



*The CONSTITUTION and STANDING ORDERS
of the JUNIOR COMMON ROOM
of KEBLE COLLEGE,
OXFORD*

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CONSTITUTION

Name, Objects and Membership

1. The Name of the Common Room shall be Keble College Junior Common Room ("the JCR").
2. The aims and objectives of the JCR shall include:
 - i. the promotion of the academic, financial, welfare, social and general interests of its members.
 - ii. the representation of its members in the affairs of Keble College ("the College").
 - iii. the representation of its members in the affairs of the University of Oxford ("the University") and in other affairs of universal importance to students through the Oxford University Student Union ("OUSU") and other relevant organisations.
3. In pursuing these objectives it shall adopt and implement such policies and courses of action as it shall, from time to time, resolve.
4. The Full Members of the JCR shall be all undergraduate members of the College who have matriculated and are not recognised by the College as being members of either the Middle Common Room ("MCR") or Senior Common Room ("SCR").
5. Any reference to "JCR Members" in this Constitution and Standing Orders means Full Members unless otherwise specified.
6. All JCR Members shall have the following rights, unless expressly disqualified hereinafter:
 - i. the right to attend, speak and vote at all JCR Meetings.
 - ii. the right to vote at the election of JCR Officers and in Referendums.
 - iii. the right of candidature - any JCR Member may stand for election to a JCR Office, subject to his/her satisfaction of the conditions of candidature as prescribed in **SO 5.8**.
 - iv. the right of equal standing - no member shall, whether by virtue of his/her holding JCR Office or otherwise, enjoy any rights and privileges from the JCR which are not shared by all its members save any rights that are normal to the post of that JCR Officer.
 - v. the right to enjoy the facilities of the JCR and to entertain bona fide guests who shall be allowed to use those facilities. JCR Members shall be responsible for their guests.
 - vi. the right to opt out of full membership to the JCR. Any member wishing to do so shall send written notification of their desire to opt out of full membership to the JCR President to arrive no later than Sunday 5th week in Michaelmas term in any year. The member will then cease to be a Full Member of the JCR until s/he has sent a written notification to the JCR President to assume full membership. All members who have opted out of full membership may apply to become Associate Members of the JCR.
7. Honorary membership of the JCR may be conferred by a resolution of the JCR as defined in **cl 24** of this Constitution. A full list of Honorary Members shall be contained in the Appendices to this Constitution.
8. Honorary and Associate Members may avail themselves only of right (v) under **cl 6** of this Constitution. Visiting Associate Members may in addition avail themselves of rights (i) and (ii) under **cl 6** of this Constitution. Honorary and Associate Membership may be revoked at any time by resolution of the JCR. In any case Associate Membership shall lapse after one year unless renewed.

9. All full members of the MCR shall automatically receive Associate Membership of the JCR for as long as they remain full members of the MCR.
10. All undergraduate visiting and associate students shall automatically receive Associate Membership of the JCR for the duration of their study at Keble.
11. All JCR Members shall have the following duties unless expressly disqualified hereinafter:
 - i. The duty to pay the JCR Levy on battels to cover the cost of punts, Sky and charities.
 - ii. The duty to pay into the Rent Equalisation Scheme unless disqualified therefrom under the Standing Orders.
12. All classes of member shall have the right to complain through the procedures outlined in **SOs Section 12**.

Anti-Discrimination Policy

13. No member of the JCR shall be discriminated against on the grounds of his/her race, gender, religion, nationality, colour, sexual orientation, disability, age or belief.

Committee and Officers

14. The JCR Members shall be represented by an elected Committee consisting of the following Officers who shall have such functions, powers and duties as are accorded to them hereafter and in the Standing Orders: President, Vice-President, Treasurer, Secretary, Male Welfare Officer, Female Welfare Officer, Accommodation Officer, Charities and Donations Officer, Entertainments Officer, OUSU Representative, Environment and Ethics Officer, Academic Affairs and Careers Officer, Equal Opportunities Officer, Arts and Publications Officer and Freshers' Week President. These Officers shall be elected in accordance with the conditions of candidature and election procedure as laid down in **SOs Section 5**.
15. Except where otherwise stated, reference to a single JCR Officer shall mean both Officers where such a post is held by two or more persons.
16. Any JCR Officer may be removed from office in accordance with the procedure laid down in **SOs 3.20 - 3.22**. Any Officer is free to resign his/her post at any time.
17. In the event of a JCR Office becoming vacant, a new election shall be held, subject to **cl 18 and 56 - 58** of this Constitution, the new Officer to serve only the remainder of the term for which his/her predecessor was elected to serve. In the interim period between the vacancy occurring and a new officer being elected, the JCR Committee shall co-opt a JCR member temporarily to the post or appoint an existing JCR Officer to take over the duties of the vacant Office.
18. In the event of one position in a JCR Office occupied by multiple individuals becoming vacant, the remaining member(s) of the JCR Office shall advertise the vacancy to the JCR for seven days and accept applications for the position. The remaining member(s) shall then review the applications, decide which applicant is most qualified and then bring their decision to the next JCR Meeting, where it shall be ratified by a majority vote. The members shall then serve out the remainder of the term for which the JCR Office was elected to serve.
19. The members of the JCR Committee, and of any Sub-Committee acting within its terms of reference, and those members so mandated by the JCR, shall be the only persons officially representing the JCR.

20. The appropriate Officers shall represent the JCR on the various College Committees, as provided for in **cl 49 - 50** of this Constitution.
21. The JCR Committee may, as a unanimous body, submit motions for the consideration of the JCR.

JCR Meetings

22. All JCR Members shall be entitled to attend all Meetings of the JCR and to propose, speak and vote on any Motion, unless specifically disqualified herein.
23. There shall be four Ordinary JCR Meetings each Full Term which, unless otherwise agreed by the JCR Committee, shall take place on the Sunday of Weeks 2, 4, 6 and 8 of Full Term in the JCR. The procedure for such Meetings shall be as laid down in **SOs Section 2**.
24. A valid decision of a JCR Meeting shall be a resolution duly proposed and seconded as a Motion and passed. Any reference in this Constitution and Standing Orders to a "majority" shall mean a majority of those present and voting at a JCR Meeting. Any valid decision may be revoked at any time by resolution of the JCR.
25. Valid decisions of JCR Meetings shall be limited to:
 - i. mandating a JCR Officer or Member of a Sub-Committee to perform some duty or task that falls within their remit.
 - ii. a change in the Constitution, Standing Orders or Appendices.
 - iii. a resolution of opinion or policy of the JCR body.
 - iv. allocation of monies from JCR accounts to valid causes.
 - v. affiliation to an external organisation as provided under **cl 69**.
 - vi. conferring honorary membership.
26. Decisions under **cl 25.iii, 25.iv or 25.v** shall lapse one year after the date of the Meeting.
27. The proceedings of any JCR Meeting are only valid in so far as the meeting is quorate according to **SO 2.38**.
28. JCR Members are at all times expected to respect the right of other members to listen to, and take part in, the discussion at Meetings.
29. The Speaker shall chair all JCR Meetings, subject to **SOs 2.9 - 2.15**.
30. At the beginning of the next JCR Meeting, if two JCR Members request, the Secretary shall read out the Minutes of the last Meeting, or part of them, for the approval of the JCR. The Minutes can be amended in accordance with the proper procedure laid down in **SO 2.36**.
31. Motions may only be amended strictly in accordance with the procedure in **SOs 2.32 - 2.36**.
32. After two hours of any Meeting, a Special Procedural Motion shall automatically be moved by the Speaker to determine whether the Meeting should continue. The motion shall be resolved by a simple majority. Should the Meeting continue, the Motion shall subsequently be put at half-hour intervals.
33. Any meeting adjourned with unfinished business must be reconvened at any time before the next meeting is declared open.

