*, the Sub-Committee Chair of each Permanent Sub-Committee, who shall represent that Sub-Committee and the Officers who constitute it.
- 9) Except as specified in this Section, any Officer or Ordinary Member may attend a meeting of the Executive Committee in a non-voting capacity upon invitation to do so by the President and the consent of the Committee as a whole.

- a) The Independent Chair may not attend any part of a meeting of the Executive Committee, except when necessary to report on their activities.
- 10) The President shall act as chair of the Executive Committee and the Secretary as secretary. Should either be absent or the position vacant, contingency arrangements may be made for a Trustee to act in their place on a meeting-by-meeting basis.
- 11) The Executive Committee shall meet at regular intervals as determined by the chair. There shall be no fewer than two meetings of the Executive Committee per term.
- 12) Meetings of the Executive Committee shall be quorate if and only if at least four Trustees are present. Inquorate meetings shall be immediately dissolved.
- 13) The Executive Committee may regulate its own conduct, insofar as is compatible with this Constitution and any Standing Orders, provided that:
 - a) votes shall pass by simple majority of the Trustees;
 - b) each Trustee shall have a single vote, except:
 - (i) in case of a tied vote, the meeting chair may cast a second vote to resolve the issue.
- 14) The President shall present a summary of the activities of the Executive Committee to the General Meeting at least once per term. A similar termly summary shall be made available to all Ordinary Members in an appropriate and timely fashion.

Part II: Permanent Sub-Committees

- 1) There shall exist the following Permanent Sub-Committees:
 - a) the Welfare Sub-Committee, which shall assist the Executive Committee in discharging sub-section (b) (i) of the Objects;
 - b) the Equalities Sub-Committee, which shall assist the Executive Committee in discharging sub-section (b) (ii) of the Objects;
 - c) the Internal Affairs Sub-Committee, which shall assist the Executive
- 2) Committee in discharging sub-section (b) (iii) of the Objects; and
 - a) the Social Affairs Sub-Committee, which shall assist the Executive Committee in discharging sub-section (b) (iv) of the Objects.
- 3) Membership of each Permanent Sub-Committee shall be regulated by Standing Order, provided that:
 - a) each Officer shall be a full member either of the Executive Committee, or of one (and only one) Permanent Sub-Committee; and
 - b) Trustees and Officers holding specific additional positions may be granted *ex officio* membership of additional Permanent Sub-Committees or of the Executive Committee.
- 4) Each Permanent Sub-Committee shall elect one member to act as Sub-Committee
 - 5) Chair and one member to act as Sub-Committee Secretary for a term at a time, and:
 - a) the conduct of elections to these positions, including eligibility requirements, shall be regulated by Standing Order;
 - b) the Sub-Committee Chair shall chair all meetings of the Sub-Committee;
 - c) the Sub-Committee Secretary shall be responsible for taking minutes of each meeting and for submitting such to the Secretary in a timely fashion;
 - d) where either the Sub-Committee Chair or the Sub-Committee Secretary is absent or the position vacant, contingency arrangements may be made for another member to act in their place on a meeting-by-meeting basis.

- 6) Each Permanent Sub-Committee shall meet at regular intervals as determined by the Sub-Committee Chair. There shall be no fewer than one meeting of each Permanent Sub-Committee per term.
- 7) Each Permanent Sub-Committee shall regulate its own conduct, insofar as is compatible with this Constitution and any Standing Orders, provided that:
 - a) votes shall pass by simple majority;
 - b) each member shall have a single vote, except:
 - i) in case of a tied vote, the Sub-Committee Chair may cast a second vote to resolve the issue.
- 8) Each Sub-Committee Chair shall present a summary of the activities of their
- 9) Permanent Sub-Committee to the General Meeting at least once per term, unless the General Meeting waives its right to receive such a report. A similar termly summary shall be made available to all Ordinary Members in an appropriate and timely fashion.
- 10) Part III: Non-Permanent Sub-Committees
- 11) From time to time, the Executive Committee may constitute such Non-Permanent Sub-Committees as it sees fit, to assist Officers in a specific aspect of the conduct of JCR business.
- 12) Each Non-Permanent Sub-Committee shall have a mandate agreed by the Executive Committee, provided that:
 - a) each mandate shall include a time-scale for the Non-Permanent Sub-Committee, which shall not initially exceed one year, but which may later be extended where this is deemed necessary to fulfil the mandate; and
 - b) each Non-Permanent Sub-Committee shall be disbanded when the Executive Committee is satisfied either that its mandate has been fulfilled, or that no further progress may reasonably be expected.
- 13) Membership of each Non-Permanent Sub-Committee shall consist of any Trustees, Officers and Ordinary Members, as determined appropriate by the Executive Committee in consultation with any relevant Officers, and:
 - a) the Independent Chair shall not be eligible for membership of a Non-Permanent Sub-Committee.
 - b) all Trustees, Officers and Ordinary Members shall have the right to refuse to become members of a Non-Permanent Sub-Committee.
- 14) Each Non-Permanent Sub-Committee shall regulate its own conduct, meeting schedule, and any positions within it, insofar as is compatible with this Constitution and any Standing Orders.
- 15) The General Meeting shall be made aware of the activities of any Non-Permanent Sub-Committee which:
 - a) acts directly on behalf of a Trustee or Officer;
 - b) spends money from the JCR budget; or
 - c) proposes significant changes to the operations of the JCR.
- 16) Should the General Meeting pass a resolution to that effect, a representative of a Non-Permanent Sub-Committee shall present a summary of the Committee's activities to a General Meeting. Following the disbanding of a Non-Permanent Sub-Committee, a summary of its activities shall be made available to all Ordinary Members in an appropriate and timely fashion.

Article 8: Elections

- 1) Elections shall be held:
 - i) for regularly scheduled elections to each position, once a year at the times determined by Standing Order; and
 - ii) for by-elections, within four weeks of any vacancy arising, except:

- (1) when a vacancy arises within the final two weeks of Full Term, the requisite by-election may alternatively be held within four weeks of the commencement of the subsequent Full Term; and
 - (2) when a vacancy arises outside of Full Term, the requisite by-election shall be held within four weeks of the commencement of the subsequent Full Term.
- 2) All Ordinary Members shall be eligible to vote and must be given reasonable opportunity to do so. No-one else shall be eligible to vote. No voter may vote more than once.
- 3) All Elections shall be conducted by secret ballot using preferential voting, as defined by the ERS97 STV rules published by the Electoral Reform Society (see <https://www.opavote.com/methods/ers97-stv-rules>). Voting must be open for a period no shorter than twelve hours.
 - a) In all Elections, voters shall have the option to indicate a desire to re-open nominations.
- 4) The Independent Chair shall be the Returning Officer for all Elections.
 - a) Should the Independent Chair be unwilling to act or the position vacant, the Executive Committee shall appoint a Trustee or Officer to act as Returning Officer for each Election.
- 5) The Secretary shall be the Deputy Returning Officer for all Elections.
 - a) Should the Secretary be a candidate, unwilling to act, or the position vacant, the Executive Committee shall appoint a Trustee or Officer to act as Deputy Returning Officer for each Election.
- 6) All Ordinary Members shall be eligible for candidature, provided that any eligibility requirements are met, and except as specified in this Section. No-one other than an Ordinary Member shall be eligible for candidature.
 - a) The Independent Chair shall not be eligible for candidature.
 - b) Current Trustees and Officers shall not be eligible for candidature for positions whose term overlaps with the term of their position.
 - i) For the avoidance of doubt, Trustees and Officers who accept nomination to a position whose term overlaps with the term of their position shall be taken to have resigned under Section (10) of Article
 - c) No Ordinary Member may simultaneously be a candidate for two separate positions.
- 7) Ordinary Members shall become candidates upon submission of a valid nomination to the Returning Officer or Deputy Returning Officer; and
 - a) all Ordinary Members have the right to refuse nomination;
 - b) all nominations must be supported by one proposer and one seconder from among the Ordinary Members, excluding:
 - i) the Independent Chair;
 - ii) current Trustees and Officers; and
 - iii) Ordinary Members accepting nomination in the same term.
 - c) the Returning Officer shall specify in advance a period in which nominations shall be open, and shall communicate as such to all Ordinary Members; and
 - i) this period may be reasonably extended should circumstances so necessitate, including if no Ordinary Members accept nomination; and
 - ii) should no Ordinary Members accept nomination within this period, and any extension, a vacancy shall arise, and a by-election held in accordance with this Article. If the vacancy remains unfilled after one by-election, then the position shall remain vacant until it is next scheduled for ordinary Election, except for Trustees, which should be re-run until filled.
- 8) For each Election, the Returning Officer shall arrange and supervise hustings. Such hustings shall be regulated by Standing Order.
- 9) Following the close of voting, results shall be verified separately by the Returning Officer and the Deputy Returning Officer. Once verified, results shall be communicated to all Ordinary Members in an appropriate and timely fashion.

