

# Churchill College Junior Common Room

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## Standing Orders

### 1. Referenda Procedure

- 1) Where a Referendum is called, the Committee shall meet within one Full-Term week to:
  - a) Appoint the Returning Officer, who shall be:
    - i) The External Officer;
    - ii) The Deputy President, where the Committee decides that the External Officer would be unsuitable; or
    - iii) Another Officer, where the Committee decided that both the External Officer and the Deputy President would be unsuitable.
  - b) Decide the date of the referendum, which must be:
    - i) Within Full Term;
    - ii) At least one Full-Term week after its announcement to all Members;
    - iii) Unless otherwise specified in the call for the Referendum), either:
      - (1) Within two Full-Term weeks of being called; or
      - (2) On the date of a campus election, where one falls within four Full-Term weeks of the Referendum being called and the Committee chooses to combine the two;
  - c) Decide the times and locations of voting, which shall:
    - i) Include at least 3 hours of voting, including 1 hour between 6pm and 7pm; and
    - ii) Be in an easily accessible area of College.
  - d) Decide on a date time and location for a debate on the Referendum, where:
    - i) The referendum could amend the constitution and the motion has not already been discussed at an Open Meeting; or
- 2) The Committee decides to hold a debate.
- 3) The Returning Officer shall:
  - a) Be responsible for:
    - i) Ensuring a fair result;
    - ii) Achieving a high turnout of voters; and
    - iii) Organising the referendum including printing the ballot papers, co-ordinating the count and announcing the result;
  - b) Appoint up to two Assistant Returning Officers, where desired;
  - c) Publicise the Referendum through the JCR email lists; and
  - d) Declare the Referendum void where he or she believes that there was interference with the democratic process, subject to appeal by Open Meeting or Referendum Resolution. A repeat Referendum shall be called immediately.
- 4) Where a resolution is passed, it shall take immediate effect.

### 2. Open Meeting Procedures

- 1) An Ordinary Motion shall be considered by the Open Meeting if
  - a) It is proposed by:
    - i) A Member and seconded by at least one other Member;

- ii) A Member and seconded by the Committee;
  - iii) The Committee; or
  - iv) The Treasurer, in the case of the Budget.
- b) It is submitted to the Secretary:
  - i) At least 48 hours before the advertised start time of an Ordinary Open Meeting;
  - ii) At least 24 hours before the advertised start time of an Emergency Open Meeting; or
  - iii) Before the start of the Open Meeting, at the discretion of the Chair.
- 2) An amendment to an Ordinary Motion shall be considered by the Open Meeting if
  - a) It is proposed by:
    - i) A Member and seconded by at least one other Member;
    - ii) A Member and seconded by the Committee;
    - iii) The Committee; or
  - b) It is submitted to:
    - i) The Secretary in advance of the meeting; or
    - ii) The Chair during the meeting before the motion is voted on.
- 3) An Ordinary Motion or Amendment may be withdrawn by the proposer or seconder at any point either in person or in writing to the Secretary, but any Member may replace the proposer or seconder to reinstate it.
- 4) The Chair shall be:
  - a) The President;
  - b) The Deputy President, where the President does not chair;
  - c) An Officer appointed by the Officers present, where the President and Deputy President do not chair;
  - d) Any Member supported by a majority of Members present, where the President, Deputy President and Officers do not chair; or
  - e) Any Member, where resolved by Procedural Motion.
- 5) The Chair shall leave the Chair:
  - a) For the duration of a Procedural Motion, where required;
  - b) For the duration of the meeting, where removed by Procedural Motion;
  - c) For the duration of the Ordinary Motion or Amendment, where he or she:
    - i) Wishes to speak for or against the Ordinary Motion or Amendment;
    - ii) Believes that a conflict of interest will impede his or her neutrality; or
    - iii) Is the subject of a motion to remove him or her from office.
- 6) Minutes shall be taken by:
  - a) The Secretary; or
  - b) A Member appointed by the Chair, where the Secretary is unable to take the minutes.
- 7) The order of items on the agenda shall be decided by the Chair.
- 8) Non-Members may attend with the permission of the Chair.
- 9) The Chair shall be responsible for ensuring that all Members present have access to a written copy of all motions.
- 10) The proposing speech shall be made by:
  - a) The proposer of the motion; or
  - b) A person nominated by the proposer.
- 11) If an amendment has been submitted, it shall be debated in the same way as an Ordinary Motion:

- a) After the proposing speech, if proposed in advance; or
  - b) Immediately after being proposed, if proposed after the proposing speech.
- 12) An amendment shall become part of the main motion if:
- a) It is accepted by the proposer and seconder at any time; or
  - b) It is passed by a majority vote.
- 13) Where an Ordinary Motion or Amendment would affect the financial business of the JCR, the Treasurer shall have the opportunity to inform the Open Meeting of any financial details he or she thinks is relevant immediately after any speech.
- 14) At the discretion of the Chair, questions and comments may be taken from the floor.
- 15) An opposing speech may be taken by a person, chosen by the Chair. Where the motion contains a mandate to an Officer, the Chair shall give priority to that specific Officer.
- 16) At the discretion of the Chair, further rounds of speeches in proposition and opposition may be taken, provided the Chair keeps the debate balanced.
- 17) During the course of the debate, the Chair:
- a) Shall not make a speech in proposition or opposition of the motion;
  - b) Shall demand the withdrawal of any remark or the ceasing of any behaviour that he or she deems threatening, intimidating or designed to cause harm or disruption. Where this demand is refused, the Chair may order those concerned to leave the meeting;
  - c) May seek to achieve a consensus, while remaining as neutral as possible;
  - d) May make factual points of information;
  - e) May take indicative votes;
  - f) May impose time limits of speeches and discussions, whilst allowing adequate and fair debate; and
  - g) May decide that the motion should be voted on by parts.
- 18) The following procedural motions, listed in order of priority, may be proposed verbally to the Chair during the meeting by any Member:
- a) Challenge to a Chair's Ruling.
    - i) Any decision within the rights of the Chair may be made or over-ruled.
    - ii) At the request of the proposer or by choice, the original Chair shall leave the Chair for the duration of the procedural motion.
    - iii) If the original Chair leaves the Chair, he or she shall have the right to make the speech against.
    - iv) This shall require a simple majority to pass.
  - b) No Confidence in the Chair.
    - i) The Chair may be removed from the Chair for the rest of the meeting.
    - ii) The original Chair shall leave the Chair for the duration of the motion.
    - iii) The original Chair shall have the right to make the speech against.
    - iv) This shall require a two-thirds majority to pass. A two-thirds majority may also overturn this procedural motion.
  - c) The matter be referred back to the proposer, an Officer, or the Committee.
    - i) Debate on the motion shall end immediately. The named person or body shall have time to reconsider the motion and may submit it as a motion to a later Open Meeting.
    - ii) This shall require a simple majority to pass.
  - d) The decision be referred to the Committee, the next Open Meeting, a Referendum.

