

Constitutional Amendments 2018

The “Better safe than sorry” Constitutional Motion (Passed 14/1/18)

Proposer: James Stebbings, JCR Secretary 2017

Seconded: Dan Mead, Returning Officer

This JCR notes that:

- a. The “Freedom of Belief” Motion Part 1 is going through its second reading in this meeting.
- b. The “so how do committees even work” motion is also going through its second reading in this meeting.
- c. The “so how do committees even work” motion regulates the appointments to the sub-committee required for the “Freedom of Belief” Motion Part 1.
- d. If the “Freedom of Belief” Motion Part 1 is rejected at second reading the “so how do committees even work” motion will regulate appointments to a sub-committee that does not exist.
- e. Constitutional motions cannot be amended at second reading.

This JCR believes that:

- f. It makes more sense to remove the superfluous section after it has been added to the constitution than to reject the “so how do committees even work” Motion.

This JCR therefore resolves to:

- g. Remove section 2(c) under Standing Order Table eight of the constitution.

The “Create an AcAff Rep Position” Constitutional Motion (Passed 14/1/18)

Proposer: Caitlin French, Academic Affairs Officer

Seconded: Marco Fabus

This JCR notes that:

- a. Academic Feedback is currently organised by the Academic Affairs Officer, Academic Dean, and a Graduate student
- b. Academic Feedback involves organising feedback sessions for each subject, creating an online survey, and writing a “Tutor-by-Tutor” report and a Thematic report, which are submitted to college

This JCR believes that:

- c. In the past, Academic Feedback has been found to be a big task for just a few people
- d. It would be good to have an additional person to help with the Academic Feedback process

This JCR therefore resolves to:

- e. Create an Academic Affairs Assistant position.
- f. Amend s. 18 of the constitution by inserting after “Representatives (‘Reps’),” the position of “Assistants”.
- g. Insert after s. 23 of the constitution a new section reading:
“
24. The positions that the JCR recognises as “Assistants” are: Academic Affairs Assistant, and Returning Officer Assistant. A person may hold another role as an Official, in addition to their role as assistant, only if the Vice President appointed them as assistant.
”
- h. Insert after s. 28 of the constitution a new section reading:

“

29. The Academic Affairs Assistant shall normally be annually ratified in the first Ordinary General Meeting of Hilary Term. If no person is ratified then the Vice President will appoint a willing Rep to the position. They shall serve in this role for the duration of the Academic Feedback process.

”

i. Insert after this an additional section reading:

“

30. The Returning Officer Assistant shall be ratified in any General Meeting immediately preceding the opening of polls for any election, by-election, or referendum, or in any General Meeting where a procedural motion for a secret ballot has been heard and there is not currently an Assistant. If no person is ratified then the Vice President will appoint a willing Rep to the position. They shall serve in this role for the duration of the polling period before which they were ratified.

”

j. In Standing Order Table Two: Roles of JCR Officials, insert into clause 1, f. a new clause vi. “Responsible for the conduct of the Academic Affairs Assistant throughout the Academic Feedback process.”

k. Insert into Standing Order Table Two: Roles of JCR Officials, after section 2. A

“

3. The Assistant role descriptions are as follows;

a. The Academic Affairs Assistant

- i. Assist the Academic Affairs Officer in completing the Academic Feedback report.
- ii. Undertake any work delegated by the Academic Affairs Officer to meet this aim.

b. The Returning Officer Assistant

- i. Assist the Returning Officer in carrying out their duties.
- ii. Undertake any work delegated by the Returning Officer Assistant in order to meet this aim.
- iii. Witness the election voting system in order to ensure that fair and correct procedure is followed.
- iv. Report any failures of the Returning Officer to adhere to the constitution to the JCR.

”

l. Remove the s. 2, titled Returning Officer Assistant under Standing Order table three, from the constitution.

The “Reforming Room Ballot Privileges” Motion (Passed 14/1/18)

Proposer: Dan Mead, Returning Officer

Seconded: Christine Jiang, JCR President

This JCR notes that:

- h. Currently the JCR awards a room ballot privilege to the President, Vice-President and Secretary
- i. Currently the JCR Treasurer is the only member of the ‘executive’ of the JCR to not receive this privilege
- j. These officers currently have no minimum time served to claim this privilege, so someone could theoretically run, hold the role for one day, resign and still claim the privilege.
- k. If someone does not claim a privilege (e.g. as they are on a year abroad or instead feature on the housing ballot) they are placed on the ballot for the next year.

This JCR believes that:

- l. There should be parity in privileges between the members of the JCR executive
- m. Some minimum service time should be required before a member of the executive can claim this privilege

This JCR therefore resolves to:

n. To replace point 8 in Standing Order Table 3:

“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.”

With:

“The only exceptions to [§7](#) of this Table shall be:

- a. The current President, Secretary, Vice President, and Treasurer who will be placed first, second, third, and fourth on the Finalist Ballot respectively.
- b. To receive this privilege the officers normally must serve at least two terms. If an officer (except in exceptional circumstances) fails to serve this minimum requirement this privilege may be passed to their successor, if the successor fills the role for the remainder of the term of office.
- c. 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 Treasurer. If there are multiple persons deferring their privilege then these shall be ordered by the order set out in a.
 - 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. “

[The “Publicity Rep” Constitutional Motion \(Passed 28/01/18\)](#)

Proposer: Christine Jiang, JCR President

Seconded: Joe Sisson, JCR Secretary

This JCR notes that:

- a. The St John’s JCR Instagram is currently unofficially managed by Bruno, and as such the account has achieved a high aesthetic standard.
- b. There is a JCR Twitter account which is currently inactive but used to broadcast the proceedings of JCR meetings live.
- c. Social media is often used as a marketing strategy by organisations that want to come off as ‘cool’ or ‘down with the kids’.

This JCR believes that

- d. Bruno has done a fabulous job with the Instagram account.
- e. The high aesthetic standard of our JCR Instagram needs to be upheld.
- f. The JCR social media accounts can be really useful for future candidates who want a glimpse into college life, and for updating current students and recent alumni.
- g. Broadcasting our JCR meetings on Twitter can promote general interest in the JCR and boost attendance.
- h. Designating a Rep to manage the JCR’s social media accounts can ensure that the content produced is updated and consistent.

This JCR therefore resolves to:

- i. Insert in Section 22, after '(PRAT) Rep, ' "Social Media Rep,".
- j. Insert in Standing Order Table 2, Section 1a, part vii, after 'Alumni & Development Rep(s)' ", Social Media Rep(s)".
- k. Insert in Standing Order Table 2, Section 2, after part h, a new section "
The Social Media Rep(s):
 - i. Manage the JCR Instagram Account, ensuring that content appropriate to both current and prospective students is updated regularly.
 - ii. Manage the JCR Twitter Account, providing live tweets on JCR General Meetings and JCR events.
 - iii. Create and update yearly a St John's College Snapchat filter.
 - iv. Manage all other social media accounts held by the JCR as they arise, with the exception of the JCR Facebook group, ensuring appropriate content provision.
 - v. Report to the President."
- l. Mandate the Secretary to renumber and re-reference the Constitution accordingly.