- i) In the event of a tie for first place, the Election shall be re-run in an appropriate and timely fashion in accordance with this Article.
 - ii) In the event of a plurality of voters voting to re-open nominations, a vacancy shall arise.
- 10) All candidates shall have the right to submit a Complaint under Article 12 regarding the conduct of an Election within seven days of the close of voting.
 - a) For the avoidance of doubt, in the case of Complaints regarding the conduct of an Election, resolution of the Complaint under Article 12 may involve the result being voided and the Election being re-run, should such a course of action be deemed appropriate.

Article 9: Referendums

- 1) A Referendum on a resolution shall be held following:
 - a) passage by the General Meeting of a procedural motion referring any motion for resolution to a Referendum, except:
 - i) motions to remove from office a Trustee or Officer may not be referred to Referendum;
 - b) a Referendum on affiliation being triggered by Section (5) of Article 11; or
 - c) resolution by the Executive Committee that a Referendum is necessary to resolve any matter relating to the operation or policy of the JCR.
- 2) All Ordinary Members shall be eligible to vote and must be given reasonable opportunity to do so. No-one else shall be eligible to vote. No voter may vote more than once.
- 3) The vote shall be by secret ballot. The question shall be whether the resolution in question should be passed, with voters given a chance to vote in favour or against, or to abstain. Voting must be open for a period no shorter than twelve hours.
- 4) The Independent Chair shall be the Returning Officer for all Referendums.
 - a) Should the Independent Chair be unwilling to act or the position vacant, the Executive Committee shall appoint a Trustee or Officer to act as Returning Officer for each Referendum.
- 5) The Secretary shall be the Deputy Returning Officer for all Referendums.
 - a) Should the Secretary be unwilling to act or the position vacant, the Executive Committee shall appoint a Trustee or Officer to act as Deputy Returning Officer for each Referendum.
- 6) The Returning Officer shall be responsible for resolving any controversy as to the content of the resolution in question, in consultation with the Executive Committee.
- 7) The Returning Officer shall be responsible for ensuring that all Ordinary Members are given reasonable chance to be fully informed as to the content of the resolution, and shall provide any explanatory notes as are necessary.
 - a) The Returning Officer may provide for publicity to be distributed in accordance with any Standing Orders, should such be deemed necessary.
 - b) Should it be necessary, the Returning Officer may provide for hustings to be organised in accordance with any Standing Orders.
 - c) Should it be necessary, the Returning Officer may designate, by way of a transparent and accessible process, specified Members to represent each side of the question for the purposes of a campaign.
- 8) Following the close of voting, results shall be verified separately by the Returning Officer and the Deputy Returning Officer. Once verified, results shall be communicated to all Ordinary Members in an appropriate and timely fashion.
 - a) The results of all Referendums shall be decided by simple majority.

- i) For the avoidance of doubt, a simple majority means more votes cast in favour than against, not counting abstentions.
 - b) Should result of any Referendum be a tie, the Referendum shall be re-run in an appropriate and timely fashion in accordance with this Article.
- 9) All Ordinary Members shall have the right to submit a Complaint under Article 12 regarding the conduct of a Referendum within seven days of the close of voting.
 - a) For the avoidance of doubt, in the case of Complaints regarding the conduct of a Referendum, resolution of the Complaint under Article 12 may involve the result being voided and the Referendum being re-run, should such a course of action be deemed appropriate.

Article 10: Standing Orders

- 1) The General Meeting shall regulate by Standing Order matters required by this Constitution to be so regulated, and may regulate other matters relating to the governance, administration and operation of the JCR.
 - a) The General Meeting may regulate by Standing Order only insofar as is compatible with this Constitution, College regulations, and the law.
- 2) The General Meeting shall be the sole body empowered to create, terminate and amend Standing Orders, subject to Section (13) of Article 4, and may do so only by Special Resolution of a single General Meeting.

Article 11: Affiliations

- 1) The JCR may affiliate to such External Organisations as further the Objects.
- 2) The Affiliations Officer shall keep a list of affiliations and any fees paid, which shall be made available to any member on request.
- 3) Details of existing affiliations and any fees shall be presented by the Affiliations
- 4) Officer to the Annual General Meeting. Each affiliation shall be approved by Ordinary Resolution. Such an Ordinary Resolution must not resolve anything except approval of the affiliation. Affiliations which are not approved shall lapse at the end of the term in which in Annual General Meeting is held.
- 5) New affiliations shall be commenced by passage by Annual General Meeting of a Special Resolution to that effect. Such a Special Resolution must not resolve anything except the proposed affiliation.
 - a) The Affiliations Officer shall propose to the Annual General Meeting any new affiliations requested by 5 or more Ordinary Members, and may propose additional new affiliations at their discretion.
- 6) New affiliations may be commenced, and existing affiliations terminated, by simple majority in a Referendum, to be held in accordance with Article 9 following:
 - a) passage by a General Meeting of a resolution calling for such a Referendum; or
 - b) receipt by the Executive Committee of a petition calling for such a Referendum, signed by 15 Ordinary Members, or 5% of the total number of Ordinary Members, whichever is the fewer; provided that:
 - i) the same affiliation is not put to Referendum more than once per term.

Article 12: Complaints

- 1) All Members have the right to complain about the administration of the JCR, the provision of services thereby, or the conduct of Trustees and Officers.
- 2) For the purposes of this Article, a party to a Complaint shall include the Member or Members initiating the Complaint, and any Members, Trustees, Officers or other individuals whose conduct is called into question by the Complaint.

- 3) Complaints shall be communicated in writing to the Independent Chair, who shall be responsible for ensuring that the complaint is immediately investigated, with the advice of the President and other Trustees and Officers as appropriate.
 - a) Parties to the complaint may supervise or advise any investigation, so:
 - i) should the Independent Chair be party to a complaint, the President (or a Trustee or Officer authorised by the President) shall supervise the investigation in their place.
- 4) Should there be any reasonable grounds to believe that the law has been breached, the Complaint shall be immediately referred to the relevant law enforcement body. Any investigation by law enforcement bodies shall take precedence over this Article.
- 5) Except where Section (4) applies, should there be any controversy as to the resolution of the matter, the Independent Chair shall constitute a Tribunal to investigate the complaint.
 - a) The Independent Chair and the Executive Committee may advise the Tribunal, but may not be involved in producing any conclusions or recommendations.
- 6) The Tribunal shall consist of five Ordinary Members, selected by sortition, and:
 - a) parties to the Complaint shall be ineligible to serve;
 - b) the Independent Chair and all members of the Executive Committee shall be ineligible to serve; and
 - c) all Ordinary Members have the right to decline service.
- 7) The Tribunal shall investigate the veracity and accuracy of the Complaint with all deliberate speed. The Tribunal shall be empowered to engage in reasonable questioning of parties to the Complaint, and shall be given access to JCR documentation as such is necessary for the investigation.
- 8) Following an investigation, the Tribunal's report and any recommendations for resolution of the matter shall be presented to the Executive Committee, and to the next General Meeting.
 - a) Should the Tribunal recommend the removal from office of a Trustee or Officer a vote shall be held on the matter in that same General Meeting.
- 9) Trustee or Officer shall be removed from office and a vacancy shall arise if the General Meeting approves such a recommendation by Special Resolution.
 - a) The Independent Chair shall ensure that the Executive Committee takes responsibility for implementing any additional actions recommended by the Tribunal.
- 10) Should any party to a Complaint wish to appeal the decision of the Tribunal following the General Meeting, they have the right of recourse to the College Treasurer, or other College staff.
 - a) Should it be deemed necessary, College staff may investigate in accordance with any College regulations.
 - b) Following any such investigation by College staff, there shall be a report on the matter to the next General Meeting. Such a report shall be treated in the same way as a report of a Tribunal, and Section (8) shall apply.
 - c) Should both a report by a Tribunal and a report of College staff be upheld, the report of College staff shall take precedence where the two contradict one another.