- i) Debate on the motion shall end immediately. The decision shall be made by the Committee, the next Open Meeting or by Referendum as specified.
    - ii) This shall require a simple majority to pass.
  - e) The decision be referred to a Referendum.
    - i) Debate on the motion shall end immediately. The decision shall be made by Referendum.
    - ii) This shall require a majority, with at least 25 members voting in favour, to pass.
  - f) A vote be taken by secret ballot.
    - i) Debate on the motion shall end in the normal way. The vote shall be taken in such a way that Members do not have to disclose which way they voted. The meeting may continue while arrangements are made for such a ballot to be taken.
    - ii) This shall require a simple majority to pass. A simple majority may also overturn this procedural motion.
  - g) A vote be taken immediately.
    - i) Debate on the motion shall end immediately. The motion or amendment shall be voted on immediately, subject to further procedural motions.
  - h) A specified set of Standing Orders be suspended for a specified period of time.
    - i) Any combination of Standing Orders from Section 2 may be suspended for a set period not exceeding the end of the meeting.
    - ii) This shall require a two-thirds majority to pass, with at least 25 Members voting in favour. A two-thirds majority, with at least 25 Members voting in favour, may also overturn this procedural motion.
- 19) Procedural motions shall:
- a) Take precedence over debate and votes on Ordinary Motions and Amendments.
  - b) Be passed without debate or vote where no objection is raised.
  - c) Consist of a speech in proposition, of no more than 30 seconds, and a speech in opposition, of no more than 30 seconds, followed by a vote, where there is an objection.
  - d) Require only a majority of those Members present and voting to pass.
- 20) Votes shall be by:
- a) Show of hands; or
  - b) Secret ballot, where:
    - i) Resolved by procedural motion;
    - ii) The motion would either remove an Officer from office; or
    - iii) The motion would appoint an Officer.
- 21) The Chair may only vote publicly where his or her vote would change the outcome. Otherwise the Chair may add his or her vote secretly.
- 22) The Chair may only close the meeting when all motions have been dealt with.
- 23) The minutes shall:
- a) Contain a record of the text of all Ordinary Motions and Amendments;
  - b) Be submitted to the Chair(s) of the Open Meeting by the Secretary within three days of the Open Meeting;
  - c) Be amended, where necessary, by the Chair(s) of the Open Meeting;
  - d) Have a sections marked as confidential by the Chair, subject to the Freedom of Information Act, where the Chair believes that it is in the interests of the JCR to withhold such information from non-Members, subject to being over-ruled by the Committee;

- e) Be submitted to the Winston Editor for publishing in Winston;
- f) Be confirmed:
  - i) Automatically by an Open Meeting where no objection is made and the unconfirmed minutes, without sections marked confidential, have been sent to the JCR email list; or
  - ii) By a simple majority of an Open Meeting, subject to the text being amended;
- g) Be given, without sections marked as confidential, by email to any Member on request to the Secretary within a reasonable amount of time; and
- h) Be shown, with sections marked as confidential, to any Member on request to the Secretary within a reasonable amount of time.

### 3. Committee Meeting Procedure

- 1) The Chair shall be:
  - a) The President;
  - b) The Deputy President, where the President does not chair;
  - c) Any member of the Committee supported by a majority of members present, where the President and Deputy President do not chair; or
- 2) Minutes shall be taken by:
  - a) The Secretary; or
  - b) A member appointed by the Chair, where the Secretary is unable to take the minutes.
- 3) The order of items on the agenda shall be decided by the Chair.
- 4) Members not in the Committee and non-Members may attend with the permission of the Chair.
- 5) The vote shall be by a show of hands.
- 6) The minutes shall:
  - a) Be submitted to the Chair(s) of the Committee Meeting by the Secretary within three days of the Committee Meeting;
  - b) Be amended, where necessary, by the Chair(s) of the Committee Meeting;
  - c) Have a section marked as confidential by the Chair, subject to the Freedom of Information Act, where the Chair believes that it is in the interests of the JCR to withhold such information from non-Members, subject to being over-ruled by the JCR Committee;
  - d) Be emailed round the Committee within a reasonable amount of time;
  - e) Be amended, where resolved by the Committee;
  - f) Be given, without sections marked as confidential, by email to any Member on request to the Secretary within a reasonable amount of time; and
  - g) Be shown, with sections marked as confidential, to any member of the Committee on request to the Secretary within a reasonable amount of time.