Emergency JCR Meetings

34. The President shall call an Emergency Meeting:
 - i. after consultation with the JCR Committee.
 - ii. if petitioned to do so in writing by at least 35 JCR Members.
35. The time, date and venue of such a Meeting shall be determined by the President in consultation with the Committee or the petitioners and must take place within 72 hours of the decision of the Committee or the presentation of the petition.
36. At least 24 hours notice of such a meeting shall be given in the normal manner.
37. Discussion at such a meeting shall be restricted to the matters for which it has been called which shall be specified in the notice given to Members. Emergency Motions shall not be accepted at an Emergency Meeting.
38. In all other respects, the procedure of the Meeting shall be governed by the same provisions as are applicable to an Ordinary JCR Meeting.
39. No Ordinary or Emergency Meeting shall take place outside of Full Term.

Meetings of the JCR Committee

40. The President shall call a Meeting of the JCR Committee:
 - i. on the reasonable request of any Member of the Committee.
 - ii. whenever s/he considers there to be sufficient business in hand to merit the holding of such a Meeting.
 - iii. at least once in all weeks of Full Term not containing an Ordinary Meeting
41. If possible, at least 24 hours notice of the time and place of such a Meeting shall be given to each member of the Committee individually.
42. Such meetings shall be chaired by the President, unless absent, in which case the Vice-President shall assume the Chair.
43. The quorum of such meetings shall be seven Committee Members. The ascertainment of the existence of a quorum shall be governed by the same provisions as are applicable to JCR Meetings.
44. The JCR Committee shall have the power to co-opt any JCR Member whose specialised knowledge may be required. Co-opted Members shall not have Committee voting rights.
45. Any JCR Member may request a copy of the minutes of the JCR Committee Meeting. Certain sections of the Minutes may be withheld on the ruling of the President.
46. A ruling of the Chair at a Committee Meeting can be overturned only by a vote of a majority of the JCR Committee. The Chair shall have a casting vote.
47. A valid decision of the JCR Committee can be reached (if necessary) by a simple majority vote of those present.

Representation on College Committees

48. The JCR seeks to participate in the administration of College affairs by being fully represented on any College Committee which discusses matters concerning junior members.
49. Certain JCR Officers shall sit on certain College Committees as are described in the Standing Orders. These Officers shall serve on those Committees in accordance with the constitution of those Committees.

Elections

50. The election of all JCR Officers shall be by secret ballot which shall be conducted as prescribed in **SOs Section 5**.
51. Timing of Elections:
 - i. Annual Elections for the posts of Vice-President, Secretary, Entertainments Officer and Environment & Ethics Officer shall take place in the 6th Week of Michaelmas Term.
 - ii. Annual Elections for the posts of Equal Opportunities Officer, Female Welfare Officer, Male Welfare Officer and Freshers' Week President shall take place in the 6th Week of Hilary Term.
 - iii. Annual Elections for the posts of President, Treasurer, OUSU Representative, Academic Affairs and Careers Officer, Accommodation Officer, Charities and Donations Officer and Arts and Publications Officer shall take place in the 4th Week of Trinity Term.
52. All posts are tenable for one year. Tenure begins on the last day of the full term in which the election was held with the exception of the Female and Male Welfare Officers, whose terms of office shall begin on the last day of Trinity Term.
53. With the exception of the Female and Male Welfare Officers, from the time of their election, newly elected officers shall sit on the JCR Committee as officers elect and shall participate fully in JCR Committee business. The Female and Male Welfare Officers elect shall begin such duties only after the Trinity Term elections.
54. All Elections shall be by the Single Transferable Vote ("STV") system outlined in the Appendices.

By-Elections

55. In the event of a vacancy occurring during a term of office, a By-Election shall be held in accordance with the rules laid down in **SO 5.7**.
56. The By-Election shall be held as soon as possible after the vacancy occurs. The Member so elected shall take office from the time the result is announced and so shall complete the unfinished term of office.
57. The whole procedure leading to the election of a new Officer shall be carried out within three weeks (excluding dates outside full term) of the vacancy arising, save that if the vacancy occurs during the term in which the Election of that Officer falls due, the Committee may allow the post to remain vacant until the Annual Elections.

Referendums

58. A Referendum shall be called by the President:
 - i. if the JCR so resolves by a two thirds majority at a quorate Ordinary or Emergency Meeting.
 - ii. if the JCR Committee unanimously so decides.
 - iii. if petitioned to do so by at least 50 JCR Members.

59. Such Referendums shall be conducted in accordance with the procedure laid down in **SOs Section 7**.

60. Such Referendums shall be preceded by a Referendum Meeting at which the Referendum Motion shall be debated, but not resolved. The result of the Referendum shall be the supreme resolution of the JCR on that matter, reversible only by a subsequent referendum. Resolutions by referendum not reversed in this manner shall lapse three years after the declaration of the result of the referendum, unless the referendum concerns the ratification of changes to the Constitution or Standing Orders.

61. No Election, By-Election or Referendum shall take place outside of Full Term.

Sub-Committees of the JCR

62. There shall be two types of Sub-Committees of the JCR:

- i. Standing Sub-Committees.
- ii. Ad-hoc Sub-Committees.

63. The membership, business and finances of all Sub-Committees shall be governed by the provisions of **SOs Section 9**.

64. All Sub-Committees must be ratified at the first available opportunity by resolution of the JCR. This resolution shall determine their objectives.

External Affairs

65. The JCR shall be affiliated to OUSU and pay all appropriate fees.

66. Representation on OUSU Council shall be through the OUSU Representative, the President and a third vote to be allocated on a first come first serve basis.

67. JCR Officers shall attend all relevant meetings of OUSU and its Committees.

68. The Appendices shall contain a list of all JCR Members who hold Executive, Committee or other posts at OUSU.

69. The JCR may also affiliate to any other external organisation, providing that the organisation is neither illegal nor has overtly political objects. A resolution of affiliation or disaffiliation shall be made in the same way as an ordinary resolution of the JCR, and the motion moved in accordance with the same procedure as for ordinary motions. A full list of such external organisations shall be contained in the Appendices. There will be an annual vote to review whether or not to maintain affiliation to any other external affiliation.

MCR Relations

70. The JCR Committee shall seek as much liaison with the MCR as is reasonably possible.

71. The appropriate JCR Officers and Sub-Committees shall seek to adopt a common policy with the MCR in prices and charges negotiations in Trinity Term.

Finance

72. The finance of the JCR shall be administered by the Treasurer in close conjunction with the President and in accordance with their duties as officers, **Section 10** of the Standing Orders and the Constitution of the Amalgamated Clubs.

Constitution and Standing Orders

73. There shall be such Standing Orders as are deemed necessary by the JCR to ensure fair and efficient procedure. Such Standing Orders shall apply to all clauses of this Constitution.

Appendices

74. There shall be two appendices to this Constitution, called A and B.

- i. Appendix A will provide factual information on the following topics:
 1. Membership of the JCR Committee
 2. JCR Members Holding Non-Committee Posts
 3. Honorary Members of the JCR
 4. Members of the JCR holding OUSU Posts
 5. External Organisations Affiliated to by the JCR
 6. Accounts held by the JCR
 7. Election Procedure
 8. The JCR Code of Practice
- ii. Appendix B will provide essential information and advice for the members of the JCR Committee to be able to effectively carry out the specific duties outlined in the Standing Orders, (section 3).
- iii. Appendix B shall be updated at the end of each term as Officers leave their posts.
- iv. Each JCR Officer will be responsible for ensuring that the section of Appendix B which relates to his/her post contains up to date, accurate and helpful advice.
- v. The JCR Secretary will oversee the termly updates.