Article 13: Dissolution

- 1) If a situation arises where the JCR must or wishes to dissolve, it shall do so under the following conditions:
 - a) A Speicla Motion passed by a majority at two consecutive general meetings; and
 - b) A vote passing by the majority of the Trustees.
- 2) Should the JCR dissolve, the Trustees shall remain in office to supervise winding up.

- a) The Trustees shall collect in any assets and pay or make provision for any liabilities. If any assets or money remains, it shall be transferred to the College for application within the Objects.
- b) The Trustees may not derive personal financial gain from the dissolution process.

Article 14: Definitions

- 1) Unless otherwise specified, the following terms shall have the following meanings:

<i>Term</i>	<i>Meaning</i>
Article	An article of this Constitution.
Associate Member	An individual holding associate membership in accordance with Section (2) of Part I of Article 3.
Ball	A formal dance party for students and guests on the College premises.
Charity Commission	The Charity Commission for England and Wales.
College	The Principal And Fellows Of The College Of The Lady Margaret In The University Of Oxford (“Lady Margaret Hall”).
Complaint	A formal complaint as defined by Article 12.
Conflict of Interest	Any situation in which a Trustee’s personal interests or loyalties could, or could be seen to, prevent the Trustee from making a decision only in the best interests of the JCR.
Connected Person	Has the meaning given to it by Section (118) of the Charities Act 2011.
Constitution	This document.
Deputy Returning Officer	A Member responsible for assisting the Returning Officer in ensuring that all Elections and Referendums are conducted in a free and fair manner.
Election	An election conducted in accordance with Article 8.
Executive Committee	The body defined in Part I of Article 7.
External Organisation	Has the meaning given to it by Section (22) of the Education Act 1994.
Extraordinary General Meeting	A meeting of the General Meeting constituted in accordance with Section (3) of Article 4.
Full Term	Has the meaning given to it by the regulations made by University Council on 8 May 2002.
General Meeting	The body defined in Article 4.
Hilary Term	Has the meaning given to it by the regulations made by University Council on 8 May 2002.
Honorary Member	An individual holding ordinary membership in accordance with Section (3) of Part I of Article 3.
Independent Chair	The holder of the position defined by Section (3) of Article 5.
Major Union Office	Has the meaning given to it by Section (22) of the Education Act 1994.

Member	An Associate Member, Honorary Member or Ordinary Member.
Michaelmas Term	Has the meaning given to it by the regulations made by University Council on 8 May 2002.
Non-Permanent Sub-Committee	A body established in accordance with Part III of Article 7.
Objects	The charitable objects of the JCR, defined by Article 1.
Officer	The holder of one of the positions defined by Section (2) of Article 5.
Ordinary General Meeting	A meeting of the General Meeting constituted in accordance with Section (2) of Article 4.
Ordinary Member	An individual holding ordinary membership in accordance with Section (1) of Part I of Article 3.
Ordinary Resolution	A resolution passed by simple majority of the General Meeting.
Oxford SU	Oxford University Student Union.
Protected Characteristic	Any of the characteristics listed in and defined by Chapter (1) of the Equality Act 2010.
Referendum	A referendum conducted in accordance with Article 9.
Returning Officer	A Member responsible for ensuring that all Elections and Referendums are conducted in a free and fair manner.
Society	Any organisation whose membership consists primarily of Members and whose activities are to benefit Members.
Special Resolution	A resolution passed by two-thirds majority of the General Meeting.
Standing Order	Any standing order or regulation made by the General Meeting in accordance with Article 10.
Student Council	The democratic body established by Article 9 of the constitution of Oxford SU.
Sub-Committee Chair	An Officer elected to act as chair of a Permanent Sub-Committee.
Sub-Committee Secretary	An Officer elected to act as secretary of a Permanent Sub-Committee.
the JCR	Lady Margaret Hall Junior Common Room, the body established by this constitution.
the MCR	The Middle Common Room of Lady Margaret Hall, University of Oxford.
Tribunal	A body defined by Section (5) of Article 12 and constituted in accordance with Section (6) of Article 12.
Trinity Term	Has the meaning given to it by the regulations made by University Council on 8 May 2002.
Trustee	The holder of one of the positions defined by Section (1) of Article 5.
University	The Chancellor, Masters and Scholars of the University of Oxford (“the University of Oxford”).
Woman	Any individual who identifies as a woman, including those with complex gender identities who associate in some way with the term “woman”.

- 2) Acts of Parliament of the United Kingdom shall be referred to by their short titles, and shall include reference to that Act as re-enacted or amended from time to time and to any subordinate legislation made under it.

- 3) Unless otherwise specified, terms shall have the same meaning in Standing Orders as in this Constitution.

Standing Orders to the Constitution of Lady Margaret Hall Junior Common Room

Standing Order 1: General Meeting Regulations

- 1) All motions for discussion and/or resolution must be proposed and seconded by Ordinary Members and submitted to the Secretary no less than twenty-four hours before the relevant General Meeting concerned. Motions submitted after this point, including emergency motions, may be considered only at the discretion of the Chair.
 - a) The Chair may reject motions which are the same, or substantially the same, as motions considered previously within the same academic year.
 - b) Any motion requesting from the JCR a total sum of over £200 (inclusive) must be passed by a Special Resolution.
- 2) The agenda must be approved by the Chair and communicated to all Ordinary Members no later than two hours prior to the start of the General Meeting.
- 3) The order of business at General Meetings shall be as follows:
 - a) reports from the Executive Committee and Trustees, and questions arising;
 - b) reports from Permanent Sub-Committees and Officers, and questions arising;
 - c) reports from Non-Permanent Sub-Committees, and questions arising;
 - d) at the Annual General Meeting, report on the accounts and budget presentation;
 - e) at the Annual General Meeting, report on affiliations and approval of proposed affiliations;
 - f) at the Annual General Meeting, reports from Societies having spent money allocated by the General Meeting;
 - g) any other reports and/or announcements, at the discretion of the Chair;
 - h) motions for Special Resolution;
 - i) motions for Ordinary Resolution, proposed by Trustees or Officers;
 - j) motions for Ordinary Resolution, proposed by other Ordinary Members;
 - k) motions for discussion;
 - l) any other business.
- 4) Points of order shall take precedence over all business. They must be accepted, and shall be concerned solely with the interpretation of the Constitution and Standing Orders. All points of order shall be resolved by the Chair.
- 5) Where proposed by two Ordinary Members, the following procedural motions must be accepted for immediate debate, and shall require a simple majority to pass:
 - a) that the meeting has no confidence in the Chair; in which case
 - b) the President (or a Trustee or Officer authorised by the President) shall assume the Chair for the remainder of the Meeting;
- 6) that the Chair be recused from debate on a specific motion; in which case
 - a) the President (or a Trustee or Officer authorised by the President) shall temporarily assume the Chair for debate on that motion;
- 7) that the Chair be overruled on a point of order;