The "Anything OUSU Can Do, We Can Do Better 2.0" Constitutional Motion (Passed 28/01/18)

Proposer: Alistair Hankey, JCR Vice President 2017

Seconded: Selin Millward, JCR Vice President 2018

This JCR notes that:

- a. The JCR's aesthetic Constitutional name is the 'People's Republic of St Giles'.
- b. The official name of our charity is 'St John's College JCR'.
- c. The JCR was given the name during the Cold War, when it was presumably seen as a bit edgy and humorous.
- d. Countries officially called 'People's Republics' mostly are, or were, oppressive regimes: North Korea, Soviet occupied Poland and Hungary etc., with dire records of human rights abuses.
- e. When the idea of removing 'People's' from the title of the JCR was raised at a committee meeting, the current committee gave their general assent to the idea.
- f. There was a Motion introduced to change this, however the wording would inadvertently also have changed the official charity name of the JCR, not just the aesthetic Constitutional name.

This JCR believes that:

- g. Times change - what was once funny is not always so.
- h. To continue to call the JCR the People's Republic is disrespectful to the millions of people who have suffered, and continue to suffer, in so-called 'People's Republics'.
- i. Thus, it is backwards and unfunny for the JCR to be called a 'People's Republic'.
- j. Although the term 'People's Republic' is not in of itself inherently bad in its meaning, and does not necessitate a dictatorial or oppressive regime, the fact that the JCR was so named in order to be funny/edgy means this use of People's Republic should not be maintained.

This JCR therefore resolves to:

- k. Replace all instances in the Constitution of 'People's Republic' with "Republic".
- l. Mandate the Secretary to change the aesthetic name on the Constitution document to 'The Constitution of the Republic of St Giles'.

The “Committees Clarification” Constitutional Motion (Passed 28/01/18)

Proposer: Joe Sisson, JCR Secretary 2018

Seconded: James Stebbings, JCR Secretary 2017

This JCR notes that:

- a. Currently there are few provisions for the oversight of JCR Committees and Sub-Committees.
- b. These Committees and Sub-Committees often direct substantial budgets or have significant roles to play within the JCR.
- c. Currently there are no provisions as to what constitutes a JCR Society.

This JCR believes that:

- d. Comprehensive constitutions are a good thing.
- e. This motion strikes the balance between appropriate oversight and individual freedom to operate effectively within JCR Committees, Sub-Committees, and Societies.

This JCR therefore resolves to:

- f. Replace the section of the Constitution titled ‘Concerning JCR Committees’ with Appendix 1.
- g. In Standing Order Table Two, section 1, part b, replace part xii with “Reviews materials made for public distribution by JCR Societies in consultation with the Equality and Diversity Sub-Committee.”.
- h. In Standing Order Table Two, section 1, part c, replace part ii with “Takes minutes for JCR General Meetings, which shall normally be available for all members to see.”.
- i. In Standing Order Table Two, section 1, part c, add below part ii a new part, “Takes minutes for JCR General Committee meetings and keeps records of the minutes from all JCR Committees and Sub-Committees, all of which shall normally be available to members to see upon request.”.
- j. In Standing Order Table Two, section 1, part c, add below part xi a new part, “Maintains the Appendices of this Constitution, ensuring they are factually accurate.”.
- k. Replace ‘Standing Order Table Eight: Appointment to JCR Committees and Sub-Committees’ with Appendix 2.
- l. Direct the Secretary to renumber and re-reference the Constitution accordingly.

Appendix 1:

Concerning the JCR General Committee

55. There shall always be a committee called the “JCR General Committee” consisting of all Officers, as defined by §21, except the Returning Officer, and the President shall be the Chair.
56. The JCR General Committee shall meet at least four times during full term, and these meetings shall be conducted in a manner decided by the Chair that is both within the spirit of the Constitution and conducive to minute-taking by the Secretary. These minutes will be available from 72 hours after the meeting on request to JCR members.
57. 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.
58. The JCR 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,

Committees or Sub-Committees. This Committee shall also ensure that the duties of vacant Official positions are covered by other Officials until they are filled.

59. Decisions of the JCR General Committee must be made with respect to the JCR Standing Policy.
60. The JCR 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.

Concerning JCR Committees and Sub-Committees

61. A JCR Committee is a Committee established with terms of appointment laid down in Standing Order Table Eight, whose Chair or Co-Chairs are not required to be JCR Officers.
62. A JCR Sub-Committee is a Committee established with terms of appointment laid down in Standing Order Table Eight, whose Chair or Co-Chairs must be JCR Officers.
63. JCR Committees and Sub-Committees must:
 - a. Have comprehensive provision for a Chair or Co-Chairs' appointment.
 - b. Notify the Secretary of any scheduled meetings, including details of the day and time the meeting is scheduled for.
 - c. Have a designated individual appointed by the Chair or Co-Chairs to take the minutes of their meetings, and provide a copy of these minutes to the Secretary within 72 hours of any meeting.
 - d. Maintain accurate and well-organised records of all expenditure.
64. The Chairs or Co-Chairs of JCR Committees and Sub-Committees must:
 - a. Inform the Secretary of their Committee's determined aims.
 - b. Notify the Secretary of any appointments to or resignations from their Committees, with the exception of the JCR General Committee, whose records shall be maintained solely by the Secretary.
65. The Chairs or Co-Chairs of JCR Committees must report to JCR General Meetings, and must consult JCR General Meetings before making major decisions.
66. The Chairs or Co-Chairs of JCR Sub-Committees must report to the JCR General Committee.
67. JCR Committees must remain formed until the ratification of the Account Auditors' Reports containing their accounts, after which they are disbanded. If a JCR Committee has no accounts, they shall be disbanded per Standing Order Table Eight.
68. The aims and membership of all JCR Committees and Sub-Committees will be maintained by the Secretary in the Appendices as the "JCR List of Committees".
69. JCR Committees and Sub-Committees may be allocated JCR funds in the Budget.

Concerning JCR Societies

70. A JCR Society is a group, run by and consisting solely of JCR members, that is granted JCR funds in the annual Budget.

71. JCR Societies must designate a Chair or Co-Chairs. The Chair or Co-Chairs must inform the Secretary of their identity/identities, the Society's aims, and its annual funding from the JCR, and must keep the Secretary informed of changes to these. These shall be maintained by the Secretary in the Appendices, under the "JCR List of Societies".
72. JCR Societies must maintain accurate and well-organised records of all expenditure to facilitate reimbursement.
73. Any publication made for public distribution by a JCR Society must be made available for review by the Vice President in consultation with the Equality and Diversity Sub-Committee.