Amendment

75. This Constitution shall be amended only after a resolution to that effect has been passed:

- i. unanimously at a single JCR Meeting, or
- ii. by a two thirds majority at two consecutive Meetings, or
- iii. by Referendum.

76. All such resolved Constitutional Amendments are subject to ratification by the Governing Body of the College, but shall take effect provisionally from the time they are resolved by the JCR, pending ratification.

77. The Constitution and Standing Orders shall be presented to the Governing Body of the College for ratification every five years.

78. Standing Orders shall be amended only after a resolution to that effect has been passed by a two thirds majority at a single JCR Meeting.

79. New or amended Standing Orders shall have immediate effect.

80. Proposed amendments to the Constitution or Standing Orders shall be publicly displayed by the JCR Secretary for at least 72 hours before the Meeting.

Interpretation

81. During any JCR Meeting the Speaker, in consultation with the Secretary, shall be the sole interpreter of the Constitution and Standing Orders.
82. Outside JCR Meetings the President, in consultation with the Secretary, shall be the sole interpreter of the Constitution and Standing Orders.
83. The Speaker's interpretation of the Constitution and Standing Orders shall not come into conflict with the President's interpretation, given outside of JCR Meetings.

Definitions and Abbreviations

84. Previous resolutions of the JCR shall not be invalidated by this Constitution except in so far as they are not inconsistent with its express provisions, in which case such resolutions are immediately superseded.
85. All previous Constitutions of the Keble College Junior Common Room are hereby revoked.

Coda

This Constitution and the associated Standing Orders shall come into effect from the 6th Week JCR Meeting of Michaelmas Term 2009, subject to **cl 77**.

1. General

1. These Standing Orders shall only be amended as laid down in **cl 79** of the Constitution.
2. The JCR Secretary shall maintain an up to date Master Copy of the Constitution, Standing Orders and Appendices which shall be available for consultation by JCR Members.
3. The JCR Secretary and the JCR IT Officer shall ensure that an up to date copy of the Constitution, Standing Orders and Appendices are easily accessible on the JCR Website.

2. JCR Meetings

Notice of Meetings and Motions

1. JCR Meetings shall be advertised by the Secretary at least three days before the Meetings, except as provided for Emergency Meetings in **cl 35 - 40** of the Constitution. Such notice shall be posted in the JCR and circulated online via the JCR mail list.
2. All Ordinary Motions that Members wish to put to the vote at an Ordinary JCR Meeting shall be submitted in writing, together with the names of the proposer and seconder, to the Secretary not later than midnight on the Thursday before the Meeting. All motions requesting money from the Charities and Donations account ("Donations Motions") shall be submitted not later than midnight on the Wednesday before the Meeting.
3. The Secretary shall submit all Donations Motions received by the appropriate deadline to the Charities and Donations Officer for ratification.
4. All motions submitted to the Charities and Donations Officer must be either ratified or non-ratified, subject to **SO 10.5**. If a motion is non-ratified the Charities and Donations Officer must discuss the reason for this with the proposer and seconder, and consequently the proposer may, if s/he wishes, amend the motion directly in order for it to be deemed ratified before being re-presented to the Secretary. Ratified Donations Motions shall be entered as seconded by the Charities and Donations Officer, and shall be debated as an Ordinary Motion. Non-ratified Donations Motions shall carry the names of the original proposer and seconder only. All ratified and non-ratified motions shall then be returned to the Secretary.
5. The Secretary and President shall decide whether or not to admit motions submitted after the normal deadline ("Emergency Motions").
6. The Secretary shall enter all such valid motions received by the deadline (except those excluded under **SO 2.16**) onto the Agenda which shall be posted in the JCR and circulated online via the JCR mailing list on the Friday before the Meeting. The Secretary shall add all Emergency Motions to the Agenda and post these additions likewise at least eight hours before the Meeting.
7. Procedural Motions may be moved without notice, but shall be binding only within the Meeting and shall not be JCR policy. Such Motions shall be subject to the provision of **SO 2.37**.
8. No Ordinary Motion shall be discussed and voted on unless it has been duly proposed and seconded and the proposer is present. The proposer may, however, designate another JCR Member to speak on his/her behalf if s/he is unable to attend the Meeting. A motion is "moved" when a proposer begins speaking on the motion. Once a motion has been moved, the proposer may withdraw his/her support for that motion. The Chair shall then invite any member of the Floor to take up the proposition. If not proposed in this way, the Motion lapses.

The Chair

9. All JCR Meetings shall be chaired by an elected JCR Member ("The Speaker") except:
 - i. in the enforced absence of the Speaker, the Meeting shall be chaired by the Secretary, who shall transfer minute-taking responsibility to an officer of his/her choice.
 - ii. if Procedural Motion (iii) under **SO 2.37** is proposed. The Secretary shall likewise assume the Chair.
10. The Chair shall not participate in debate.
11. The Chair shall have a single vote which shall only be used as a casting vote and shall be cast in favour of the status quo.
12. All remarks in debate shall be made through the Chair. When the Chair speaks, everyone else shall be silent.
13. It shall be the duty of the Chair to ensure that:
 - i. the Meeting is in order at all times.
 - ii. the remarks are relevant to the matter under debate.
 - iii. no defamatory remarks are made about any other JCR Member.
 - iv. no new material is introduced into a summing up speech.
14. In the event of the order of the Meeting being threatened by persistent abuse of privilege by a particular JCR Member, the speaking rights of that JCR Member may, after a warning, be suspended at the discretion of the Chair.
15. Should disorder arise the Chair may, at his/her discretion, warn the Meeting that s/he intends to quit the chair, and if order is not resumed within a reasonable period, s/he may close the Meeting. The reasons for doing so shall be given by the Chair at the next Meeting.

Order of Business at Meetings

16. The President may rule Motions which have been received by the Secretary as "out of order". Motions branded thus shall not be discussed at the Meeting, but shall be brought to the attention of the JCR.
17. At Ordinary JCR Meetings the Order of Business shall be:
 - i. Distribution of agenda to all present with time allowed to read it.
 - ii. Officers' Reports: each officer shall give a report; including details of Sub-Committee work in which the officer is engaged. Each report shall be followed by questions to that officer.
 - iii. Reports of other sub-committees at the discretion of the Chair, followed by questions.
 - iv. Motions: the order of which is to be determined by the Secretary.
 - v. Matters for discussion.
 - vi. Any other business.

Procedure for Debating and Voting on Motions

18. The motion before the Meeting shall be read by the Chair, or, if particularly lengthy, time shall be allowed for it to be read by those present.
19. The Chair shall then ask: "does anyone wish to discuss this motion?". Discussion shall be requested by the raising of a hand. Motions where no such discussion is requested shall be recorded as "passed *nem con*". This procedure shall not apply to non-ratified Donations Motions.
20. In the case of non-ratified Donations Motions, the Chair shall declare to the meeting that the motion is non-ratified and immediately invite the Charities and Donations Officer to explain the nature of his/her objection and if s/he wishes, propose an Amendment to the

motion. Such a Motion of Amendment shall be debated and resolved as detailed in **SOs 2.33 - 2.35** before the Substantive Motion is proposed.