- 8) that the Meeting be dissolved;
- 9) that the Meeting be suspended until a specific time;
- 10) that a motion be withdrawn;
- 11) that the order of business be changed;
- 12) that the Meeting move immediately to vote on any motion for resolution;
- 13) that resolution of a motion be deferred to the subsequent General Meeting;
- 14) that resolution of a motion be decided by a Referendum, provided that:
 - a) motions of no confidence in Trustees or Officers may not be decided by a
- 15) Referendum;
- 16) that the debating procedure specified in Section (6) be changed;
- 17) that the voting procedure specified in Section (8) be changed;
- 18) that an individual who is not an Ordinary or Associate Member be allowed to speak;
- 19) that an individual be removed from the Meeting, where that individual has acted so as to create a hostile or personally vindictive atmosphere.
- 20) Unless a procedural motion resolves otherwise or the Chair deems another procedure more appropriate, motions shall be debated as follows:
 - a) The proposer of the motion shall speak first or shall waive this right to another Member.
 - i) The Chair may permit short factual questions so long as these are directly relevant to the discussion.
 - b) A speech of opposition shall be heard if there is one.
 - c) The Chair shall then direct a floor debate, ensuring that both sides of any argument are given a reasonable opportunity to be heard.
 - d) The opposer and the proposer may make short concluding speeches in that order.
- 21) Amendments to a motion may be proposed at any time; provided that
 - a) only amendments proposed by two Ordinary Members shall be considered;
 - b) an amendment shall become part of a motion:
 - i) with the consent of the proposer of the motion; or ii) by Ordinary
- 22) Resolution of the Meeting; and
 - a) where deemed necessary by the Chair, a short debate may be held on an amendment, which shall take precedence over debate on the motion.
- 23) Unless a procedural motion resolves otherwise, voting shall take place:
 - a) on motions, by secret ballot;
 - b) on amendments, by show of hands; and
 - c) on procedural motions, by show of hands.
- 24) The results of all votes shall be verified by both the Chair and the Secretary (or, should the Secretary be absent, a Trustee or Officer authorised by the Secretary) and if possible announced to the Meeting prior to its dissolution, and subsequently to all Ordinary Members.
 - a) Any Ordinary Member present may request a recount, which shall be supervised by the Chair and the Secretary; and
 - (1) should the result be reversed in the recount, a further recount shall be held to determine the result of the vote;
 - (2) should the result not be reversed in the recount, no further recount may be held.

- 25) The Chair shall remain neutral at all times and may not engage in debate except to provide points of information or to resolve points of order. The Chair shall not vote on any motions or amendments, except in the case of a tied vote, in which case:
- i) the Chair shall not create a majority where none exists; and
 - ii) by abstaining, the Chair may refer the motion to the subsequent General Meeting for a fresh debate.
- 26) The Chair and all Trustees shall not consume an excessive amount of alcohol or any other intoxicating substance immediately before or during any General Meeting.

Standing Order 2: Duties of Trustees, Officers, and the Independent Chair

Part I: applying to all Trustees and Officers

- 1) All Trustees and Officers shall:
- a) act so as to further the Objects;
 - b) act in accordance with the Constitution and Standing Orders;
 - c) have due regard for resolutions of the General Meeting;
 - d) administer and allocate any budget reasonably and so as to further the Objects;
 - e) in relations to their areas of responsibility, liaise and collaborate as is appropriate with other Trustees and Officers;
 - f) in relation to their areas of responsibility, liaise and collaborate as is appropriate with College staff, University staff, the MCR, Oxford SU and any other External Organisations;
 - g) in relation to their areas of responsibility, attend and publicise any relevant
 - h) Oxford SU activities and campaigns; and
 - i) attend any College committees as determined by Standing Order and College regulations, and represent the views and interests of Members on such committees;
 - j) create a handover document outlining the details of their role to be passed down to successors upon the start of their term and the termination of the incumbent Officer's term.

Part II: applying to specific Trustees

- 1) The President shall have overall responsibility for the smooth administration and operation of the JCR, in accordance with the Objects. They shall supervise the work of all Trustees and Officers and shall be the chief representative of the JCR to the College, the MCR and to any external organisations.
- 2) The Vice President shall be responsible for the operation of the JCR in relation to all internal matters, including but not limited to accommodation, security, development, ICT, alumni relations and special events. They shall also assist and support the President in whatever ways are appropriate.
- 3) The Treasurer shall be responsible for the financial arrangements of the JCR. They shall prepare annual accounts and budgets and termly financial reports, and shall oversee travel grants and any other grants as determined by the College. They shall ensure that the JCR acts in accordance with relevant financial regulations set out by the Constitution, Standing Orders, the College, and the law.
- 4) The Secretary shall be responsible for the administration of the JCR. They shall produce, keep and publish minutes of all General Meetings and shall be responsible for maintaining a list of Members, Officers and Societies. They shall also oversee all JCR communications and be responsible for the JCR's digital output.

Part III: applying to specific Officers

- 1) The two Welfare Officers shall be responsible for promoting the health and well-being of Members. In particular, they shall ensure all Members have appropriate and timely access to welfare events, safe sex materials, and to the services of the Peer Support Team or medical professionals. They shall also promote College, University and Oxford SU welfare campaigns.
- 2) The five Freshers' Reps shall be responsible for the provision of information and support to incoming undergraduate students of the College. In particular, they shall oversee the organisation of a "freshers week" prior to the start of Michaelmas Full Term, and shall oversee a college parenting scheme. They shall form the Freshers' Week Committee, and the five Freshers' Reps should be divided into sub-roles by themselves as follows:
 - A) Coordination Rep – this role will entail being the main point of contact with college (Academic Office and Admissions Office) as well as for Freshers and the JCR; responding to queries; organising the College Parent system; organising Freshers' stash; being the appointed leader of the Freshers' Committee
 - B) External Event Reps – this role will involve buying and selling club tickets and tickets for other out-of-college events in Freshers' Week (such as the gala at Freud that happened in 2022); coordinating with other college JCRs to organise inter-college events; organising a rota of bop angels for all club/bop nights in Freshers Week
 - C) Internal Event Reps – this role involves coordinating the daytime/college-based events, including the meet and greet on the first day, welfare events, film nights, etc. – whatever you want really! You will also be responsible for organising a rota of LMHers to help with these – you won't have to actually run them all by yourselves!
- 3) The Foundation Year Officer shall be responsible for the well-being and interests of Members studying on Foundation Year courses. In particular, they shall facilitate the Foundation Year induction week, graduation day and alternative matriculation arrangements. They shall represent the JCR to the College, the University and to all External Organisations in relation to the Foundation Year.
- 4) The Estranged, Independent, and Care Leavers (EICL) officer shall be responsible for the well-being and interests of Members who are care-experienced, independent, and/or estranged from their families. In particular, they shall work with college and other officers to provide support and activities for EICL students, during both term time and vacation.
- 5) The Academic Affairs and Suspended Students Officer shall be responsible for assisting Members in case of conflict with tutors or other academic problems. They shall assist and support any Members who are suspended, considering suspension, or returning from suspension. They shall also promote good academic practice among Members and from the College in relation to Members.
- 6) The Women's Officer shall be responsible for matters of gender equality. They shall represent the sectional interests of Women Members, including organising welfare support and social events. They shall also campaign against gender-based violence and all other forms of sexism.
- 7) The LGBTQA+ Officers shall be responsible for matters of sexuality. They shall represent the sectional interests of lesbian, gay, bisexual, transgender, queer, asexual and any other relevant Members, including organising welfare support and social events. They shall also endeavour to negotiate the flying of the Rainbow Flag every February.
- 8) The Disabilities Officer shall be responsible for matters of disability. They shall represent the sectional interests of disabled Members, including organising welfare support and social events. They shall also provide information and support regarding special dispensation for examinations.
- 9) The BME Officers shall be responsible for matters of ethnicity. They shall represent the sectional interests of Black, Asian and minority-ethnic Members, including organising welfare support and social events. They shall also campaign against all forms of racism.
- 10) The International Students Officers shall be responsible for matters of nationality. They shall represent the sectional interests of Members who are international students, including organising welfare support and social

events. They shall also lobby regarding special concerns of international students with respect to vacation storage and integration into UK public services.

