



The Constitution of the Peoples' Republic of St Giles



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PART ONE: PREAMBLE

This document contains the rules and constitution of the JCR of St John's College, Oxford. The purpose of these rules is to establish the basic principles of the running of the JCR and it shall be the duty of the President to interpret and enforce the rules, with the exception of all rules pertaining to the election of officials, referenda or complaints, which shall be the duty of the Returning Officer to interpret and enforce. The interpretations issued by either of these individuals may be challenged by a General Meeting held according to the provisions of this Constitution. This Preamble shall be used in interpreting the rules where it is possible to do so.

The JCR is the collective body of all undergraduate members of the College, all of whom shall be deemed full members of the JCR unless they have opted out of their membership under the provisions of this document. It is a charity, which exists to promote and further the well-being and academic, sporting and cultural interests of the undergraduate students of St John's College, and its activity should be appropriate to these aims. The JCR therefore seeks to participate in the administration of College affairs by being fully represented on any College committee (including the Governing Body) that is discussing matters concerning the junior members of the College.

The main organ and policy making body of the JCR is the General Meeting: its decisions shall be taken by a vote of all full members present. The decision of a General Meeting on any question put to it is binding on all officials and committees. To simplify the business of the JCR, it may delegate any part of its administration or functions to appropriate officials, committees. No General Meeting shall be capable of binding a future General Meeting. The terms 'woman' and 'female' shall both be defined as someone who identifies wholly or partially as a woman and/or as transfeminine. The terms 'man' and 'male' shall both be defined as someone who identifies wholly or partially as a man and/or as transmasculine. Full term shall be defined by this Constitution as Sunday of 1st week to Friday 8th week inclusive. An academic year shall be defined as the first day of full term in Michaelmas to the final day of full term the following Trinity term.

PART TWO: THE ARTICLES

General

1. The name of this excepted charity is 'St John's College JCR', henceforth referred to as the JCR, and the Constitution of this charity shall be formed of the Preamble, Articles, Standing Orders and the Appendices of this governing document.
2. The principal office of the JCR is in Staircase 3, Room 2 of North Quad at St John's College, St Giles, Oxford, Oxfordshire, England, OX1 3JP.
3. At intervals of at most five years, but ordinarily one year, Governing Body is required to approve the JCR Constitution, in order to secure the fair and democratic operation of the JCR.
4. The Constitution shall be amended by a Constitutional Motion ([§43a](#)) except in cases of factual alterations to the Appendices a simple alteration of numbering or referencing within the constitution which shall be carried out at the discretion of the Secretary ([§21](#)) and this must be publicised to the JCR after completion.

Application of Income and Property

5. To comply with charity law, the income and property of the JCR shall be applied solely towards the promotion of its purposes as stated in the Preamble.
6. a. To comply with charity law, none of the income or property of the JCR may be paid or transferred directly or indirectly by way of dividend or other remuneration to any member of the JCR. This does not prevent a member receiving:
 - i. a benefit from the JCR as a member of the JCR
 - ii. Reasonable compensation for any goods purchased for or supplied to fulfil the objectives of the JCR while performing a clearly delegated responsibility to do so by the JCR. ‘Reasonable compensation’ shall normally be full compensation unless circumstances demand otherwise
 - iii. Compensation for services undertaken as a contractor where that contracting has been specifically approved by the JCR
- b. No money from the JCR fund allocated to it by college shall be donated directly to any other charity. A separate bank account must be used to hold all charity donations (the “Charity Budget”), and applied subject to the rules at ([§43d](#)).
7. Should the total sum of Charities Motions in a given meeting exceed the available funds in the Charities Budget, each motion which is passed shall receive a donation, scaled down in proportion to what each requested to exhaust the remaining funds, while leaving a buffer for an Emergency Charities Motion.
8. The following are optional, opt-out levies which the JCR have requested be placed on the battels of JCR members and have been accepted by college:
 - a. JCR Charity Donation of £10.50 per term – one third of which shall be given by college to the “Charity Budget” and two-thirds shall be used to fund Reach Scholarships.
 - b. JCR Refugee Donation of £4 per term – all of which shall be given by college to the “Oxford Students Refugee Campaign”.
9. The trustees of the JCR must gain prior permission from the Finance Bursar to approve:
 - a. Purchases of JCR property exceeding £750 in value.
 - b. A contract that commits JCR funds of over £750 in any period of 6 months or longer. These contracts should be reviewed prior to renewal in consultation with the Finance Bursar if there are significant changes to the terms and conditions.

Membership of the JCR

10. The JCR membership is to consist of ordinary and honorary members.
11. All undergraduates at St John’s College, Oxford are automatically full ordinary members, and:
 - a. may attend, address, and vote at any General Meeting of the JCR;
 - b. may vote in any JCR election, referendum and by-election, subject to restrictions laid down in the Standing Orders.
12. The JCR shall assume that members who suspend their studies have gained permission to exercise the rights in ([§11](#)) through college’s policy on suspended status students.

13. Ordinary full members may opt out of membership of the JCR, agreeing to the restrictions of rights in ([§11](#)), through a written request to the Secretary and shall be treated as a non-member at least until at least the end of term.
14. Anyone may opt back into membership by a written request to the Secretary, and shall regain membership as of the following Sunday, subject to the restriction of ([§13](#)).
15. Honorary membership of any person or class of person may be conferred and revoked as per ([§42](#)). The names of honorary members are to be recorded in the Appendices of the Constitution.
16. Honorary members, corporeal or incorporeal, are to be treated as non-members in that JCR funds shall not be used to confer monetary benefit to them, nor shall they be able to claim any other benefit contingent upon membership of the JCR unless given such permission by a motion during a general meeting.
17. Undergraduates who opt out shall not be unfairly disadvantaged in the provision of college services as a result of them opting out.

Concerning the Officials

18. The JCR shall be served by Officers, Representatives ('Reps'), together referred to as Officials, whose roles and titles are defined in this Constitution.
19. Officials cannot hold more than one role at any given time and must be elected in accordance with election regulations contained in [§26](#) for Reps and Standing Order [3A/3B](#) for Officers. Officers elected under Standing Order [3A](#) shall hold office from noon on Saturday 8th Week Michaelmas Term up until that time the following academic year. Those elected under Standing Order [3B](#) hold the office from the noon following the by-election, to the end of its office term.
20. "Liberation Reps" shall also be classified as an Official, but shall have special provisions for their appointment in the role descriptions [Standing Order Table 2](#). It shall not be possible for a member to simultaneously be a liberation rep and another type of official, yet a liberation rep for one liberation group may simultaneously be a liberation rep for another liberation group.
21. The positions that the JCR recognises as Officers are: President, Vice President, Secretary, Treasurer, Academic Affairs Officer, Access and Admissions Officer, Disabilities Officer, Equality and Diversity Officer, Discounts Officer, Domestic Officers, Entertainment Officers, Environment and Ethics Officer(s), Ethnic Minorities Officer, International Students Officer, LGBTQ Officer, Returning Officer, Welfare Officers, and the Women's Officer who shall be a woman or a transfeminine individual.
22. The positions that the JCR recognises as "Reps" are: Alumni & Development Rep, Art Rep, Bike Rep, Charities Rep, Computer Rep, DVD & TV Room Rep, OUSU Rep, the Person Responsible for Alcohol and Treats (PRAT) Rep, the SJCTV Rep, Sports Rep, and Staff Liaison Rep.
23. The positions that the JCR recognises as "Liberation Reps" are: Disabilities Liberation Rep, Ethnic Minorities Liberation Rep, International Student Liberation Rep, LGBTQ Liberation Rep, Transgender, Minority Gender and Non-binary Liberation Rep, and Women's Liberation Rep.
24. Each official position can only be held by one person at any given time, with the exception of:

- a. Entertainment Officers and Domestic Officers which must be occupied by two people, and if one resigns, a by-election shall be held for the role.
 - b. Environment and Ethics Officer may be held jointly by two people, and if one resigns, a by-election shall be held for the role.
 - c. There shall be two Welfare Officers, each elected separately as per [Standing Order Table 3A §3](#).
25. Rep roles, except liberation reps, shall normally be held by up to two people.
 26. Reps may be ratified at any Ordinary General Meeting and shall be subject to re-ratification at the final Ordinary General Meeting of each term.
 27. The Returning Officer shall normally be annually ratified, except in the event of a resignation or removal by a Complaints Panel ([Standing Order Table 5](#)), and this should be held at the first Ordinary General Meeting of Trinity Term following the completion of the election cycle.
 28. Candidates for Rep positions should make themselves known in the meeting during “Ratifications” ([Standing Order Table 1 §20](#)) and be prepared to give a brief hust and answer questions from those present. If a Rep candidate cannot attend the General Meeting, they shall send a written apology and hust, to be read by the meeting Chair or Secretary. Failure to do so will cause their nomination to fall, unless they are seeking re-ratification and no objections were raised to their continuation. Following their hust (whether oral or written), Reps will then be elected by the vote of the full members of the JCR present at the General Meeting.
 29. The JCR President will be the only Senior Officer of the JCR. This confers interpretative powers per the Preamble and their right to give reasonable directions to other officials which should be followed when conducting JCR affairs. This Senior Officer title passes to the Vice President in the event of the President position being vacant or at the will of the President if they are not present.
 30. Officers may resign at any time by email to the Returning Officer, and can give notice of their resignation up to two weeks before their resignation takes effect. Once issued, a resignation may not be rescinded and a by-election procedure shall be triggered. For those Officers who shall not be in residence for the following academic year, their resignation be assumed as being the final day of Trinity full term with the Returning Officer making the necessary arrangements for their by-election during 8th week.
 31. All Officers, except the Returning Officer, will be trustees of the JCR, unless they are not legally permitted to be trustees of a charity. Each will sign a document contained in [Appendix VI](#) which will acknowledge this responsibility, their agreement to abide by this Constitution, as well as fulfil the duties of their role contained in [Standing Order Table 2](#).

Ordinary General Meetings

32. The JCR shall hold at least 3 Ordinary General Meetings at reasonable intervals during full term.
33. The President shall determine the date and time of Ordinary General Meetings, and the membership shall be notified of the term’s meetings at least three days before the start of full term. No further Ordinary General Meetings can be added after this time.
34. There must be 35 full members present throughout an Ordinary General Meeting for a quorum.

35. Meetings are to be conducted according to the Standing Orders of the JCR unless the Rules provide otherwise.

Extraordinary General Meetings

36. An Extraordinary General Meeting may be called by the President of the JCR at any time during full term.

37. The President may only call a meeting under [§36](#) after consultation with their fellow Officers or upon presentment of a petition signed by 40 full members of the JCR to the President.

38. If a valid petition is presented to the President there must be a meeting within 5 days of presentment.

39. An Extraordinary General Meeting shall not be held within 24 hours of the official start time of any Ordinary General Meeting.

40. Quorum shall be 35 full members of the JCR.

41. Members are to be notified as soon as reasonably practicable, but must be given at least 36 hours' notice of an Extraordinary General Meeting.

Concerning Motions

42. Any full member of the JCR shall be entitled to propose or second any motion or amendment at a General Meeting, in accordance with the Standing Orders. All motions require a proposer and a seconder, except procedural motions which only requires a proposer.

43. The functions of motions shall include, but are not limited to:

- a. Constitutional Motions, mandating that any part of the Constitution (including the Preamble, Articles, Standing Orders and Appendices) be amended by the Secretary as specified;
- b. Financial Motions, mandating specific expenditure from the JCR Financial Motions Budget on matters solely related to the JCR's charitable objectives in the Preamble;
- c. Standing Policy Motions, mandating that the JCR adopt a belief, stance, or objective, related to its charitable objects, as Standing Policy;
- d. Charities Motions, mandating specific expenditure of up to £300 from the JCR Charities Fund on charities. These may only be brought at the second Ordinary General Meeting of each term (the 'Termly Charities Meeting');
- e. Emergency Charity Motion, mandating specific expenditure of up to £300 from the JCR Emergency Charity Buffer to a current appeal by the Disaster Emergency Committee appeals for a current cause;
- f. Motion of Challenge, mandating the senior Officer or Returning Officer to repeal a specific constitutional interpretation as authorised by the Preamble.
- g. No Confidence Motions, mandating that a named Official cease to hold their elected role;
- h. Censure Motions, expressing the JCR's formal disapproval of the conduct by one or more officials or committees and to requiring that those named by the motion acknowledge this disapproval under Any Other Business of the present meeting, under the reports of the following meeting or through a formal email to all JCR members before the start of the next General Meeting. Otherwise, the official or committee(s) shall be considered to have resigned.