21. The proposer of an Ordinary Motion shall give a speech of proposition.
22. Members may then address strictly short factual questions to the proposer. Such questions shall be put at the discretion of the Chair and answered at the option of the proposer.
23. The motion will then be open to the Floor for debate.
24. At a point when the Chair feels the debate to have been exhausted, s/he will ask if there is anything new to add. If there is this will be heard. Whether a point is new is at the discretion of the Chair.
25. After new points summing up will proceed. The Chair shall call for a speech to sum up opposition to the motion. Following this the Chair shall call for a speech to sum up the case in favour of the motion from the proposer, who may decline to sum up in favour of someone else. No new information shall be introduced in a summing speech.
26. The Chair shall then call for a Vote.
27. Voting shall be by a show of hands. The Secretary shall conduct the count.
28. Only those present at the Meeting when the Vote is called shall be entitled to vote.
29. A Re-Vote may be held immediately after the first vote at the discretion of the Chair or if a request for such a Re-Vote is supported by at least ten JCR Members. No Member not present at the original Vote may vote at the Re-Vote. The Re-Vote may be by division at the discretion of the Chair.

Variations to the Procedure outlined above

30. Points of Order can be made at any time and shall take precedence over all other business, except that they may not be raised during a Vote unless they relate to the procedure of that Vote. A Point of Order shall be raised by acclamation and shall relate to the conduct of the debate at that time. The Chair shall rule on the point raised and act accordingly.
31. Points of Information shall be raised by acclamation and phrased as short factual statements to a speaker. They shall be heard when the current speaker has finished.

Amendments to Motions

32. A proposer of a motion is free to amend his/her motion at any time during his/her speech of proposition and the ensuing short factual questions.
33. From this point onwards any JCR Member may propose an amendment which will need to be voted on.
34. Amendments shall be called for by acclamation. In the vast majority of cases they shall be heard at once, but it is at the discretion of the Chair to determine when they are put. One speech in favour of and one against the proposed amendment shall be heard. The Chair shall then call for any new points of direct relevance to the proposed amendment. If there are any, they will be heard. Whether a point is new is at the discretion of the Chair.
35. There shall follow a vote on the proposed amendment. Voting shall be conducted as laid out in **SOs 2.26 - 2.29** above. Amendments shall be incorporated if passed by a simple majority, save where the Chair and the proposer agree that the amendment substantially alters the original Motion, in which case a two-thirds majority is required.
36. A motion proposing that the Minutes be amended shall be treated as an Ordinary Motion save that it may be moved without notice and taken at the start of the Meeting. Such a Motion of Amendment shall be resolved by a simple majority.

Procedural Motions

37. The following Procedural Motions may be moved without notice, by a cry of “Point of Order”:
- i. that the Meeting move to a vote. The Chair or any JCR Member may call for the Meeting to move to a vote. If the Chair considers there has not been sufficient debate s/he has the power to override a call from the Floor for a move to a vote. If the Chair accepts the call, the procedure from 2.24 onwards shall be followed.
 - ii. that a non-member of the JCR be invited to speak. The Chair shall ask for any opposition. If there is any then there will follow a speech in opposition, a speech in proposition and then a simple majority vote.
 - iii. that the Meeting is not content with the Speaker and requires him/her to stand down for the current meeting. If this motion is put the Secretary will assume the Chair. There will follow a speech in proposition and then a speech in opposition that will be delivered by the Speaker if s/he so wishes. This will be followed by a vote. If the motion is passed with a two-thirds majority then the Secretary shall retain the Chair for the duration of the Meeting. At the next meeting, however, the Speaker shall resume his/her duties.
 - iv. that the Meeting be adjourned for a time specified. The Chair shall ask for any opposition. If there is any then there will follow a speech in opposition, a speech in proposition and then a simple majority vote.
 - v. that the motion be adjourned to the next meeting. The Chair shall ask for any opposition. If there is any it shall be heard and a vote taken. If there is no opposition the motion shall be adjourned to the next meeting.
 - vi. that the motion shall be taken in parts. The Chair shall ask for any opposition. If there is any it shall be heard and a vote taken. If there is no opposition the motion shall be taken in parts.

Quorum

38. Quorum at JCR Meetings:
- i. A Quorum of 35 JCR Members must be present throughout any JCR Meeting. The Quorum must be contained within the main body of the JCR building.
 - ii. At the reasonable request of any JCR Member during a Meeting a count, conducted by the JCR Secretary, shall be taken to ascertain whether or not a Quorum is present.
 - iii. In the event of it being found that a Quorum is not present then the Meeting shall automatically be adjourned and if a Quorum is not attained within five minutes it shall close; but in any case proceedings of the Meeting up to the time when the absence of a Quorum is found shall not be invalidated.

3. Duties and Functions of the Committee and Officers

1. It shall be the duty of the Committee:
 - i. to ensure the implementation of the resolutions of the JCR;
 - ii. to provide a channel for communications between SCR and JCR;
 - iii. to maximise the flow of information to the JCR;
 - iv. to generally oversee the running of the JCR, including the stewardship of the JCR properties and facilities.
2. All JCR Officers shall attend all JCR Meetings. They shall give any reason for non-attendance to the Secretary who shall relay it to the Meeting.
3. All JCR Officers shall report to the JCR at an Ordinary JCR Meeting, and shall answer questions on their Reports. An Officer who is unable to attend shall prepare a written Report which shall be read to the Meeting by the Chair.

Duties of Officers

4. The President shall:

- i. be the Chair of the JCR Committee and be responsible for ensuring that it works effectively;
- ii. generally seek to further the interests of the JCR in all dealings with the College;
- iii. communicate the policies of the JCR to the College;
- iv. ensure the execution of decisions taken at JCR Meetings and the implementation of JCR policies;
- v. represent the individual Members where requested to do so by the Member concerned;
- vi. oversee and co-ordinate the flow of information to the JCR, liaising with the Bursar and the Warden on a regular basis and putting forward the concerns of the JCR to them;
- vii. sit on the relevant committees for bursaries and access funds;
- viii. represent the JCR at all relevant OUSU meetings and events;
- ix. ensure maximum communication with JCR Officers of other Colleges, in particular through attending Prescom;
- x. ensure communication with university officials when necessary, representing the views of the JCR;
- xi. be resident in College during his/her term of Office. In the event of a By-Election for the post of President, the successful candidate need not reside in College provided that less than one term remains to be served;
- xii. act as Overseer for elections to the JCR Committee;
- xiii. sit on College Governing Body, Finance Committee, Academic Committee, Welfare Committee and Student Support Committee.

5. The Vice President Shall:

- i. at all times assist the President in carrying out the President's duties;
- ii. carry out those duties in the event of the President's enforced absence or resignation;
- iii. be responsible generally for representing the JCR in domestic affairs;
- iv. have responsibility for liaison with the domestic staff;
- v. ensure the termly Student Guest Night occurs;
- vi. have responsibility for relations with Associate students;
- vii. be responsible for food in College and liaise with the Catering Manager;
- viii. be responsible for improving and maintaining the Bar and liaise with the Bar Manager;
- ix. oversee the organisation of Arts Week at all levels in conjunction with the Arts and Publications Officer;
- x. be responsible for co-ordinating Keble's contribution to the official "University Challenge" television programme;
- xi. have responsibility for the LGBTQ flag;
- xii. sit on the College Governing Body, Domestic Committee, Health and Safety Committee, I.T. Committee and Library Committee.

