

Churchill College Junior Common Room Standing Orders

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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 Secretary and Vice President, or
 - ii) Another officer, where the Committee decided that the Secretary and Vice 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 another election (e.g. CUSU / committee elections), 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
 - ii) The Committee decides to hold a debate.
- 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 referendum including printing the ballot papers, co-ordinating the count and announcing the result;
 - b) Appoint up to two Assistant Returning Officers, where desired, these can be sourced from the JCR committee or wider JCR;
 - 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

General 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 and Vice President
 - 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 and Vice President 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.

Responsibilities

- 4) The Chair shall be:
 - a) The President;
 - b) The Secretary and Vice President, where the President does not chair;
 - c) An Officer appointed by the Officers present, where the President and Secretary and Vice President do not chair;
 - d) Any Member supported by a majority of Members present, where the President Secretary and Vice 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 and Vice President; or
 - b) An Officer or 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 copy of all motions (e.g. sent out in advance or read out at the meeting by the Chair)

Format

- 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.

Procedural Motions

- 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
 - (1) The Chair's approval; or
 - (2) A simple majority to pass.
- 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 to pass, with at least 25 Members voting in favour, may also over turn 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 five 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 overruled by the Committee;
- e) 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 Secretary and Vice President, where the President does not chair;
 - c) Any member of the Committee supported by a majority of members present, where the President and Secretary and Vice 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 five 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 made available to 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, where possible, Open Meetings, Committee Meetings, relevant College committee meetings as outlined in Section 9 and CUSU meetings relevant to their role as outlined in this section, or submitting apologies in advance;
- b) Liaising with equivalent Officers in the MCR and other student unions;
- c) Publicizing events they organize by setting up events on the Churchill JCR Website
- d) Committee duties including, but not limited to:
 - i) Helping organise, set up and clear up JCR entertainment events as directed by the President and/or the Ents Executive Officer;
 - ii) Attending and if required helping to organise and run Freshers' Week as directed by the President and/or the Freshers' Week Subcommittee;
 - iii) Attending and if required helping to organise, set up and clear up the JCR Garden Party which is held annually on the Wednesday of May Week
 - iv) Manning election boxes as directed by the President and/or the Returning Officer of the election;
 - v) Participating in the JCR Panto and attending rehearsals;
 - vii) Attending CUSU Council meetings on a rotational basis and feeding back all discussions to the JCR Committee as outlined in Section 10
- e) Providing informal written updates on their work (including details from any college committee meetings attended) and plans for the future to the President and Secretary one day in advance of every committee meeting, irrespective of attendance at the meeting;
- f) Where an Officer is unable to attend a meeting, he or she should notify the President in advance. The President may then appoint a substitute rep, where necessary.
- g) Encouraging widened democratic participation in the JCR, and in other student unions of which JCR Members are members;
- h) Paying due care and attention to the upkeep of JCR property;
- i) Compiling suitable handover documents, reports and recommendations to ensure continuity;
- j) Maintaining appropriate confidentiality of materials deemed "confidential" or "Reserved Business"; and
- k) 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, CCRFC, the Churchill Association Committee, the House Committee, the Small Grants Committee and the South African Bursary Committee;