- i. Procedural Motions, the types and functions are defined by [Standing Order Table 1](#).
44. A motion shall be passed by a simple majority vote of full members of the JCR in a General Meeting, except Constitutional Motions which shall require ratification, also by two simple majority, at the next General Meeting which shall be held no less than one week apart.
45. Constitutional Motions shall be brought at neither the final General Meeting of Trinity Term nor the first General Meeting of Michaelmas Term.
46. Motions of Censure and No Confidence Motions shall always be conducted by a secret ballot.
47. A No Confidence Motion against the Women's Officer requires a quorum of at least 18 ordinary full members who identify wholly or partially as a woman and/or as transfeminine. Only these full members may vote on and propose/second such a motion.
48. Constitutional Motions may be amended, by simple majority vote, in either General Meeting specified in [§26](#) or [§36](#) above, provided that such amendments do not significantly alter the purpose or scope of the motion as originally proposed.
49. A motion is also constitutional if any of the following criteria are met:
 - a. Where it involves repeated, mandated actions by a JCR official which are expected to continue for longer than three full terms.
 - b. Where it seeks to extend a mandate of a JCR official beyond three full terms.
 - c. Where it involves establishing a financial reimbursement scheme run by the JCR or a scheme requiring membership payments in that it must be assigned to a given official.
 - d. Where a motion alters the aims and objectives of any committee of the JCR.
 - e. Where the President determines that a motion attempts to avoid any of these criteria or the spirit of these criteria. This will be subject to challenge in the normal manner ([Standing Order Table 1 §33b](#)).
50. All motions may be amended at the General Meeting by a simple majority except in the following cases:
 - a. Where the scope and purpose of a Constitutional Motion or Financial Motion is significantly altered.
 - b. A motion may not assume the characteristics of any type of motion which would otherwise have required submission to Secretary 48 hours before the General Meeting. These include Motions of Censure, No Confidence, Constitutional Motions, Financial Motions, Honorary Member Motions, all Charities Motions and Emergency Charity Motions.
 - c. A Financial Motion cannot be amended to increase the proposed amount of expenditure from JCR funds. The annual Budget shall form an exceptional case where specific allocations within the budget may be increased, but the total expenditure proposed may not be increased.
51. All motions must clearly assign one or more JCR officials or committees, where appropriate, to implement the resolves clauses. No motion may be added to Standing Policy without this, except when adding only believes clauses.
52. Where a motion contains elements from more than one type of motion listed under [§43](#), it shall be passed as a whole and shall adhere to all the specific requirements for those motion

types. Were any of the motion clauses to require a higher vote requirement to pass, the whole motion shall be passed in accordance with that requirement.

53. Where a motion contains the characteristics of more than one motion type, as outlined in [§52](#), each component must adhere to the rules of each specific motion. The motion must pass as a whole by the majority required for the component with the highest majority.

Concerning JCR Committees

54. There shall always be a committee called the “JCR General Committee” consisting of all Officers, as defined by [§21](#), except the Returning Officer.
55. The General Committee shall meet at least four times during full term, and these meetings shall be conducted in a manner decided by the President that is both within the spirit of the Constitution and conducive to minute taking by the Secretary. These minutes will be available on request to JCR members.
56. Quorum for these meetings in [§55](#) shall be least half of the elected officers with at least 48 hours’ notice in advance of it being called. Other members may be invited to attend by a simple majority vote of the JCR General Committee, but they may not hold voting rights.
57. The General Committee shall have the duty of ensuring the execution of the decisions of all General Meetings in so far as those are not assigned to specified officials or committees. This committee shall also ensure that the duties of vacant official positions are covered by other officials until they are filled.
58. The General Committee shall be responsible for representing the objectives of the JCR and the will of the JCR, in appropriate forums within college. This may include liaising with the Middle Common Room or other external organisations.
59. A “Summer Ball Committee” shall be created according to [Standing Order Table 8](#) and shall exist as a serving committee until the ratification of the account auditor report ([Standing Order Table 2 §1d](#)) which shall include the Summer Ball items.
60. The JCR General Committee may establish other committees as it sees fit and the Chair of these committees shall report to either the General Committee or General Meetings as required, except the Summer Ball Committee which must consult a General Meeting before making significant decisions and shall only report to General Meetings.
61. The terms of reference and members of all such committees (including identifying the Chair) shall be maintained in the Appendices by the Secretary.

Concerning the Condition of the Republic

62. An annual report called the “Condition of the People’s Republic of St Giles”, usually no longer than 4000 words, shall be written by the JCR General Committee.
63. The report shall outline the work and achievements of that committee, and include recommendations on what further work could be done in un-fulfilled policy areas.
64. The President will approve the report and present it at the first Ordinary General Meeting of Hilary term as a motion. This may be accepted with amendments or rejected; ensuring further work is taken to produce an accurate report of sufficient quality before presentment to the following meeting(s) until it passes.

Concerning Standing Policy

65. Standing Policy shall consist of the clauses of passed motions of the JCR that requested specific believes clauses were added to Standing Policy and the resolves clauses of any successfully passed motion which has not been completed.
66. A document listing all current Standing Policy, maintained by the Secretary, shall be kept alongside the Constitution, and both shall be made available for inspection by full members.
67. The Standing Policy document shall contain the text of all Policy motions along with scope and purpose clarifications.
68. Each incoming Secretary shall, during their first meeting in office, submit a list of items to be dropped from the current Standing Policy document. These may all be dropped together, unless an objection is raised to any item in which case a debate about that is held followed by a vote in the normal manner.
69. Standing Policy items shall be removed by the Secretary after three years, unless removed earlier by a motion, to ensure that the document remains current and relevant. The Secretary must give the JCR notice that items will be removed of no less than four days before the motion deadline of the last JCR Meeting before the policy elapses.
70. Officials and committees shall adhere to the beliefs expressed in Standing Policy when making executive decisions.

Concerning External Affairs

71. The JCR shall only be a constituent of Oxford University Student Union (OUSU) and shall not affiliate to any other external organisation. This affiliation shall be voted on annually at the last Ordinary General Meeting of Trinity Term or put to a wider referendum, should this be called for, and Standing Order Table Four could be completed during full term.
72. The JCR General Committee shall select at least one Official to serve as the main point of contact between its members and OUSU, normally the OUSU Rep(s).
73. The JCR shall allocate its three votes at OUSU Council as follows:
 - a. 1st vote to the President, or the Vice President in their place
 - b. 2nd and 3rd votes in the following order of priority:
 - i. to OUSU Rep(s)
 - ii. to member(s) ratified at the preceding JCR Meeting
 - iii. to JCR General Committee members appointed by the President
 - iv. to ordinary JCR members appointed by the President
 - c. However per OUSU rules, no one person may have more than one vote.

Concerning Elections and Referenda

74. Elections of Officers and referenda shall be conducted by secret ballot of full members of the JCR and must be conducted in accordance with the Standing Orders.
75.
 - a. All elections and referenda shall be overseen by the Returning Officer.
 - b. If at any time the Returning Officer is unable to carry out their duties under this Constitution, the Vice-President shall carry out those duties as Acting Returning Officer.
 - c. All references to the Returning Officer in this Constitution shall also refer to a Vice President who is Acting Returning Officer, while the Returning Officer role is vacant.

76. The Senior Dean of St John's College (Oxford) shall be entitled to take reasonable measures to ensure that all elections and referenda are conducted in accordance with accepted good practice.
77. a. Conduct by any member of the JCR which undermines the free and fair operation of elections and referenda is electoral malpractice.
- b. The Standing Orders ([Table 3A §27](#)) shall specify a list of actions which constitute electoral malpractice, and the procedure by which allegations of electoral malpractice may be made and remedied.
78. a. The outcome of a referendum in a given academic year is binding on the JCR General Committee, and shall take precedence over any motion on the same subject passed by a General Meeting until the same day in that full term in the following academic year.
- b. Any poll or survey of JCR members' opinion which is not held as a referendum in accordance with this Constitution is not binding on the JCR General Committee and cannot be retrospectively deemed to be a referendum on the matter.

Finance and Accounts

79. The Treasurer must keep accurate and well-organised accounting records for:
- a. Officers' Budgets, in cooperation with the Officers
 - b. Reps' Budgets, in cooperation with the Reps
 - c. Financial Motions Budget
 - d. Charity Budget, in cooperation with the Charity Rep(s)
 - e. Sub-committee Budgets, in cooperation with the Chairs
 - f. All other budgets created to facilitate JCR work.
80. Over the vacation following each term, the completed set of accounts since the last audit shall be examined by two members of the JCR (referred to as JCR Auditors) following the JCR Account Audit procedures laid down in [Standing Order Table 7](#). The Treasurer should be aware of these audit procedures.

Complaints and Disputes

81. All members should use the Complaints Procedure ([Standing Order Table 5](#)) to internally resolve complaints against the validity or propriety of anything done by JCR Officials, or Committees under this Constitution, before involving individuals external to the JCR. However, incidents of harassment or other serious offences should be directed straight to the Senior Dean or Junior Deans. Dissatisfaction with the result of the Complaints Procedure is not sufficient reason to warrant approaching the Deans.

PART THREE: THE STANDING ORDERS

STANDING ORDER TABLE ONE: GENERAL MEETINGS OF THE JCR

Extent of these Orders

1. These Standing Orders are to apply to both Ordinary and Extraordinary General Meetings unless they or the Articles of the Constitution state otherwise.

Orders Regarding Quorum

2. If at any point of the meeting the number of members is found to be below the number required for a quorum, as per this Constitution's Articles, the matter is to be raised to the Chair of that meeting.
3. The Chair, on becoming aware the meeting is inquorate, shall suspend the meeting for up to fifteen minutes for the purpose of gathering the requisite number of members to meet the quorum.
4. If in this time the requisite number of full members cannot be found the meeting is then formally ended and all remaining business is included at the start of the agenda of the next General Meeting. The meeting may not be restarted following this.
5. Once the meeting formally ends, remaining provisions supplied by the PRAT Rep shall be consumed, and discussions may be held about each motion, but no formal vote will take place since they can only be passed at the following General Meeting.

Orders Regarding Conduct at Meetings

6. Members are at all times expected to respect the right of other members to listen to and take part in, the discussion at meetings.
7. Non-members can be permitted to attend and speak at General Meetings following a simple majority vote on the matter. These permissions shall be granted separately, with a speech for and against being granted before each vote by the Chair. Non-members must have identified and introduced themselves to the Chair upon entering, and these rights may be revoked by the same procedure. Non-members shall not infringe the rights of members.
8. A member can request that a non-member be allowed speaking rights by a separate simple majority vote following the procedure in
9. Speaking rights may be revoked through the same procedure, and non-members shall not infringe the rights of members during the meeting.
10. All remarks shall be made through the Chair.
11. The Chair shall ensure that the meeting is conducted as the Constitution provides.

Orders Regarding General Procedure

12. The President shall generally hold the Chair, and the Secretary shall take the Minutes. If the President is absent or vacates the Chair, the Vice President shall take the Chair. If they are also absent, the Chair shall be taken by whichever Officer appears next in order in [§21](#) unless they refuse the Chair. If all other Officers refuse the Chair, the Returning Officer must take the Chair or the meeting closes. At the penultimate General Meeting of Michaelmas Term, the President-elect shall be able to take the Chair over the President if they so wish.

13. No-one shall be proposing or seconding a motion and simultaneously be the Chair of a General Meeting.
14. The Chair must be neutral at all times and is forbidden from asking questions or giving a speech on the motion.
15. The Chair shall not be taken by any person who has a conflict of interest or does not feel able to be a neutral Chair.
16. The Secretary shall publish a draft agenda at least 30 hours before the meeting, and shall publish the results of all motions passed within 30 hours of the close of the meeting. In addition they shall publish the minutes of the previous meeting within 72 hours of said meeting.
17. The Secretary shall also provide sufficient copies of the agenda for the meeting, unless the Environment and Ethics Officer has agreed to provide a projector instead.