6. The Treasurer shall:

- i. administer the day-to-day financial affairs of the JCR;

- ii. keep an account book of all JCR financial transactions in accordance with current custom; a separate and explicit record for each transaction; and all bank statements. All of these shall be open to JCR Members;
- iii. know who keeps JCR money in accounts other than the JCR account and ensure that adequate records are maintained of those accounts which the Treasurer shall have the right to inspect;
- iv. organise the Amalgamated Clubs Budget (including the Blues Fund in conjunction with the Sports Rep) in accordance with the Amalgamated Clubs Constitution. The annual budget must be displayed on the JCR Notice-board and announced in the Treasurer's report at the first possible JCR Meeting;
- v. be responsible for collecting JCR monies from the Bursary;
- vi. run the Rent Equalisation Scheme in accordance with **SO 11**;
- vii. be responsible for the television in the JCR, all dealings with the television companies and for the supply of the JCR newspapers, which shall be provided from Sunday 0th Week to Saturday 8th Week in Michaelmas, Hilary and Trinity Terms;
- viii. administer changes in orders of newspapers in accordance with **SO 10.6**;
- ix. arrange the ordering and collection of Matriculation Photographs in Michaelmas Term;
- x. be responsible for furnishing the JCR with a punt every Trinity Term;
- xi. sit on the Amalgamated Clubs Committee as Junior Treasurer;
- xii. liaise with the company providing the jukebox, games machines and vending machines, particularly concerning their maintenance;
- xiii. liaise with the bank;
- xiv. liaise with the Bursar on matters of College and University finance;
- xv. make the JCR accounts available to Governing Body on request;
- xvi. sit on the College Finance Committee.

7. The Secretary shall:

- i. have full responsibility for giving the requisite notice of all Meetings, preparing in conjunction with the President the Agenda for Meetings, displaying the Agenda, and maintaining a Minutes file;
- ii. be responsible generally for publicity, including the maintaining of the JCR Notice-boards;
- iii. have special responsibility for the JCR Office and all equipment contained therein.
- iv. maintain an up to date version of the Constitution, Standing Orders and Appendices in conjunction with the President;
- v. ensure the availability to JCR Members of Agendas, Minutes, Constitution and other JCR documents;
- vi. co-ordinate the updating of the JCR Website with the Arts and Publications Officer;
- vii. be responsible in conjunction with the President for e-mailing the JCR with any information deemed to be relevant, at the final discretion of the Secretary;
- viii. administer Elections as Returning Officer in accordance with the procedure in **SOs Section 5**;
- ix. chair JCR Meetings as required under **SO 2.9**;
- x. maintain a list of all Associate and Full Members of the JCR and ensure only Full Members are included in all votes and expressions of opinion of the JCR;
- xi. be the sole source of advice to the President and Speaker in interpretation of the Constitution and Standing Orders;
- xii. oversee the updates of Appendix B in accordance with **cl 75 (v)** of the Constitution;
- xiii. liaise with the College Archivist and ensure important JCR documents are preserved;
- xiv. organise the JCR President's Dinner.

8. The Female Welfare Officer shall:

- i. with the Male Welfare Officer ensure maximum publicity of OUSU, NUS and other student welfare services and events;
- ii. with the Male Welfare Officer maintain the Welfare Notice-board in the JCR;
- iii. with the Male Welfare Officer organise Reception Committees for Freshers and interviewees at the beginning and end of Michaelmas Term respectively;
- iv. with the Male Welfare Officer be responsible for making special provision for Freshers in Michaelmas Term, in close conjunction with the Freshers' Week President;
- v. represent the concerns of minority groups within College;
- vi. undergo Welfare Training through the Peer Support Scheme;
- vii. maintain Welfare provision within the JCR and maintain links with relevant SCR members and College Officers;
- viii. sit on the JCR Equal-Opportunities Sub-Committee;
- ix. be resident in College during his or her term of office;
- x. ensure representation of women in every area of administration, academic and social life, primarily at a college level but also within the university as a whole;
- xi. offer a female perspective on all JCR issues in College;
- xii. liaise with the College to ensure that the opinions and concerns of women are conveyed to it;
- xiii. raise issues of interest to women in college;
- xiv. represent the women of the JCR at OUSU Women's Committee meetings and ensure the maximum flow of information from such meetings to the JCR;
- xv. seek to encourage more women to apply to the college and to take up positions of responsibility;
- xvi. aim to ensure that no discrimination against women occurs in college;
- xvii. provide condoms for those who need them;
- xviii. ensure that either she or the Male Welfare Officer sits on College Domestic Committee and Welfare Committee, and attend Pastoral Lunch termly.

9. The Male Welfare Officer shall:

- i. with the Female Welfare Officer ensure maximum publicity of OUSU, NUS and other student welfare services and events;
- ii. with the Female Welfare Officer maintain the Welfare Notice-board in the JCR;
- iii. with the Female Welfare Officer organise Reception Committees for Freshers and interviewees at the beginning and end of Michaelmas Term respectively;
- iv. with the Female Welfare Officer be responsible for making special provision for Freshers in Michaelmas Term, in close conjunction with the Freshers' Week President;
- v. represent the concerns of minority groups within College;
- vi. undergo Welfare Training through the Peer Support Scheme;
- vii. maintain Welfare provision within the JCR and maintain links with relevant SCR members and College Officers;
- viii. sit on the JCR Equal-Opportunities Sub-Committee;
- ix. be resident in College during his or her term of office;
- x. ensure representation of men in every area of administration, academic and social life, primarily at a college level but also within the university as a whole;
- xi. offer a male perspective on all JCR issues in College;
- xii. liaise with the College to ensure that the opinions and concerns of men are conveyed to it;

- xiii. raise issues of interest to men in college;
- xiv. aim to ensure that no discrimination against men occurs in college;
- xv. provide condoms for those who need them;
- xvi. ensure that either he or the Female Welfare Officer sits on the College Domestic Committee and Welfare Committee, and attend Pastoral Lunch termly.

10. The Equal Opportunities Officer shall:

- i. provide a centralised and formalised structure to the equal opportunities provision within College and ensure representation of minority interests at the College and University level;
- ii. actively ensure that no member of the JCR shall be discriminated against on the grounds of his/her race, gender, religion, nationality, colour, sexual orientation, age, disability or belief;
- iii. chair the Equal Opportunities Sub-Committee which shall meet as necessary and report back to the JCR;
- iv. promote the work of Keble Target Schools and other bodies seeking to ensure fair admission to Oxford and encourage College participation in these schemes;
- v. co-ordinate the JCR contribution during the admissions period, school visits and Open Days, liaising with the tutor for admissions;
- vi. work with the Schools Liaison Officer to promote the work Keble Student Ambassadors, encourage College participation, and help train volunteers;
- vii. supervise the production of the Alternative Prospectus in conjunction with the Arts and Publications Officer;
- viii. work with other representatives of minorities within College;
- ix. support and if necessary represent any student suffering harassment and be familiar with any relevant Harassment Codes;
- x. attend any meetings of the OUSU Black, Minority and Ethnic Students, LGBTQ and Students with Disabilities campaigns that he or she deems appropriate, and Women's Campaign where allowed;
- xi. attend meetings of the College Equality Committee, reporting back to the JCR on its proceedings.

11. The Accommodation Officer shall:

- i. be specifically responsible for all matters concerning accommodation, in respect of both those in College rooms and those 'living out';
- ii. maintain an up-to-date version of the Keble Housing Register;
- iii. organise any JCR room ballots;
- iv. attend meetings of the college Domestic Committee and report back to the JCR on its proceedings.

12. The OUSU Representative shall:

- i. liaise between the College and OUSU – informing the College about OUSU events and decisions and representing views, questions and concerns of Keble students at OUSU;
- ii. attend the OUSU reps committee and other appropriate committees and attend OUSU Council Meetings;
- iii. promote and co-ordinate attendance of other college/JCR committee members to relevant OUSU committees;
- iv. promote college participation in other important OUSU events;
- v. publicise relevant OUSU material on the JCR notice-board and make available minutes and agendas for OUSU meetings upon request.