- iv) Representing the JCR on CUSU Council and Presidents & Externals on a rotational basis with the President;
 - v) Representing and overseeing the collective acts of all JCR committees;
 - vi) Overseeing the portrayal of the JCR in the media and acting as the spokesperson;
 - vii) Promoting the proper functioning of the Committee and ensuring good governance of the JCR committees; and
 - viii) Ensuring accountability of all Officers and Reps.
 - iv) Producing a report at the beginning of each term of the work of the JCR Committee over the previous term;
 - v) Managing any sponsorship agreements alongside the Secretary/Vice President and the Treasurer.
 - vi) Attending meetings of the Equality & Opportunity Federated Committee
 - 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 to not take such positions publically at the time of his or her nomination for President.
- 3) The Secretary, who shall also fulfil the role of Vice President, shall be:
- a) A member of the Committee;
 - b) An individual;
 - c) Eligible to be both a Trustee of the College and the undergraduate member of the College Council;
 - d) The undergraduate member of College Council;
 - e) Not obliged to vote in any particular way when acting as a Trustee of Churchill College;
 - f) Elected annually in the Lent Campus Elections, in which all Members are entitled to vote;
 - g) The committee member to assume all responsibilities of the President in the event that the President is unable to fill his or her duties temporarily; and
 - h) 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, JCR Committee Meetings, College Council, College Governing Body, all College committee meetings set out in section 8 and CUSU meetings.
 - vi) Transferring information between the JCR Website, the JCR Facebook Group, the JCR Notice Board and the JCR pigeonhole as appropriate;
 - vii) Maintaining the JCR Notice Board and ensuring turnover of posters;
 - viii) 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 in the form of a fortnightly email bulletin;

ix) Ensuring overall effective communication with the student body including updating the JCR Google Drive;

x) Representing the JCR on CUSU Council and Presidents & Externals on a rotational basis with the President; and

xi) Managing any sponsorship agreements alongside the President and the Treasurer.

xii) Acting as Returning Officer in all elections, except where conflicts of interest exist.

4) 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 all JCR committees;

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;

vi) Keeping all financial records;

vii) Promoting financial transparency by making the budget and accounts available to JCR members at their request;

viii) Organising and advertising the punt hire scheme

ix) Being the Secretary and Treasurer of the CCRFC; and

x) Representing the JCR on the Finance Committee and the CCRFC

xi) Managing any sponsorship agreements alongside the President and the Secretary/Vice President.

5) There shall be an Access & 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) Ensuring that student dissatisfaction with College teaching provision, if any, is brought to the attention of the relevant authorities;

ii) Liaising with College authorities, particularly the Senior Tutor, about ways to improve educational standards, monitor provision across different subjects and encourage study skills provision;

iii) Encouraging the creation of academic subject societies within college;

iv) Ensuring effective feedback methods on teaching are in place and publicised;

- v) Ensuring the availability of sufficient study space, particularly during the Easter Term;
- vi) Monitoring the provision of Library facilities;
- vii) Working with the Welfare Officers to provide welfare support during the Easter Term;
- viii) Promoting the Cambridge Careers Service;
- ix) 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;
- x) Encouraging applications from under-represented and disadvantaged groups to the University of Cambridge in general and Churchill College in particular;
- xi) 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;
- xii) Alongside the relevant college authorities, overseeing the portrayal in the media of Churchill College's admissions process;
- xiii) Acting as the official liaison with CUSU regarding Access by attending CUSU Access Forums;
- xiv) Helping to organise and run the CUSU annual shadowing scheme;
- xv) Co-ordinating student involvement in access schemes;
- xvi) Supplying the content of the Churchill College entry for the CUSU Alternative Prospectus; and
- xvii) Maintaining, distributing and promoting the JCR Alternative Prospectus on an annual basis.
- xviii) Attend Library & Academic Committee and, if affiliated, CUSU Access Forum
- xix) Attending meetings of the Equality & Opportunity Federated Committee

6) There shall be an Entertainment Executive 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) Fulfilling the responsibilities of the JCR Entertainment Subcommittee as outlined in Section 5; and
 - ii) Representing the JCR Entertainment Subcommittee at JCR Committee meetings

7) There shall be a Domestic 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 improve the accommodation and catering service in the interest of students;
- ii) Working to support the interests of students in the provision and maintenance of college facilities;
- iii) Managing complaints by members as submitted in written or via the JCR website;
- iv) Raising complaints by members relating to college facilities to the relevant college authorities in House Committee meetings;
- v) Sitting on the Hanging Committee, the Donations Committee and the House Committee;
- vi) Organising the JCR Panto;

