

Churchill College JCR Constitution

05/11/2024

CONTENTS

Contents

1 Introduction	4
2 Governance	5
3 Members	6
4 Aims	7
5 Rights of Undergraduates	8
6 Open Meetings	9
7 Referenda	10
8 Committee	11
9 Officers and Reps	12
10 Finance	14
11 External Affiliations	15
12 Complaints Procedure	16
13 Definitions	17
14 Ammendments	18

1 Introduction

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

2 Governance

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

3 Members

1. All Undergraduate College members are JCR Members unless they opt out of membership. The procedure for opting out is specified in the Standing Orders.

4 Aims

1. The JCR shall promote the collective interests and the welfare of its Members, as well as the welfare of Non-Affiliates.
2. Without prejudice to paragraph (a) the JCR shall, where appropriate:
 - (a) collate the opinions of its Members (and Non-Affiliates) on matters relating to College, students and the local, national and international communities;
 - (b) communicate to College, the University, other student bodies, officials of other educational institutions, and other interested parties as appropriate, these opinions, and in particular to represent its Members on College Council, Governing Body, College Committees, and CUSU Council (unless disaffiliated from such external body).
 - (c) organise and provide extra-curricular social activities and amenities for the benefit of its Members and Non-Affiliates;
 - (d) promote the educational and intellectual development of its Members and Non-Affiliates;
 - (e) promote cooperation among Members and Non-Affiliates;
 - (f) promote equality of opportunity for Members and Non-Affiliates regardless of sex, gender, sexual orientation, race, disability, religion or other protected characteristics as specified by the Equality Act (2010), to ensure students are not abused or harassed; and
 - (g) use such monies, properties and other assets accruing from time to time to pursue the aims of the JCR as defined within this section
 - (h) promote the physical and mental well-being of its Members and Non-Affiliates and signpost them to the appropriate resources within College and the University.

5 Rights of Undergraduates

1. Every Undergraduate, including both Members and Non-Affiliates, is entitled to:
 - (a) access to online platforms for the distribution of information to and between Members and Non-Affiliates;
 - (b) share use of JCR facilities and equipment;
 - (c) inspect up-to-date copies of the Constitution, the Standing Orders and all Resolutions in effect on the JCR Website, or to receive written copies from the Secretary on request;
 - (d) request that the Ombudsman investigate any aspect of the business of the JCR and/or the Committee, and receive a written statement of the results of any such investigation and of any action taken by the Ombudsman in accordance with Section 12. Complaints Procedure.
 - (e) Be provided with a termly report of JCR Committee activities, achievements and progress via email or social media.
 - (f) Be provided with a means by which internal complaints can be made about JCR policy, JCR decisions or members of the JCR Committee.

2. Every Member is entitled to:
 - (a) attend and speak at Open Meetings and election hustings;
 - (b) propose motions for Open Meetings and raise matters for discussion at Committee meetings;
 - (c) petition for Emergency Open Meetings and Referenda and against Committee decisions;
 - (d) vote at Open Meetings and in elections and Referenda;
 - (e) stand for election (subject to the Standing Orders);
 - (f) inspect a list of Officers on the JCR Website;
 - (g) inspect the records of Open Meeting and Committee meeting minutes (excluding Reserved Business) after giving the President reasonable notice; and
 - (h) inspect the attendance record of an officer at Committee and on college committees (excluding College Council and Reserved Business) after giving the Secretary and the Officer reasonable notice;
 - (i) inspect the Statement of Accounts and receive a statement of the balance of all accounts after giving the Treasurer reasonable notice.