- 11) The Faiths and Beliefs Officer shall be responsible for matters of faith. They shall represent the sectional interests of Members who adhere to a specific faith, including organising welfare support and social events. They shall also promote a culture of religious tolerance within the College and the JCR.
- 12) The Social Backgrounds Officer shall be responsible for matters of social background. They shall represent the sectional interests of Members from under-represented social backgrounds, including organising welfare support and social events. They shall also campaign against discrimination on the basis of social background, and work with the Access and Outreach Officer to increase the accessibility of the College to students from under-represented social backgrounds.
- 13) The Access and Outreach Officer shall be responsible for the JCR's involvement in College and University access initiatives. In particular, they shall promote the College and the JCR to prospective students from under-represented groups, and shall work with College staff to communicate with schools and other bodies as appropriate.
- 14) The Trans Officer shall be responsible for matters of gender identity. They shall represent the sectional interests of transgender Members, including organising welfare support and social events. They shall also provide specific support in relation to any academic or administrative issues arising from gender identity.
- 15) The two Shop Managers shall be responsible for the operation of a JCR shop, including appropriate acquisition of stock, staffing, publicity and accounts management (under the supervision of the Treasurer).
- 16) The Bar Manager shall be responsible for the JCR's involvement in the smooth operation of the College bar, including collaboration with College staff to ensure appropriate acquisition of stock, staffing, publicity and accounts management. Other Members may assist with such responsibilities as is appropriate.
- 17) The Green Officer shall be responsible for improving the environmental impact of the JCR, and lobbying for improvements to the environmental impact of the College. They shall oversee regular events to raise awareness of environmental issues.
- 18) The Domestic Officer shall be responsible for the good maintenance of JCR facilities, and for the JCR's involvement in the good maintenance of College facilities. They shall also assist with arrangements regarding accommodation, including appropriate distribution of information and provision of workshops regarding living off-site.
- 19) The Affiliations Officer shall be responsible for the JCR's relationship with any external organisation to which it affiliates under Article 11. In particular, when the JCR is affiliated to Oxford SU, they shall act as the JCR's SU Officer for the purposes of Student Council and shall keep Members appropriately informed as to the activities of Oxford SU. Regardless of affiliation status, they shall keep Members appropriately informed of the activities of the NUS.
- 20) The two Social Secretaries shall be responsible for the organisation and promotion of regular social events for Members. In particular, they shall co-ordinate all arrangements necessary for the provision of 'bop's.
- 21) The Sports Officer shall be responsible to the organisation and promotion of opportunities for Members to engage in sport and physical recreation. They shall also be responsible for the promotion of the work of the Amalgamated Sports Committee.
- 22) The Charities Officer shall be responsible for the organisation and promotion of opportunities for Members to engage in charitable fundraising and giving. They shall ensure all such activities are in accordance with the Constitution and any Standing Orders. They shall promote the activities of Oxford SU's Raise and Give as appropriate.
- 23) The Music, Arts and Drama Officer shall be responsible for the organisation and promotion of opportunities for Members to engage in creative arts.

- 24) The two Alternative Social Secretaries shall be responsible for the organisation and promotion of regular non-alcohol based social events for Members. In particular, they shall co-ordinate all arrangements necessary for the provision of 'bip's.

Part IV: applying to the Independent Chair

- 1) The Independent Chair shall be responsible for ensuring that the administration of JCR is at all times in accordance with the Constitution and Standing Orders. To this end, they shall resolve any disputes that arise, in accordance with the Constitution. They shall also be the Chair for all General Meetings and the Returning Officer for all Elections and Referendums, in accordance with the Constitution.

Standing Order 3: Appointment and Removal of the Independent Chair

Part I: appointment

- 1) The Independent Chair shall be appointed in the final Ordinary General Meeting of each term, to serve for the subsequent term.
- 2) The Executive Committee shall have the sole right to propose a single nomination, for approval by Ordinary Resolution of the General Meeting.
- 3) Should the Ordinary Resolution to appoint the nominated candidate not be approved, or should no candidate be nominated by the Executive Committee, the process shall move to an election by all Ordinary Members present at the General Meeting.
 - a) The Chair shall accept all nominations proposed by at least three Ordinary Members. Nominations shall be open for a period of between five and ten minutes, during which the General Meeting shall be suspended.
 - b) Following the close of nominations, the Chair shall immediately organise an election. The vote shall be conducted by secret ballot using preferential voting.
 - c) The result of the election shall be verified by the Chair and at least one other Officer, and shall be announced as soon as verified. The winning candidate shall be appointed Independent Chair.
- 4) All Ordinary Members shall be eligible for the position of Independent Chair. No-one else shall be eligible. No Ordinary Member may serve simultaneously as a Trustee or Officer and as the Independent Chair.
 - a) In order to accept nomination to the position of Independent Chair, Ordinary Members must resign from any Trustee or Officer position whose term overlaps with the proposed term as Independent Chair.
 - b) All Ordinary Members have the right to refuse nomination to the position of Independent Chair.
 - c) There is no limit to the number of times an Ordinary Member may accept nomination to the position of Independent Chair.

Part II: removal

- 1) The Independent Chair may resign from office at any time.
- 2) The Independent Chair may be removed from office at any time by Ordinary Resolution of the General Meeting. Such an Ordinary Resolution must not resolve anything except the removal of the Independent Chair.
- 3) Should the Independent Chair resign or be removed from office, the appointment process specified in part I shall take place immediately in that same General Meeting, or otherwise as soon as possible. The term of the candidate appointed shall commence immediately and last until the end of that term.

Standing Order 4: Finance

Part I: budget and accounts

- 1) The Treasurer shall supervise the JCR budget, including preparation of annual accounts and short termly financial reports.
 - a) The termly report must show the division of the budget, and total spending within each area of the JCR to date.
 - b) The termly report and annual budget must be displayed in a place accessible to all members of the JCR.
 - c) The full accounts, with details of every payment, must be updated in accordance with the JCR bank account no less than every two weeks during term-time.
 - i) These full accounts must be stored in a place visible to all Trustees.
- 2) Over the Long Vacation the Treasurer shall prepare the annual accounts, and the budget for the following academic year.
 - a) The budget must be prepared following consultation with a representative from each part of the JCR that is allocated funds and must contain a breakdown of the funds available to each individual Office.
- 3) The annual accounts shall be approved by the Executive Committee and presented to a General Meeting during Michaelmas Term. The Treasurer shall provide commentary as necessary to facilitate general understanding of the JCR finances.
 - a) At other times, any Ordinary Member may request sight of the most recent annual accounts and/or the most recent termly report by communicating such a request to the Treasurer in writing. The Treasurer shall make the relevant report available in an appropriate and timely fashion.
- 4) Each part of the JCR that is allocated a budget must be informed, on a termly basis and on request, of the quantity of funds remaining,

Part II: the Charities Fund

- 1) The Executive Committee shall ensure that only funds raised specifically for Charity shall be donated to Charities.
 - a) An exception to this rule can be made if the Charity to which money is being sent is performing a service for the JCR that aligns with the Objects.
 - b) Funds raised specifically for Charity must be accounted for as part of a Charities Fund, but may be stored in the main JCR bank account. These funds may only be spent on donations to Charity.
- 2) Each year, at least half the money from the Charities Fund must be donated to Charities chosen by the members of the JCR.
 - a) The Charities Officer shall arrange a vote to determine these Charities, no less than once every three terms.

Part III: the JCR bank account

- 1) The Treasurer shall keep possession of the JCR's debit card, taking appropriate measures to ensure the security of the card.
 - a) Upon the appointment of a new Treasurer, a new card must be ordered in their name before the start of the Winter Vacation.
 - b) No copies of the card or card details shall be made.
 - c) The card details may not be distributed to any Officer under any circumstances, and doing so shall result in default termination of the term of the Officer responsible for the distribution.
- 2) The Treasurer and President Shall keep a copy of an online banking card.
 - a) Every online bank transfer must be approved by both the Treasurer and President.