Appendix 2:

STANDING ORDER TABLE EIGHT: APPOINTMENT TO JCR COMMITTEES AND SUB-COMMITTEES

2. Appointments to JCR Committees are to be carried out as follows:
 - a. **The Summer Ball Committee:**
 - i. 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.
 - ii. The JCR President, JCR Vice President, JCR Secretary, JCR Treasurer, MCR President and MCR President-elect shall normally form the panel appointing the "Summer Ball Committee Executive" positions of President, Treasurer and Secretary.
 1. 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.
 - iii. 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.
 1. Nominations shall normally open on Sunday 7th week of Hilary term and close after a week, with interviews across 8th week.
 - iv. 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.
 1. The panel should attempt to complete the process of Executive appointments over the vacation if any nominations are re-opened.
 - v. Once the Executive is finalised and approved by Governing Body, the panel shall play no further role in the Summer Committee application process.
 - vi. The Chair of the Summer Ball Committee shall be the chosen President.
 - vii. 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.
 - viii. Each Executive member shall produce a handover document containing any financial, account, email, or contact, information relevant to the role, as well as anything the member believes would aid their successor, to give to the Secretary by the first day of Michaelmas full term following the Summer Ball.
 - b. **The Arts Week Committee**
 - i. In Michaelmas term, an Arts Week Committee shall be formed to organise the running of Arts Week in the following Hilary term.
 - ii. The President, Vice President, Secretary, Treasurer and, if available, former Arts Week Chairs shall normally form the panel appointing the Arts Week Committee Chair.
 1. No-one shall be on the panel while also running to be Chair of the Arts Week Committee.

- iii. All Chair candidates will be interviewed having completed a nomination form beforehand. The panel should ask the same core questions to each candidate if the position is contested.
 - 1. Nominations shall normally open on Sunday 1st week of Michaelmas term and close after a week, with interviews across 2nd week.
 - 2. Should no nominations be received, the panel may choose to re-open nominations with a timetable determined by the panel, or to not form the Committee.
 - iv. Once the Chair is chosen, the Chair may determine appointments to the Arts Week Committee as they see fit, however this should be a fair and transparent process.
 - v. The Chair shall produce a handover document containing any financial, account, email, or contact, information relevant to their role, as well as anything the Chair believes would aid their successor, to give to the Secretary by the last day of Hilary full term.
3. Appointments to JCR Sub-Committees are to be carried out as follows:
- a. The Equality and Diversity Sub-Committee**
 - i. Any person elected to the position of Equality and Diversity Officer, Access and Admissions Officer, Class Liberation Officer, Disabilities Officer, Ethnic Minorities Officer, International Students Officer, LGBTQ Officer, Welfare Officer or Women's Officer shall be automatically appointed to the Sub-Committee for the duration of their term.
 - ii. Any person elected to the position of Equality and Diversity Officer shall be the Chair of the Sub-Committee.
 - 1. Where there is no person in the position of Equality and Diversity Officer, the President may name any person appointed to the Sub-Committee to serve as Chair.
 - 2. Where there is no person appointed to the committee the President shall serve as Chair.
 - iii. The Chair may invite any other person holding the position of Liberation Rep to the Sub-Committee for the period whilst they are in the role.
 - iv. The Chair may invite any Official to attend a meeting of the Sub-Committee with the consent of a simple majority vote of the Sub-Committee, however this Official will not have voting rights.
 - b. The Entz Sub-Committee**
 - i. Those persons elected to the position of Entertainment Officers shall be automatically appointed to the Sub-Committee and shall serve as Co-Chairs.
 - 1. Where there is no person in the position of Entertainment Officer, the President may appoint any Official of the JCR to the Sub-Committee to serve as Chair.
 - ii. The Sub-Committee shall consist of the Chair or Co-Chairs, one Creative Rep, one Food and Drinks Rep, one Lights and Tech Rep, one Multimedia Rep, one Music Rep, and two Non-Bop Reps.
 - iii. The Chair or Co-Chairs shall appoint to the Sub-Committee any JCR member to fill these positions.
 - iv. Any person, other than the Chair or Co-Chairs, shall be removed from the Sub-Committee after:
 - 1. The last bop of Michaelmas term.
 - 2. Notification, from either the Chair or either of the Co-Chairs, of removal from the Sub-Committee.
 - c. The Freshers' Week Sub-Committee**
 - i. That person elected to the position of Vice President shall be automatically appointed to the Sub-Committee and shall serve as Chair.
 - 1. Where the position of Vice President is vacant, the President shall serve as Chair.
 - ii. The Sub-Committee shall always consist of the Chair, the Treasurer, the two Entertainment Officers, and the two Welfare Officers.
 - iii. The Chair may appoint to the Sub-Committee any JCR member in any additional roles that they see fit to create.

- iv. Any person, other than those specified in §2ci(i), shall be removed from the Sub-Committee after:
 - 1. The final day of Michaelmas full term.
 - 2. Notification, from the Chair, of removal from the Sub-Committee.

d. The Room Review Sub-Committee

- i. The Room Review Sub-Committee shall be formed and disbanded at the discretion of the Vice President, and the Vice President shall serve as Chair.
 - 1. Where the position of Vice President is vacant and the Sub-Committee is formed, the President shall serve as Chair.
- ii. The Chair may appoint to the Sub-Committee any JCR member in any role that they see fit to create.
- iii. Any person, other than the Chair, shall be removed from the Sub-Committee after notification, from the Chair, of removal from the Sub-Committee.

The “Constitutional Clean-Up” Constitutional Motion (Passed 28/01/18)

Proposer: Joe Sisson, JCR Secretary 2018

Seconded: James Stebbings, JCR Secretary 2017

This JCR notes that:

- a. Some bits of the JCR Constitution are unclear.
- b. Some bits of the Constitution are grammatically incorrect, in the wrong order, or inconsistent within the document.

This JCR believes that:

- c. This is bad, clarity is essential in a governing document.

This JCR therefore resolves to:

- d. Replace section 4 with “This Constitution shall be amended by a Constitutional Motion (§44a), except in cases of factual alterations to the Appendices or 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.”.
- e. Add, in section 6, part b, after ‘at (§44d)’ “and (§44e)”.
- f. Replace section 21 with “The positions that the JCR recognises as Officers are: President, Vice President, Secretary, Treasurer, Academic Affairs Officer, Access and Admissions Officer, Class Liberation Officer, Disabilities Officer, Discounts Officer, Domestic Officers, Entertainment Officers, Environment and Ethics Officer(s), Equality and Diversity Officer, Ethnic Minorities Officer, International Students Officer, LGBTQ Officer, Welfare Officers, Women’s Officer, and Returning Officer.”.
- g. Replace section 22 with “The positions that the JCR recognises as “Reps” are: Alumni and Development Rep(s), Art Rep(s), Bike Rep(s), Charities Rep(s), Computer Rep(s), DVD and TV Room Rep(s), Oxford SU Rep(s), Person Responsible for Alcohol and Treats (PRAT) Rep(s), SJCTV Rep(s), Sports Rep(s), and Staff Liaison Rep(s).”.
- h. In section 23, replace ‘Student’ with “Students” and ‘binary’ with “Binary”.
- i. In section 24, replace ‘official’ with “Officer”.
- j. In section 24, replace ‘Entertainment Officers and Domestic Officers’ with “Domestic Officers and Entertainment Officers”.
- k. In section 25, replace ‘liberation reps’ with “Liberation Reps”.
- l. In section 32, add, after ‘role’, “,”.
- m. In section 33, replace ‘3’ with “4”.
- n. In section 44, part e, replace ‘Charity’ with “Charities”.