### 4. Officers

- 1) All Officers shall be responsible for:
  - a) Attending Open Meetings, Committee Meetings, College committee meetings and CUSU meetings, where possible, or submit apologies in advance;
  - b) Liaising with equivalent Officers in the MCR and other student unions;
  - c) Committee duties including, but not limited to:
    - i) Pav clear-up;
    - ii) Trunk-room clear-up;
    - iii) Helping in freshers' week;

- iv) Manning election boxes;
  - v) Participating in the JCR Panto; and
  - vi) Running the JCR garden party.
- d) Giving regular verbal reports of their work and plans for the future as appropriate and written updates in Winston;
- e) Encouraging widened democratic participation in the JCR, and in other student unions of which JCR Members are members;
- f) Paying due care and attention to the upkeep of JCR property;
- g) Compiling suitable handover documents, reports and recommendations to ensure continuity;
- h) Maintaining appropriate confidentiality of materials deemed “confidential” or “Reserved Business”; and
- i) Making themselves aware of their powers and responsibilities under the Constitution, Standing Orders, and Churchill Student Federation.
- 2) The President shall be:
- a) A member of the Committee;
  - b) An individual;
  - c) Elected annually in the Michaelmas Campus Elections in which all Members are eligible to vote;
  - d) In addition to the constitutional requirements, responsible for:
    - i) Chairing Open Meetings and Committee Meetings;
    - ii) Assisting Members in drafting and submitting motions to Open Meetings;
    - iii) Representing the JCR on College Council, Governing Body and College committees;
    - iv) Representing the JCR on CUSU Council and Presidents & Externals;
    - v) Representing the collective acts of the Committee;
    - vi) Overseeing the portrayal of the JCR in the media and act as the spokesperson; and
    - vii) Ensuring the accountability of all Officers and Reps;
  - e) Not obliged to vote in any particular way when acting as a Trustee of Churchill College; and
  - f) Not obliged to become a Trustee of Churchill College or a member of College Council, so long as he or she announces this intention publically at the time of his or her nomination for President.
- 3) The Deputy President shall be:
- a) A member of the Committee;
  - b) An individual, who is:
    - i) An existing Member of the Committee, excluding the President; and
    - ii) Eligible to be both a Trustee of the College and the undergraduate member of the College Council;
  - c) Elected annually alongside the CUSU Cross-Campus Elections;
  - d) The undergraduate member of College Council;
  - e) Not obliged to vote in any particular way when acting as a Trustee of Churchill College; and
  - f) Assume all responsibilities of the President in the event that the President is unable to fulfil his or her duties temporarily.
- 4) The Secretary shall be:
- a) A member of the Committee;
  - b) An individual;

- c) Elected annually in the Lent Campus Elections, in which all Members are entitled to vote; and
  - d) In addition to the constitutional requirements, responsible for:
    - i) Arranging and promoting Open Meetings and Committee Meetings;
    - ii) Taking minutes at Open Meetings and Committee Meetings;
    - iii) Keeping all non-financial records with suitable backups;
    - iv) Maintaining a record of all Open Meeting and Referendum Resolutions and Policy and making it available to all Members;
    - v) Maintaining a record of the attendance of Committee members at Open Meetings, Committee Meetings, College Council, College Governing Body, College committee meetings and CUSU meetings; and
    - vi) Compiling and sending the regular email bulletin to Members.
- 5) The Treasurer shall be:
- a) A member of the Committee;
  - b) An individual;
  - c) Elected annually in the Lent Campus Elections, in which all Members are entitled to vote; and
  - d) Responsible for:
    - i) Managing the JCR accounts;
    - ii) Ensuring the financial well-being of the JCR;
    - iii) Ensuring the JCR accounts are correctly audited;
    - iv) Preparing a draft budget and annual CCRFC allocation request;
    - v) Preparing the budget in consultation with other Officers; and
    - vi) Keeping all financial records.
- 6) There shall be an Academic Affairs Officer, who shall be:
- a) A member of the Committee;
  - b) An individual;
  - c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and
  - d) Responsible for:
    - i) Appointing and co-ordinating the Subject Reps;
    - ii) Ensuring that student dissatisfaction with College teaching provision, if any, is brought to the attention of the relevant authorities;
    - iii) Offering assistance on an individual level for specific academic problems;
    - iv) Liaising with College authorities, particularly the Senior Tutor, about ways to improve educational standards, monitor provision across different subjects and encourage study skills provision;
    - v) Encouraging the creation of academic subject societies within college;
    - vi) Ensuring effective feedback methods on teaching are in place and publicised;
    - vii) Encouraging academic engagement between the JCR, MCR and SCR;
    - viii) Ensuring the availability of sufficient study space, particularly during the Easter Term;
    - ix) Monitoring the provision of Library facilities;
    - x) Working with the Welfare Officers to provide welfare support during the Easter Term; and
    - xi) Making careers information and advice available.
- 7) There shall be an Access Officer, who shall be:

- a) A member of the Committee;
  - b) An individual;
  - c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and
  - d) Responsible for:
    - i) Working to ensure that no individual is hindered by factors other than aptitude and potential in their ability to access and pursue undergraduate studies at the University of Cambridge in general and Churchill College in particular;
    - ii) Encouraging applications from under-represented and disadvantaged groups to the University of Cambridge in general and Churchill College in particular;
    - iii) Being available to offer information to prospective undergraduate students and their teachers and careers advisors concerning undergraduate life and studies at Churchill College and the admissions process;
    - iv) Alongside the relevant college authorities, overseeing the portrayal in the media of Churchill College's admissions process;
    - v) Co-ordinating student involvement in Access schemes;
    - vi) Supplying the content of the Churchill College entry for the CUSU Alternative Prospectus; and
    - vii) Maintaining, distributing and promoting the JCR Alternative Prospectus.
- 8) There shall be an Entertainments Officer, who shall be:
- a) A member of the Committee;
  - b) Either an individual or a pair;
  - c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and
  - d) Responsible for:
    - i) Organising Pav regularly;
    - ii) Organising the JCR Garden Party during May Week;
    - iii) DJing Pavs or appointing a DJ;
    - iv) Informing Members of relevant entertainment on offer around Cambridge;
    - v) Acting as a ticket rep within Churchill College for such events where deemed appropriate;
    - vi) Organising Halfway Hall the year after his or her election;
    - vii) Purchasing and/or renting and maintaining such equipment as is necessary for the execution of the duties outlined above;
    - viii) Maintaining the PAV room (6X) in an appropriate state including ensuring the maintenance of all equipment; and
    - ix) Renting out Ents equipment to raise funds for the Pleasure Machine.
- 9) There shall be an Environment & Ethics Officer, who shall be:
- a) A member of the Committee;
  - b) An individual;
  - c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and
  - d) Responsible for:
    - i) Publicise and promote awareness of environmental and ethical issues in the global, national, local and College environments;
    - ii) Holding charity fundraisers and awareness events;
    - iii) Organising the JCR Panto;
    - iv) Working with the Housekeeping Department to organise recycling schemes in College;



- v) Working to improve Churchill College's environmental policy;
- vi) Liaising with the reps and organisers of appropriate environmental and ethical groups within Churchill and aiding them insofar as this is consistent with the JCR's goals, governing documents, Resolutions and Committee decisions, and the law; and
- vii) Managing and promoting the student-run Fair Trade Shop, or appointing and supervising other Members to do so.

10) There shall be an Equipment & Societies Officer, who shall be:

- a) A member of the Committee;
- b) An individual;
- c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and
- d) Responsible for:
  - i) Liaising with and assisting College clubs and societies;
  - ii) Promoting College grants for sports and travel;
  - iii) Purchasing and maintaining JCR equipment, aside from the Entertainments equipment which falls under the remit of the Entertainments Officer;
  - iv) Maintaining a record of all JCR equipment;
  - v) Hiring property for the use of the JCR;
  - vi) Co-ordinating the lending and/or hiring out of JCR equipment where appropriate aside from the Entertainments equipment which falls under the remit of the Entertainments Officer;
  - vii) Organising and advertising the punt hire scheme; and
  - viii) Organising the Freshers Squash in Freshers week.

11) There shall be an External Officer, who shall be:

- a) A member of the Committee;
- b) An individual;
- c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote;
- d) Will remain in office for up to an extra 2 weeks in order to assist in the running of the CUSU Cross Campus elections and Deputy President elections, thereby maintaining objectivity, and;
- e) Responsible for:
  - i) The JCR's interactions with any external organisations to which the JCR is affiliated, both directly (including CUSU) and indirectly through other organisations (including NUS via CUSU), except where it is deemed that the work of the organisation falls more appropriately under the remit of another Officer. The Officer shall more specifically be responsible for:
    - (1) Informing Members of the activities and policies of these organisations;
    - (2) Representing the collective interests and opinions of Members in these organisations;
    - (3) Representing the JCR on CUSU Council and Presidents & Externals;
    - (4) Liaising with CUSU Officers;
    - (5) Providing Members with membership cards for these organisations, where such cards are available;
    - (6) Assisting Members in drafting and submitting motions for the meetings of these organisations, where Members are eligible to do so;

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(7) Promoting Members' awareness of, and engagement with, debate on these organisations' policies; and

(8) Promoting general awareness among Members of how these organisations and the JCR function, and how to use and participate in their democratic processes.

ii) Acting as Returning Officer for all elections, where no conflict of interest exists;

iii) Liaising with other College common rooms.

12) There shall be a Communications Officer, who shall be:

a) A member of the Committee;

b) An individual;

c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and

d) Responsible for:

i) Moderating user content on the JCR Website and Facebook Group;

ii) Transferring information from the JCR Website and Facebook Group to the JCR Notice Board as appropriate;

iii) Maintaining all the Notice Boards and ensuring turnover of posters;

iv) Making use of appropriate JCR mailing lists to inform Members and Non-Affiliates of events or information as the Communications Officer or the Committee deem it necessary or useful;

v) Liaising with other Committee members to manage their respective sections of the website and notice board, maintaining up-to-date, relevant content;

vi) Liaising with Members and Non-Affiliates to acquire and keep up-to-date relevant and useful contributions for the JCR Website, Facebook Group, Notice Board and any other appropriate media;

vii) Liaising with the MCR to ensure and facilitate communication of relevant information and events between the Common Rooms; and

viii) Managing communications with sources outside College, including but not limited to:

(1) Sorting the JCR pigeonhole regularly and distributing the post in it;

(2) Managing email communication with external sources; and

(3) Publicising events to other colleges where this is helpful or required, for example assisting with Spring Ball publicity.

13) There shall be a Computing Officer, who shall be:

a) A member of the Committee;

b) An individual;

c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and

d) Responsible for:

i) Maintaining the JCR website, including liaising with other Committee members to manage their respective sections of the website and maintain up-to-date, relevant content;

ii) Moderating content on the JCR website and the JCR Facebook Group;

iii) Maintaining the JCR mailing lists;

iv) Offering informal guidance to Members and Non-Affiliates on computer-related issues, including those regarding creation and maintenance of websites for their clubs and societies; and

v) Liaising with the College IT services.