- 3) Any Officer who has been allocated a budget may request money from the Treasurer.
 - a) This request must be (and shall only be) submitted in a method determined by the Treasurer.
 - i) This method must be such that all requests are visible to future Treasurers, and to all other Trustees.
 - b) It is the responsibility of the Treasurer to ensure that any funds given out satisfy the following conditions:
 - i) The request does not ask for funds that are greater than the remaining budget allocated to that Officer.
 - ii) A receipt or invoice is provided by the Officer as part of their request.
 - iii) The money is spent to the Objects, or as part of a donation from the Charities Fund.

Part IV: reserves

- 1) The Treasurer shall decide the annual budget in a way that aims to reserve around £5,000 as an emergency reserve.
 - a. Money may only be spent from this reserve by approval of the majority of the Trustees.
 - b. The JCR must not make attempts to set aside reserves at a significant level above this.

Part V: financial honesty

- 1) Any Member may challenge any irregularities in the finances of the JCR by writing to the President and Independent Chair.
 - a. If it is determined that such irregularities warrant further exploration by the Independent Chair, these findings must immediately be taken to the College.
- 2) If, and only if, the need arises, the Treasurer and President may reimburse themselves from the JCR account for any payments made within the regulations established in Part III (2, b).
 - a. This must include the submission of a receipt or bank statement, which will be permanently stored.
 - b. The Treasurer and President may only make payments from their personal bank accounts if they are unable to make payments from the JCR account.
 - c. If the Treasurer or President are unable to make payments from the JCR account, they must endeavour to fix this as soon as possible.
 - i. If no effort is made within a week from when the inability to make payments is first discovered, this shall result in the default termination of the Trustee.

Standing Order 5: Sub-Committee Membership

- 1) The following Officers shall be members of the Welfare Sub-Committee:
 - a) Welfare Officers,
 - b) Foundation Year Officer,
 - c) Academic Affairs and Suspended Students Officer,
 - d) *ex officio*, the Chair of the Equalities Sub-Committee,
 - e) *ex officio*, the Peer Support Co-Ordinator, or another undergraduate representative of the Peer Support Team,
 - f) *ex officio*, the President.
- 2) The following Officers shall be members of the Equalities Sub-Committee:
 - a) Women's Officer,
 - b) LGBTQA+ Officers,

- c) Disabilities Officer,
 - d) BME Officers,
 - e) International Students Officers,
 - f) Faiths and Beliefs Officer,
 - g) Social Backgrounds Officer,
 - h) Trans Officer,
 - i) *ex officio*, the Chair of the Welfare Sub-Committee.
- 3) The following Officers shall be members of the Internal Affairs Sub-Committee:
- a) Shop Managers,
 - b) Bar Manager,
 - c) Green Officer,
 - d) Domestic Officer,
 - e) *ex officio*, the Vice President.
- 4) The following Officers shall be members of the Social Affairs Sub-Committee:
- a) Social Secretaries,
 - b) Sports Officer,
 - c) Charities Officer,
 - d) Music, Arts and Drama Officer.
- 5) The President may attend any meeting of any Permanent Sub-Committee as a non- voting member.
- 6) Any Trustee, Officer or Ordinary Member may attend any meeting of any Permanent Sub-Committee in a non-voting capacity, with the prior approval of the Sub- Committee Chair and the collective consent of the Committee.
- a) The Independent Chair may not attend any part of a meeting of any
- 7) Permanent Sub-Committee, except when necessary to report on their activities or to supervise elections.
- 8) To facilitate Trustees and Officers requesting approval to attend any meeting, the Chair of each Permanent Sub-Committee shall endeavour to inform all Trustees and Officers of the expected meeting schedule at the start of each term.

Standing Order 6: Sub-Committee Elections

Part I: general provisions

- 1) In this Standing Order, unless specified otherwise:
- a) “member” shall refer to any member of a specific Permanent Sub-Committee, as specified in the Constitution and any relevant Standing Orders.
 - b) “election” shall refer to an election to a position within a specific Permanent Sub-Committee, as provided for by Section (3) of Part II of Article 7.
- 2) In accordance with Section (3) of Part II of Article 7, each Permanent Sub-Committee shall elect one Sub-Committee Chair and one Sub-Committee Secretary in sufficient time to serve for one Full Term.
- a) To facilitate the inclusion of future members, the timing of elections shall take account of elections of any Officers expected to have membership of the relevant Sub-Committee in the subsequent term. Members elected to such positions shall be consulted, should the election take place prior to the start of their time in office.

- b) Should a Sub-Committee Chair or Sub-Committee Secretary resign (either as Sub-Committee Chair or Sub-Committee Secretary or as an Officer), a by- election for the position shall be held at the next meeting of the Sub- Committee.
- 3) The Independent Chair and the Secretary shall supervise all such elections.
 - a) Any member may submit a Complaint about the conduct of any election.
- 4) Except where specified in this Section, all members of each Permanent Sub- Committee shall be eligible to vote in elections of that Permanent Sub-Committee, and no other individuals shall be eligible to vote.
 - a) *ex officio* members shall not be eligible to vote.
- 5) Voting shall take place by secret ballot. Any candidate receiving a plurality of the vote in any round shall be elected and the process terminated.
 - a) Should no candidate receive a plurality of the vote in the first round of voting, or no candidates stand, there shall be a second round of voting.
 - b) Should no candidate receive a plurality of the vote in the second round of voting, or no candidates stand, there shall be a third round of voting.
 - c) Should no candidate receive a plurality of the vote in the third round of voting, or no candidates stand, the Executive Committee shall make an appointment, taking into account the results of any rounds of voting.
 - d) If in any round only one member stands, that member shall be elected unopposed without the need to conduct voting.
- 6) The following rules apply to eligibility for candidature within each Permanent Sub- Committee:
 - a) The following members shall not be eligible to stand for any position:
 - i) Officers whose term will expire prior to the relevant term; and
 - ii) *ex officio* members, as designated by Standing Order 5.
 - b) Ordinary Members elected to take a place on a Permanent Sub-Committee in the relevant term shall be eligible to stand, provided any additional requirements are met.
 - c) Any additional eligibility requirements for specific Permanent Sub-
- 7) Committees, as specified by Part II of this Standing Order, must be met.

Part II: eligibility for election within specific Permanent Sub-Committees

- 1) For Sub-Committee Elections within the Welfare Sub-Committee:
 - a) In the first round of voting, only the Welfare Officers shall be eligible to stand for Chair.
 - b) In subsequent rounds of voting, all members shall be eligible to stand for Chair.
 - c) All members shall be eligible to stand for Secretary.
- 2) For Sub-Committee Elections within the Equalities Sub-Committee:
 - a) All members shall be eligible to stand for Chair.
 - b) All members shall be eligible to stand for Secretary.
- 3) For Sub-Committee Elections within the Internal Affairs Sub-Committee:
 - a) All members shall be eligible to stand for Chair.
 - b) All members shall be eligible to stand for Secretary.
- 4) For Sub-Committee Elections within the Social Affairs Sub-Committee:
 - a) In the first round of voting, only the Social Secretaries shall be eligible to stand for Chair.
 - b) In subsequent rounds of voting, all members shall be eligible to stand for Chair.
 - c) All members shall be eligible to stand for Secretary.

Standing Order 7: Schedule for Elections

- 1) Regularly scheduled elections for the following posts shall be held in the sixth week of Michaelmas Term:
 - a) Vice President,
 - b) Treasurer,
 - c) one of the two Welfare Officers,
 - d) one of the two LGBTQ+ Officers,
 - e) Disabilities Officer,
 - f) one of the two BME Officers,
 - g) Faiths and Beliefs Officer,
 - h) Green Officer,
 - i) Domestic Officer,
 - j) Charities Officer,
 - k) EICL officer.
- 2) Regularly scheduled elections for the following posts shall be held in the sixth week of Hilary Term:
 - a) Affiliations Officer,
 - b) Access and Outreach Officer,
 - c) one of the two Welfare Officers,
 - d) one of the two International Students Officers,
 - e) Foundation Year Officer,
 - f) Women's Officer,
 - g) one of the two BME Officers,
 - h) Trans Officer,
 - i) Bar Manager,
 - j) Social Secretaries.
- 3) Regularly scheduled elections for the following posts shall be held in the sixth week of Trinity Term:
 - a) President,
 - b) Secretary,
 - c) Academic Affairs and Suspended Students Officer,
 - d) one of the two LGBTQA+ Officers,
 - e) one of the two International Students Officers,
 - f) Social Backgrounds Officer,
 - g) Shop Managers,
 - h) Sports Officer,
 - i) Music, Arts and Drama Officer,
 - j) Alternative Social Secretaries.
- 4) Elections for the President of the Ball Committee shall be held in the sixth week of Trinity Term when a ball is scheduled to take place the following year.