- o. In section 44, insert, after part f, a new part, “Honorary Member Motions, mandating the JCR recognise, or cease to recognise, a new Honorary Member and requiring the Secretary to amend the Appendices accordingly;”.
- p. In section 51, part b, replace ‘Charity’ with “Charities”.
- q. In section 51, insert, after part c, a new part, “Where a Constitutional Motion is on its second reading.”.
- r. In section 65, insert, before ‘President’, “former “.
- s. In section 72, replace ‘voted on’ with “ratified”.
- t. In section 74, part c, add, after ‘However’, “,”.
- u. In section 76, part b, replace ‘Vice-President’ with “Vice President”.
- v. In Standing Order Table One, section 20, add, after ‘Motions’, “which are not listed in §51b”.
- w. In Standing Order Table One, section 36, part d, part i, replace ‘President’ with “Chair”.
- x. In Standing Order Table Two, replace all instances of ‘&’ with “and”.
- y. In Standing Order Table Two, section 1, part b, part v, insert after ‘(Standing Order Table 6)’ “ and Chair the Room Review Sub-Committee, with the ability to alter the JCR grade of any room via a Housing Motion.”.
- z. In Standing Order Table Two, section 1, part k, insert, after ‘The’, “ two”.
- aa. In Standing Order Table Two, section 1, part l, part vi, insert, before ‘Disabilities’, “Class Liberation Officer, “ and after ‘Ethnic Minorities Officer’, “International Students Officer”.
- bb. In Standing Order Table Two, section 1, part m, insert, after ‘Officer’, “(s)”.
- cc. In Standing Order Table Two, section 1, re-order sections l and m.
- dd. In Standing Order Table Two, section 1, move part q to the end of the section.
- ee. In Standing Order Table Two, section 1, part r, insert, after ‘The’, “two”.
- ff. In Standing Order Table Two, section 2, part h, replace ‘Entz’ with “Entertainment”.
- gg. In Standing Order Table Two, section 3, part b, replace all instances of ‘liberation rep’ with “Liberation Rep”.
- hh. In Standing Order Table Three A, replace section 3 with Appendix 1.
- ii. In Standing Order Table Three A, section 21, part a, insert, before ‘Disabilities’, “Class Liberation Officer, “.
- jj. In Standing Order Table Three A, section 21, part a, replace ‘Students’ with “Students”.
- kk. In Standing Order Table Three A, section 21, part a, insert, after ‘LGBTQ Officer’, “Women’s Officer”.
- ll. In Standing Order Table Three A, section 27, parts i and j, replace ‘Vice-President’ with “Vice President” and ‘President elect’ with “President-elect”.

Appendix 1:

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. Candidates for the position of Class Liberation Officer must identify as being a socio-economically disadvantaged student.
 - b. Candidates for the position of Disabilities Officer must identify as being disabled.
 - c. Candidates for the position of Ethnic Minorities Officer must identify as being part of an ethnic minority.
 - d. Candidates for the position of International Students Officer must identify as being an international student.
 - e. Candidates for the position of LGBTQ Officer must identify as being LGBTQ.
 - f. Candidates for the position of Women’s Officer must identify wholly or partly as a woman or transfeminine.
 - g. Candidates for the positions of Domestic Officers and Entertainment Officers must run in pairs.

- h. Candidates for the position(s) of Environment and Ethics Officer(s) may run in pairs or as a single candidate.
- i. One of the two Welfare Officer positions shall be reserved for members who identify as woman or a minority gender.
- j. The Welfare Officer position not reserved under §3i above shall be reserved for members who identify as male or a minority gender.
- k. The Returning Officer and the Returning Officer Assistant who are ineligible.
- l. Members who have already nominated for another position in the same set of elections.

The “Make Standing Policy Relevant Again” Constitutional Motion (Passed 28/01/18)

Proposer: Joe Sisson, JCR Secretary

Seconded: Dan Mead, Returning Officer

This JCR notes that:

- a. The JCR Constitution currently states any motion that mandates a JCR Official to do a repeated action for longer than three terms is considered constitutional.
- b. The Constitution also requires all ‘Implementing Resolutions’ of the JCR Standing Policy to have a specific Official mandated to implement them.
- c. ‘Implementing Resolutions’ are intended to represent the current ongoing practical goals of the JCR.
- d. All Standing Policy items remain on the Standing Policy for three years.
- e. Three years contains nine terms.
- f. Nine is a larger number than three.
- g. The current Constitution therefore requires all items placed on the Standing Policy ‘Implementing Resolutions’ section to be constitutional in nature, meaning all items added to this section become unconstitutional after three terms.
- h. This could be resolved by stating that all ‘Implementing Resolutions’ of the Standing Policy must be removed after one year of their passage, not three.
- i. This would not affect Standing Policy ‘Beliefs,’ which can remain for the three years currently specified.

This JCR believes that:

- j. It is silly for the Constitution to specify an unconstitutional length of time for a compulsory non-constitutional mandate.
- k. The Constitution should not contradict itself.
- l. This Motion allows the Standing Policy to be more focused and the goals more targeted, as originally intended.

This JCR therefore resolves to:

- m. Replace s. 66 to s. 71 inclusive, “Concerning Standing Policy” of the Constitution with Appendix 1.
- n. Direct the Secretary to renumber and re-reference the Constitution accordingly.

Appendix 1:

Concerning Standing Policy

66. Standing Policy shall be split into three sections, ‘Beliefs,’ ‘Implementing Resolutions,’ and ‘Budget Amendments,’ and shall consist of the clauses of passed motions of the JCR that requested specific clauses be added to the Standing Policy, including:
- a. Believes clauses, added to the ‘Beliefs’ section.
 - b. Resolves clauses, added to the ‘Implementing Resolutions’ section.

- c. Budget amendments, added to the 'Budget Amendments' section.
67. The same motion may be split and appear multiple times under different sections of the Standing Policy, if more than one type of clause is added to the Standing Policy from it.
 68. All resolves clauses added to the 'Implementing Resolutions' section of the Standing Policy must mandate a specific Official or Committee to seek to implement that clause.
 69. 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.
 70. Each incoming Secretary shall, during their first Ordinary General Meeting in office, submit a list of completed items to be dropped from the current Standing Policy document.
 71. Standing Policy 'Beliefs' 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.
 72. Standing Policy 'Implementing Resolutions' items shall be removed by the Secretary after one year, unless removed by a motion, to ensure Standing Policy resolutions are kept as short-term goals for individual Officials.
 73. Standing Policy 'Budget Amendments' items shall be removed by the Secretary after they are incorporated into the annual budget, or after one year, whichever is sooner.
 74. 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 Ordinary General Meeting before the policy lapses, except in the case of 'Budget Amendments' which may be removed without notification if this occurs when they are incorporated into the annual budget, to allow for a motion to renew the item to be brought at that Meeting.
 75. The removal of lapsed items by the Secretary after notifying the JCR does not require the passage of a motion by the Secretary, however the Secretary must publicise this removal at the next Ordinary General Meeting.
 76. Officials and Committees shall adhere to the beliefs expressed in Standing Policy when making executive decisions.