14) There shall be an International Welfare Officer, who shall be:

- a) A member of the Committee;
- b) An individual;
- c) Elected annually in the Lent Campus Elections in which all Members are eligible to vote; and
- d) Responsible for:
  - i) Promoting the welfare of students who self-define as international;
  - ii) Liaising with the College Counsellor, Tutorial staff and College Nurse, where appropriate;
  - iii) Promoting the facilities, help and financial support available to international students;
  - iv) Ensuring international students are aware of specific requirements applying to them, including in relation to immigration regulations;
  - v) Organising international freshers' week;
  - vi) Informing international students of the work of iCUSU and promoting international and welfare events in Cambridge insofar as they are deemed to be consistent with the welfare and wishes of international Members and with the JCR's goals, governing documents, Resolutions and Committee decisions;
  - vii) Liaising with College Officials on the provision of facilities to students, including but not limited to regularly attending House Committee; and
  - viii) Organising activities for Members and non-affiliates, particularly events targeted at international students.

15) There shall be a Men's Welfare Officer, who shall be:

- a) A member of the Committee;
- b) An individual;
- c) Male;
- d) Elected annually in the Lent Campus Elections in which all male Members are eligible to vote; and
- e) Responsible for:
  - i) Promoting the welfare of male students;
  - ii) Promoting student rights with regards to financial burdens and assistance;
  - iii) Promoting awareness of entitlements to financial assistance, such as grants and bursaries;
  - iv) Liaising with the College Counsellor, Tutorial staff and College Nurse, where appropriate;
  - v) Promoting welfare events in Cambridge insofar as they are deemed to be consistent with the welfare and wishes of male Members and with the JCR's goals, governing documents, Resolutions and Committee decisions;
  - vi) Promoting sexual health within college through the distribution of contraception including condoms and lube and by providing details of nearby GUM clinics, etc. on request;
  - vii) Liaising with College Officials on the provision of facilities to students, including but not limited to regularly attending House Committee; and
  - viii) Organising such events as he sees fit. This may include but is not limited to quizzes and film nights.

16) There shall be a Women's Welfare Officer, who shall be:

- a) A member of the Committee;
- b) Either an individual or a pair;
- c) Female;

- d) Elected annually in the Lent Campus Elections in which all female Members are eligible to vote; and
  - e) Responsible for:
    - i) Promoting the welfare of female students;
    - ii) Promoting student rights with regards to financial burdens and assistance;
    - iii) Promoting awareness of entitlements to financial assistance, such as grants and bursaries;
    - iv) Liaising with the College Counsellor, Tutorial staff and College Nurse, where appropriate;
    - v) Promoting welfare events in Cambridge insofar as they are deemed to be consistent with the welfare and wishes of female Members and with the JCR's goals, governing documents, Resolutions and Committee decisions;
    - vi) Promoting sexual health within college through the distribution of contraception including condoms and lube, by providing pregnancy tests and by providing details of nearby GUM clinics, etc. on request;
    - vii) Liaising with College Officials on the provision of facilities to students, including but not limited to regularly attending House Committee; and
    - viii) Organising such events as she sees fit. This may include but is not limited to quizzes and film nights.
- 17) At each election, Members shall only be eligible to vote for one of Men's Welfare Officer and Women's Welfare Officer.
- 18) Duties may be shared between Officers with the permission of the President, except that the Men's, Women's and International Welfare Officers shall not require specific permission to share those of their duties which do not pertain solely to the welfare of either Men or Women.
- 19) The setting up of a Subcommittee may be requested by any Officer where:
- a) The JCR accepts the need for a Subcommittee to work on a specific issue and passes an Open Meeting resolution to this effect;
  - b) The members of the Subcommittee are nominated by the relevant Officer on a first come first served basis;
  - c) The relevant Officer shall chair the Subcommittee and be responsible for co-ordinating all activities of the Subcommittee, reporting on its activities at Committee and Open Meetings and ensuring that all activities are in line with the Constitution, Standing Orders and all existing Resolutions, and as far as possible represent the views of Members;
  - d) Subcommittees and Subcommittee members shall be appointed for a period no longer than one year, at the end of which period the JCR must pass an Open Meeting Resolution to the effect of either re-convening the Subcommittee for another period, not exceeding one year, or dissolving the sub-committee;
  - e) If the Subcommittee is re-convened after a year, new Subcommittee members must be appointed in the way described above; and
  - f) A Subcommittee can be dissolved at any time, within 7 days of the passing of an Open Meeting or Referendum Resolution to do so.
- 20) With the exception of the President and Deputy President, all Officers shall be of equal status.
- 21) No person may hold the position of more than one Officer except where:
- a) One position is Deputy President, whereby the Deputy President shall not have a vote on the Committee; or

- b) One position is President and the other is not Deputy President, External, Secretary or Treasurer, for the period between the Michaelmas Campus Election and the Lent Campus Election.
- 22) Where the President leaves office before the end of Week 2 in the Michaelmas Term, a by-election shall be held at an Open Meeting convened by the Deputy President as soon as practically possible after seven Full-Term days.
- 23) Where an Officer, other than President, leaves office before or due to the Michaelmas Campus Election, a by-election shall be held at the first Open Meeting after seven Full-Term days.
- 24) Where one of a pair resigns as an Officer:
  - a) His or her partner shall continue as an Officer; and
  - b) His or her partner may appoint a replacement with the approval of an Open Meeting or Referendum Resolution.
- 25) No Officer shall at any time be obliged to disclose confidential information or material.
- 26) At the beginning of each term, the President shall report to Members via the first Open Meeting of term, the work of the JCR Committee over the previous term consisting of at least:
  - a) A report of the term's work produced by each Officer; and
  - b) Where deemed appropriate or necessary, a record of the attendance of all Officers at JCR, CUSU and College committees.