Standing Order 8: Publicity for Elections and Referendums

- 1) Manifestos shall be submitted to the Returning Officer or Deputy Returning Officer according to a reasonable deadline which is no later than seventy-two hours prior to the start of voting.
 - a) The length of manifestos shall not exceed:
 - i) for Trustee candidates, 500 words; ii) for Officer candidates, 250 words; iii) for Referendum campaigns, 500 words.
 - b) Failure to submit a manifesto shall constitute withdrawal from the election, unless the Returning Officer rules that a candidate has good reason for such a failure. In such a case, the Returning Officer may at their discretion accept a manifesto submitted after the deadline.
- 2) The Returning Officer shall ensure that all manifestos are made available to all Ordinary Members at the same time, and in an appropriate and timely fashion prior to the start of voting.
 - a) To facilitate voter engagement, the Returning Officer may also arrange for manifestos to be displayed on noticeboards and on the website where electronic voting takes place.
 - b) No candidate shall display or distribute promotional material.
- 3) Such promotional material as the Returning Officer approves may be distributed.
 - a) The Returning Officer shall not approve material that is demonstrably incorrect or misleading, insulting or demeaning in nature, or capable of exposing the JCR to legal liability.
 - b) Election material may be displayed around the College premises; and
 - i) material may not be displayed in the JCR room, the bar, the porters' lodge, toilet or shower facilities, the dining hall, or public windows.
 - ii) the number of items displayed shall not exceed the limit of:
 - (1) for Elections, twenty items per candidate; and
 - (2) for Referendums, forty items per campaign.
 - c) Election material may also be distributed to Members in person.
 - d) The Returning Officer shall have the right to impose reasonable additional restrictions on the distribution of election material. Any such restrictions must apply equally to all candidates and campaigns.

Standing Order 9: Hustings for Elections and Referendums

- 1) For all Elections and for Referendums where deemed appropriate by the Returning Officer, hustings shall be held in reasonable time prior to the start of voting; and
 - a) all candidates in Elections and an equal number of representatives of each campaign in Referendums shall be invited to hustings in an appropriate and timely fashion;
 - b) failure to attend hustings shall constitute withdrawal from an Election, unless the Returning Officer rules that a candidate has good reason for such a failure.
 - c) except in the case of by-elections for Officers, whereby candidates will not be invited to attend hustings and instead run a 'Manifesto-only' campaign:
 - i) a 'Manifesto-only' campaign requires a candidate to submit a manifesto in accordance with Section (1) of Standing Order 8; and
 - ii) candidates will follow the same voting procedure as outlined in Section (3) of Article 8;
 - iii) candidates for Trustee positions in a by-election will still be invited to attend hustings and will partake in a regular Election procedure.
- 2) The Returning Officer shall organise all hustings in accordance with this Standing Order. With the consent of the Returning Officer, the Deputy Returning Officer may assist in discharging any of the functions assigned to the Returning Officer by this Standing Order.

- 3) The Returning Officer shall Chair all hustings, or with the consent of the Executive Committee may arrange for a Trustee or Officer to Chair.
- 4) It is the duty of the Chair to ensure that the atmosphere of hustings never becomes hostile or personally vindictive.
 - a) All present Members are entitled to appeal to the Chair if they believe the atmosphere has become hostile or personally vindictive.
- 5) The format of hustings shall be as follows:
 - a) Each candidate shall in turn give a speech, of length not exceeding:
 - i) for candidates for President, five minutes; ii) for candidates for all other positions, three minutes; iii) for Referendum campaigns, a total of five minutes (to be divided among representatives as deemed appropriate).
 - b) The Chair shall accept a reasonable number of questions from the floor, provided that:
 - i) all questions must be directed to all candidates or campaigns; ii) it is the responsibility of the Chair to identify and rule out any inappropriate questions in accordance with Section (6); iii) questions ruled inappropriate may not be answered (formally or informally) by any candidate or campaign representative.
 - c) Each candidate may participate in small humorous challenges as requested by the outgoing Officer, provided that such challenges are in accordance with Section (7).
- 6) Inappropriate questions shall include:
 - a) personal attacks;
 - b) references to private lives or gossip;
 - c) sexual or other lewd references;
 - d) questions which breach College harassment policies;
 - e) questions which the Chair considers may discourage Members from running in future elections; and
 - f) any other questions ruled to be inappropriate by the Chair, in consultation with relevant Officers, or following an appeal by any candidate.
- 7) Should the outgoing Officer wish to set a challenge, such a challenge must be submitted to the Returning Officer in reasonable time prior to the hustings.
 - a) The Returning Officer may, in consultation with relevant Officers, deem any proposed challenge inappropriate.
 - b) The Returning Officer shall inform all candidates of the proposed challenge in reasonable time prior to the hustings. No-one other than the Returning Officer may contact any candidate with regard to any proposed challenge.
 - c) All candidates shall have the unrestricted right to refuse to take part in any challenge. Any candidate wishing to exercise this right shall communicate such to the Returning Officer in reasonable time prior to the hustings. In this case, no candidate may take part in the challenge in question.
- 8) The Chair and all Trustees shall not consume an excessive amount of alcohol or any other intoxicating substance immediately before or during any Hustings.

Standing Order 10: Student Council

- 1) In this Standing Order, unless specified otherwise:
 - a) “Council” means Student Council, the democratic arm of Oxford SU; and
 - b) “a Council” means a specific meeting of Council.

- 2) The Affiliations Officer and the President shall attend each Council and vote on behalf of the JCR, in accordance with relevant regulations of Oxford SU.
 - a) Except where a valid poll has taken place in accordance with Section (4), the Affiliations Officer and the President shall vote on each Council motion according to their discretion. Both officers must vote in a way which they believe reflects the views and interests of the JCR.
 - b) Any JCR member may express a preference for a For, Against, or Abstain vote on any Council motion by communicating their preference by any reasonable means (including anonymously) to the Affiliations Officer. The JCR's representatives in Council must have due regard for any such preferences.
 - c) It is the collective responsibility of the Executive Committee to ensure that the Affiliations Officer and the President attend as many meetings of Council as possible, and that any absences are authorised; and
 - i) Should either the Affiliations Officer or the President repeatedly fail to attend Council without authorisation, Ordinary Members shall be informed by way of announcement to the next General Meeting;
 - ii) Should both the Affiliations Officer and the President be unable to attend a Council, a Trustee or Officer authorised by the Executive Committee shall attend and vote on behalf of the JCR.
- 3) Any Ordinary Member may request authorisation to exercise the JCR's third vote at any Council, provided that:
 - a) such a request must be submitted to the Affiliations Officer in reasonable time for Ordinary Members to be informed prior to the Council;
 - b) the Affiliations Officer, in consultation with the Executive Committee, may appoint the most suitable Ordinary Member submitting such a request; and
 - c) any Ordinary Member exercising the JCR's third vote must vote as directed by the joint instructions of the Affiliations Officer and the President, should such instructions be issued.
- 4) The JCR's votes on a Council motion may be directed by a poll of all JCR members.
 - a) Such a poll shall occur following:
 - i) declaration by the Affiliations Officer, in consultation with the
 - ii) Executive Committee, that such a poll is in the interests of the JCR; ii) receipt in reasonable time by the Affiliations Officer of a petition to the effect that such a poll be held, signed by five or more Ordinary
 - iii) Members; or iii) passage by any General Meeting of an Ordinary Resolution to the effect that such a poll be held.
 - b) Should such a poll occur, it shall be in accordance with the following provisions.
 - i) The Independent Chair shall act as Returning Officer. The Affiliations Officer shall either act as Deputy Returning Officer or appoint a Trustee or Officer to act as such.
 - ii) The poll shall be announced to all Ordinary Members no fewer than forty-eight hours prior to the start of the relevant Council. Voting must be open for at least twelve hours and must close no fewer than five hours before the commencement of the relevant Council meeting.
 - iii) All Ordinary Members shall be eligible to vote and must be given reasonable opportunity to exercise their vote. No-one else shall be eligible to vote. No voter may vote more than once.
 - iv) The vote shall be by secret ballot.
 - v) The full text of the relevant Council motion shall be made available to all voters, along with any explanatory notes provided by the Affiliations Officer. Voters shall have the option to indicate preference for a vote in favour, or against, or to abstain.
 - vi) Results must be verified by both the Returning Officer and Deputy Returning Officer and announced to all JCR members as soon as possible following the close of voting, if possible before the

commencement of the relevant Council meeting. vii) Should fewer than one fifth of Ordinary Members vote in the poll, the result shall be declared invalid and ignored.