Orders Regarding the Course of the Meeting

18. The business of an Ordinary General Meeting shall be arranged as follows:
 - a. Minutes from the previous meetings
 - b. Matters arising from the previous meeting(s)
 - c. Reports from Officers, Reps and Committees
 - d. Ratifications
 - e. Items for Discussion
 - f. Passing of Motions of Censure, No Confidence Motions and Emergency Charities Motions
 - g. Passing of Charities Motions Nem Con (in a Termly Charities Meeting only)
 - h. Motions as submitted
 - i. Any other business
19. Minutes from the previous meeting will be approved unless there is an objection. These may be accepted as friendly by the Secretary and the minutes still be approved by simple majority.
20. The Chair may re-arrange any business within their sections, once all reports have been heard under section c. and late Ordinary Motions are added.
21. Once the Chair has approved a re-ordered agenda, no further motions may be introduced until Any Other Business.
22. For an Extraordinary General Meeting, the meeting sections c., and g. are not to be included.

Orders Regarding Ratifications

23. These orders shall be used to appoint Reps and JCR Auditors ([§80](#)), in addition to approving constitutional motions on their second reading.
24. The agenda shall carry a list of any amendments to prior constitutional motions and all positions which a member may be ratified for. E.g. “Bike Rep (1 vacancy to join [Gandalf])”.
25. If there is a clear majority on a show of hands, then the Chair may take this as ratification, without the need for a count, providing that there is no objection from the floor. If there is an objection from the floor, then a vote shall be carried out in the normal way.

26. For the termly re-ratification of all the reps, the Chair shall ask whether there are any objections to the rep continuing for the following term, and only if there are shall a hust being held with a vote to follow on their ratification.
27. Constitutional Motions cannot be amended at the ratification stage.

Orders Regarding Items for Discussion

28. At the discretion of the President, Items for Discussion may be brought to the General Meeting. These are intended primarily to canvass the opinion of members on particular issues. No vote shall take place, and the Items for Discussion shall be limited to 10 minutes each. The Chair may choose to extend this discussion for an additional 10 minutes, at their discretion, up to a maximum of 30 minutes in total for the discussion.
29. All speeches under items for discussion, except for the introduction speech by the proposer of the item, shall be limited to no more than 1 minute each, unless the meeting votes otherwise with a procedural motion under [§35c](#) of this Standing Order.

Orders Regarding Charities Motions Nem Con

30. At this stage of the meeting, the Chair shall read out the titles and donation sum requested of all Charities Motions submitted to the meeting in sequence. Once the number and title of a motion have been read out, the Chair shall ask if anyone objects to the motion being passed without discussion.
31. If there is no objection, then the motion shall be considered passed, and will not require debate. If there is an objection, then the motion shall be debated as normal in the order they appeared on the agenda after the nem con process is completed. A vote is to be taken following each debate.
32. Votes shall take place with eyes closed, with the exception of the Chair and the Secretary, who shall keep their eyes open to count the votes.

Orders Regarding Procedural Motions

33. During a meeting, the following procedural motions may be put. All procedural motions shall be given in writing or verbally to the Chair, except for amendments, which must be given in writing and shall require both a proposer and seconder.
34. Points of Order can be made whenever needed, to draw the attention of the Chair to an alleged abuse of the JCR's procedure or to a breach of the rules. The Chair shall rule on the point, and act accordingly, subject to a challenge [§33b](#) in the normal way.
35. Points of Information can be made at any stage as the need arises. The Chair may rule on whether to accept the point of information, which normally should be done immediately in order to facilitate discussion.
36. The following procedural motions shall require a speech for and against these procedural motions are required before the simple majority vote is held:
 - a. That the motion be not put**
 - i. A vote in favour of 'not putting' a motion is not to be regarded as a vote against the motion. If the motion is not put, the JCR does not express an opinion on the matter in question and the motion is not discussed further.
 - b. That the Chair is challenged**

- i. The Chair must immediately give up the Chair as laid out in [§12](#) of this Standing Order.
 - ii. This procedural motion is to be used if the meeting believes that the Chair should be removed for not remaining neutral under their obligations [§14](#) or [§15](#).
 - iii. This procedural motion is also to be used if the meeting believes that the Chair is conducting the meeting contrary to the provisions of this Constitution after a Point of Order has been raised to that effect.
- c. That the motion be split and voted on in parts (as clearly specified)**
- i. This procedural motion allows groups of clauses to be voted on separately and if more than one clause is not passed, the motion can be passed without them.
- d. That the meeting move to a new location (as clearly specified)**
- i. This location must be deemed accessible by the President.
 - ii. If this procedural motion passes, the meeting is automatically adjourned for no less than five minutes while the meeting moves to the new location.

37. The following procedural motions shall require a simple majority if there is an objection, otherwise it takes effect immediately:

a. That the meeting move to a vote on the current business

- i. If an objection is heard, then only one speech for and one against moving to vote will be heard, each lasting no longer than a minute.
- ii. If no objection is heard, then the meeting proceeds to hear a concluding speech in favour and against the motion before the JCR.

b. That the JCR Secretary tell a joke

- i. If an objection is heard, the Secretary must tell two jokes and the meeting is required to laugh.
- ii. If no objection is heard, the Secretary will proceed to tell a joke and the meeting is required to laugh.

c. That the meeting adjourn for a time specified

- i. This is to be used either for short breaks of no longer than five minutes.
- ii. If objected to, a short speech for and against is permitted of up to one minute each.

38. The following procedural motions shall require a speech for and against before a two third majority vote passing:

a. That the meeting close

- i. This is for when it is likely that there is too much business for one meeting to deal with properly.
- ii. This will be automatically tabled by either the Returning Officer or another committee member after the meeting has lasted one hour and a half.
- iii. If passed, all remaining business falls and is added to the start of the agenda for the next General Meeting.

b. That a member of a meeting be ejected from the meeting, for the duration of the current meeting

- i. This procedural motion may also be proposed by other full ordinary members present and passed should the meeting deem there to be a substantial reason why a member should be removed from the meeting.
 - c. That speeches be limited to a specific length of time**
 - i. This length of time specified must be at least minute for normal speeches and closing speeches no less than two minutes.
39. The following procedural motions shall require one full member to request it, and then shall be taken immediately:
- a. To hold a secret ballot**
 - i. The Returning Officer (or a person appointed by them) shall distribute one paper ballot per full JCR member present and shall collect and count these at the earliest convenient opportunity during the meeting.
 - ii. The paper ballots are to be destroyed immediately after the end of the meeting in a manner approved by the Environment and Ethics Officer.
 - iii. The Returning Officer (or agreed delegate) shall not allow the contents of any JCR Members ballot paper to become known to any other member of the JCR or other person.
40. Procedural motions may not be put on procedural motions, except for a secret ballot on not putting a motion or the chair being challenged.
41. Amendments may be submitted at any time during the JCR meeting, except after the meeting has formally moved to a vote or if they are forbidden under [§50](#).
- a. These may be “accepted as friendly” by the proposer of the motion and will then automatically be incorporated into the motion as appropriate.
 - b. If not “accepted as friendly”, the meeting will proceed to debate the amendment at hand until it moves to a vote. Only if the amendment passes by simple majority will be incorporated into the motion as appropriate.
 - c. An amendment may be made to an amendment, but only if accepted as friendly by the proposer and the written version of the original amendment is updated to reflect this.
 - d. An amended motion will be voted as a whole, unless the meeting asks for specific clauses to be voted on “by parts” ([§33c](#)).

Orders Regarding the Discussion of Motions

42. The proposer or seconder must be present for their motion to be discussed else the motion shall be moved to the end of the agenda. Should neither be present at the second attempt to discuss the motion in the meeting, it is “not put” and may only be resubmitted to a future General Meeting.
43. After the title is read by the Chair, either the proposer or seconder shall give a short speech in proposition of the motion.
44. Following the proposition speech, the Chair shall invite members to ask the proposer or seconder to answer the questions they have about the motion. The Chair shall be expected to encourage concise questions and ensure points of discussion are avoided at this point.

45. After questions have finished, the Chair shall open a discussion where they invite members raising their hand to each give a speech on the motion. The Chair shall be expected to ensure that the discussion is conducted in an orderly manner, which includes inviting members to speak in a balanced and neutral way.
46. If a question is asked about the motion during the discussion, the proposer/seconded shall have the right to respond with an answer, but otherwise they shall be treated the same as other members when the Chair selects speakers.
47. The Chair or any other member may put a procedural motion to “move to vote” at any time, and should this pass the proposer, seconder or a member of their choosing shall have a right to give a concluding speech which shall be responded to, if requested, by a speech in opposition before the vote starts.
48. Voting shall be by a show of hands or by secret ballot if [§36a](#) has been requested.
 - a. Once voting has started on a motion no JCR member entering the room may participate in the vote or subsequent recounts.
 - b. A simple majority shall be achieved when the ‘yes’ votes exceed the ‘no’ votes. Abstentions shall be recorded as null votes. Only in the event of a tie may the Chair vote and this is the casting vote.
 - c. If there is a clear majority on a show of hands, the Chair may take this as the result without the need for a full count, provided that there is no objection from the floor. Otherwise the Chair, Secretary and Returning Officer shall fully count the votes.
 - d. Up to two recounts may be requested and the result shall be the decision which is reached at least twice.
49. The Secretary shall fully minute the discussion of motions, including the records of the votes in favour, against and abstentions.

Orders Regarding Any Other Business

50. In Any Other Business, anything of interest to members which has not already been covered in the meeting may be discussed and voted on. When this is over, the Chair shall call the meeting closed.

STANDING ORDER TABLE TWO: ROLES OF JCR OFFICIALS

1. The Officer role descriptions are as follows;

a. The President:

- i. Overseeing the general running of the JCR and the JCR General Committee.
- ii. Ensure careful adherence to the Constitution, noting the duty to enforce sections of it in the Preamble. This includes reading Charity Commission, NUS and OUSU guidance on political campaigning in reference to [Appendix VI](#).
- iii. Sit on all college committees considered as relevant to the JCR's interests as stated in the Preamble, although this responsibility may be partially delegated. More generally, the President should represent the views of all JCR members to college.
- iv. Overseeing responsible and suitable use of the JCR mailing list.
- v. Attending the formal meeting of JCR and/or MCR Presidents (PresCom)
- vi. Formulating and presenting the "Condition of the People's Republic" report ([§62](#)).
- vii. Responsible for the Alumni & Development Rep(s) and OUSU Rep(s).
- viii. To lead the annual review of JCR Facebook group membership with other administrators each 0th Week Michaelmas Term to remove alumni who graduated more than one year ago.

b. The Vice President:

- i. Assist the President in the conduct of their duties if they are unable to fulfil them all themselves. They shall adopt the full Presidential role requirements for periods where the President role falls vacant or when they are given the role of Senior Officer.
- ii. They should choose one campaign to work on, preferably not covered already by the committee, and further the aims of this campaign. The Vice President shall be required to give regular reports of progress in this to JCR meetings.
- iii. They shall be represented on all the college committees that the President is and should seek to go to the majority of these or by agreement with the President split their attendance to attend half each.
- iv. Aid the President by meeting with each officer at least once each term to discuss their aims and any issues they're facing in the role.
- v. Conduct the allocation of accommodation to JCR members ([Standing Order Table 6](#))
- vi. Oversee the creation and management of the Freshers' Week Committee.
- vii. Maintain and improve the JCR's relations with College staff (e.g. staff gratuities, social events with staff and discussions on matters of common interest.)
- viii. Compiling and sending out weekly newsletters from the OUSU managed mailing list between common rooms.
- ix. Oversee the system of Reps and have two meetings with all the Reps each term.
- x. Responsible for the Sports Rep(s), Staff Liaison Rep(s) and SJCTV Rep(s).

c. The Secretary:

- i. Maintain the JCR's Constitution and help ensure that it is adhered to, as well as checking that [§3](#) has been fulfilled. This includes reading Charity Commission, NUS and OUSU guidance on political campaigning in reference to [Appendix VI](#).
- ii. Take minutes for JCR Meetings and JCR General Committee while also keeping a full set of minutes submitted from other JCR committees, all of which shall be available for members to see upon request.
- iii. Create and distribute the term card and contact sheet on its reverse at the beginning of each term.
- iv. Keep a record of anyone who has opted-out of JCR membership.
 - v. Maintain all files and records across their tenure, creating a file for the year containing these, including all minutes of college committees the JCR has representation on, to be deposited in the JCR Office.
 - vi. Keep the JCR Office in good order, and hand over folders to the College Archivist after ten years of their creation.
 - vii. Keep Standing Policy up to date and accessible on the JCR Website.
- viii. Managing the JCR Website and keeping all information up to date with the cooperation of all Officers and Reps.
- ix. Responsible for the Computer Rep(s).