13. The Entertainments Officer(s) shall:
 - i. organise at least two major social events each Full Term and ensure they are adequately advertised;
 - ii. organise the JCR Photograph as an event in Trinity Term;
 - iii. form and chair an Entertainments Sub-Committee as required.
 - iv. liaise with the relevant College authorities in providing suitable liquid refreshments, both alcoholic and non-alcoholic, free of charge, at Halfway Hall (normally on the Sunday of fifth week of Hilary Term) for students in the second year of their degrees.

14. The Charities and Donations Officer shall:
 - i. be responsible for the administration of the Donations Fund in accordance with **SOs 10.3 – 10.5**;
 - ii. conduct separate opt-out levies for the Donations Fund and the Sports Fund each term;
 - iii. liaise with the Sports Rep in administering the Sports Fund;
 - iv. organise an online vote in 2nd week of Michaelmas to decide which charity the JCR will offer continuing support to for the next year. The elected charity will be supported at every charity event run by the JCR throughout the year, with the exception of those events in support of RAG;
 - v. attend weekly meetings of Oxford University Charity RAG;
 - vi. organise at least one event in College per term to raise money for RAG;
 - vii. take an active role in RAG week, seeking to boost attendance at events.

15. The Environment and Ethics Officer shall:
 - i. organise and oversee schemes for the recycling of appropriate materials in the College and promote the use of recycled products;
 - ii. promote awareness of recycling schemes, recycled products, energy efficiency, resource conservation and other environmental initiatives which it is felt will be relevant to the JCR and its members;
 - iii. attend, or send a representative to, all OUSU Environment and Ethics Committee meetings;
 - iv. inform the JCR of important OUSU Environment Committee campaigns and activities;
 - v. promote and maintain an ethical investment policy at Keble College;
 - vi. work to ensure that the college and the JCR are run ethically, as mandated by this JCR;
 - vii. liaise with other relevant organisations and authorities to secure the above objectives.

16. The Academic Affairs and Careers Officer shall:
 - i. be the first point of contact for JCR Members with Academic problems and help resolve these problems, liaising with the SCR as necessary;
 - ii. ensure representation of any JCR Member before any body on an Academic Matter;
 - iii. maintain a list of contacts for every subject in College;
 - iv. promote awareness among JCR Members of the work of the Development Officer and make aware initiatives to which JCR members could contribute;
 - v. help to organise and staff events promoted by the Development Office;
 - vi. work with the Development Office in raising Career awareness and organise Seminars and Workshops;

- vii. maintain the Careers Notice-board in the JCR and encourage registration with the Careers Service;
 - viii. sit on the College Academic Committee.
17. The Arts and Publications Officer shall:
- i. set up and chair an Arts Week committee of arts societies at Keble, and to oversee the organisation of Arts Week at all levels in conjunction with the Vice President;
 - ii. ensure that arts societies at Keble are well-publicised within the JCR;
 - iii. supervise the production of the Alternative Prospectus in conjunction with the Academic Affairs and Careers Officer;
 - iv. supervise the production of the Freshers' Week website in conjunction with the Freshers' Week President;
 - v. co-ordinate the updating of the JCR Website in conjunction with the Secretary;
 - vi. appear before College committees when requested.
18. The Freshers' Week President shall:
- i. have overall authority for the organisation of Freshers' Week;
 - ii. appoint such members of the Freshers' Week committee as he/she deems appropriate, subject to the approval of the JCR Committee;
 - iii. liaise closely with the JCR President, Male Welfare Officer, Female Welfare Officer, Entertainments Officer and Equal Opportunities Officer when organising Freshers' Week;
 - iv. liaise closely with the College while organising Freshers' Week;
 - v. supervise the production of the Freshers' Week website in conjunction with the Arts and Publications Officer;
 - vi. make regular reports to the JCR Committee;
 - vii. appear before College committees when requested.
19. In addition, all Officers shall:
- i. be responsible for the administration of such accounts as are detailed in the Appendices.
20. A motion of Censure of a JCR Officer or non-Committee Rep may be moved as an ordinary motion. Such a motion may also be moved without notice during a JCR Meeting. If the JCR Officer or non-Committee Rep is not present then the motion will be postponed until the next Meeting, whether or not the Officer or Rep is present at this subsequent Meeting. The Chair will then ask for a speech in proposition followed by one in opposition. The Officer concerned shall be entitled to speak in his/her defence. There will follow questions, the summing-up and then a vote. The Chair will ensure that all speeches and questions are focused directly on the Motion. The Motion will be deemed passed if a simple majority of those present are in favour.
21. A Motion of No Confidence requiring the immediate resignation of the JCR Officer concerned may be moved providing that this motion is handed to the Secretary at least 72 hours in advance of the meeting. At the Meeting, the Chair will ask for a speech in proposition followed by one in opposition. The Officer concerned shall be entitled to speak in his/her defence. The Chair will ensure that all speeches and questions are focused directly on the Motion. The Motion will be deemed passed if two-thirds of those present are in favour.

22. Any Officer who has been so removed shall not be barred from subsequently standing for election to that or any other JCR post.

4. Duties of Non-Committee Posts

Duties of Non-Committee Officers

1. The Speaker shall:
 - i. chair JCR Meetings in accordance with **SOs 2.9 - 2.15**;
 - ii. conduct all his/her duties impartially and effectively.

2. The Sports Rep shall:
 - i. liaise with the Charities and Donations Officer in administering the Sports Fund;
 - ii. maintain an up to date list of Keble Sports Captains and other personnel directly associated with sports teams and ensure this list is easily accessible via the JCR Website;
 - iii. seek to improve the sports facilities available to students;
 - iv. assist in the organisation of an annual Sports Lunch with the Senior Dean;
 - v. be in charge of the storage and distribution of the first aid kits.

3. The LGBTQ Rep shall:
 - i. represent the general views and concerns of lesbian, gay, bisexual and transgendered students to the JCR and in Committee meetings;
 - ii. provide advice and support on sexuality-related matters to any member of the JCR who identifies as lesbian, gay, bisexual or transgendered, or who is suffering confusion about their sexuality, but not act as a replacement for trained counsellors or advice services;
 - iii. be a member of or have contact with members of LGBTQ Society, in order to promote events which may be of interest to LGBTQ members of the JCR;
 - iv. attend meetings of the OUSU LGBTQ campaign;
 - v. attend the JCR Equal Opportunities sub-committee;
 - vi. provide condoms and lubricant for those who need them;
 - vii. help those new to the Oxford social life by introducing them to gay events and venues;
 - viii. be present during Freshers' Week.

4. The JCR IT Rep shall:
 - i. liaise with the College IT Officer and the University Computing Services;
 - ii. be responsible for producing JCR material when requested to do so by the full JCR Committee;
 - iii. have an overall responsibility for the JCR website and its updates;
 - iv. assist with the running of the termly online elections in conjunction with the JCR Secretary;
 - v. sit on the College IT Committee.

5. The Yearbook Rep shall:
 - i. oversee the organisation and compilation of the JCR Yearbook at all levels in conjunction with the Arts and Publications Officer;

- ii. ensure that all members of the year group are represented in the JCR Yearbook;
 - iii. receive orders and distribute the Yearbook.
6. The JCR President shall open nominations for the representatives detailed in **SOs 4.1 - 4.7**, whose positions are tenable for a year, over the summer vacation. The JCR Committee shall vote on the applications received. When the representatives detailed in **SOs 4.1 - 4.7** have been appointed, these appointments are subject to the approval of the JCR. The appointments must therefore be announced at the next JCR meeting and approval will be gained by a show of hands from the majority of those present. This section does not apply to the post of Speaker, the election procedure for which is detailed in **SOs Section 6**.
 7. All Non-Committee Posts may be subject to Motions of Censure and No Confidence, the procedure for which is detailed in **SOs 3.20 - 3.22**.