- c) Following a valid such poll, the JCR's three votes in Council must be allocated in such a way as to reflect the result of the poll as closely as possible:
 - i) the precise allocation shall be at the joint discretion of the Affiliations Officer and the President, and shall be made known to all JCR members at the same time as the results of the poll; and
 - ii) all three of the JCR's votes on the motion must be exercised as directed by the allocation. The Affiliations Officer and the President shall jointly appoint a Trustee or Officer to exercise the JCR's third vote, and their own votes should either be unable to attend.
- 5) It is the responsibility of the Affiliations Officer to ensure that Ordinary Members are given reasonable opportunity to be informed about the activity of Council, including all resolutions and proposed resolutions of Council.
 - a) In particular, the Affiliations Officer shall keep a record of all votes on resolutions in Council, and shall make this record available on request to any Ordinary Member who expresses a wish to that effect.
- 6) Should the position of Affiliations Officer be vacant, the Executive Committee shall appoint a Trustee or Officer to act in their place as the JCR's SU Officer for the purposes of each Council. Such an appointment must be made in reasonable time for the appointment to be communicated to Ordinary Members.
 - a) No Trustee or Officer may be appointed under this Section for two consecutive Councils, or for more than two Councils within a single Full Term.
- 7) The provisions in this Standing Order shall apply only when the JCR is affiliated to Oxford SU. When the JCR is not affiliated to Oxford SU, the entirety of this Standing Order shall be ignored.

Standing Order 11: Societies

- 1) The Secretary shall keep a register of Societies. Registration shall be open to all Societies run primarily by and for undergraduate students of the College, and compulsory for none.
- 2) By registering, a Society gains the following rights:
 - a) to claim money from the budget to be allocated by resolution of the General Meeting; and
 - b) to be publicised on the JCR website, information packs and social media.
- 3) By registering, a Society commits to the following responsibilities. The Executive Committee may revoke the registration of any Society which it reasonably believes not to have observed such responsibilities:
 - a) to spend any money allocated by resolution of the General Meeting reasonably and to further the Objects; and
 - b) To provide a summary of where money allocated by resolution of the General Meeting has been spent, and of any other relevant activities, should the Executive Committee or the General Meeting pass a resolution to that effect.

Standing Order 12: The Ball

Part I: general requirements

- 1) The JCR shall endeavour for a Ball to take place once every three years. (The occurrence and scheduling of the Ball shall be determined by the College.)
- 2) Every year, the JCR shall make a financial contribution to the budget of the next Ball. The amount of the contribution shall be determined by the Executive Committee, and subject to the approval of the General Meeting.

- 3) When a Ball is to occur, the Executive Committee shall consider making special financial arrangements appropriate to ensure the widest possible access to the Ball.

Part II: the Ball Committee

- 1) When a Ball is to occur, a Ball Committee shall be formed to oversee the organisation of the Ball. For the purposes of the Constitution, the Ball Committee shall be treated as a Non-Permanent Sub-Committee.
- 2) With the agreement of the College and any appropriate involvement from the MCR, the position of President of the Ball Committee shall be elected as per the relevant standing orders of this constitution.
 - a) Such appointments are to be made, if possible, no later than on year prior to the date on which the Ball is scheduled to occur.
 - b) Applications shall be open to all Ordinary and Associate Members.
 - c) Following an appropriate selection process which takes account of motivations, time commitments and role suitability, the Executive Committee shall appoint the most suitable candidate to each role.
 - d) Should no candidate be deemed suitable, applications shall be re-opened as soon as possible.
 - e) No less than ten weeks prior to the date on which the Ball is scheduled to occur, the JCR president should write to the college Domestic Bursar to receive a report on the progress of preparations for the Ball. The JCR president should share this report with the JCR at the subsequent JCR meeting.
- 3) Other roles on the Ball Committee may be created and filled at the discretion of those appointed to the specified positions, subject to the approval of the Executive Committee.
- 4) It is the responsibility of the members of the Ball Committee, in conjunction with College staff, to ensure that suitable arrangements are put in place for handover of responsibilities to any future Ball Committee.

Standing Order 13: College Committees

- 1) The specified Trustees and Officers shall attend the following College committees:
 - a) Governing Body: President, Vice President, Treasurer (College bye-laws)
 - b) Finance Committee: President, Vice President, Treasurer (College bye-laws)
 - c) Development Committee: President, Vice President
 - d) Garden Committee: Green Officer
 - e) Buildings Committee: President, Treasurer
 - f) Domestic Committee: President, Domestic Officer, Bar Manager (College bye- laws)
 - g) Welfare Committee: President, Welfare Officers, Foundation Year Officer, (College bye-laws)
 - h) Equality Committee: the Chair of the Equalities Sub-Committee and one other Officer appointed by the Equalities Sub-Committee
 - i) Academic Policy Committee: President, Academic Affairs and Suspended Students Officer (College bye-laws)
 - j) Health and Safety Committee: Domestic Officer
 - k) Accommodation Committee: Vice President, Domestic Officer
 - l) ICT Committee: Vice President
 - m) Grants Committee: Treasurer (College bye-laws)
 - n) Chapel Committee: Music, Arts and Drama Officer, Charities Officer
 - o) Education Committee: Academic Affairs and Suspended Students Officer, Access and Outreach Officer (College bye-laws)
 - p) Library Committee: Academic Affairs and Suspended Students Officer, Domestic Officer
 - q) Amalgamated Sports Club Committee: President, Treasurer, Sports Officer

- r) Gym Committee: President, Treasurer, Sports Officer
- 2) All Trustees and Officers representing the JCR on a College committee shall undertake at all times to best represent the views and interests of Members, and shall report any issues or information to the next General Meeting as they deem necessary.
- 3) Where such is indicated by Section (1), committee membership is regulated by College bye-laws, and may be amended only with the agreement of the College.

Standing Order 14: Appointment of the Freshers' Week Committee

- 1) Members of the Freshers' Week Committee (Freshers' Reps) shall be elected through a different process, in acknowledgement of the fact that to elect five Freshers' Reps through the normal process would be unnecessarily lengthy, complex, and off-putting for relatively new first-year students.
- 2) In Hilary Term, the opening of five Freshers' Rep roles should be advertised.
- 3) To nominate themselves, candidates should (a) be current first-year students and (b) submit a short statement (maximum 200 words) detailing why they would be a good fit for the role.
- 4) These applications should be collated by the Secretary, and then reviewed by Core Executive, who should consider all applications, and, based on their merits, select the five most suitable candidates.
- 5) Once five people have been selected, their names should be put forward to the JCR in an ordinary motion in a JCR meeting, and a standard vote should take place to install them in their roles.
- 6) The members of the Freshers' Week Committee themselves will elect a leader (the Coordination Rep), and the others will divide themselves into two External Events Reps and two Internal Events Reps.
- 7) A Freshers' Rep may resign from their role at any time, and the appointment process detailed in 1-5 above should be repeated as soon as possible to fill the vacancy.