The "Room Review Review" Constitutional Motion (Passed 28/01/18)

Proposer: Christine Jiang, JCR President

Seconded: Joe Sisson, JCR Secretary

This JCR notes that:

- a. Technically, currently the JCR Vice President has no ability to regrade rooms of their own accord, despite this being intended.
- b. Certain areas of College could serve well as houses, yet right now what is permitted onto the housing ballot is constitutionally limited.

This JCR believes that:

- c. Giving the Vice President freedom to designate College areas as 'houses' and to regrade rooms will allow for the fairest and best room ballot system possible.

This JCR therefore resolves to:

- d. In section 44 of the Constitution, after part e, insert "Housing Motions, mandating the Vice President to alter the JCR grade(s) of a room or rooms, or to alter the Housing Ballot designations. This Motion must only be used, in cases of JCR grades, to alter grades by more than one point, or to alter the grades of a number of rooms. These Motions must be made in reference to the requirements of Standing Order Table 6 §3 and may not be brought from the 4th week of Hilary term to the end of Hilary full term."
- e. In section 51 of the Constitution, part a, replace 'Motion or Financial Motion' with "Motion, Financial Motion, or Housing Motion".
- f. In section 51 of the Constitution, part b, insert, after 'Member Motions, ' "Housing Motions,".

- g. Replace Standing Order Table Six with Appendix 1.
- h. Direct the Secretary to renumber and re-reference the Constitution accordingly.

Appendix 1:

STANDING ORDER TABLE SIX: ROOM BALLOT

Concerning Room Regrading

1. The Vice President may alter the JCR grade of any room via a Housing Motion, unless the change in grade is of one point only, normally in consultation with the Room Review Sub-Committee, however, grade changes made by Housing Motion may not be appealed.
2. Any individual affected by a room regrade must be informed of the new JCR grade of their room and how this differs from their previous JCR grade, and be informed of their right to appeal, if applicable.
 - a. Appeals may be made to the President who shall re-investigate and decide whether to overrule the Vice President's decision within five days. This will be final.
3. JCR members may apply for their room to be re-graded by submitting, in writing, an application to the Vice President before midnight of Tuesday 3rd week of Hilary term, including the following details:
 - b. Their staircase, room number, its JCR grade, and college grade.
 - c. Two rooms of identical JCR grade whose occupants agree to be used as a comparison.
 - d. The positive and negative aspects of the room.
 - e. Whether a downgrade or upgrade is being requested.
 - f. Times at which the Vice President may view all three rooms before Saturday noon.
4. The Vice President shall make their decisions by Saturday 3rd week Hilary term, viewing all the rooms seeking regrading, and at least one of the two comparison rooms, preferably both. Members must be informed of their right to appeal to the President.
5. The decision should be reached primarily on the basis of material facilities, room regrades carried out as a result of written applications may only alter the JCR grade of a room by one point, and do not require a Housing Motion.

Concerning the Ballots

6. 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.

7. Students returning from suspended status for the following year shall be placed on a room ballot of their choice in consultation with the Vice President, while adhering to §6b.i.
 - a. §6b.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.
8. 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.
9. The only exceptions to §8 of this Table shall be:
 - a. The current President, Secretary, Vice President, and Treasurer who will be placed first, second, third, and fourth on the Finalist Ballot respectively.
 - b. To receive this privilege the Officers normally must serve at least two terms. If an Officer (except in exceptional circumstances) fails to serve this minimum requirement this privilege may be passed to their successor, if the successor fills the role for the remainder of the term of office.
 - c. 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 Treasurer. If there are multiple persons deferring their privilege then these shall be ordered by the order set out in §9a.
 - 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.
10. The ballot orders, and the list of available rooms will be published, subject to minor revision, at least a week before the room ballots takes place via the JCR mailing list.
11. 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.
12. 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.
13. Any hostility, bullying or intimidation associated with the ballots will not be tolerated.

Concerning the Housing Ballot

14. 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.

- a. The Vice President has complete discretion as to the division of various parts of college into units for inclusion on the Housing Ballot, however these must be confirmed by a Housing Motion if the units being re-designated are still available on-ballot.
15. 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.
16. 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.
17. 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 §17 of this Table will be repeated.
18. Further iterations of the ballot may be held if necessary, and groups may withdraw from this process at any point and all who do so will feature on the appropriate room ballot.

The “Secretarial Clarification” Constitutional Motion (Passed 28/01/18)

Proposer: Joe Sisson, JCR Secretary

Seconded: Dan Mead, Returning Officer

This JCR notes that:

- a. Currently the Constitution makes no provision for the absence of a Secretary.
- b. The Constitution does make provision for the absence of a Chair.
- c. The Constitution has no provision for the challenging of a Secretary’s right to take minutes on motions that they are proposing or seconding.
- d. The current Secretary has no intention of missing a meeting, but feels it is unwise to have no formal provision for absence under any circumstances.
- e. It is good to give a meeting provision to challenge a Secretary’s right to take the Minutes.

This JCR believes that:

- f. Comprehensive constitutions are good things.

This JCR therefore resolves to:

- g. In s. 12 of Standing Order Table One, after “the Secretary shall”, add “normally”.
- h. Add, after s. 12 of Standing Order Table One, a new s. 13:
 “If the Secretary is absent, the Chair shall appoint another Officer to act as Secretary until the conclusion of the meeting. If all other Officers refuse, the Returning Officer must act as Secretary, else the meeting closes. All references to ‘Secretary’ in this Standing Order shall refer, if the Secretary is absent, to the Officer appointed by the Chair to act as Secretary for that meeting.”
- i. Add, after s. 17 of Standing Order Table One, a new s. 18 and s.19:

“If the Secretary is proposing or seconding a motion or amendment, then they shall ask the meeting if there are any objections to them taking the Minutes of the discussion on that motion or amendment. If no objection is heard they may continue taking the Minutes as usual.”

“If an objection is heard, one speech for and one speech against the Secretary taking the Minutes shall be heard, each lasting no longer than one minute, then the meeting votes, with the Secretary needing two thirds of the vote in order to remain taking the Minutes, else the Chair shall appoint another to take the Minutes for the discussion of that motion or amendment.”

- j. Direct the Secretary to renumber and re-reference the Constitution accordingly.

The “Who Even Is an Official?” Constitutional Motion (Passed 28/01/18)

Proposer: Joe Sisson, JCR Secretary

Seconded: Dan Mead, Returning Officer

This JCR notes that:

- a. Currently there is no record of who is currently a JCR Official within the JCR Constitution.
- b. Currently there is no fixed method for a Returning Officer, Rep, Assistant or Liberation Rep to resign.
- c. Currently there is no public record of who is a trustee of the JCR.