d. The Treasurer:

- i. Pay particular attention to, and follow, all Constitutional requirements under sections Application of Income and Property, Finance and Accounts, the JCR Account Audit Process and the JCR Reimbursement Guidelines.
- ii. Present the annual Budget at their first Ordinary General Meeting containing all proposed budget areas, their new allocations, their allocations last year, the expenditure and income last year, as well as the overall allocated expenditure totals relative to expected income.
- iii. Ensure to the best of their ability that budget allocations are not exceeded, but where this proves unavoidable, the Treasurer must ratify a budget amendment to increase the sum of the particular area before reimbursement is made, whilst also proposing other area(s) to reallocate money from to fund this so the overall expected expenditure does not increase. Only if the limit is reached during a vacation, the reimbursement may take place and the budget amendment ratified retrospectively.
- iv. At the start of each term, the Treasurer shall publish a "mini-budget" showing the approved budget areas, their allocation and the proportion spent thus far.
- v. At the start of each meeting, the Treasurer will report the state of the Financial Motions and Charity Budget to the JCR.
- vi. Keep records of all charities and their details paid out of Charity Budget.
- vii. Maintain the JCR Games Room and the Bar Extension/"JCR Room"
- viii. Conduct a full audit along the lines of [Standing Order Table 7](#) for the Summer Ball Accounts, where applicable, before they are presented to the Finance Bursar.
- ix. Responsible for the Bike Rep(s).

- x. Responsible for running the Punting Club of St. John's College.

e. The Access & Admissions Officer:

- i. Work with the college Schools Liaison Officer and Tutor for Admissions to coordinate and promote the Student Ambassador Scheme (SAS) and other initiatives for access to the College.
- ii. Undertake SAS training at the first available opportunity, if not already an Ambassador.
- iii. Create an updated Alternative Prospectus for distribution at summer open days.
- iv. Be present for the interview period in the December following their term of office.
- v. Assist with open days wherever possible, and organise of the annual school visit road trip, normally in 9th week Trinity term.
- vi. Advertise all available college and scholarships to the JCR, and represent the JCR when Reach Scholarships are being decided by the university.
- vii. Liaise with the college web officer to help organise photo shoots, and act as a point of contact between the college Web Officer and the JCR.
- viii. Attend relevant OUSU meetings.
- ix. Publicise the opt-out nature of the levy referred to in §8a before it appears on members' battels and seek to participate in the selection of Reach Scholars.
- x. Organise a JCR-wide photo every three years in Trinity term.

f. The Academic Affairs Officer:

- i. Assist members of the JCR with academic-related problems they may have.
- ii. Make representations, if required, on behalf of such JCR members to the relevant college authorities.
- iii. Advertise university services for careers advice and liaise with the Careers Service Advisor for St John's.
- iv. Run Academic Feedback sessions, having consulted the college Academic Dean, for all subjects each year in Hilary Term, producing individual tutor reports and a thematic report for presentation at Education Policy Committee.
- v. Organise study skills sessions and/or revision sessions each term for the JCR.

g. The Disabilities Officer:

- i. Represent and support the views and issues around disabilities in the JCR, and especially on any college or university committees on which this Officer sits.
- ii. Organise at least one event for disabled students each term, in addition to a termly awareness event within college drawing attention to disability issues that all JCR members may engage with.
- iii. Hold at least one intersectional event during their tenure.
- iv. Try to attend relevant OUSU meetings and try to get involved with campaigns surrounding disabilities in Oxford.
- v. Strive to ensure all events are held in accessible environments, and where they cannot, try to improve it to the best extent they can.

- vi. Cooperate with the MCR Disabled Students' Officer(s).

h. The Discounts Officer:

- i. Operate the JCR Discount Card scheme, creating and distributing a discount card to all new JCR members each Freshers' Week while widely advertising their benefits.
- ii. Advertise the Discount Card scheme at the annual Freshers' Fair, creating and distributing them to anyone who has paid the sum of £5 to the JCR scheme.
- iii. Maintain a mailing list of all members of the Discount Scheme.
- iv. Negotiate the best possible deals, including one-off discounts or offers, for St John's College students with businesses in and around Oxford.
- v. Do their best to ensure that good relations are maintained between all existing and possible business partners and the JCR, and that all discount agreements reached are comprehensively documented and delivered.
- vi. Responsible for securing any quotes or other services from local businesses as required by the JCR Committee.
- vii. Responsible for the DVD Rep(s).

i. The two Domestic Officers:

- i. Organise two Guest Dinners each term in liaison with college staff.
- ii. Put on a JCR Desserts event in 8th week each term.
- iii. Put on a termly event distributing free domestic necessities (e.g. toothpaste)
- iv. Manage the JCR Airbed Scheme, ensuring this is looked after properly.
- v. Liaise with college on domestic issues, such as accommodation, maintenance work, cleaning, laundry rooms and vending machines, excluding condom machines.
- vi. Represent the JCR views on college food provision and work with college, such as improving quality, especially for vegetarian, vegan, and allergy food requirements.
- vii. Responsible for the Art Rep(s).

j. The Entertainment Officers:

- i. Organize all aspects of at least three bops per term, except in Trinity term where two shall be held before the college "Events ban".
- ii. Are strongly encouraged to organise at least one non-bop entz event each term.
- iii. Lead the "Entz Sub-Committee", normally of between five and ten people, which shall support them with the organisation of college entz events and be a forum to suggest improving JCR entz provision.
- iv. Sit on the Freshers' Week Committee, organising tickets for nights during the week.
- v. Maintain a current list of JCR Sound/Light equipment in [Appendix V](#).
- vi. Keep in good order the JCR cupboard in the Kendrew Events Room, containing all JCR owned sound and lighting equipment, along with any remaining entz supplies which should be carefully recorded.
- vii. Set up and tidy up all JCR run entz events, assisted by the JCR General Committee and the Entz Sub-Committee.

- viii. Liaise with club promoters to ensure that club ticket provision is available to JCR members.
- ix. Responsible for the PRAT Rep(s) (Rex/Regina Regni Fabarum).

k. The Equality & Diversity Officer:

- i. Seek to address issues of inequality within college, liaising with the college Equalities Officer.
- ii. Chair the Equality and Diversity Sub-Committee and ensure its aims are followed.
- iii. Represent the views of all liberation groups within the JCR, especially on any college or university committees on which this Officer sits.
- iv. Co-ordinate and help arrange intersectional event(s) each term with the other liberation group Officers. They should also support other liberation officers in their work where necessary.
- v. Consult the JCR on how best to address issues of inequality within college and then organise events or other action to reflect that consultation.
- vi. Where there is a vacancy for the Disabilities Officer, Ethnic Minorities Officer, LGBTQ Officer or Women's Officer, this officer is responsible for all liberation reps to that position and may continue to appoint willing liberation reps to that vacant position their discretion, while being sensitive to the needs of that liberation group when doing so.
- vii. Attend Equality Forum(s) and run an Equalities Week in Hilary term.
- viii. Attend relevant OUSU meetings and encourage involvement with campaigns surrounding equality and diversity around Oxford.

l. The Environment & Ethics Officer:

- i. Seek to encourage the JCR and college to implement environmentally friendly and ethical policies, as well as maintain currently sustainable policies and practices.
- ii. Attend relevant OUSU meetings and encourage involvement with campaigns surrounding environment and ethics around Oxford.
- iii. Hold two Environment and Ethics brunches, teas or picnics each term.
- iv. Seek to put on at least one additional event each term.
- v. Publicise the opt-out nature of the levy referred to in [§8a](#) before it appears on members' battels
- vi. Responsible for the Charities Rep(s)

m. The Ethnic Minorities Officer:

- i. Represent and support the views of all ethnic minority students in the JCR, and especially on any college or university committees on which this Officer sits.
- ii. Organise at least two events per term related to their role, with at least one intersectional event during their tenure.
- iii. Maintain a strong community within college for ethnic minority students and they should work with their liberation reps to do this.
- iv. Promote applications from ethnic minorities where possible.

n. The International Students Officer:

- i. Represent and support the views of international students in the JCR, and especially on any college or university committees on which this Officer sits.
- ii. Responsible for the reception and settling in of all JCR International Freshers, including being a point of contact to try to answer any problems they may have when coming to Oxford, such as with bank accounts. While not required to be present in person if not possible, this role should put in place arrangements for a social for international students arriving on Saturday -1st week of Michaelmas.
- iii. Organise at least two events per term related to their role, with at least one intersectional event during their tenure.

o. The LGBTQ Officer:

- i. Represent and support the views of LGBTQ members of the JCR, and especially on any college or university committees on which this Officer sits.
- ii. Organise at least two social events per term, including at least one intersectional event during their tenure.
- iii. To always strive to ensure that transgender, minority gender and non-binary members are represented within the JCR, especially as a liberation rep (§23). They should facilitate any projects they would like to pursue where this is possible.
- iv. Maintain the secret social media group, adding JCR members who identify as LGBTQ upon request.

p. The Returning Officer:

- i. Responsible for ensuring the fair and free running of JCR elections, referenda, as well as normally being the Chair of the Complaints Procedure.
- ii. Ensure careful adherence to the Constitution, noting the duty to enforce sections of it in the Preamble.
- iii. Organise and oversee secret ballots in JCR meetings.
- iv. Responsible for the conduct of the Returning Officer Assistant during election cycles.

q. The Welfare Officers:

- i. Responsible for all matters concerning welfare within college, insofar as they are able to do so with the training they receive from OUSU.
- ii. Responsible for distributing contraceptive and other welfare supplies in a manner so that all JCR members may have access to these.
- iii. Organising events to assist in raising awareness of welfare issues, including at least two Peer Support social events and at least three welfare lunches per term.
- iv. Ensure that they act as a point of contact for suspended status students and support them as far as they are able to reasonably do.
- v. Supervise the Peer Support team and look after Johanna, the St John's chocolate faerie, who should kindly be asked to treats to all JCR members twice termly.
- vi. Ensure that Johanna has the supplies she needs to deliver special treats to JCR members who had their need communicated by another through her email address.

- vii. Complete the 30 hour Peer Support Training Course run by the University Counselling Service.
- viii. Sit on the Freshers' Week Committee, responsible for the reception and settling in of all JCR Freshers.
- ix. Try to attend relevant OUSU training sessions and relevant meetings.

r. The Women's Officer:

- i. Represent and support the views of all women and transfeminine members in the JCR, especially on any college or university committees on which this Officer sits.
- ii. Organise the JCR Sanitary Product Scheme, offering a range of free sanitary products to all menstruating JCR members. This also involves ensuring that college public toilets all contain filled boxes of sanitary products in them.
- iii. Reinforce the place of women through social events, including Women's Lunches at least twice each term, promote the annual college Women's Dinner and publicity of International Women's Day. At least one event during their tenure should be intersectional in nature.
- iv. Facilitate the Feminist Society (FemSoc) and promote the Women's Fitness Society (WomFit) as far as is possible.

2. The Representative (Rep) role descriptions are as follows;

a. The Alumni & Development Rep(s):

- i. Provide the Alumni and Development Office with feedback, students' perspectives, and work with them wherever they can for the benefit of JCR members.
- ii. Reports to the JCR President.

b. The Art Rep(s):

- i. Manage the administration of the JCR Art Collection, including using its budget for repairs and acquisitions, to maintain the collection.
- ii. Run an Art Week within college featuring some submissions from JCR members.
- iii. Keep the JCR maintained Dolphin Picture Gallery room in good order, and liaise with the porters to operate a fair room booking system which prioritises JCR members over non-members.
- iv. Reports to the Domestic Officers.

c. The Bike Rep(s):

- i. Manage the JCR Bike Scheme, including maintaining an up-to-date list of its members, membership fees paid, its helmets, lights, locks and bicycles.
- ii. Normally run two bike maintenance workshops per term. Priority will be given to Bike Scheme bicycles, before JCR members may repair their own ones.
- iii. Keeping a JCR bicycle tool kit at the Lodge, available for the use of the JCR.
- iv. Reports to the Treasurer.

d. The Charities Rep(s):

- i. Advertise the Termly Charities Meetings each term.
- ii. Run at least two fundraising events each term to supplement the Charity Budget.

