

Churchill College  
JCR Constitution

16 November 2015

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## § 1 **Name**

1. The name of the Society is Churchill College Junior Common Room, abbreviated where appropriate to the JCR.

## § 2 Governance

1. The JCR shall be a democratic body.
2. The business of the JCR shall be conducted in accordance with this Constitution, any Standing Orders, and the Churchill Student Federation so long as it exists.
3. The Constitution and Standing Orders shall be established and amended as provided for in Section 7. Referenda.
4. The Membership may, in a democratic manner to be established by this Constitution and any Standing Orders, direct the actions of the JCR by passing Resolutions, which shall expire at most 2 years after passage, or sooner if so specified.
5. The Constitution shall take precedence over all other rules or decisions, except that it shall be deemed void where it contradicts applicable law.
6. The Standing Orders and Churchill Student Federation shall be subordinate to the Constitution, but take precedence over all remaining rules or decisions.
7. More recent Resolutions shall always take precedence over older ones except that Open Meeting Resolutions may never take precedence over Referendum Resolutions.
8. Any questions of interpretation of the Constitution shall be decided by College Council. If a matter of constitutional interpretation has to be addressed before a decision from the College Council can be obtained, it will be addressed by:
  - (a) the Committee; or
  - (b) where arising in the course of an Open Meeting, the Chair. Any interpretation reached in the circumstances just recounted, and any actions based on that interpretation, shall be subject to confirmation or disconfirmation at the next meeting of the College Council.
9. Any questions of interpretation of the Standing Orders or Resolutions shall be determined by:
  - (a) the Committee; or
  - (b) where arising in the course of an Open Meeting, the Chair.
10. The President shall submit the Constitution for approval and amendment by College Council at intervals of not more than 5 years as required by the 1994 Education Act.

### § 3 Members

1. All Undergraduate College members are JCR Members unless opted out in accordance with the Standing Orders.
2. In addition, any Officer of the Churchill Student Federation not already a Member of the JCR shall be a JCR Member during their tenure in office.

## § 4 Aims

1. The JCR shall promote the collective interests and the welfare of its Members, as well as the welfare of Non-Affiliates.
2. Without prejudice to paragraph (a) the JCR shall, where appropriate:
  - (a) collate the opinions of its Members (Non-Affiliates) on matters relating to College, students and the local, national and international communities;
  - (b) communicate to College, the University, other student bodies, officials of other educational institutions, and other interested parties as appropriate, these opinions, and in particular to represent its Members on College Council, Governing Body, College Committees, and CUSU Council (unless disaffiliated from such external body).
  - (c) organise and provide extra-curricular social activities and amenities for the benefit of its Members and Non-Affiliates;
  - (d) promote the educational and intellectual development of its Members and Non-Affiliates;
  - (e) promote cooperation among Members and Non-Affiliates;
  - (f) promote equality of opportunity for Members and Non-Affiliates regardless of sex, gender, sexual orientation, race, disability, religion and creed to ensure students are not abused or harassed; and
  - (g) use such monies, properties and other assets accruing from time to time to pursue the aims of the JCR.

## § 5 Rights of Undergraduates

1. Every Undergraduate, including both Members and Non-Affiliates, is entitled to:
  - (a) access to a copy of the Newsletter;
  - (b) submit material to be considered by the Newsletter Editor for publication in the Newsletter;
  - (c) share use of JCR facilities and equipment;
  - (d) inspect up-to-date copies of the Constitution, the Standing Orders and all Resolutions in effect on the JCR Website, or to receive written copies from the Secretary on request;
  - (e) request that the Ombudsman investigate any aspect of the business of the JCR and/or the Committee, and receive a written statement of the results of any such investigation and of any action taken by the Ombudsman in accordance with Section 12. Complaints Procedure.
2. Every Member is entitled to:
  - (a) attend and speak at Open Meetings and election hustings;
  - (b) propose motions for Open Meetings and raise matters for discussion at Committee meetings;
  - (c) petition for Emergency Open Meetings and Referenda and against Committee decisions;
  - (d) vote at Open Meetings and in elections and Referenda;
  - (e) stand for election (subject to the Standing Orders);
  - (f) inspect a list of Officers on the JCR Website;
  - (g) inspect the records of Open Meeting and Committee meeting minutes (excluding Reserved Business) after giving the President reasonable notice; and
  - (h) inspect the Statement of Accounts and receive a statement of the balance of all accounts after giving the Treasurer reasonable notice.