This JCR believes that:

- d. The JCR should be as transparent as possible about who its Officials and trustees are.
- e. The JCR should have clarity as to how people can go about resigning their roles.

This JCR therefore resolves to:

- f. Create, under ‘Part Four: Appendices’, a new “Appendix XI - List of JCR Officials”, containing a list of all current JCR Officials and their roles, allowing for any Liberation Reps who so wish to opt-out of inclusion on this list.
- g. Create, under ‘Part Four: Appendices’, a new “Appendix XII - List of JCR Trustees”, containing a list of all current trustees of the JCR and their roles.
- h. Insert, under ‘Standing Order Table Two: Roles of JCR Officials’ Section 1, part c. ‘The Secretary’, after part x, “Ensure that the Appendices are fully up-to-date.”.
- i. Insert, in Section 30, after ‘Officers’, “, except the Returning Officer,” and after ‘year, their resignation’, “shall”.
- j. Insert, after Section 30, a new Section reading “The Returning Officer and Reps may resign at any time by email to the Secretary. If the office of Secretary is vacant, then they may email the President, 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 the position will be open for ratification in the normal way at the next Ordinary General Meeting. Should an Official not be in residence for the following academic year, their resignation shall be assumed as being the final day of Trinity full term.”.
- k. Insert, after Section 30, a new Section reading “Assistants or Liberation Reps may resign at any time by email to their responsible Officer and the Secretary. If the office of Secretary or their responsible Officer is vacant, then they may email the President, 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, in the case of Assistants, the position will be open for ratification in the normal way at the next Ordinary General Meeting. Should an Assistant or Liberation Rep not be in residence for the following academic year, their resignation shall be assumed as being the final day of Trinity full term.”.
- l. Mandate the Secretary to renumber and re-reference the Constitution accordingly.

The “Official Role Review” Constitutional Motion (Passed 25/2/18)

Proposer: Joe Sisson, JCR Secretary

Seconded: Dan Mead, Returning Officer

This JCR notes that:

- a. The Constitution defines every Official role, with varying degrees of accuracy and a uniform inconsistency in wording.
- b. The Constitution should reflect the roles as they are and as they are desired to be - not the roles as they once were.
- c. A consultation was offered where all Officials were given the opportunity to review their roles and make any appropriate changes, with the majority making use of this to amend their roles in minor yet significant ways.

This JCR believes that:

- d. The Constitution should be as accurate and useful a document as possible.

This JCR therefore resolves to:

- e. Replace Standing Order Table Two with Appendix 1.
- f. Replace all instances of ‘LGBTQ’ with “LGBTQ+”.
- g. Insert, in Section 36, after ‘2.’, “When a member ceases to be an Officer of the JCR, they also cease to be a trustee of the JCR.”
- h. Replace, in Standing Order Table One, Section 20 with “The Secretary shall provide a projector for use at Meetings, else will provide sufficient paper copies of the agenda.”
- i. Insert, in Standing Order Table Three, Section 17, before ‘Disabilities’, “Class Liberation Officer, “.
- j. Insert, in Standing Order Table Three, Section 17, after ‘Minorities Officer’, “, International Students Officer “.
- k. Mandate the Secretary to renumber and re-reference the Constitution accordingly.

Appendix 1:

STANDING ORDER TABLE TWO: ROLES OF JCR OFFICIALS

1. The Officer role descriptions are as follows;

a. The President:

- i. Oversees the general running of the JCR and the JCR General Committee.
- ii. Ensures careful adherence to the Constitution, noting the duty to enforce sections of it in the Preamble. This includes reading Charity Commission, NUS and Oxford SU guidance on political campaigning in reference to Appendix VI.
- iii. Sits 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. Oversees the responsible and suitable use of the JCR mailing list.
- v. Attends the formal meeting of JCR and/or MCR Presidents (PresCom) organised by Oxford SU.
- vi. Formulates and presents the “Condition of the Republic” Report (§79) in the vacation following their Michaelmas Term in office.
- vii. Leads the annual review of JCR Facebook group membership with other administrators each 0th week of Michaelmas Term to remove alumni who graduated more than one year ago.
- viii. Is responsible for the Alumni and Development Rep(s), Oxford SU Rep(s) and Social Media Rep(s).

b. The Vice President:

- i. Assists 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. 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. 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. Aids the President by meeting with each Officer at least once each term to discuss their aims and any issues they are facing in their roles.
- v. Conducts the allocation of accommodation to JCR members (Standing Order Table 6) and Chairs the Room Review Sub-Committee, with the ability to alter the JCR grade of any room via a Housing Motion.
- vi. Oversees the creation and management of the Freshers' Week Sub-Committee.
- vii. Ensures that a Polaroid picture is taken of each new fresher upon arrival at the College, or at some suitable time soon after their arrival.
- viii. Ensures that each finalist who matriculated in 2017 or later receives the Polaroid taken of them as a fresher before they graduate from St. John's.
- ix. Maintains and improve the JCR's relations with College staff (e.g. through staff gratuities, social events with staff and discussions on matters of common interest).
- x. Compiles and sends out weekly newsletters from the Oxford SU managed mailing list between common rooms.
- xi. Oversees the system of Reps and shall have two meetings with all the Reps each term.
- xii. Reviews materials made for public distribution by JCR Societies, in consultation with the Equality and Diversity Sub-Committee.
- xiii. Is responsible for the SJCTV Rep(s), Sports Rep(s) and Staff Liaison Rep(s).

c. The Secretary:

- i. Maintains 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 Oxford SU guidance on political campaigning in reference to Appendix VI.
- ii. Takes minutes for JCR General Meetings, which shall normally be available for all members to see and provide a projector for such Meetings.
- iii. Takes minutes for JCR General Committee meetings and keeps records of the minutes from all JCR Committees and Sub-Committees, all of which shall normally be available for members to see upon request.
- iv. Creates and distributes the term card and contact sheet on its reverse at the beginning of each term.
- v. Keeps a record of all individuals who have opted-out of JCR membership.
- vi. Maintains 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.
- vii. Collects, prior to an election for an Officer role, the handover document for the relevant role.
- viii. Ensures that all Trustees of the JCR have signed the appropriate document (Appendix VI) and keeps a record of these.
- ix. Maintains a record of all handover documents for each Officer.