- iii. Organise the annual purchase of charity sweatshirts every Hilary term.
 - iv. Run a Charity BBQ in Freshers' Week, weather permitting.
 - v. Promote involvement in Raise and Give (RAG) events and its organisation.
 - vi. Reports to the Environment and Ethics Officer.
- e. The Computer Rep(s):**
- i. Assist with the management and development of the JCR website, ensuring that it remains functional and free from malware.
 - ii. May offer assistance in answering technical computer problems.
 - iii. Reports to the Secretary.
- f. The DVD & TV Room Rep(s):**
- i. Ensuring the DVD Collection is properly catalogued, especially any new DVDs which may be bought at upon request or at their own discretion, within the bounds of the budget.
 - ii. Organising the borrowing and safe return of DVDs from the collection.
 - iii. Facilitating the smooth running of the TV Room. This does not include personally tidying the room following use by JCR members.
 - iv. Reports to the Discounts Officer.
- g. The OUSU Rep(s):**
- i. Publicise elections, events, and other important information promulgated by OUSU.
 - ii. Attend OUSU Council, voting on behalf the JCR and representing its views.
 - iii. Reports to the President.
- h. The Person Responsible for Alcohol and Treats (PRAT) Rep(s):**
- i. Those holding this prestigious position may be referred to as the King/Queen of the Kingdom of Beans.
 - ii. Responsible for the provision of refreshments at JCR General Meetings, normally including a selection of pizza, alcohol, non-alcoholic beverages.
 - iii. Reports to the Entz Officers.
- i. The SJCTV Rep(s):**
- i. To maintain and keep safe all JCR owned equipment relating to SJCTV, which may include short term loans to members.
 - ii. To facilitate access to the Editing Suite and to maintain it in a tidy condition.
 - iii. Seek to facilitate the production of a short film or project each year.
 - iv. Seek to produce creative content for SJCTV during term time to brighten the days of JCR members.
 - v. Reports to the Vice President.
- j. The Sports Rep(s):**
- i. Act as a point of call for all the sports teams in college and promote their achievements with a weekly Sports News update.
 - ii. Liaise with college about the sports and exercise facilities, such as the gyms.

- iii. Promote use of the gym, sports grounds and the fitness classes in college.
- iv. Reports to the Vice President.

k. The Staff Liaison Rep(s):

- i. To work with the Vice President to show the JCR's support for non-academic staff within college and to put on an annual Staff Party at the end of Trinity Term.
- ii. To be a point of contact for non-academic staff to the JCR, and this may involve showing the JCR's appreciation of their work at various points during the year.
- iii. To work with and to further the aims of the Living Wage Campaign within college.
- iv. Reports to the Vice President.

3. The following are general duties for JCR officials;

a. Officers and Reps:

- i. To submit a written report to the Secretary so that it may be sent out with the agenda at each Ordinary General Meeting.
- ii. To take care to ensure JCR property is not lost, damaged or misplaced when it is under their responsibility.
- iii. To produce a handover document or add to an existing handover document which should be passed to their successor.
- iv. To represent the JCR well and be aware of Standing Policy.
- v. To cooperate with the Treasurer in their reimbursement requests and budget expenditure.

b. Officers with Liberation Reps:

- i. The Disabilities Officer, Ethnic Minorities Officer, International Students Officer, LGBTQ Officer and Women's Officer may appoint as many liberation reps ([§23](#)) for each academic year as they feel necessary to maintain a strong community for the JCR members they represent. These officers shall be held responsible for the conduct of their liberation reps and have the ability to remove liberation reps should this be necessary. They should help to keep the Secretary's list of these liberation reps up to date.
- ii. These officers are encouraged to attend relevant OUSU meetings or campaigns.

STANDING ORDER TABLE THREE A: THE ELECTION OF JCR OFFICERS (MAIN ELECTIONS)

Interpretation

1. In accordance with [§75](#), the Returning Officer may, upon consultation with the President and only in exceptional circumstances, vary any requirement in this Table or the following Table 3B prefaced by “normally”.

Returning Officer Assistant

2. At the General Meeting before polls open, a Returning Officer Assistant shall be ratified. This is conducted under the same procedure as any other ratification, see Standing Order Table 1 [§21](#). If no person is ratified then the Vice President will appoint a willing Rep to the position.
 - a. An Assistant shall undertake any tasks relating to the election that the Returning Officer delegates
 - b. They should also be a witness to the election voting system in order to ensure that fair and correct procedure is followed.

Qualification to stand for election

3. Any full member of the JCR may stand for election as any Officer as defined by this Constitution, except:
 - a. Members standing for the position of Women’s Officer must identify wholly or partly as a woman or transfeminine;
 - b. One of the two Welfare Officer positions shall be reserved for members who identify as woman or a minority gender; and
 - c. The Welfare Officer position not reserved under [§3b](#) above shall be reserved for members who identify as male or a minority gender.
 - d. Candidates for the position of Disabilities Officer must identify as being disabled.
 - e. Candidates for the position of LGBTQ Officer must identify as being LGBTQ.
 - f. Candidates for the position of Ethnic Minorities Officer must identify as being part of an ethnic minority.
 - g. Candidates for Entz Officers and Domestic Officers must run in pairs.
 - h. Candidates for Environment and Ethics Officers may run in pairs or as a single candidate.
 - i. The Returning Officer and the Returning Officer Assistant who are ineligible.
 - j. Members who have already nominated for another position in the same set of elections.

Nominations

4. Any full member qualified to stand for election under [§3](#) of this Table may only nominate themselves by expressing their intention to stand with a manifesto, in a format prescribed by the Returning Officer, during the appropriate nominations period [§5](#) of this Table.
5. The nominations period for the election of Officers shall normally run according to the following timetable:
 - a. The nominations period for the election of the President and Vice President shall open at 12 noon on the Sunday of 3rd Week of Michaelmas Term.

- b. The nominations period for the election of all other Officers shall open at 12 noon on the Sunday of 6th Week of Michaelmas Term.
6. Nominations in [§5](#) shall always close one week after opening.

Polling

7. Polling shall normally be conducted by an online voting system, determined in advance by the Returning Officer.
 - a. If at any time an appropriate online voting system is unavailable, the election shall instead be conducted by a secret paper ballot.
 - b. Under an online voting system that uses voter codes, the maximum number of codes created may be the current number of JCR members plus 10%.
8. Voting and counting of votes shall normally be conducted under the instant-runoff (“Alternative Vote”) system.
9. Polls conducted as a paper ballot under [§7a](#) of this Table must at all times be supervised by two full members of the JCR who are not candidates, and who shall normally be the Returning Officer and their Assistant.
 - a. Ballots in such polls may not be counted by candidates.
 - b. The Poll Room shall be made a neutral space without campaign materials, except the official manifesto booklet of candidates, for the duration of the polling hours.

Notice of Poll

10. After the close of the nominations period, the Returning Officer shall circulate the names and manifestos of members who have successfully nominated (“candidates”) to JCR members via the JCR mailing list.
11. The Returning Officer shall issue a Notice of Poll no less than three days before polling is due to take place, which must:
 - a. Be circulated to JCR members via the JCR mailing list
 - b. Specify the date and hours of polling
 - c. Specify whether the ballot shall be conducted by an online or paper ballot ([§7a](#))
 - d. The location of the Poll Room containing the ballot box.
 - e. The voting system being used.
12. The times that polls can open and close on are subject to the following conditions:
 - a. Polls must be held during full term.
 - b. Polls must be held within one week of the close of the nominations period.
 - c. Polls conducted as a secret paper ballot must not open earlier than 7am, should not normally close later than 9pm and must remain open for at least 10 hours.
 - d. Polls for an online by-election ballot shall open from 7am to 9pm.

Withdrawal of Candidates

13. Candidates may withdraw their nomination within 24 hours of the manifesto booklet being circulated, but only with approval from the Returning Officer who should confirm that no malpractice led to this decision being taken.

14. Candidates may withdraw after this period under exceptional circumstances only, but only at the discretion of the Returning Officer who may rule that the candidate will remain in contention.

Hustings

15. Prior to polls opening, the Returning Officer shall arrange for hustings to take place and invite all candidates to attend, subject to the following conditions:
 - a. Hustings must take place at St John's College, Oxford, normally in an accessible location and manner.
 - b. Hustings shall take place no less than 24 hours, and normally no more than three days, before polls open.
 - c. Hustings shall not be held within 96 hours of nominations being closed.
16. Hustings shall normally be chaired by the Returning Officer or, if neither the Returning Officer, the Acting Returning Officer nor the Returning Officer's Assistant is available, by a willing member of the JCR General Committee in residence who is not themselves a candidate.
 - a. Each candidate present at hustings shall be entitled to make a speech, subject to a time limit determined and circulated to candidates no less than 24 hours in advance by the Returning Officer.
 - b. Questions to candidates from members will be addressed to the Chair, who will invite candidates to answer in a random order.
 - c. The Chair may veto any irrelevant or unduly offensive questions.
 - d. Questions may be asked in a candidate's absence.

Campaigning

17. The Returning Officer shall, at their discretion, circulate and enforce any necessary restrictions or guidelines on the format and scope of candidates' election campaigns, including spending limits and specific use of posters, online services and social media.
 - a. Facebook Campaign Pages and posters on public noticeboards in college will always be permitted methods of campaigning.

Voting Eligibility and Proxy Voters

18. All full members of the JCR are entitled to vote in all elections, unless provided otherwise by this Constitution and with the following caveats:
 - a. Only full members who identify wholly or partially as a woman and/or as transfeminine may vote in any ballot for the election of a Women's Officer.
 - b. Any JCR member can vote for the position of Disabilities Officer, Ethnic Minorities Officer and LGBTQ Officer, but members should think about whether the position is relevant to them and whether they should vote for it. The Returning Officer is responsible for publicising this by means they consider appropriate.
19. Where an election is held as a paper ballot in accordance with [§7a](#) of this Table, any member who cannot reasonably be expected to attend a designated polling place while polls are open ("absent voter") shall be entitled to appoint another member ("proxy voter") to cast a proxy vote on their behalf, provided that:

- a. The Returning Officer is informed, in writing, of the absent voter's choice of proxy voter at least 12 hours before polls open;
- b. The Returning Officer is satisfied that the member so appointed consents to acting as a proxy voter;
- c. The proxy voter is not already acting as a proxy voter for any other member;
- d. The proxy voter is not a candidate, a member of the incumbent JCR General Committee, the President-Elect, Vice President-elect or the Returning Officer or their Assistant.

Re-Open Nominations

20. "Re-Open Nominations" or "RON" shall appear on all ballots for the elections of Officers, as if it were a candidate.
21. If there is only one candidate nominated, then they shall need to obtain a two-thirds majority of the votes cast in order to be elected otherwise Re-Open Nominations shall be elected.
22. In the event that Re-Open Nominations is elected, the Returning Officer shall arrange for a by-election to be held as soon as is practicable to fill the vacant post, in accordance with [Standing Order Table 3B](#).

Results

23. The Returning Officer has sole discretion to order a full or partial recount of votes.
24. In the event of a tied result, the result shall be determined at random by drawing either straws or lots, at the discretion of the Returning Officer. The Returning Officer Assistant normally will draw lots on "RON"'s behalf in the event of a tie between a candidate and "RON".
25. The Returning Officer must declare the results of a vote as soon as is practicable via the JCR mailing list and no later than 24 hours after polls have closed.
26. The Returning Officer must keep the results of any poll, including cast ballots in the case of a paper ballot, secure until at least 48 hours after the results have been declared in accordance with [§25](#) of this Table, or until any electoral complaints made under [Standing Order Table 5](#), have been resolved.