## § 6 Open Meetings

1. The President shall convene:
  - (a) an Ordinary Open Meeting
    - i. twice during Michaelmas Term
    - ii. twice during Lent Term
    - iii. once during Easter Term.
  - i. an Emergency Open Meeting during Full Term, giving no less than 48 hours notice to all Members, within one Full Term week of a request by:
    - ii. an Open Meeting Resolution;
    - iii. a Committee decision;
    - iv. a petition signed by 25 Members;
    - v. the President;
    - vi. the Standing Orders; or
    - vii. the Churchill Student Federation.
2. A simple majority, with at least 25 Members in favour, shall be required to make an Open Meeting Resolution, which may:
  - (a) adopt Policy;
  - (b) issue a Mandate to an Officer or Officers;
  - (c) authorise spending in accordance with Section 10. Finance, which shall expire after one year unless otherwise specified;
  - (d) call a Referendum;
  - (e) alter or renew the status of the JCRs External Affiliations in accordance with Section 11. External Affiliations;
  - (f) overturn previous Open Meeting Resolutions;
  - (g) perform other actions specified elsewhere in the Constitution or Standing Orders.
3. A two-thirds majority, with at least 25 Members in favour, shall be required to:
  - (a) suspend sections of the Standing Orders relating to the procedure of the Open Meeting;
4. Either a two-thirds majority, with at least 50 Members voting in favour or both a two-thirds majority, with at least 25 Members voting in favour, and a previous two-thirds majority, with at least 25 Members voting in favour, at the previous Open Meeting or Referendum, shall be required to:
  - (a) amend the Standing Orders;
  - (b) remove an Officer.



## § 7 Referenda

1. A Referendum may be called by:
  - (a) an Open Meeting Resolution;
  - (b) the Committee.
2. A simple majority, with at least 25 Members voting in favour, shall be required to make a Referendum Resolution, which may:
  - (a) adopt Policy;
  - (b) issue a Mandate to an Officer or Officers;
  - (c) authorise spending in accordance with Section 10. Finance, which shall expire after one year unless otherwise specified;
  - (d) alter or renew the status of the JCRs External Affiliations in accordance with Section 11. External Affiliations;
  - (e) overturn previous Open Meeting Resolutions;
  - (f) overturn previous Referendum Resolutions;
  - (g) perform other actions specified elsewhere in the Constitution or Standing Orders
3. Either a two-thirds majority, with at least 50 Members voting in favour, or both a two-thirds majority, with at least 25 Members voting in favour, and a previous two-thirds majority, with at least 25 Members voting in favour, at the previous Open Meeting or Referendum, shall be required to:
  - (a) amend the Standing Orders;
  - (b) remove an Officer.
4. A two-thirds majority, with at least 75 Members voting in favour, shall be required to:
  - (a) amend the Constitution, before ratification from College Council.
5. A Referendum shall be void and repeated if it is not carried out in accordance with the Standing Orders.