- x. Keeps the JCR Office in good order, and hands over folders to the College Archivist after ten years of their creation.
- xi. Maintains the Appendices of this Constitution, ensuring that they are factually accurate.
- xii. Keeps Standing Policy up to date and accessible on the JCR Website, removing expired items and bringing motions to remove completed items as appropriate.
- xiii. Manages the JCR Website and keeps all information up to date with the cooperation of all Officials.
- xiv. Is responsible for the Computer Rep(s) and PRAT Rep(s).

d. The Treasurer:

- i. Pays particular attention to, and follows, all Constitutional requirements under sections Application of Income and Property, Finance and Accounts, the JCR Account Audit Process and the JCR Reimbursement Guidelines.
- ii. Presents the annual Budget at the first Ordinary General Meeting of Hilary Term, 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. Ensures 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. Publishes at the start of each term a “mini-budget” showing the approved budget areas, their allocation and the proportion spent thus far. They shall also endeavour to maintain an accessible ongoing record of all JCR spending online.
- v. Reports, at the start of each Meeting or in their report, the state of the Financial Motions and Charity Budget to the JCR.
- vi. Keeps records of all charities and their details paid out of Charity Budget.
- vii. Maintains the JCR Games Room and the Bar Extension/“JCR Room”.
- viii. Conducts 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. Is responsible for running the Punting Club of St. John’s College.
- x. Publicises the opt-out nature of all JCR levies prior to the start of each term.
- xi. Is responsible for the Bike Rep(s).

e. The Academic Affairs Officer:

- i. Assists members of the JCR with academic-related problems they may have.
- ii. Makes representations, if required, on behalf of such JCR members to the relevant College authorities.
- iii. Runs 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.
- iv. Organises study skills sessions and/or revision sessions each term for the JCR.
- v. Is responsible for the conduct of the Academic Affairs Assistant during the Academic Feedback process.

f. The Access and Admissions Officer:

- i. Works with the College Schools Liaison Officer and Tutor for Admissions to co-ordinate and promote the Student Ambassador Scheme (SAS) and other initiatives for access to the College.
- ii. Undertakes SAS training at the first available opportunity, if not already an Ambassador.

- iii. Maintains and updates the Alternative Prospectus for distribution at summer open days.
- iv. Is present for the interview period in the December following their term of office.
- v. Assists with open days wherever possible, and organises the annual school visit road trip, normally in 9th week Trinity term.
- vi. Advertises all available College and university scholarships to the JCR and represent the JCR when Reach Scholarships are being decided by the university.
- vii. Liaises 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. Attends relevant Oxford SU meetings.
- ix. Publicises the opt-out nature of the levy referred to in §8a before it appears on members' battels and seeks to participate in the selection of Reach Scholars.
- x. Organises a photo of the entire JCR every three years in Trinity Term.
- xi. Liaises with the SJCTV Rep(s) to update and maintain the access video collection.

g. The Class Liberation Officer:

- i. Represents and supports the views of all socio-economically disadvantaged students in the JCR, and especially on any College or university Committees on which this Officer sits.
- ii. Organises at least two events per term related to their role, with at least one intersectional event during their tenure.
- iii. Maintains a strong community within college for socio-economically disadvantaged students and working with their appointed Liberation Rep(s) to do this.
- iv. Promotes applications to Oxford from socio-economically disadvantaged students where possible.
- v. Makes representations, if required, on behalf of such JCR members to the relevant college authorities.

h. The Disabilities Officer:

- i. Represents and supports the views and issues around disabilities in the JCR, and especially on any College or university Committees on which this Officer sits.
- ii. Organises 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. Holds at least one intersectional event during their tenure.
- iv. Tries to attend relevant Oxford SU meetings and to get involved with campaigns surrounding disabilities in Oxford.
- v. Strives to ensure all events are held in accessible environments, and where they cannot, try to improve it to the best extent they can.
- vi. Cooperates with the MCR Disabled Students' Officer(s).

i. The Discounts Officer:

- i. Operates 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. Advertises 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. Maintains a mailing list of all members of the Discount Scheme.
- iv. Negotiates the best possible deals, including one-off discounts or offers, for St John's College students with businesses in and around Oxford.

- v. Does 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. Is responsible for securing any quotes or other services from local businesses as required by the any JCR Committee or Sub-Committee, where possible.
- vii. Is responsible for the DVD and TV Room Rep(s).

j. The 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 that 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 to achieve these, notably in working on areas such as improving food quality, especially for vegetarian, vegan, and allergy-specific food requirements.
- vii. Are responsible for the Art Rep(s).

k. The Entertainment Officers:

- i. Organise all aspects of at least three bops per term, except in Trinity term where at least 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", 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 Sub-Committee, organising tickets for nights out during the week.
- v. Assist the Secretary in maintain a current list of JCR Sound/Lighting 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. They shall also lead an annual clear-out of the cupboard, assisted by the JCR General Committee.
- vii. Set up and tidy up all JCR run entz events, assisted by the JCR General Committee and the Entz Sub-Committee.

l. The Environment and Ethics Officer(s):

- i. Seek to encourage the JCR and college to implement environmentally friendly and ethical policies, as well as maintain current sustainable policies and practices.
- ii. Maintain the criteria that enables the annual renewal of the Fairtrade Status awarded to College by the Fairtrade foundation.
- iii. Attend relevant Oxford SU meetings and encourage involvement with campaigns surrounding environment and ethics around Oxford.
- iv. Hold two environment and ethics brunches, teas or picnics each term.
- v. Seek to put on at least one additional event each term.
- vi. Are responsible for the Charities Rep(s)

m. The Equality and Diversity Officer:

- i. Seeks to address issues of inequality within college, liaising with the College Equalities Officer.
- ii. Chairs the Equality and Diversity Sub-Committee and ensures its aims are followed.

- iii. Represents the views of all liberation groups within the JCR, especially on any College or university committees on which this Officer sits.
- iv. Co-ordinates and helps arrange intersectional events each term with the other liberation Officers. They should also support other liberation Officers in their work where necessary.
- v. Consults the JCR on how best to address issues of inequality within college and then organises events or other actions to reflect that consultation.
- vi. Is, where there is a vacancy for the Class Liberation Officer, Disabilities Officer, Ethnic Minorities Officer, International Students Officer, LGBTQ+ Officer or Women's Officer, responsible for all Liberation Reps appointed to that vacant position and may continue to appoint willing Liberation Reps to that vacant position at their discretion, while being sensitive to the needs of that liberation group when doing so.
- vii. Attends Equality Forum and runs an Equalities Week in Hilary term.
- viii. Attends relevant Oxford SU meetings and encourages involvement with campaigns surrounding equality and diversity around Oxford.

n. The Ethnic Minorities Officer:

- i. Represents and supports the views of all ethnic minority students in the JCR, and especially on any College or university Committees on which this Officer sits.
- ii. Organises at least two events per term related to their role, with at least one intersectional event during their tenure.
- iii. Maintains a strong community within College for ethnic minority students, and they should work with their appointed Liberation Reps to do this.
- iv. Promotes applications from ethnic minorities where possible.

o. The International Students Officer:

- i. Represents 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. Organises at least two events per term related to their role, with at least one intersectional event during their tenure.

p. The LGBTQ+ Officer:

- i. Represents and supports the views of LGBTQ+ members of the JCR, and especially on any College or university Committees on which this Officer sits.
- ii. Organises at least two social events per term, including at least one intersectional event during their tenure.
- iii. Always strives to ensure that transgender, minority gender and non-binary members are represented within the JCR, especially as a Liberation Rep. They should facilitate any projects that this Liberation Rep would like to pursue wherever possible.
- iv. Manages the Gender Expression Fund, maintaining the anonymity of those who use it.
- v. Maintains the secret social media group, adding JCR members who identify as LGBTQ+ upon request.

q. The Welfare Officers:

- i. Are responsible for all matters concerning welfare within college, insofar as they are able to do so with the training they receive from Oxford SU.