## 5. Campus Election Procedure

- 1) Where a Campus Election is to be held, the Committee shall:
  - a) Appoint the Returning Officer, who shall be:
    - i) The External Officer;
    - ii) The Deputy President, where the Committee decides that the External Officer would be unsuitable; or
    - iii) Another Officer, where the Committee decided that both the External Officer and the Deputy President would be unsuitable;
  - b) Decide the date of the election;
  - c) Decide the date of the start of the term of office, which shall be:
    - i) No later than one week after the election;  
Except that for the Lent Campus Elections, if the CUSU Shadowing Scheme finishes in Lent Term after the specified period, the Committee may set a separate date for the start of the Access Officer's term of office, which shall be:
      - ii) No later than one week after the end of the Shadowing Scheme; and
      - iii) During Lent Full Term;
  - d) Decide the date and times of the nominations periods;
  - e) Decide the times of online voting, if possible;
  - f) Decide the times and locations of voting, unless paper voting is determined to be unnecessary by the Returning Officer. If paper voting occurs it shall:
    - i) Include the period between 6pm and 7pm; and
    - ii) Be in an easily accessible area of College; and
  - g) Decide on a date, time and location for the husting, where:
    - i) The election is for the position of an Officer; or
    - ii) The Committee decides to hold a husting.
- 2) The Returning Officer shall:

- a) Be responsible for:
    - i) Ensuring a fair result;
    - ii) Achieving a high turnout of voters; and
    - iii) Organising the election including printing the ballot papers, co-ordinating the count and announcing the result;
  - b) Appoint up to two Assistant Returning Officers, where desired;
  - c) Publicise the Election through the JCR email lists;
  - d) Advertise for nominations;
  - e) Organise hustings open to all Members to attend after the close of nominations; and
  - f) Declare the Election void where he or she believes that there was interference with the democratic process, subject to appeal by Open Meeting or Referendum Resolution. A repeat Election shall be called immediately.
- 3) Campus Elections shall occur:
- a) In Week 6 or 7 of the Michaelmas Term, known as the Michaelmas Campus Elections;
  - b) In Week 3 or 4 of the Lent Term, known as the Lent Campus Elections;
  - c) At the same time as the CUSU Cross-Campus Elections; and
  - d) *Ad hoc* where decided by the Committee or Open Meeting Resolution.
- 4) At the discretion of the Committee, other elections for clubs, societies and other bodies may be run alongside the JCR's elections.
- 5) The ordinary period of nominations shall:
- a) Open at least three days before the close; and
  - b) Close at least twenty four hours before the close of the extended period of nominations.
- 6) The extended period of nominations shall:
- a) Be used where the number of Candidates (excluding Re-Open Nominations) is less than the number of positions to be elected.
  - b) Open immediately after the close of the ordinary period of nominations; and
  - c) Close before the start of the husting.
- 7) A nomination for election shall be valid if:
- a) Submitted by a Member, who:
    - i) Is eligible for election;
    - ii) Expects to remain a Member for the duration of the term of office if elected, unless this requirement is relaxed by an Open Meeting or Referendum Resolution; and
    - iii) Has not already submitted a valid and not withdrawn nomination for another position up for election at the same time.
  - b) Submitted to the Returning Officer during the:
    - i) Ordinary period of nominations; or
    - ii) Extended period of nominations, where used; and
  - c) Submitted with an manifesto, where the election for is the position of an Officer:
    - i) By email; and
    - ii) By a paper copy in the pigeonhole of the Returning Officer.
- 8) The Returning Officer and any Assistant Returning Officers may not disclose, except to each other, before the close of nominations any information about:
- a) Manifestos received;
  - b) Valid nominations received;
- 9) A Candidate may withdraw from an election at any point before the start of voting.

- 10) The following rules shall apply to Candidates and individuals supporting them when advertising nominations:
  - a) Posters may only be put up in places designated by the Returning Officer and must be removed within twenty four hours of the close of voting.
  - b) No pins should be used on wood when putting up posters in staircases.
  - c) No automated lists may be used.
  - d) No Candidate or supporter may make use of the material advantages and abilities granted them by virtue of any positions they may hold.
  - e) No Candidate or supporter may campaign within 5m of the ballot box while voting is open.
  - f) No Candidate or supporter may act in any way that breaches the law, the College Regulations or the University Regulations.
- 11) Where a Candidate is deemed to have broken the rules, the Returning Officer may, subject to an Open Meeting or Referendum Resolution which may overrule him or her:
  - a) Issue an official warning;
  - b) Remove 5 first preference votes;
  - c) Remove 25 first preference votes; or
  - d) Disqualify a Candidate from the election.
- 12) No member of the Committee may overtly reveal a preference in the election or be involved in any campaigning for or against any particular Candidate.
- 13) The election shall be carried out by secret ballot, using the Single Transferable Vote method as described in the constitution and standing orders of CUSU.
- 14) A recount shall occur if:
  - a) A candidate exceeds the quota by less than 10 votes;
  - b) Requested by a Candidate; or
  - c) Decided by the Returning Officer.
- 15) As soon as two counts produce exactly the same result, no more recounts shall occur.
- 16) The result shall be:
  - a) Where possible made known to the Candidates prior to being publicly announced;
  - b) Announced to all Members on the JCR email list; and
  - c) Reported to the next College Council meeting.
- 17) Where Re-Open Nominations is elected:
  - a) The position shall:
    - i) Continue to be held by the incumbent until the next Ordinary Open Meeting; or
    - ii) Remain vacant until the next Ordinary Open Meeting; and
  - b) The position shall be put up for election at the next Ordinary Open Meeting.
- 18) Where Re-Open Nominations is elected in an election moved from an Open Meeting to a Campus Election by the Committee, the procedures for an Open Meeting Election shall apply.