## § 8 Committee

1. A Committee of Officers shall be responsible for the day to day business of the JCR, which shall be conducted in accordance with this Constitution, any Standing Orders, the Churchill Student Federation, and any Resolutions.
2. The JCR Executive Committee shall comprise a President, a Secretary and a Treasurer. The JCR Committee structure besides the three Executive positions shall be subject to the Standing Orders.
3. The Committee Officers are collectively responsible for income to the Private Account
4. The Duties of the Committee Officers shall be established in the Standing Orders.
5. The President shall convene, at no less than 24 hours notice:
  - (a) a minimum of 4 Committee Meetings on distinct days in each of Michaelmas and Lent Full Terms;
  - (b) a minimum of 2 Committee Meetings on distinct days in Easter Full Term;
  - (c) a Committee Meeting within three Full Term days at the request of any 2 Officers.
6. All decisions of the Committee shall require the approval of a simple majority of all Committee Officers who hold a vote and who do not abstain.
7. No individual shall hold more than one vote, even if that individual holds more than one Officer position.
8. Co-opted Officers, Assistants and empty Officer positions shall not hold votes in Committee decisions.
9. Committee decisions may not overrule any Resolutions established by Referenda or Open Meetings which have not expired and which do not contradict the Standing Orders, Churchill Student Federation, or Constitution.

## § 9 Officers and Reps

1. All Officers shall be elected at least annually by secret ballot in a manner laid out in the Standing Orders.
  - (a) Every JCR officer after their election must inform their Director of Studies and Tutor of their committee position.
2. At least three-quarters of Officers shall be elected by ballot in which all Members, or all Members of the Churchill Student Federation, are entitled to vote.
3. In accordance with the 1994 Education Act, elections for the positions of President, Secretary and Treasurer must be held by secret ballot in which all Members are entitled to vote.
4. The position of an Officer may be held by more than one person where specifically allowed in the Standing Orders or Churchill Student Federation, but these people shall nevertheless be regarded as one Officer and shall hold only one vote on the Committee.
5. Reps shall be appointed or elected in accordance with the Standing Orders.
6. Each Officer and Rep shall remain in Office until:
  - (a) his or her term of office ends;
  - (b) he or she is removed from office by a Referendum or Open Meeting;
  - (c) he or she is deemed by College Council to be unable to perform their duties;
  - (d) he or she ceases to be a Member of the JCR; or
  - (e) he or she informs the President or, if the Officer is the President, inform the Secretary and Treasurer, in writing of their wish to resign.
7. Where the position of President is vacant or the President is temporarily unable to carry out his or her duties, the Secretary shall temporarily assume all duties of the President.
8. Where the position of an Officer, other than that of President, is vacant or the Officer is temporarily unable to carry out his or her duties, the Committee shall share the responsibilities and may allocate specific roles, granted by the Constitution or Standing Orders, to another Committee Officer. Specific non- representational roles, except for control of JCR Accounts, may be allocated to a Co-opted Officer.
9. The Committee may appoint Assistants to aid specific Officers or to undertake specified tasks.
10. When acting as a representative of the JCR, Officers and Reps, considering the time sensitivity and importance, shall:
  - (a) consult relevant existing Resolutions;
  - (b) where a relevant Resolution does not exist, consult the Members, which may include seeking the creation of a relevant Resolution;

- (c) obtain guidance from the Committee;
  - (d) act on their own initiative provided that they shall not purport to state Policy.
11. Each Officer is entitled to an indemnity against liabilities incurred and losses sustained in the intra vires performance of office.
  12. Each Officer shall be liable to account for any personal benefit, profit or pecuniary or proprietary advantage obtained in the course of office.
  13. No Officer shall be liable to the JCR for losses sustained or liabilities incurred by the JCR in the intra vires performance of office provided that such losses or liabilities are the consequence of reasonable actions in good faith and not amounting to an intentional, reckless or negligent breach of the law.