- ii. Are responsible for distributing contraceptive and other welfare supplies in a manner so that all JCR members may have access to these.
- iii. Organise events to assist in raising awareness of welfare issues, including at least two Peer Supporter 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 Supporter team and look after Johanna, the St John's chocolate faerie, who should kindly be asked to deliver treats to all JCR members twice termly.
- vi. Ensure that Johanna has the supplies they need to deliver special treats to JCR members who had their need communicated by another through their email address.
- vii. Complete the 30-hour Peer Support Training Course run by the University Counselling Service.
- viii. Sit on the Freshers' Week Sub-Committee, responsible for the reception and settling in of all JCR Freshers.
- ix. Should try to attend relevant Oxford SU training sessions and relevant meetings.

r. The Women's Officer:

- i. Represents and supports the views of all women and transfeminine members in the JCR, especially on any College or university Committees on which this Officer sits.
- ii. Organises, as part of the JCR Sanitary Product Scheme, the offering to all JCR members of free organic sanitary products at least once a month. This scheme also includes reimbursing JCR members for purchasing menstrual cups/reusable sanitary pads within five working days of the request.
- iii. Reimburses JCR members for morning after pills and pregnancy tests within five working days of the request.
- iv. Reinforces the place of women through social events and societies. This includes but is not limited to organising Women's Lunches with guest speakers at least twice each term, promoting the annual college Women's Dinner, ensuring Women's Gym Hours are adhered to and facilitating the college Feminist Society and WomFit as far as possible. At least one event during their tenure should be intersectional in nature.
- v. Sits on the Women's Network Steering Group Committee, working with them to organise events and representing the views of the JCR.
- vi. Must undertake First Responder training within one term of taking office, if not already qualified as such.

s. The Returning Officer:

- i. Is responsible for ensuring the fair and free running of JCR elections, referenda, as well as normally being the Chair of the Complaints Procedure.
- ii. Ensures careful adherence to the Constitution, noting the duty to enforce sections of it in the Preamble.
- iii. Has interpretive power over any element of the Constitution relating to elections, referenda, or complaints.
- iv. Organises and oversees secret ballots in JCR meetings.
- v. Is responsible for the conduct of the Returning Officer Assistant during election cycles.

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

a. The Alumni and 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. Report 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, running a yearly art ballot for works and utilising a numbering system in order to maintain the collection.
- ii. Keep the JCR Art Collection storage room above the Lamb and Flag in good order, and make sure the artworks are given out from the storage room in Michaelmas and returned at the end of Trinity.
- iii. Keep an up to date record of all the works on loan, noting the JCR members who balloted for the works and the rooms in which the loaned pictures are currently housed.
- iv. 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.
- v. Liaise with the Domestic Officers over lost and found artworks and assist the Keeper of the College Picture collection and Promotion of the Arts committee with any art related matters in college.
- vi. Report 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. Keep a JCR bicycle tool kit available for the use of the JCR.
- iii. Report 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. Report 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. Offer assistance in answering technical computer problems.
- iii. Report to the Secretary.

f. The DVD and TV Room Rep(s):

- i. Ensure that 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. Organise the borrowing and safe return of DVDs from the collection.
- iii. Facilitate the smooth running of the TV Room. This does not include personally tidying the room following use by JCR members.
- iv. Are responsible for the SJC Board Games and Xbox budgets.
- v. Report to the Discounts Officer.

g. The Oxford SU Rep(s):

- i. Publicise elections, events, and other important information promulgated by Oxford SU.
- ii. Attend Oxford SU Council, voting on behalf the JCR and representing its views.
- iii. Report 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 (Rex/Regina Regni Fabarum).
- ii. Are responsible for the provision of refreshments at JCR General Meetings, normally including a selection of pizza, alcohol, and non-alcoholic beverages.
- iii. Report to the Secretary.

i. The SJCTV Rep(s):

- i. Maintain and keep safe all JCR owned equipment relating to SJCTV, which may include short term loans to members.
- ii. Facilitate access to the Editing Suite and 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. Report to the Vice President.

j. The Social Media Rep(s):

- i. Manage the JCR Instagram Account, ensuring that content appropriate to both current and prospective students is updated regularly.
- ii. Manage the JCR Twitter Account, providing live tweets of JCR General Meetings and JCR events.
- iii. Create and update yearly a St John's College Snapchat filter.
- iv. Manage all other social media accounts held by the JCR as they arise, with the exception of the JCR Facebook group, ensuring appropriate content provision.
- v. Report to the President.

k. 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. Organise the annual sports dinner, liaising with College.
- v. Report to the Vice President.

l. The Staff Liaison Rep(s):

- i. 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. Act as 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. Work with and further the aims of the Living Wage Campaign within college.
- iv. Report to the Vice President.

3. The Assistant role descriptions are as follows;

a. The Academic Affairs Assistant:

- i. Assists the Academic Affairs Officer in completing the Academic Feedback report.
- ii. Undertakes any work delegated by the Academic Affairs Officer to meet this aim.

b. The Returning Officer Assistant:

- i. Assists the Returning Officer in carrying out their duties.
- ii. Undertakes any work delegated by the Returning Officer in order to meet this aim.

- iii. Witnesses the election voting system in order to ensure that fair and correct procedure is followed.
- iv. Reports any failures of the Returning Officer to adhere to the Constitution to the JCR.

4. The following are general duties for JCR officials;

a. Officers and Reps:

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

b. Officers with Liberation Reps:

- i. May, in the case of the Class Liberation Officer, Disabilities Officer, Ethnic Minorities Officer, International Students Officer, LGBTQ+ Officer and Women's Officer, appoint as many Liberation Reps 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 must help to keep the Secretary's list of these Liberation Reps up to date.
- ii. Are encouraged to attend relevant Oxford SU meetings or campaigns.

The "Freeing the Funds" Constitutional Motion (Passed 3/06/18)

Proposer: Georgia Walker, JCR Treasurer

Seconded: Joe Sisson, JCR Secretary

This JCR notes that:

- a. After the Budget has been presented after the start of the year the Treasurer can do budget reassignments but cannot increase overall expenditure at any point over the year.

This JCR believes that:

- b. The JCR's income is not always fixed at the start of the year and so it doesn't make sense to restrict our total expenditure.

This JCR therefore resolves to:

- c. Replace section 56, part c, with "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 the expenditures within the Budget, or the total expenditure, may be increased."
- d. Delete, in Standing Order Table Two, section 1, part d, part iii, " , whilst also proposing other area(s) to reallocate money from to fund this so the overall expected expenditure does not increase".