Electoral Malpractice

27. In accordance with Article [§77](#) of this Constitution, the following shall constitute electoral malpractice regardless of whether an election cycle is currently in progress and may result in disqualification from standing for election or voting in any election or referendum held under this Constitution:
 - a. Attempted or actual interference with the online polling system or ballot box, including deliberately hindering an eligible member from casting their ballot.
 - b. Impersonation of another voter.
 - c. Attempted or actual intimidation or bribery to secure or hinder the nomination of any member as a prospective candidate or the election of any candidate.
 - d. Removing manifestos, posters, or other electoral material in an attempt to influence the outcome of any election.
 - e. Canvassing in the poll room or loitering outside it for the same purpose.

- f. The dissemination, in print, speech or online, of unsubstantiated statements regarding the integrity or candidature of any candidate, including publication of statements concerning potential candidates before the close of nominations.
 - g. Canvassing voters or advertising the candidature of any prospective candidate before the close of the nominations period.
 - h. Endorsing a candidate while being themselves a candidate (a 'slate')
 - i. Canvassing or advising voters to vote for a particular candidate by the Returning Officer, their Assistant, any incumbent member of the JCR General Committee (who is not themselves a candidate), the President-elect, or Vice-President elect.
 - j. Advising particular potential candidates to run or not or to misrepresent a role to potential candidate(s) to affect their decision to nominate by incumbent members of the JCR General Committee, the President-elect or the Vice-President elect.
 - k. Deliberate and/or malicious contraventions of the provisions of the Constitution as they apply to elections.
 - l. Frivolous or malicious allegations of electoral malpractice.
 - m. Failure to report electoral malpractice.
28. Allegations of electoral malpractice shall be made and resolved only through the JCR Complaints Procedure, in accordance with [Standing Order Table 5](#). This shall not prejudice any legal action for fraudulent representations or defamatory statements unrelated to the candidates conduct during the campaign.

STANDING ORDER TABLE THREE B: THE ELECTION OF JCR OFFICERS (BY-ELECTIONS)

Circumstances in which a by-election may be held

1. The by-election procedure laid out in this Table is to be invoked in the following circumstances where:
 - a. No candidate is elected as President or Vice President in the Michaelmas election -
 - i. A by-election shall be held alongside the Michaelmas election of Officers.
 - b. No candidate is elected for other Officer positions in the Michaelmas election -
 - i. A by-election shall be held between Wednesday of 1st Week and Saturday of 2nd Week of Hilary Term.
 - c. An Officer resigns, is removed from office, is no longer in residence or is otherwise unable to fulfil their duties as an Officer -
 - i. A by-election shall be held as soon as practicable, but at least three weeks after they were originally elected.
 - d. A petition of 50 full members is presented to the Returning Officer asking to recall a named Officer(s) -
 - i. A by-election shall be held as soon as practicable, and until the result is declared the named Officer(s) will remain in their positions.
 - ii. A recall petition may only be presented between 3rd week Hilary Term to 6th week Trinity Term and anonymous additions to the petition may be made by any full member to the Returning Officer should they prefer to not write their name on a physical petition.
 - e. No candidate is elected at the first by-election -
 - i. A second by-election shall be held, normally at least three weeks after.
 - f. No candidate is elected at the second by-election -
 - i. In this circumstance only, the Returning Officer will oversee a third by-election of eligible candidates ([§3 in Table 3A](#)) conducted by secret ballot of eligible full JCR members ([Article §12](#)) in a General Meeting following short hustings.
 - ii. The provision above may be repeated at future General Meetings until a candidate is elected.
2. By-elections shall never be held in Michaelmas Term with the exception of [§1a](#) above. Instead, the position shall remain vacant for the remainder of term.

Procedures for By-Elections

3. A by-election held in accordance with this Table shall be conducted as if it were an election held under [Standing Order Table 3A](#), unless this Table provides otherwise.
4. By-election nominations shall open a period of one week and normally no more than two weeks before the by-election is held.
5. No member may be a candidate in a by-election held in Trinity Term in fifth week or later if they are not in residence of St John's College, Oxford for the following Michaelmas Term.

6. The Notice of Poll shall be issued alongside the manifestos of candidates and sent via the JCR mailing list within 12 hours of nominations closing.
7. Hustings are to be held at least 96 hours after nominations close.
8. Polls for an online by-election ballot shall open from 7am to 9pm on the day after hustings are held.
9. Polls for a secret by-election ballot shall normally be held on the day after hustings, adhering to [Table 3A §12](#) as per the main election procedures.

STANDING ORDER TABLE FOUR: HOLDING A REFERENUM

Interpretation

1. A referendum held under this Table shall be subject to the same procedure as an election held under [Standing Order Table 3A](#), except where this Table provides otherwise.

Calling a Referendum

2. A referendum shall only be held under the following circumstances:
 - a. A motion resolving that a referendum on a specified question or topic should be held is passed at a General Meeting.
 - b. A petition requesting that a referendum be held, signed by at least 50 full members of the JCR, is presented to the Returning Officer.
 - c. At a JCR General Committee meeting attended by at least half of said Committee, a majority of those present resolve that a referendum should be held.

Wording of a Referendum Question

3. The wording of a referendum question shall be drafted by the Returning Officer and the President, provided that:
 - a. The question does not significantly alter the spirit or scope of the original resolution or petition as defined in [§2](#) of this Table;
 - b. The question is unbiased and not leading;
 - c. The final wording is approved by simple majority at a meeting of the General Committee attended by at least half of the members of said Committee. The meeting shall continue until both the President and Returning Officer, along with a simple majority of the meeting agree on the appropriate referendum question.
 - d. Within 48 hours of a petition ([§2b](#)) or a General Meeting resolution ([§2a](#)) being presented or passed, the JCR General Committee shall meet and [§3c](#) will be required.
4. Referendum questions shall be framed such that the available responses are either “Yes” or “No” and no other voting options will be presented except “Abstain”.
5. Each referendum shall contain a brief accompanying “implications note”, written by the Returning Officer and approved by the President, of no more than 200 words outlining in neutral terms why the referendum has been called and what the implications of the referendum are for the JCR in neutral and factual terms.

Notice of Poll

6. The Returning Officer shall issue a Notice of Poll which must:
 - a. Be circulated as soon as possible, ideally immediately, after the close of the JCR General Committee which has approved the referendum question.
 - b. Contain the referendum question;
 - c. Contain the responses that will be available on the ballot.
 - d. Contain the accompanying “implications note”.
 - e. Contain the notice for the Referendum Debate.

7. Should there be insufficient time to complete the referendum procedures as laid out in this Table before the end of full term or during a vacation, the Notice of Poll shall be issued at the start of the following term. The end of Trinity Term shall be an exception in that no referendum procedures may be initiated after the end of Sunday 8th week.

Debate

8. A “Referendum Debate” shall be called by the Returning Officer, and the question to be put in the referendum shall be debated along with its implications, subject to the following conditions:
 - a. The Referendum Debate must take place at least 24 hours before polls officially open.
 - b. The debate shall be publicised via the JCR mailing list with at least 3 days’ notice being given.
 - c. All discussion at said Referendum Debate shall be limited to substantive issues relevant to the referendum question.
 - d. There shall be no vote or resolution at such a Referendum Debate.
 - e. The Chair shall normally be the Returning Officer, but otherwise the Returning Officer Assistant.

Polling

9. The Returning Officer shall specify the precise date and time on which referendum polls open and close, subject to [§12 of Standing Order Table 3A](#) and also the following:
 - a. Polls must open at least 36 hours, and no more than 10 days, after a Notice of Poll has been circulated in accordance with [§11 of Standing Order Table 3A](#).

Results

10. The result of a referendum shall be determined by a simple majority, in accordance with the plurality voting system (“first past the post”).

STANDING ORDER TABLE FIVE: COMPLAINTS PROCEDURE

Introduction

1. Members should read [Article 81](#) before triggering the Complaints Procedure. Incidents of harassment or other serious offences should be directed straight to the Senior Dean or Junior Deans.
2. All details of the complaints will be kept strictly confidential between the involved parties.

Making a Complaint

3. A complaint can be made by sending an email entitled “CONFIDENTIAL COMPLAINT” to the Returning Officer including:
 - a. A full, clear description of the concerns and the circumstances of any dissatisfaction or alleged impropriety,
 - b. the remedy sought (such as an informal settlement, recommendation of an alteration to the JCR’s working practices, motion of censure or no confidence, annulment or recount of an election, disqualification from election candidature or voting rights, and overturning an unconstitutional motion).

Complaints Chair

4. The Complaints Chair, and general arbiter of the complaints process, will normally be the Returning Officer.
5. A member shall be considered unsuitable should any of the following disqualifying criteria apply. If they:
 - a. Are the complainant (unless this is the Returning Officer themselves putting an allegation of electoral malpractice as part of their duty) or the accused;
 - b. Have a sufficiently cordial, hostile or otherwise proximate relationship with the complainant or accused such that neutrality is endangered;
 - c. Are presented with any conflict of interest in dealing with the complaint;
 - d. For any other reason feel they will be unable to maintain impartiality and neutrality.
6. If, upon reading the complaint, the Returning Officer is disqualified, they shall outline the complaint to the Officer next in line in [Article §21](#) starting with the President unless they know them to be unsuitable ([§5](#) of this Table).
 - a. An Officer may immediately be excused upon hearing the complaint outline if disqualified by [§5](#) of this Table.
 - b. When the Returning Officer finds an Officer who is not immediately disqualified, they shall cede the Chair to them and forward the email, deleting their copy.
 - c. If upon reading the full complaint they find themselves disqualified, the new Chair shall follow the same process until a suitable Chair is found. If no Officer is suitable, [§10](#) of this Table shall be used as a last resort to find a suitable Chair.

Stage One: Informal Resolution

7. The Chair shall contact the accused, inviting them to respond to the original complaint via them. A dialogue mediated by the Chair may continue until the complaint is informally

resolved. Parties involved in this should work constructively to avoid unnecessary formal proceedings.

8. Complaints move to formal resolution (Stage Two) where:
 - a. The Chair considers a complaint inappropriate for Stage One with election/referenda related complaints always forming such a case.
 - b. The complainant provides reasons requesting Stage Two following dialogue.

Stage Two: Forming the Complaints Panel

9. Panels of three willing full members will be formed on a case by case basis and be expected to consider all information fairly, without bias. Three willing reserve panel members should be nominated in case of an appeal.
10. Within three days, the Chair will nominate any willing members that they do not believe to be disqualified by [§5](#) of this Table after outlining the complaint to form the Panel with the following priority:
 - a. Ex-Complaints Chairs and Panellists, ordered by experience.
 - b. Ex-Returning Officers, ordered by tenure length.
 - c. Former Officers ordered by a sensible criterion;
 - d. Current Officers by [Article 21](#).
 - e. Current Reps by [Article 22](#).
11. If a nominated Panellist believes that any of [§5](#) of this Table applies to them after receiving the full complaint copy, they should inform the Chair and be excused.

Stage Two: Formal Resolution

12. Once formed, the Panel should normally, unless in exceptional circumstances, reach a formal resolution within one week.
13. The Panel shall attempt to form a complete understanding including:
 - a. Accepting statements from the complainant, accused and their responses to each other's statement.
 - b. Inviting relevant third parties to provide testimony.
 - c. Asking follow-up questions based on statements.
14. Once the Panel has considered all the facts, they must decide by simple majority whether the complaint is wholly justified, partially justified, or unjustified.
15. If the complaint is wholly or partially justified, the Panel must consider an effective and proportionate resolution, which needs not be the remedy sought by the complainant.
16. The Chair will create an anonymised summary of the Panel's decision (pending appeal), forward it to the Secretary for uploading to the JCR website and provide a more detailed explanation of the Panel's reasoning to the complainant and accused.

Stage Three: Appeal

17. The formal resolution of Stage Two shall be final and binding on the JCR; unless a new complaint ("appeal") is made within 24 hours contesting specifically the integrity or propriety of the Complaints Panel.

18. The three reserve Panellists will be immediately forwarded all relevant documents, and shall come to a formal resolution on the appeal within 48 hours.
19. If the appeal is wholly or partially justified, the original decision may be overturned should the Appeal Panellists decide that the formal resolution was unreasonable as a result. No further appeals shall be heard.

Conclusion

20. If a motion of censure or no confidence remains as the formal resolution after any appeals have been considered, the original Chair will bring it to the next General Meeting of the JCR, seconded by the next most senior original Panellist ordered by [§10](#) of this Table.
21. The motion will respect the anonymity of the complainant and any other relevant parties, but will name the accused. It shall also provide a summary of the Panel's findings and reasons for censure/no confidence.
22. All Panellists will respect the decision of the panel and shall not seek to undermine any outcome that it deems appropriate, including those mentioned under [§20](#) of this Table.