## **6. Open Meeting Election Procedure**

- 1) The Committee may decide to move an Election at an Open Meeting to a Campus Election, as long as the Campus Election occurs within two full-term weeks.
- 2) The Chair shall:
  - a) Be the Returning Officer;
  - b) Decide the date and times of the nominations period;
  - c) Be responsible for:

- i) Ensuring a fair result;
    - ii) Achieving a high turnout of voters; and
    - iii) Organising the election including printing the ballot papers, co-ordinating the count and announcing the result;
  - d) Publicise the Election through the JCR email lists;
  - e) Advertise for nominations ; and
  - f) Declare the Election void where he or she believes that there was interference with the democratic process, subject to appeal by Open Meeting and Referendum Resolution. A repeat Election shall be called immediately.
- 3) The only period of nominations shall:
- a) Open at least three days before the Open Meeting; and
  - b) Close before the start of the Husting.
- 4) A nomination for election shall be valid if:
- a) Submitted by a Member, who:
    - i) Is eligible for election;
    - ii) expects to remain a Member for the duration of the term of office if elected; and
    - iii) Has not already submitted a valid and not withdrawn nomination for another position up for election at the same time.
  - b) Submitted to the Returning Officer during the only period of nominations; and
  - c) Submitted:
    - i) By email; or
    - ii) In person to the Returning Officer.
- 5) The Returning Officer and any Assistant Returning Officers may not disclose, except to each other, before the close of nominations any information about:
- a) Manifestos received;
  - b) Valid nominations received;
- 6) A Candidate may withdraw from an election at any point before the start of voting.
- 7) A husting shall be held during the Open Meeting before the start of voting.
- 8) Voting shall be open for at least one hour during or after the Open Meeting.
- 9) The same rules shall apply to Candidates and their supporters when advertising their nominations as for the campus elections.
- 10) No member of the Committee may overtly reveal a preference in the election or be involved in any campaigning for or against any particular Candidate.
- 11) Where a Candidate is deemed to have broken the rules, the Returning Officer may, subject to Open Meeting or Referendum Resolutions which may overrule him or her:
- a) Issue an official warning;
  - b) Remove 5 first preference votes;
  - c) Remove 25 first preference votes; or
  - d) Disqualify a Candidate from the election.
- 12) The election shall be carried out by secret ballot, using the Single Transferable Vote method as described in the constitution and standing orders of CUSU.
- 13) A recount shall occur if:
- a) A Candidate exceeds the quota by less than 10 votes;
  - b) Requested by a Candidate; or
  - c) Decided by the Returning Officer.



- 14) As soon as two counts produce exactly the same result, no more recounts shall occur.
- 15) The result shall be:
  - a) Where possible made known to the Candidates prior to being publicly announced;
  - b) Announced to all Members on the JCR email list; and
  - c) Reported to the next College Council meeting.
- 16) Where Re-Open Nominations is elected:
  - a) The position shall become vacant.
  - b) An Open Meeting Resolution (which may, unusually, be submitted to the Chair during the Open Meeting) or Referendum Resolution may:
    - i) Re-appoint the incumbent in the position until the next Open Meeting;
    - ii) Appoint an Officer, either for a full term or a specified shorter period;
    - iii) Put the position up for election at an Open Meeting, not including the current meeting;or
    - iv) Put the position up for election at a Campus Election.
  - c) In the absence of such a Resolution or a pending motion to create one, the Committee may:
    - i) Put the position up for election at an Open Meeting; or
    - ii) Put the position up for election at a Campus Election.

## 7. Finances

- 1) The JCR shall maintain three bank accounts, named the Public Account, the Private Account and the Pleasure Machine Account.
- 2) Funds shall be stored in:
  - a) The Public Account, where it is from the Public Fund, as determined by the CCRFC;
  - b) The Private Account, where it is raised from sources other than the CCRFC and not by the Pleasure Machine; or
  - c) The Pleasure Machine, where it is raised by the Entertainments Officer from the renting of entertainments equipment.
- 3) Cheques shall be signed by:
  - a) The Senior Treasurer and the Treasurer, for the Public Account;
  - b) The Treasurer and the President, for the Private Account; or
  - c) The Treasurer and the Entertainments Officer, for the Pleasure Machine Account.
- 4) The financial year shall run from 1<sup>st</sup> July to 30<sup>th</sup> June.
- 5) The Treasurer, after consultation with the Committee, shall prepare a Draft Budget, which shall be proposed at the fourth Ordinary Open Meeting of the Lent Term, which may be known as the Annual Budget Meeting.
- 6) The Draft Budget shall include:
  - a) A report from the Treasurer on the state of each account.
  - b) Proposals for expenditure separated by account and into Budget Headings, which shall specify:
    - i) The title of the Budget Heading;
    - ii) The period over which the authorisation shall apply;
    - iii) The authorisation required to commit to expenditure from the Budget Heading; and
    - iv) The amount allocated to the Budget Heading.
  - c) Details of income, which shall consist of:
    - i) An amount of money to be requested from the CCRFC for the Public Account; and