6 Open Meetings

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

7 Referenda

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

8 Committee

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

9 Officers and Reps

1. All Officers shall be elected at least annually by secret ballot in a manner laid out in the Standing Orders.
2. Every student who intends to run for the position of a JCR Executive Officer must prior to their election inform their Director of Studies and Tutor of their intention to run for a committee position.
 3. Every non-Executive JCR Officer after their election must inform their Director of Studies and Tutor of their committee position.
4. All committee positions shall be elected by secret ballot in which all Member sare entitled to vote.
5. In accordance with the 1994 Education Act, elections for the positions of President, Secretary and Treasurer must be held by secret ballot in which all Members are entitled to vote.
6. The position of an Officer may be held by more than one person where specifically allowed in the Standing Orders
7. but these people shall nevertheless be regarded as one Officer and shall hold only one vote on the Committee.
 8. Officers shall be appointed or elected in accordance with the Standing Orders.
9. Each Officer and Rep shall remain in Office until:
 - (a) their term of office ends;
 - (b) they are removed from office by a Referendum or Open Meeting, proposed by the Executive in the case of non-executive officers;
 - (c) they cease to be a Member of the JCR; or
 - (d) they inform the President or, if the Officer is the President, inform the Secretary and Treasurer, in writing of their wish to resign.
 - (e) They are deemed by College Council to be unable to perform their duties. The College Council will seek the recommendation of the JCR's Senior Treasurer, and in the case of non-executive roles, the Executive officers.
10. Where the position of President is vacant or the President is temporarily unable to carry out their duties, the Vice President (or Secretary, where the Vice President is unwilling or unable to serve) temporarily assume all duties of the President.
11. Where the position of an Officer, other than that of President, is vacant or the Officer is temporarily unable to carry out their duties, the Committee shall share the responsibilities and may allocate specific roles, granted by the Constitution or Standing Orders, to another Committee Officer. Specific non-representational roles, except for control of JCR Accounts, may be allocated to a Co-opted Officer.

12. The Committee may appoint Assistants to aid specific Officers or to undertake specified tasks.
13. When acting as a representative of the JCR, Officers and Reps, considering the time sensitivity and importance, shall:
 - (a) consult relevant existing Resolutions;
 - (b) where a relevant Resolution does not exist, consult the Members, which may include seeking the creation of a relevant Resolution;
 - (c) obtain guidance from the Committee;
 - (d) act on their own initiative provided that they shall not purport to state Policy;
 - (e) declare where any conflicts of interest may arise;
 - (f) act in the best interest of all members, not a subset or society, unless otherwise mandated by the Standing Orders.]
- 14 Each Officer is entitled to an indemnity against liabilities incurred and losses sustained in the intra vires performance of office.
- 15 Each Officer shall be liable to account for any personal benefit, profit or pecuniary or proprietary advantage obtained in the course of office.
- 16 No Officer shall be liable to the JCR for losses sustained or liabilities incurred by the JCR in the intra vires performance of office provided that such losses or liabilities are the consequence of reasonable actions in good faith and not amounting to an intentional, reckless or negligent breach of the law.

10 Finance

1. The Senior Treasurer shall be a Fellow appointed and subject to removal by College Council; usually the Bursar.
2. The JCR shall have an account separate from the college account.
3. Officers may operate any other additional accounts on the JCRs behalf as appropriate.
4. All accounts operated on the JCRs behalf shall be published to all students and College Council, as required by the 1994 Education Act.
5. A motion to authorise spending shall specify which Officer(s), Rep(s), Member(s) or democratic body shall be authorised to make the purchase. Such authorisation shall expire after one year, or after up to two years if explicitly specified.
6. Specific expenditures above a limit determined by the Standing Orders shall require the approval of the Committee, as determined in section 8, where the expenditure has not been directed otherwise by a motion of members;
7. The President shall be empowered to enter into binding contracts on the JCR's behalf provided that in so doing they are giving effect to policies and prescriptions laid down by the JCR and acting in accordance with the aims of the JCR, as specified in Section 4.

11 External Affiliations

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

12 Complaints Procedure

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

13 Definitions

College Churchill College of Storey's Way, Cambridge.

College Council The Council of Churchill College, its trustee body.

Executive Officer The President, Vice-President, Secretary and Treasurer of the JCR.

College Council The assembly of all Fellows of the College, on which the JCR is represented.

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

JCR Churchill College Junior Common Room.

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

MCR Churchill College Middle Common Room

Member Any member of the JCR as defined in Section 3. Members. Open Meeting A meeting which may be attended by any Member.

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

Officer An elected post-holder of the JCR

Petition A request endorsed by signatures of Members.

Policy An opinion on any issue, adopted by the JCR by Resolution. Rep(s) JCR Representative(s) on a committee of the College.

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

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

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

University University of Cambridge.

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

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

14 Amendments

1. 2001-02-09 by Rosie Gray
2. 2007-11-30 by Mandeep Singh, & Matt Trebilco
3. 2008-01-20 by Harry Bullivant, Richard Erlank, & Antonio Weiss
4. 2009-11-03 by Grayden Webb & Ben Towse
5. 2010-02-05 by Grayden Webb & Ben Towse
6. 2015-01-27 by Freddie Downing
7. 2015-11-16 by Nathan Hardisty
8. 2019-05-24 by Kieran Heal
9. 2024-11-05 by Cormac Hoare