STANDING ORDER TABLE SIX: ROOM BALLOT

Concerning Room Regrading

1. All applications for room regrading should be submitted in writing to the Vice President before midnight of Tuesday 3rd Week, including the following details:
 - a. Their room number, its JCR grade, and college grade.
 - b. Two rooms of identical JCR grade whose occupants agree to be used as a comparison.
 - c. The positive and negative aspects of the room.
 - d. Whether a downgrade or upgrade is being requested.
 - e. Times at which the Vice President may view all three rooms before Saturday noon.
2. Only the room currently occupied by the person applying may be regraded.
3. The Vice President shall make their decisions by Saturday 3rd Week, viewing all the rooms seeking regrading, and at least one of the two comparison rooms, preferably both.
 - a. Appeals may be made to the President who will re-investigate and decide whether to overrule the Vice President's decision by Thursday 4th Week. This will be final.
4. The decision should be reached primarily on the basis of material facilities, and the Vice President cannot alter the grading of a room by more than one point ([Appendix IV](#)).

Concerning the Ballots

5. There shall be four ballots held during the 5th and 6th weeks of Hilary term in the following order:
 - a. Housing Ballot – available to all members in appropriate sized groups.
 - b. Finalist Ballot – for all unallocated second years, except those on four year courses who writing to the Vice President, before Saturday 3rd Week Hilary term, indicating that they wish to defer their Finalist Ballot privilege to the following year.
 - i. No member may appear on the Finalist Ballot more than once.
 - c. Remainder Finalist Ballot – for the remaining non-first years.
 - d. Remainder Ballot – for the remaining first years.
6. Students returning from suspended status for the following year shall be placed on a housing ballot of their choice in consultation with the Vice President while adhering to [§5b.i](#).
 - a. [§5b.i](#) may only be waived if the member suspended such that they did not occupy the room they gained from the Finalist Ballot previously for a full academic year.
7. The Finalist Ballot and Remainder Finalist Ballot will be ranked by the total score ([Appendix IV](#)) of the member's last two occupied rooms.
 - b. If two rooms have not been occupied, an average room score will be used as the second score. The average room score will be calculated using the most recent room occupied by everyone on the same ballot as the member in question.
 - c. The Remainder Ballot will be ranked only by their current room grades.
 - d. The ballot order will be ranked with the lowest scores first, but where there are tied scores; the Vice President shall randomly select an order while under scrutiny of at least the Returning Officer.

8. The only exceptions to [§7](#) of this Table shall be:
 - a. The current President, Secretary and Vice President who will be placed first, second and third on the Finalist Ballot respectively.
 - b. If any of these persons is unable to enter any of the four ballots in their term of office, they shall be entitled to invoke this privilege in one subsequent Finalist Ballot, placing below the incumbent Vice President.
 - i. Any officer will have waived their perks if they do not take them at the first available opportunity, unless they successfully entered the Housing Ballot instead.
9. The ballot orders, and the list available rooms will be published, subject to minor revision, at least a week before the room ballots takes place via the JCR mailing list.
10. At least three days' notice must be given for the specific time slots each member has to make their room choices. The Vice President must be told of proxies in advance where this is necessary. Members who miss their time keep losing their place until they choose.
11. Room allocations cannot be swapped between JCR members directly. If someone later decides they wish to change their allocation to a room not yet taken, their original room shall be offered in turn to all other members in order of ballot, who may choose to take or decline the room.
12. Any hostility, bullying or intimidation associated with the ballots will not be tolerated.

Concerning the Housing Ballot

13. A list of available houses, their sizes and the ballot time shall be circulated via the JCR mailing list at least a week before the Housing Ballot.
14. JCR members can form groups matching the size of the available houses. Each sends at least one representative on their behalf to the ballot, notifying the Vice President of their group size at the start.
15. The first round of the ballot will start with the largest available house size. Only groups which can fully fill that house size are considered.
 - a. If the demand for this house size exceeds the supply, these groups will be ranked by random selection by the Vice President while scrutinised by the Returning Officer.
 - b. Groups will then choose their preferred house in that ranked order until none remains.
 - c. The above process will repeat until the smallest house size has been completed.
 - d. Groups unsuccessful in for their preferred house size may not participate in the choice of smaller house sizes in this first ballot round.
16. A second ballot will be held for any unfilled houses, and groups may amicably reform themselves to fit those house sizes. After a ten minute break and notifying the Vice President, the process outlined in [§15](#) of this Table will be repeated.
17. Further iterations may be held if necessary, and groups unsuccessful in obtaining a house may, depending on the list of rooms college provides the JCR with, be eligible to ballot as a group in another part of college as notified by the Vice President. Groups may withdraw from this process at any point and all who do so will feature on the appropriate room ballot.

STANDING ORDER TABLE SEVEN: JCR ACCOUNT AUDIT PROCESS

1. Trustees ([Article §31](#)) have a duty to ensure financial good order of the charity, and this account audit procedure is designed to ensure this legal obligation is adhered to.

Requirements for Two Auditors

2. Where less than two candidates were ratified as JCR Auditors ([Article 80](#)), the JCR General Committee shall appoint willing and capable full members to ensure that there are two.
 - a. Anyone who served as an Officer or Rep since the last audit or has a conflict of interest which may jeopardise impartial and independent auditing is ineligible for appointment or ratification.

Duties of the Audited Treasurer

3. The JCR Auditors shall arrange a meeting with the Audited Treasurer to read through this Standing Order to all agree that everyone fully understands its contents.
4. The JCR Account Audit shall normally be conducted over each vacation, and the Treasurer is required to send the completed accounts to the JCR Auditors before the vacation begins. This includes all the bank statements, receipts, invoices, contracts and other materials accepted as evidence for reimbursements, transactions, income, and expenditure across their tenure as Treasurer.
 - a. If since the last audit a Treasurer resigned, then they too must fulfil their obligations under [§3](#) and [§4](#) of this Table, as well as any JCR General Committee members who have conducted transactions involving any JCR accounts since then.
5. The submitted accounts include explanatory comments, where necessary, to make clearer any aspects which are irregular or may be unclear to the JCR Auditors.
6. The audited members are required to give their full cooperation to the JCR Auditors and respect the independence of the exercise.

Contents of the JCR Account Audit Report

7. JCR Auditors are required to produce a JCR Account Audit Report which is always to be presented for ratification to the first Ordinary General Meeting of each term.
8. The JCR Account Audit Report shall normally be structured as follows:
 - a. Introduction
 - b. Physical Evidence Comments
 - c. Electronic Evidence Comments
 - d. Accounting Spreadsheet Comments
 - e. Comparison to Bank Statements
 - f. Recommendations for Treasurers
 - g. Recommendations for Future Auditors
 - h. Concluding Statements
9. JCR Auditors shall provide comments in their report addressing:
 - a. the organisation of physical and electronic evidence presented to them, as well as its clarity in reference to the Reimbursement Guidelines ([Appendix VII](#)). The number of

receipts missing and of unusable or unsatisfactory quality should be noted, along with their reported value totals.

- b. the presentation of the accounting spreadsheet, in terms of how easy it was to audit and the adequacy of explanatory comments. All errors within the spreadsheet are to be recorded, and any spending/income recorded without any submitted evidence shall be noted too.
 - c. their close comparison of the bank statements from all banks accounts in the JCR's name to the records of the account spreadsheet. Any transaction which does not have any evidence or records in the account spreadsheet must be clearly flagged.
 - d. any justifiable recommendations to future Treasurers and JCR Auditors
10. The JCR Auditors are responsible for asking factual questions to the audited Treasurer(s) to address any ambiguous aspects of the accounts or their concerns, while being careful to not undermine their independence.
 11. The report should be written with a professional tone, remain rooted to the evidence at hand, and in cases where aspects of the accounts remain inadequately explained, the report shall simply set out the detailed, factual concerns of the JCR Auditors.
 - a. If necessary, a more detailed investigation into anything raised within their report may be requested by the JCR Auditors within the concluding statements.

Completion of the Audit Process

12. The audit process shall end when the report is ratified at a JCR meeting, and in the event that an audit report is rejected by the JCR meeting, it must be presented at each subsequent meeting with appropriate revisions until it is ratified.
13. The Audited Treasurer must make corrections to the account spreadsheet in light of the report within a week of it being ratified.
14. The completed accounts, final report, bank statements, physical and electronic evidence shall be stored in clearly labelled folder within the JCR Office for future reference. The JCR Auditors shall be responsible for doing this under the direction of the Secretary.
15. Upon the passing of the audit report in Hilary term, the completed accounts and audit reports from across the last year are to be presented to the college Finance Bursar for inspection.

STANDING ORDER TABLE EIGHT: SUMMER BALL COMMITTEE APPOINTMENT

1. In the academic year before the college ball, a special Summer Ball Committee shall be formed comprising of both JCR and MCR members within college, in consultation with college.
2. The JCR President, Vice President, Secretary, Treasurer, MCR President and MCR President-elect shall normally form the panel appointing the “Summer Ball Committee Executive” positions of President, Treasurer and Secretary.
 - a. No-one shall be on the panel while also running for a Ball Executive (henceforth “Executive”) position, so an Officer from the same common room shall replace them.
3. All Executive candidates will be interviewed having completed a nomination form beforehand. The panel should ask the same core questions to each candidate for a contested position.
 - a. Nominations shall normally open on Sunday 7th week of Hilary term and close after a week, with interviews across 8th week.
4. The panel may choose to re-open nominations for any position or choose a candidate for a position they did not apply for, if it is decided that is in the best interests of the Summer Ball Committee.
 - a. The panel should attempt to complete the process of Executive appointments over the vacation if any nominations are re-opened.
5. Once the Executive is finalised and approved by Governing Body, the panel shall play no further role in the Summer Committee application process.
6. The Executive shall form the Summer Ball Committee through an application process similar to this one, using past records as an example of potential roles and descriptions.

PART FOUR: THE APPENDICES

APPENDIX I - JCR LIST OF COMMITTEES

JCR General Committee

Aims:

- i. Summarised in the Articles section “Concerning JCR Committees”.

Membership:

- i. President – Amelia Wrigley
- ii. Vice President – Alistair Hankey
- iii. Secretary – James Stebbings
- iv. Treasurer – Dan Sowood
- v. Academic Affairs Officer – Gareth Bird
- vi. Access and Admissions Officer – Jess Prince
- vii. Disabilities Officer – VACANT
- viii. Discounts Officer – VACANT
- ix. Domestic Officers – Lucy Huntsman & Sophie Wardlaw
- x. Entertainment Officers – Dalva Gerberon & Olivia Moinuddin
- xi. Environment and Ethics Officer(s) – Hadassah Buechner & Nyasha Mbewe
- xii. Equality and Diversity Officer – Christine Jiang
- xiii. Ethnic Minorities Officer – VACANT
- xiv. International Students Officer – Jan Schwarzfischer
- xv. LGBTQ Officer – Kelly van Eerde
- xvi. Welfare Officers – Eoin Finnegan & Louise Murphy
- xvii. Women’s Officer – Cordelia Drew

Equality and Diversity Sub-Committee

Aims:

- i. To support and promote the interests and involvement in the subject of Equality and Diversity among JCR members. This includes ensuring that, wherever possible, events held in college are intersectional and accessible to all JCR members.
- ii. To support members of the sub-committees in their roles in any way possible, including but not limited to: organising and executing events, proposing motions in JCR meetings, and lobbying for changes in college.
- iii. To develop, monitor and review policies and strategies in college to ensure minority groups continue to be recognised and catered for.
- iv. To participate fully and help organise the annual Equality Forum, as well as providing feedback to the relevant MCR/SCR members about the sub-committee’s work throughout the year.
- v. To liaise, where appropriate, with community groups and other relevant organisations e.g. OUSU, to maintain and develop good relations and practices towards different minority groups in college.
- vi. To meet at least twice a term to facilitate the meeting of the above aims.