- ii) An estimate by the Treasurer of any other income.
- 7) An amendment to the Budget Headings, CCRFC request and/or income estimates may be made at the Open Meeting in the usual way.
- 8) After all amendments have been considered, the motion shall be taken in parts to:
  - a) Approve the report from the Treasurer;
  - b) Authorise each Budget Heading; and
  - c) Authorise a CCRFC request or confirm an income estimate.
- 9) A request to the CCRFC shall require an Open Meeting or Referendum Resolution, usually in the form of the Public Budget.
- 10) The parts of the Draft Budget shall:
  - a) Take effect as the Budget, if passed by the Open Meeting; or
  - b) Be put to a Referendum immediately, if it receives a majority, but is not passed by the Open Meeting.
- 11) The Public Budget may be amended or rejected by the CCRFC on behalf of the College Council.
- 12) The Treasurer shall produce a financial report for the year ending 1<sup>st</sup> July to be presented to the first Ordinary Open Meeting of Michaelmas Term and to the College Council, containing including:
  - a) A list and details of the external donations to which the union has made donations in the period to which the report relates; and
  - b) A list of and details of any subscription or similar fee paid or to be paid to the organisation.
- 13) The accounts shall be audited by:
  - a) The Senior Treasurer, for the Public Account;
  - b) The Senior Treasurer, for the Private Account; or
  - c) The President, for the Pleasure Machine Account.
- 14) The Budget may assign money to a 'Committee Discretionary' fund and/or a 'Presidential Discretionary' fund. The Committee or President shall be empowered to allocate this for any spending consistent with the Constitution, Standing Orders and Resolutions, subject to reversal by Resolution.
- 15) No Officer shall be reimbursed any amount outside of the budget without prior approval from an Open Meeting.

## 8. Representation on External Bodies

- 1) The 1 Rep on the Archives Committee shall be:
  - a) One rep appointed at the first Ordinary Open Meeting in Easter Term. The rep shall serve for one year.
- 2) The 1 Rep on the Hanging Committee shall be:
  - a) One rep appointed at the first Ordinary Open Meeting in Lent Term. The rep shall serve for one year.
- 3) The 6 Reps on the CCRFC shall be:
  - a) The Equipment & Societies Officer *ex officio*;
  - b) The Treasurer *ex officio*;
  - c) Three Reps, who may not be either the Equipment & Societies Officer or the Treasurer, elected at the second Ordinary Open Meeting in Michaelmas Term; and
- 4) The 1 Rep on the Churchill Association Committee shall be:
  - a) The President *ex officio*.

Eleanor Sweet 2/7/13 4:25 PM  
 Deleted: Easter Term. The rep shall serve for one year.

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## **9. Affiliation to CUSU**

- 1) A motion to affiliate or re-affiliate to CUSU shall be automatically put as a referendum alongside the Lent Campus Election.
- 2) As defined in the constitution of CUSU, proposal of a motion to CUSU Council by the JCR shall require approval from an Open Meeting Resolution or a Referendum Resolution.
- 3) The External Officer shall publish the details of all votes cast by reps of the JCR at CUSU Council on Motions and Amendments and in Elections on the website not more than one week after the Meeting in question.
- 4) Where allowed by the constitution of CUSU, an Open Meeting Resolution can mandate a rep to change his or her vote at CUSU Council.

## **10. Academic Subcommittee**

- 1) There shall be Subject Reps, who shall constitute the Academic Subcommittee.
- 2) The Subject Reps shall be responsible for:
  - a) Ensuring that student dissatisfaction with College teaching provision, if any, is brought to the attention of the relevant authorities;
  - b) Encouraging the creation of academic subject societies within college;
  - c) Ensuring effective feedback methods on teaching are in place and publicised;
  - d) Monitoring the provision of Library facilities;
- 3) The Subject Reps shall be appointed by the Academic Affairs Officer and shall serve a term of one year in office, in the first instance.
- 4) The Academic Affairs Officer shall arrange and chair at least one meeting of the Subject Reps Subcommittee each term.
- 5) The Academic Affairs Officer may only cast a vote in the Education Committee Rep elections in the event of a tie.

## **11. The Welfare Team**

- 1) The Welfare Team shall consist of
  - a) The International Welfare Officer;
  - b) The LGBT Officer of the Churchill Federation;
  - c) The Men's Welfare Officer; and
  - d) The Women's Welfare Officer.

## **12. Freshers' Week Subcommittee**

- 1) The Freshers' Week Subcommittee shall consist of
  - a) The President;
  - b) The Entertainments Officer;
  - c) The International Welfare Officer;
  - d) The Men's Welfare Officer;
  - e) The Women's Welfare Officer; and
  - f) The Communications Officer.
- 2) The Freshers' Week Subcommittee shall be responsible for organising freshers' week.

## **12. Email Lists**

- 1) The President shall have the final say over the content of emails sent to the JCR email lists, except for content required by the Constitution, the Standing Orders, Referendum Resolution or Open Meeting Resolution.

## **13. Opting Out**

- 1) An undergraduate shall be deemed to have opted out, and therefore to be a Non-Affiliate, if they have:
  - a) Informed the President and the College's Senior Tutor in writing of their wish to opt-out; and
  - b) Not subsequently informed the President and the College's Senior Tutor in writing of their wish to stop opting-out.
- 2) The President shall inform all Members of their ability to opt-out and the procedure for doing so at least annually by email during Weeks 1-4 of Michaelmas Term.

## **14. Definitions (also refer to the definitions within the Constitution)**

Arts subject – Subjects studied within the University Schools of the Arts & Humanities and Humanities and Social Sciences.

Candidate – Any individual or pair who has submitted a valid nomination, without subsequently withdrawing it.

CUSU – Cambridge University Students' Union.

Female – Any person self-defining as female.

Freshers' Week – The period and activities beginning with the period of residence and ending with the first Sunday of Michaelmas Full Term.

International Freshers' Week – The period and activities beginning with the day with the period of residence for international students, as defined by the College, and ending with the day before the start of Freshers' Week.

International Student – Any student self-defining as international.

LGBT – Any person self-defining as lesbian, bisexual, gay and/or transgender.

Male – Any person self-defining as male.

Manifesto – A document no larger than A4 submitted by a Candidate advertising a nomination for an election.

Science subject – Subjects studied within the University Schools of the Biological Sciences, Clinical Medicine, Physical Sciences and Technology.