8) There shall be a Green 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) Publicising and promoting awareness of environmental and ethical issues in global, national, local and College environments;
 - ii) Working with the relevant college authorities to improve the ecological footprint of the College and College's environmental policies;
 - iii) Liaising with the reps and organisers of appropriate environmental and ethical groups within Churchill and the wider university as the Officer wishes and aiding them insofar as this is consistent with the JCR's goals, governing documents, Resolutions and Committee decisions, and the law;
 - iv) Sitting on the Estates Committee

9) 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 including compiling and maintaining a master list of society captains and making this available to the committee and to any member on request
 - ii) Purchasing and maintaining JCR equipment, aside from the Entertainments equipment which falls under the remit of the JCR Entertainment Subcommittee;
 - iii) Maintaining a record of all JCR equipment and making this available to the committee and all members on request
 - iv) Hiring property for the use of the JCR;
 - v) 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; and
 - vii) Organising the Freshers' Squash in Freshers' week.

10) 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;
- d) Competent in designing and maintaining the JCR website
- d) Responsible for:
 - i) Moderating user content on the JCR Website and Facebook Group;
 - 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) Maintaining the JCR mailing lists;
 - ix) 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
 - x) Liaising with the College IT services and attending Communications Working Group meetings
 - xi) Administering the allocation of parenting for Freshers
 - xii) Assisting committee with ad hoc computing needs e.g. transferring of CRSids during committee transfer
 - xiii) Representing the JCR on the termly ICT Committee meetings

11) 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.

ix) to represent the interests of BME members by encouraging racial equality in College; to inform BME members of details relating to BME events and campaigns; and to educate members about BME issues facing students at Cambridge

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

- a) A member of the Committee;
- b) An individual;
- c) A self-defining male;
- d) Elected annually in the Lent Campus Elections in which all 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;
 - viii) Organising such events as he sees fit. This may include but is not limited to quizzes and film nights.
 - ix) to represent the interests of BME members by encouraging racial equality in College; to inform BME members of details relating to BME events and campaigns; and to educate members about BME issues facing students at Cambridge; and
 - x) to provide disabled members with information relating to services within College and the University; liaising with College and the University (through CUSU campaigns if affiliated) to improve facilities and services

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

- a) A member of the Committee;
- b) An individual;
- c) A self-defining female;
- d) Elected annually in the Lent Campus Elections in which all 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;
- viii) Organising such events as she sees fit. This may include but is not limited to quizzes and film nights;
- ix) to represent the interests of BME members by encouraging racial equality in College; to inform BME members of details relating to BME events and campaigns; and to educate members about BME issues facing students at Cambridge;
- x) to provide disabled members with information relating to services within College and the University; liaising with College and the University (through CUSU campaigns if affiliated) to improve facilities and services;

14) There shall be a LGBT+ Welfare Officer who shall be:

- a) A member of the committee
- b) An individual
 - a) Either an individual or a pair (with one from each of the JCR and the MCR);
- b) Elected annually in the Lent Term Campus Elections of the JCR in which all members of the JCR and MCR are eligible to vote or, when candidates for each of the JCR and MCR step forward, elected annually in the Lent Term elections of their respective common room with only Members of their respective common room voting; and
- c) Responsible for:
 - i) Promoting the welfare of LGBT+ students;
 - ii) Promoting awareness of LGBT+ issues;
 - iii) Promoting LGBT+ welfare events in Cambridge insofar as they are deemed to be consistent with the welfare and wishes of LGBT+ Members and with the JCR and MCR's goals, governing documents, Resolutions and Committee decisions;
 - iv) Liaising with the College Counsellor, Tutorial staff and College Nurse, where appropriate;
 - 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) Organising events aimed at LGBT+ students;
 - viii) Maintaining communication and cooperation between the JCR and MCR, which may include but is not limited to attending JCR and MCR open meetings;
 - ix) to represent the interests of BME members by encouraging racial equality in College; to inform BME members of details relating to BME events and campaigns; and to educate members about BME issues facing students at Cambridge; and