Membership:

- i. Equality and Diversity & Chair – Christine Jiang
- ii. Women’s Officer – Cordelia Drew
- iii. Disabilities Officer – VACANT
- iv. Ethnic Minorities Officer – VACANT
- v. LGBTQ Officer – Kelly van Eerde
- vi. Welfare Officers – Eoin Finnegan & Louise Murphy

- vii. Access and Admissions Officer – Jess Prince
- viii. Other invited Liberation Reps.

Entz Sub-Committee

Aims:

- i. To support the setting up and clearing away of all Entz events as directed by the Entz Officers. All those on this committee who assist with the running of a BOP may be entitled to at least one free BOP juice during that event.
- ii. To be a forum of discussion for ideas to improve the JCR entz provisions.

Membership:

- i. Entertainment Officers – Dalva Gerberon & Olivia Moinuddin (Co-Chairs)

JCR Room Review Sub-Committee

Aims:

- i. Taking photographs of college rooms available on the JCR Ballot for the JCR website.
- ii. Reviewing the JCR grades of the rooms in college to iron out many of the discrepancies which have crept into the system in recent years.
- iii. Reviewing the college grades of the rooms to identify a small selection which are inappropriate, and to attempt to change this.
- iv. Remove JCR Art from rooms if it has been left there from previous years.

Membership:

- i. Alastair Graham (Chair, ex-Secretary, ex-PRAT Rep)
- ii. Alistair Hankey (Vice President, ex-Bike Rep)
- iii. Harriet Aspin (Art Rep)
- iv. Dave Taylor

Summer Ball Committee

Aims:

- i. To plan for and run the Summer Ball 2017 in St John's College.

Membership:

- i. President – Ssuuna Golooba-Mutebi
- ii. Treasurer – Harry Gray
- iii. Secretary – Alice Eva
- iv. Graphics & Design – Dalva Gerberon
- v. Music – Oscar Plomer-Roberts, Sofia Kirwan-Baez
- vi. Entertainment – Laura Drummond
- vii. Food – Emma Richards, Olivia Buckley
- viii. Drink – Philipp Thumfart
- ix. Creative – Daisy Smith, Evelyn Earl
- x. Marketing – Evelyn Collins, Feyi Adegbite
- xi. Sponsorship – Leanne Chen, Zoë Sandford
- xii. Tickets – Sam Morris
- xiii. Employment – Courtney Inch
- xiv. Logistics – Hugh Tappin
- xv. Environment – Céline Brendler-Spaeth
- xvi. IT Officer – Marius Gavrilescu

The '1555' Magazine Committee

Aims:

- i. To produce a magazine titled '1555' in 8th week of Hilary 2017.
- ii. To construct the magazine in adherence with the editorial code.

Membership:

- iii. Co-Editor - Freya Dixon-van Dijk
- iv. Co-Editor - Oscar Plomer-Roberts
- v. Deputy Editor for content - Feyi Adegbite
- vi. Deputy Editor for content - Elizabeth Coyle
- vii. Deputy Editor for design- Gabriella Farah

APPENDIX II - JCR REPRESENTATION ON COLLEGE COMMITTEES

Governing Body: President, Vice-President and Secretary

Academic Services: President, Vice-President and Academic Affairs Officer

Access & Outreach Sub-Committee: President, Access and Admissions Officer

Decanal Policy: President, Vice-President and Welfare Officers

Domestic: President, Vice-President, Domestic Officers, Environment and Ethics Officer

Educational Policy: President, Vice-President and Academic Affairs Officer

Equality: President, Vice-President, Equality and Diversity Officer and Women's Officer

Promotion of the Arts Committee: President, Vice-President, Art Rep(s), SJCTV Rep(s)

Rents and Charges Sub-Committee: President, Vice-President, Treasurer and Secretary

Student Equality Forum: President, Vice-President, Secretary, Equality and Diversity Officer, Welfare Officers, and all other interested Committee members.

Web: President, Vice-President, Secretary and Computer Rep

APPENDIX III - JCR HONORARY MEMBERS

The Mr. Men

Hussein

The Cast of Blake 7

Tigger

Najar

Gandalf the Grey

Captain Jack Sparrow

Sir Michael and Lady Duck

Buffy the Vampire Slayer

Princess Leia

The Little Miss Characters

Masood from Najar's Place

The University Challenge Team (2015-16) – Alex Harries, Charles Clegg, Angus Russell*, Dan Sowood* and Robin Geddes. * Upon graduation

Ian Madden (our groundsman)

APPENDIX IV - ROOM GRADE SCORES

Room Grade Score:

A+ 11,

A 10,

A- 9,

B+ 8,

B 7,

B- 6,

C+ 5,

C 4,

C- 3,

D+ 2,

D 1.

APPENDIX V- JCR SOUND AND LIGHTING EQUIPMENT

None.

APPENDIX VI - TRUSTEE ACKNOWLEDGEMENT DOCUMENT

The Constitution states that all Officers, except the Returning Officer, who are not excluded by charity law shall serve as trustees of the St John’s College JCR excepted charity.

I, _____, have been validly elected for the Officer position of _____ on _____.

I formally confirm my legal capacity to be made trustee because:

- I am aged 18 years or older.
- I have no unspent conviction(s) for an offence involving dishonesty or deception (such as fraud).
- I am neither bankrupt nor have entered into a formal arrangement (e.g. an individual voluntary arrangement) with a creditor.
- I have not been removed as a company director or charity trustee because of wrongdoing.

If any of the above cease to be the case, I will resign as a trustee immediately and inform the other trustees of the charity of this.

I sign here, _____, to confirm that I am eligible/ineligible (delete as appropriate).

It’s extremely rare, but not impossible, for charity trustees to be held personally liable to their charity for a financial loss caused by them acting improperly or to a third party that has a legal claim against the charity that the charity can’t meet. This liability is joint, several, and unlimited.

Trustees have, and must accept, ultimate responsibility for directing the affairs of the charity, ensuring that it is solvent and financially well-run, and delivering the charitable outcomes for the benefit of the members for which it was set up in line with the requirements of the charity’s governing document, charity law, and any other relevant legislation. Trustees should follow the guidance from the Charity Commission, the NUS and OUSU in relation to political campaigning.

I acknowledge and agree to hold the above responsibilities as a trustee of this charity. Should I have any questions or concerns about the operation of this charity, I will seek advice to ensure that I am meeting the above responsibilities as a trustee.

Signature: _____ Dated: ____/____/____

(This must be signed if eligible to be a trustee to continue as an Officer)

I have read and fully understood my Officer role as specified by the Constitution. I will seek to undertake this with dedication and enthusiasm to the benefit of the members of the JCR.

Signature: _____ Dated: ____/____/____

APPENDIX VII – JCR REIMBURSEMENT GUIDELINES

Regarding the Standard of Receipts for Reimbursements

- Receipts must be in physical, paper form wherever possible.
- Where multiple items were bought and only some claimed for, the relevant items should be highlighted or otherwise indicated.
- Online invoices must be printed off and handed to the Treasurer in person or via their pigeonhole.
- In exceptional circumstances online receipts will be accepted but must be of PDF quality and not merely a screenshot from a “print screen” function.

Production of a good quality receipt will speed up the payment to you since it makes the Treasurer’s role easier. These should be left in the Treasurer’s pigeon hole with an accompanying note or a separate message to the Treasurer to ask for reimbursement and explain what it is for. The Treasurer can then reimburse over online banking or by cheque, but not with physical money.

Common Reimbursement Problems to Avoid

- Dominos Pizza - print off the email which contains your order confirmation and this **must** have the date.
- EBAY - print off the email confirmation which includes dates and pictures.
- PAYPAL: If you have a PayPal account, pay through PayPal and then go to your PayPal account on the website, and you can print off a nice PDF quality receipt for the Treasurer. This is particularly handy on Ebay.
- In the unusual case of a purchase made outside an office, e.g. bicycle repairs or services, you will need to get, at the very least, an itemized receipt that is signed by the service provider and dated. This includes taxis.

Guidelines for Treasurers Facilitating Reimbursement

The following are a few guidelines on good practice as Treasurer which will assist their work, but also that of the auditors each term and the college Finance Bursar when the accounts are submitted to them.

- Use one folder per term containing all the receipts/invoices for which reimbursement was gained.
- Each folder should contain distinct sections for each week/fortnight with dates spanning each section clear - a general chronology will tally much better with bank statements and balance sheets
- A complete set of bank statements with each folder as bank statements are the ultimate record of spending

APPENDIX IX – BIKE SCHEME TERMS AND CONDITIONS

1. The bicycle let out for use by St John's College members ("bicycle") and associated accessories including helmet, lights, lock and keys, etc. ("accessories") are the property of St John's College JCR/MCR ("JCR/MCR").
2. In joining this scheme, the User ("you/your/yourself") accepts that you have read, understood, and agreed to these terms and conditions and your responsibilities.
3. To opt in to this scheme at the start of each academic year, you agree to pay an initial £10 fee to be added to the Porters' List of Members.
4. Using the Bicycles
 - a. When taking out a bicycle, you shall hand your College room keys to the Porters in return for the bicycle's keys.
 - b. You shall read the University and OUSU guidance on safe cycling <http://www-old.ousu.org/resources/living-out-and-accommodation-resources/Cycling-%20Safety%20and%20Security.pdf> before using any bicycle.
 - c. A helmet and lights will be provided for you. It is your responsibility to wear the helmet and use the lights, as well as to comply with the Highway Code and the University and OUSU guidance on safe cycling. The JCR/MCR shall not be responsible if you incur damage or injury either to yourself or to a third party.
5. Your Responsibilities
 - a. You shall report immediately to the JCR/MCR Bike Rep and the Porters if there is any damage or loss to any bicycle and/or accessories.
 - b. Before taking a bicycle out, you shall check that the bicycle and accessories is in good working condition. If in any doubt about the condition of the bicycle or accessories, you shall check with the JCR/MCR Bike Rep first before taking the bicycle out.
 - c. You shall keep the bicycle and accessories in good condition while in use.
 - d. You shall not sell, hire out, or lend any bicycle or accessories to any third party whilst it is signed out.
 - e. When the bicycle is not in use, you shall securely lock the bicycle to an immovable object and securely store all accessories.
 - f. You shall not allow anyone to use your identity to pretend to be on the List of Members in order to procure a bike.
 - g. You shall ensure that the bicycle is taken out for no more than ten hours at any one time, starting not before 5am and ending not after 11pm. The ten hour rental period starts when you sign out the bicycle at the Porters Lodge and ends when you return the bicycle's keys to the Porters Lodge.
 - h. You shall not use the bicycle under the influence of alcohol or drugs.
 - i. When returning the bicycle to the College, you shall lock the bicycle to the identified racks in Dolphin Quad, check that the bicycle and accessories are in good working condition, return accessories to where they are kept, and return the bicycle's keys to the Porters Lodge within the ten hour rental period.
6. Damage to Bicycles and Liability to Third Parties
 - a. The bicycles and/or any accessories are not insured against liability that the User may incur in respect of injury to a third party or property arising from usage of the bicycles. You shall be solely responsible for any costs arising from damage caused to a third party or property.
 - b. If the bicycle and/or any accessories are lost or stolen due to your failure to comply with these terms and conditions, then the Bike Rep may charge you for the replacement value of the bicycle and/or any accessories. However, if the bicycle and/or accessories are subsequently recovered in a useable condition, the Bike Rep shall refund you.
 - c. You shall be solely responsible for any fines, impositions or other penalties caused by the use of the bicycle and/or accessories that violate any Acts of Parliament, Orders, Regulations or by-laws.
7. The JCR/MCR's Powers
 - a. The JCR/MCR Bike Rep shall pay on behalf of the JCR/MCR for general maintenance of the bicycles and accessories, minor repairs, and accidental damage incurred to the bicycles and/or accessories that was beyond the control of any User.
 - b. The JCR/MCR shall arrange for all bikes to be serviced in 0th week of each term.
 - c. The Bike Rep may remove a User from this scheme if the User grievously or persistently breaches these Terms and Conditions.
 - d. The Bike Rep may charge you for damage and/or loss incurred by negligent use or carelessness to the bicycle and/or accessories.
 - e. A decision to remove a User from this scheme or charge a User shall be proposed by the JCR/MCR Bike Rep and approved, if the User is a JCR member, by the JCR President and JCR Vice President and the money charged by the JCR Treasurer or, if the User is a MCR member, by the MCR President and MCR Vice President and the money charged by the MCR Treasurer.