5. Elections

1. The Secretary shall be the Returning Officer ("RO") for all Elections, responsible to the President who shall be the Overseer of the Elections. In the absence of the President, the Vice-President shall take on the role of Overseer. In absence of the Secretary or both the President and Vice-President, the Committee shall appoint another JCR Officer RO and/or Overseer, subject to ratification by the JCR. The Dean, or other SCR member as appointed by Governing Body, shall fulfil the role of Senior Overseer who shall ensure that all stages of the election are conducted properly.
2. Elections are to be in the first instance carried out electronically, via a secure online voting system.
3. Should the online voting system be unavailable or doubts are raised as to the security of any election, the RO will call a traditional paper election within seven days of the original election date.
4. The RO shall:
 - i. be responsible for the administration of all Elections.
 - ii. organise JCR Committee Members to scrutinise the conduct of the vote on Election Day.
 - iii. publicise all stages of the Election in accordance with the times laid down in **SOs 5.5 - 5.7** below.
5. At least twelve days before the date of the Election, the RO shall display a copy of the SOs governing the procedure for Elections, together with the timetable of the Election, on the JCR Notice-board. The Nomination Period shall be open from this time, and remain open for seven days.
6. Nominations shall close at least five days before the date of the Election, save where no nominations have been received for a particular post, in which case the Nomination Period may be kept open at the discretion of the RO. As soon as possible after the closing of the Nomination Period the RO shall display in the JCR all Nomination Forms which have been submitted.
7. At any time in the last five days before the date of the Election, but usually at the JCR meeting the Sunday before, Hustings should be held. Speeches by the candidates shall not be longer than ten minutes and shall contain no reference by name to any other candidate. The order of speaking shall be decided by drawing lots. Each question from the floor shall be directed to all candidates. Hustings shall be chaired by the Speaker.
8. After questions from the floor, candidates may be set a hustings challenge, proposed by the incumbent Committee member. Such challenges must be ratified by the JCR Committee prior to being put to the candidates.

9. The result of the Election shall be announced in the College Bar as soon as it is released by the RO. The RO shall post full details of the results in the normal places as soon as possible. The result shall be subject to ratification by Governing Body.
10. In the case of By-Elections:
 - i. the Nomination Period shall be at least seven days, but the time between the closing of the Nomination Period and the Election date may be reduced to no less than two days.
 - ii. if the By-Election is for a new OUSU Representative, it shall not be necessary to comply with the procedure prescribed in the OUSU Constitution.
11. Eligibility:
 - i. only Full Members of the JCR shall be eligible for election to JCR Office.
 - ii. candidates shall not stand for more than one post at any one Election.
 - iii. current JCR Officers intending to stand for election to any other post (whether a committee or non-committee position) must resign their post within two days of the Nomination Period opening.
 - iv. posts may not be shared except in the case of the Entertainments Officer and Arts and Publications Officer, where two or three JCR Members may stand together for the one post, and the LGBT Rep(s) and the Food and Bar Rep(s), where one JCR Member may stand for the post, or two together.
12. Candidates shall be nominated, with their consent, by two Members of the JCR on a Nomination Form supplied by the RO on request. JCR Officers and ex-JCR Officers shall not propose or second candidates. Nomination Forms shall be submitted to the RO in duplicate: the original, bearing a photograph of the candidate, shall be displayed by the RO on the JCR Notice-board, circulated via the online JCR Mailing List, and later filed. The copy shall be kept by the RO throughout the election period as a precautionary measure.
13. All candidates shall be entitled to canvass.
14. Publicity:
 - i. Each candidate may only produce election publicity material as follows:
 - a. Two sheets of a maximum size A6 (4 per A4 sheet) per eligible voter.
 - b. 25 sheets of a maximum size A4 for use as posters.
 - c. Posters shall only be displayed in places prescribed in the College Regulations and shall be removed by candidates personally after the election.
 - ii. Each candidate will provide the Secretary with a photograph and up to 50 words of text. The photo and the text will be circulated online to the JCR by the Secretary via the mail list, and pigged to all JCR Members the day before polling day. All candidates will be given an equal amount of page space. Each post's candidates' information will be placed in alphabetical order by surname, post by post. If a candidate does not provide text or photo, a blank box of equal size to those with text/photo will contain his/her name and the words *no text supplied* or *no photo supplied* as appropriate. If over 50 words of text are supplied, the Secretary will cut the text after the 49th word and insert *CUT* in block capitals. Provision of the text and photo is the responsibility of individual candidates and not the Secretary.
 - iii. The period of time that this will be binding upon is the term in which the election takes place.
 - iv. Election publicity material shall contain no reference by name to any other candidate, nor to any other candidate's publicity material. No candidate (or associate of a candidate) shall remove the posters of any other candidate.
 - v. Each candidate shall be entitled to make up to 250 A4 sized photocopies on the JCR photocopier free of charge.

- vi. Canvassing online, via email or through social networking websites, shall not be allowed, except in the instance of the RO circulating Nomination Forms via the JCR Mailing List.
15. No candidate shall play any part in the administration of the election.
16. Ballot Papers:
- i. The order of candidates' names in the election shall be determined by drawing lots.
 - ii. In the voting for each post, there shall be a Re-Open Nominations ("RON") option.
 - iii. In online elections, there shall be an option to Abstain.
17. Voting:
- i. Voting shall take place over twelve continuous hours. Voting should take place between 0800 and 2000 unless the JCR Committee resolves otherwise.
 - ii. A Voter shall not be obliged to use all the votes at his/her disposal.
18. Any JCR Member unable to vote on Election Day may vote either:
- i. by proxy on the day, in which case s/he must contact the RO in writing before polling starts nominating his/her proxy; or
 - ii. by enclosing his/her vote in a sealed envelope and signing and printing his/her name across the seal and handing the envelope to the RO before polling begins.
19. Counting:
- i. Votes in either an electronic election or paper ballot shall be counted by the Single Transferable Vote ("STV") system. Details of the counting procedures for both types of election are outlined in Appendix A.
 - ii. Candidates shall be entitled to appoint one JCR Member to be an observer at the count.
20. If RON is elected there shall be a By-Election.
21. Complaints:
- i. Any Member wishing to raise a complaint about the conduct of any election shall submit his/her complaint in writing to the Overseer not later than 48 hours after the declaration of the result citing the clauses of the Constitution or Standing Orders on which the complaint is based.
 - ii. To investigate any such complaint the Overseer shall convene an Election Tribunal, which shall consist of the Overseer, the RO, the Senior Overseer, two JCR Members elected by a JCR Meeting, and an ex-Committee member, also elected by a JCR Meeting, who shall chair the Tribunal. The Election Tribunal shall also co-opt a JCR Member, nominated by the complainant, who has no part in the Election.
 - iii. The Tribunal shall investigate the complaint and consult all the parties concerned, including the candidates. It shall have the power to declare a result invalid; to call a new Election for the post(s) concerned; to call for a Re-Count of Votes; to call for a Re-Vote; and to disqualify an offending candidate from standing in future Elections; but it shall have no power to declare a new result.
 - iv. Decisions of the Tribunal shall be by a simple majority of its members.
 - v. A written report of the complaint and of the Tribunal's findings and decision shall be prepared by the Overseer and displayed on the JCR Notice-board.

