



*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 ("Oxford SU") 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 ("JCR Members") 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. 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 SO 5.11.
 - iv. the right to enjoy the facilities of the JCR and to entertain guests who shall be allowed to use those facilities. JCR Members shall be responsible for their guests.
6. 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.
7. Honorary membership of the JCR may be conferred by a resolution of the JCR as defined in cl 18 of this Constitution.
8. Associate membership of the JCR shall be received automatically by all current full members of the MCR, all undergraduate students and visiting students for the duration of their study at Keble.
9. Honorary and Associate Members may avail themselves only of right (iv) under cl 5 of this Constitution. Visiting Associate Members may in addition avail themselves of rights (i), (ii) and (iii) under cl 5 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.

10. All classes of member shall have the right to complain through the procedures outlined in SOs Section 11.

Anti-Discrimination Policy

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

Committee and Officers

12. 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, Female Welfare Officer, Male Welfare Officer, Accommodation Officer, Charities and Donations Officer, Entertainments Officer, Oxford SU Representative, Environment and Ethics Officer, Academic Affairs and Access Officer, Careers and Alumni Relations Officer, Equal Opportunities Officer, Arts and Publications Officer, Freshers' President and Stash Officer. These Officers shall be elected in accordance with the conditions of candidature and election procedure as laid down in SOs Section 5.
13. 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.
14. Any JCR Officer may be removed from office in accordance with the procedure laid down in SO 3.20. Any Officer is free to resign their post at any time.
15. The members of the JCR Committee and those members so mandated by the JCR, shall be the only persons officially representing the JCR.

JCR Meetings

16. There shall be eight Ordinary JCR Meetings each Full term which, unless otherwise agreed by the JCR Committee. These shall take place on Sunday of Weeks 1,2,3,4,5,6,7 and 8 of Full Term in the JCR. The procedure for such Meetings shall be laid down in SOs Section 2.
17. 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.
18. 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 or Standing Orders
 - 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 62.
 - vi. conferring honorary membership.
 - vii. revoking a previous resolution of the JCR
19. Decisions under cl 18.v or 18.vi shall lapse one year after the date of the Meeting.

20. The proceedings of any JCR Meeting are only valid in so far as the meeting is quorate according to SO 2.4.
21. 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.
22. The Speaker shall chair all JCR Meetings, subject to SOs 2.1 - 2.4.
23. 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.
24. Motions may only be amended strictly in accordance with the procedure in SOs 2.3
25. 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 majority. Should the Meeting continue, the Motion shall subsequently be put at half-hour intervals.
26. Any meeting adjourned with unfinished business must be reconvened at any time before the next meeting is declared open.

Emergency JCR Meetings

27. The President shall call an Emergency Meeting:
 - i. after consultation with the JCR Committee, or
 - ii. if petitioned to do so in writing by at least 35 JCR Members.
28. 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.
29. At least 24 hours notice of such a meeting shall be given in the normal manner.
30. 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.
31. In all other respects, the procedure of the Meeting shall be governed by the same provisions as are applicable to an Ordinary JCR Meeting.
32. No Emergency Meeting shall take place outside of Full Term.

Meetings of the JCR Committee

33. The President shall call a Meeting of the JCR Committee:
 - i. on the reasonable request of any Member of the Committee, or
 - ii. whenever the President considers there to be sufficient business in hand to merit the holding of such a Meeting
 - iii. at least once in weeks 1,3,5 and 7.
34. 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.

35. Such meetings shall be chaired by the President, unless absent, in which case the Vice-President shall assume the Chair.
36. The quorum of such meetings shall be seven Committee Members.
37. 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.
38. 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.
39. 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.
40. A valid decision of the JCR Committee can be reached (if necessary) by a simple majority vote of those present.

Representation on College Committees

41. 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. The officers representing the JCR on each college committee is laid out in the Standing orders.