## § 10 Finance

1. The Senior Treasurer shall be a Fellow appointed and subject to removal by College Council; usually the Bursar.
2. The JCR shall have at least 2 Accounts separate from College accounts (Public Account and Private Account).
3. Public Funds of the JCR shall only be held in the Public Account.
4. Officers may operate any other additional accounts on the JCRs behalf as appropriate.
5. All Accounts operated on the JCRs behalf shall be published to all students and College Council, as required by the 1994 Education Act.
6. A motion to authorise spending shall specify which Officer(s), Rep(s), Member(s) or democratic body shall be authorised to make the purchase. Such authorisation shall expire after one year, or after up to two years if explicitly specified.
7. The President shall be empowered to enter into binding contracts on the JCR's behalf, provided that in so doing he or she is giving effect to policies and prescriptions laid down by the JCR.

## **§ 11 External Affiliations**

1. The Treasurer shall publish annually a list of all current External Affiliations and associated subscriptions annually alongside the Public and Private accounts.
2. A simple majority Resolution shall be sufficient to affiliate, re-affiliate or disaffiliate.
3. Any External Affiliations must be put to a Referendum on continued affiliation at least annually.
4. In accordance with the 1994 Education Act, a resolution to affiliate shall expire after one year.

## **§ 12 Complaints Procedure**

1. Any Undergraduate may request that the Ombudsman investigate any action of the JCR, the Committee or the Officers.
2. The Ombudsman shall be appointed by College Council.
3. The judgement of the Ombudsman on any such matter shall override all JCR rules and decisions except for the Constitution
4. The judgement shall be published in a manner deemed appropriate by the Ombudsman.

## § 13 Definitions

**College** Churchill College of Storey's Way, Cambridge.

**College Council** The Council of Churchill College.

**Governing Body** For the purposes of the 1994 Education Act, this shall refer to College Council.

**International Student** Any student who is defined by the College, or self-defines, as an International Student.

**JCR** Churchill College Junior Common Room.

**Churchill Student Federation** Organisation facilitating combined initiatives of the JCR and the MCR.

**Mandate** A direction (by Resolution to an Officer or Officers) to act in a particular way on behalf of the JCR.

**MCR** Churchill College Middle Common Room

**Member** Any member of the JCR as defined in Section 3. Members.

**Open Meeting** A meeting which may be attended by any Member.

**Non-Affiliates** Undergraduate members of College who have opted out of the JCR.

**Petition** A request endorsed by signatures of Members.

**Policy** An opinion on any issue, adopted by the JCR by Resolution.

**Rep(s)** JCR Representative(s) on a committee of the College.

**Reserved Business** Business about which the President must keep minutes confidential because it pertains to confidential information about an individual or would be damaging to the JCR if released.

**Term-time** During Full Term as defined by the University.

**Undergraduate** Any student studying for a first degree if in statu pupillari.

**University** University of Cambridge.

**Week** The seven day period beginning Thursday (other than in the expression "Freshers' Week").

**Weeks 0-9** Week 0 is the seven day period beginning on the Thursday before the start of Full Term and ending the following Wednesday. Weeks 1-9 follow consecutively, each beginning on Thursday and ending the following Wednesday.



## § 14 Amendments

1. 2001-02-09 by Rosie Gray
2. 2007-11-30 by Mandeep Singh, & Matt Trebilco
3. 2008-01-20 by Harry Bullivant, Richard Erlank, & Antonio Weiss
4. 2009-11-03 by Grayden Webb & Ben Towse
5. 2010-02-05 by Grayden Webb & Ben Towse
6. 2015-01-27 by Freddie Downing
7. 2015-11-16 by Nathan Hardisty

## § 15 Appendix

The following clarifies or reasons developments behind the constitution, as well as explaining specific clauses or wording.

The Appendix is an entirely separate document and is not binding in anyway or subject to the same review procedures as the constitution.

### § A Open Meetings

6. (a) i-iii. The number of open meetings per term is determined by likelihood of attendance by JCR members per meeting.

### § B Officers and Reps

9. (a) i. Is for the unlikely situation where an elected committee member would be unable to fulfil their committee role without severe detriment to their academic work.

### § C Amendments

14. Moved the dates of amendments from the cover into the body of the document for clarity.