x) to provide disabled members with information relating to services within College and the University; liaising with College and the University (through CUSU campaigns if affiliated) to improve facilities and services

xi) attending meetings of the Equality & Opportunity Federated Committee

15) There shall be an Equal Opportunities Executive 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

e) Responsible for:

i) chairing the Equality & Opportunities Federated Committee (joint between JCR and MCR);

ii) co-opting up to 12 representatives onto the Committee, at least one of whom will have a specific and primary responsibility in respect of the groups concerned. The groups concerned are: race and ethnicity; gender; age; sexual orientation; disability; mental health; freedom of speech, belief and religion and access.

iii) submitting motions to an open meeting so the JCR can approve the co-opted appointments (a simple majority is required and in cases where a co-opted members' appointment is voted down by a simple majority at an open meeting, and should they feel that the reasons for not confirming the appointment conflict with the very principles of the Equality & Opportunities Federated Committee, the JCR Committee would reserve the right to override the open meeting vote through a unanimous JCR Committee vote);

16) Duties may be shared between Officers with the permission of the President, except that the Men's, Women's, LGBT+ 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.

17) With the exception of the President and Secretary/Vice President and Treasurer who form the 'Executive Committee', all Officers shall be of equal status.

18) No person may hold the position of more than one Officer except where one position is President and the other is not, Secretary or Treasurer, for the period between the Michaelmas Campus Election and the Lent Campus Election.

19) 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.

20) 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.

21) No Officer shall at any time be obliged to disclose confidential information or material.

22) 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. Subcommittees

- 1) The JCR Entertainment Subcommittee shall consist of:
 - a) The Entertainment Executive Officer, who shall Chair the Subcommittee
 - b) The President
 - c) The Secretary and Vice President
 - d) The Treasurer
 - e) Five non-committee JCR Members who are appointed by the Entertainment Executive Officer, the President and Secretary and Vice President for no longer than one year.
- 2) The Subcommittee will be responsible for:
 - a) Organising the JCR Garden Party which takes place annually on the Wednesday of May Week;
 - b) Organising Halfway Hall the year after the election of the Entertainment Executive;
 - c) Organising Wedding Formal the year after the election of the Entertainment Executive;
 - d) Organising termly Superformals;
 - e) Organising, setting up, DJing and clearing up (or appointing a DJ) the monthly PAV;
 - f) Informing Members of relevant entertainment events on offer in College and in Cambridge using the Ents Facebook page;
 - g) Purchasing and/or renting and maintaining such equipment as is necessary for the execution of the duties outlined above; and
 - h) Maintaining the PAV room (6X) in an appropriate state including ensuring the maintenance of all equipment; and
 - i) Writing an informal report each term listing College events planned for the term ahead
- 3) The Freshers' Week Subcommittee must consist of:
 - a) The President who shall chair the Subcommittee;
 - b) The Secretary and Vice President;
 - c) The Treasurer;
 - d) The Entertainment Executive Officer;
 - e) The International Welfare Officer;
 - f) The LGBT + Welfare Officer;
 - g) The Men's Welfare Officer;
 - h) The Women's Welfare Officer; and
 - i) The Equipment and Societies Officer
- 4) The Freshers' Week Subcommittee can consist of volunteers from the JCR Committee and any JCR member at the President's discretion.
- 5) The Freshers' Week Subcommittee shall be responsible for organising Freshers' Week.
- 6) The setting up of additional Subcommittees may be requested by any Officer where:
 - a) The JCR Committee accepts the need for a Subcommittee to work on a specific issue and passes an Open Meeting resolution to this effect
 - b) Members of the Subcommittee are appointed by the relevant Officer in consultation with the President, Secretary and Vice President and the Treasurer and are appointed on merit ~~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, with the exception of Subcommittees mentioned in the Standing Orders, 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 reconvened 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.