6. Election of the JCR Speaker

1. The JCR Speaker will be elected on a two termly basis. Ample notice of the position becoming vacant will be ensured through advertising on the JCR Notice-board, and via the JCR online mailing list. The election will take place at the current incumbent's last meeting. At the end of that meeting, the Chair will ask for candidates for the post of Speaker to come forward. There will then follow a brief hust followed by a vote. The Candidates will leave the room for the vote. The JCR Secretary will count the heads of all those present and the quota will be determined as 50 per cent of this figure plus one. The vote will be conducted on a

show of hands. If no candidate receives the quota after the first round of election, the candidate with the lowest number of votes will be eliminated. Eliminated candidates may not vote in subsequent rounds of the election. Voting will continue until a candidate receives the quota. If no candidate receives the quota, the election will be repeated at the first meeting of the next term and the Secretary shall chair that meeting.

7. Referendums

1. Polling at a Referendum shall be conducted as far as possible would be a By-Election.
2. At least seven days notice of a Referendum and five days notice of a Referendum Meeting shall be given by the RO.
3. As soon as possible after the Referendum is called the RO shall exhibit on the JCR Notice-board a copy of the provisions in the Constitution (**cl 59 - 62**) and Standing Orders governing Referendum procedure.
4. Complaints concerning the conduct of a Referendum shall be dealt with as under **SO 5.18**, except that the Tribunal shall be called the Referendum Tribunal. The Referendum Tribunal shall have the power to call a new Referendum, but not to declare a new result.

8. Oxford University Student Union

1. The representatives of the JCR on OUSU Council shall vote in the manner they consider most consistent with the views, interests and policies of the JCR.

9. Sub-Committees of the JCR

1. The Chairs of all Sub-Committees shall be appointed by the JCR Committee.
2. Each Sub-Committee shall include a representative of the JCR Committee, appointed by the JCR Committee.
3. Only Full Members of the JCR shall be eligible to be members of the Sub-Committees. Those who are not full members of the JCR may be invited to sit on Sub-Committees by the Chair of that Sub-Committee, although they will not have voting rights. There shall be no limit on the membership of Sub-Committees, unless specified in the terms of reference at the Meeting at which the Sub-Committee was ratified. An up to date list of the members of all Sub-Committees shall be maintained by the Secretary in the Appendices to the Constitution, and displayed at all times on the JCR Notice-board.
4. The quorum at all Sub-Committee Meetings shall be three and must always include the Chair.
5. A valid decision of a Sub-Committee can be reached by a simple majority of those present.
6. Chairs of Sub-Committees who are also members of the JCR Committee shall report to JCR Meetings as specified in **SO 2.17**. Chairs not on the JCR Committee shall report after Officers Reports if their Sub-Committee has met.
7. All expenditure by a Sub-Committee shall be overseen by the Treasurer.
8. Minutes shall be taken at all Sub-Committee meetings.
9. The JCR shall have a Complaints Sub-Committee as required, which shall be convened at times prescribed in **SOs Section 12**. It shall consist of:
 - i. a JCR committee member, who shall chair all meetings of the Sub-Committee.
 - ii. another full member of the JCR who is not a committee member.
 - iii. the Senior Dean.
10. The JCR shall have an Equal Opportunities Sub-Committee as required, which will deal with issues related to equal opportunities within college life, applications and harassment.
 - i. The Equal Opportunities Rep and LGBTQ Rep shall sit on the Equal Opportunities Sub-Committee.
11. Any Ball Committee shall be independent of the JCR and its Constitution and Standing Orders in all respects except:

- i. the Ball Committee should make a report at the next Ordinary JCR Meeting if requested to do so by the Chair of a JCR Meeting.
- 12. The JCR shall have a Constitution Sub-Committee as required which shall seek to examine and clarify the Constitution and Standing Orders, offering revisions to the JCR from time to time as deemed appropriate.
- 13. The JCR shall have a Charities Sub-Committee as required, which will seek to further the charitable aims of the JCR.
 - i. The Charities Rep and RAG Rep shall sit on the Charities Sub-Committee.
- 14. The JCR shall have an Arts Week Sub-Committee as required, which will assist the Arts and Publications Officer in the organisation of Arts Week
 - i. The Arts and Publications Officer shall sit on the Arts Week Sub-Committee.

10. Financial

1. The finances of the JCR shall be administered in accordance with the Constitution of the Amalgamated Clubs, found in Appendix B.
2. The JCR shall have such accounts as are detailed in the Appendices, and the signatories to each account shall also be listed therein.
3. Charities Monies:
 - i. The Charities and Donations Officer shall deposit monies collected from the levies laid out in **SO 3.14** in the appropriate accounts.
 - ii. Any JCR Member may propose Charities Motions to donate monies from the Account to any “good cause” or Charity ensuring that an address and account name is available for each donation.
 - iii. No Charities Motion shall receive more than £200 in a single JCR Meeting, though the same motion may be brought to subsequent meetings.
4. The Charities and Donations Officer shall keep:
 - i. a comprehensive record of all monies passing through the Account.
 - ii. a list of external organisations to which the JCR has made donations and details of these donations which shall be made available to Governing Body as part of expenditure accounts as outlined in **SO 10.7** below.
 - iii. separate accounts for the Charities Fund and Sports Fund.
5. The Charities and Donations Officer shall ensure that:
 - i. a suitable balance is maintained between charities being awarded ad-hoc donations.
 - ii. no organisation of criminal or overtly political nature may benefit from money from the Account.
 - iii. all donations are posted within one week of the JCR Meeting authorising their release.
6. The JCR shall take any newspaper or periodical which it resolves to take by the passing of a Motion at a JCR Meeting. Subscription will be cancelled by a further motion.
7. The expenditure accounts of the JCR shall be made available to Governing Body at its request at the end of the academic year. Governing Body shall have the right to question the JCR Committee about any matter arising from the accounts.
8. All JCR Member are required to pay the JCR levy to cover the cost of the punts, Sky and charities.
9. To establish a new compulsory levy for JCR Members, a Referendum must be held.

11. Rent Compensation Scheme (RCS)

1. All JCR Members are required to make contributions to the RCS, with the exception of Visiting and Associate Students.

2. Each fresher year is a new cohort and each cohort builds a compensation pot in their first five terms. This pot is distributed to qualifying members in their sixth term, in the form of a cheque from the Bursar.
3. The size of the pot to be accumulated shall be calculated as follows:

$$p = r(n - a)$$
 where
 p is the size of the pot
 r is half of the termly rent for an ARCO room in the cohort's first year
 n is the number of students in the cohort
 a is the number of rooms in ARCO which will be available to the cohort in its third year
4. The termly contribution from each member of the cohort shall be:

$$\frac{p}{5n}$$
5. Qualifying members are those in the cohort who live out in their third year, whether by choice or compulsion.
6. The amount paid to each qualifying member shall be:

$$\frac{p}{q}$$
 where
 q is the number of qualifying members.

12. Complaints

1. All Full Members shall have the right to complain about any aspect of the business and activities of the JCR.
2. Associated and Honorary Members shall have the right to complain about any aspect of their treatment in the JCR.
3. Any such complaint must be submitted in writing in the first instance to the JCR President who shall convene a meeting of the Complaints Sub-Committee (see **SO 9.10**) within 72 hours of a complaint being received.
4. The Complaints Sub-Committee shall deal with all complaints in private.
5. The Complaints Sub-Committee shall rule on any complaint received, but shall not have the power to overturn elections, referendums, the Constitution and the Standing Orders.
6. The complainant shall be notified of the Sub-Committee ruling immediately.

13. Keble Ball

1. It is the responsibility of the Ball President and Treasurer to account for business transacted by the Ball Committee to the JCR Committee.
2. The costs of the ball are underwritten by the JCR and MCR pro rata to their respective membership at the time of the ball. Any surplus not placed in the "roll-over fund" will be credited to the JCR and MCR accounts in the same proportion.

Coda

These Standing Orders shall come into effect from the 8th Week JCR Meeting of Michaelmas Term 2009.