6. 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 Secretary & Vice President; or
 - ii) Another Officer, where the Committee decided that the Secretary & Vice 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) Principally for President 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 for all other JCR Committee Officers;
 - 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 a 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, typically the poster board in the buttery area, and must be removed within twenty-four hours of the close of voting. The use of social media for campaigning is strictly forbidden and will result in the Candidate's nomination being withdrawn.
 - b) No automated lists may be used.
 - c) No Candidate or supporter may make use of the material advantages and abilities granted them by virtue of any positions they may hold.
 - d) No Candidate or supporter may campaign within 50m of the ballot box while voting is open.

- e) 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.

7. 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, coordinating 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.

8. Finances

- 1) The JCR shall maintain two bank accounts, named the Public Account and the Private 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
- 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
- 4) The financial year shall run from 1st July to 30th 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 accounts shall be audited by:
 - a) The Senior Treasurer, for the Public Account; or
 - b) The Senior Treasurer, for the Private Account;

13) 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.

14) No Officer shall be reimbursed any amount outside of the budget without prior approval from an Open Meeting.

15) The President and the Treasurer shall be signatories to any JCR bank accounts and both shall have access to all the JCR's accounts.

9. Representation on External Bodies

- 1) The 1 Rep on the Archives Committee shall be:
 - a) 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) The Domestic Officer ex officio
- 3) The 3 Reps on the CCRFC shall be:
 - a) The President ex officio
 - b) The Treasurer ex officio (who acts as Treasurer and Secretary of CCRFC)
 - c) The Equipment & Societies Officer ex officio;
- 4) The 1 Rep on the Churchill Association Committee shall be:
 - a) The President ex officio.
- 5) The 1 Rep on the Donations Committee shall be:
 - a) The Domestic Officer ex officio
- 6) The 1 Reps on the Education Committee shall be:
 - a) The Access & Academic Affairs Officer ex officio;
- 7) The 1 Rep on the Estates Committee shall be:
 - a) The Green Officer ex officio
- 8) The 1 Rep on the Finance Committee shall be:
 - a) The Treasurer ex officio;
- 9) The 5 Reps on the House Committee shall be:
 - a) The Men's Welfare Officer ex officio;
 - b) The Women's Welfare Officer ex officio;
 - c) The International Welfare Officer ex officio; and
 - d) The President ex officio
 - e) The Domestic ex officio.
- 10) The 1 Rep on the ICT Committee shall be:
 - a) The Computing Officer ex officio.
- 11) The 1 Rep on the Library Committee shall be:
 - a) The Access & Academic Affairs Officer ex officio;
- 12) The 1 Rep on the Small Grants Committee shall be:
 - a) The President, ex officio;
- 13) The 1 Rep on the South African Bursary Committee shall be:
 - a) The President ex officio.
- 14) The 2 Reps on the CUSU Council shall be:
 - a) The President ex officio or the Secretary/Vice President ex officio on a rotational basis; and
 - b) One committee member on a rotational basis as explained above.
- 15) The 1 Rep on the CUSU International College Representatives Council shall be:

- a) The International Officer ex officio.
- 16) The 1 Rep on the CUSU Women's Council shall be:
- a) The Women's Welfare Officer ex officio.
- 17) Where the external body is not listed above, the Committee shall decide which Officer(s) shall represent the JCR.
- 18) Where an Officer sits on an external body ex officio, that authority may be delegated to another Officer with the permission of the President, subject to the requirements of the external b
- 19) Where an Officer is unable to attend a meeting, he or she should notify the President in advance. The President may then appoint a substitute rep, where necessary.
- 20) An Open Meeting Resolution may mandate a Rep to vote in a particular way at a College Committee, but not at College Council.

10. Affiliation to CUSU

- 1) A motion to affiliate or re-affiliate to CUSU shall be automatically put to members at the first open meeting of Michaelmas term each year.
- 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 Secretary 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.

11. 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.

12. 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.

13. 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.

CCRFC – Combined Common Rooms Finance Committee

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.