Elections

42. The election of all JCR Officers shall be by secret ballot which shall be conducted as prescribed in SOs Section 5.
43. 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 post of Speaker, Freshers' President, Stash Officer, Equal Opportunities Officer + Careers and Alumni Relations Officer shall take place in the 2nd week of Hilary Term.
 - iii. Annual Elections for the posts of Female Welfare Officer, Male Welfare Officer and shall take place in the 6th Week of Hilary Term.
 - iv. The Annual Election for the post of President shall take place in the 2nd week of Trinity Term.
 - v. Annual Elections for Treasurer, Oxford SU Representative, Academic Affairs and Access Officer, Accommodation Officer, Charities and Donations Officer and Arts and Publications Officer shall take place in the 4th Week of Trinity Term.
44. 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.
45. 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.
46. No Election shall take place outside of Full Term.

By-Elections and Officer Vacancy

47. In the event of a JCR Office becoming vacant, a By-Election shall be held in accordance with the rules laid down in SO 5.10.
48. 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.
49. 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.
50. 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.
51. 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.
52. No By-Election shall take place outside of Full Term.

Referendums

53. 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.
54. Such Referendums shall be conducted in accordance with the procedure laid down in SOs Section 7.
55. 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.
56. No Referendum shall take place outside of Full Term.

Sub-Committees of the JCR

57. The membership, business and finances of all Sub-Committees shall be governed by the provisions of SOs Section 9.
58. All Sub-Committees must be ratified at the first available opportunity by resolution of the JCR. This resolution shall determine their objectives.

External Affairs

- 59. The JCR shall be affiliated to Oxford SU and pay all appropriate fees.
- 60. Representation on Oxford SU Council shall be through the Oxford SU Representative, the President and a third vote to be allocated on a first come first serve basis.
- 61. JCR Officers shall attend all relevant meetings of Oxford SU and its Committees.
- 62. The JCR may also affiliate to any other external organisation, providing that the organisation is neither illegal nor has overtly political objects..

MCR Relations

- 63. The JCR Committee shall liaise with the MCR.
- 64. 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

- 65. 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 and Section 11 of the Standing Orders.

Amendment

- 66. Constitutional amendments may only be made after a resolution to that effect has been passed:
 - i. by an 80% majority at a single Meeting, or
 - ii. by Referendum.
- 67. 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.

68. The Constitution and Standing Orders shall be presented to the Governing Body of the College for ratification every five years.
69. 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.
70. New or amended Standing Orders shall have immediate effect.

Interpretation

71. Outside JCR Meetings the President, in consultation with the Secretary, shall be the sole interpreter of the Constitution and Standing Orders.
72. During any JCR Meeting the Speaker, in consultation with the Secretary, shall be the sole interpreter of the Constitution and Standing Orders, provided that the Speaker's interpretation does not come into conflict with the President's interpretation. If a conflict does arise, the President's interpretation is final.

Definitions and Abbreviations

73. 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.
74. 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 1st week of Trinity Term 2018.

STANDING ORDERS

1. Submitting Motions

1. There are 5 types of motion that may be submitted to the JCR for consideration:
 - i. Ordinary motions
 - ii. Constitutional Reform motions
 - iii. Charities motions
 - iv. Drama motions
 - v. Emergency motions
2. All Ordinary motions shall be submitted to the JCR Secretary, in writing, with the names of the proposer and seconder, by 5pm on the Friday before the meeting.
3. Constitutional Reform motions require a minimum majority of 4/5 of the quorum to be passed. The quorum for constitutional reform motions is 35.
4. Charities motions are identical to ordinary motions, except they shall be seconded by the Charities Officers.
5. Drama motions shall be submitted to the current Drama Rep [please see “Drama Rep” under “Standing Order 4.5”]
6. Emergency motions are motions that have been submitted after the normal deadline and need to be passed at the upcoming JCR meeting, both for valid reasons. The JCR President and Secretary shall decide whether or not to admit such motions.
7. The JCR Secretary shall include all valid motions in the Agenda, which shall be sent out via the JCR mailing list between Friday evening and Saturday morning.
8. Motions exceeding £200 (excluding charity motions) are subject to SO 10.6.

2. JCR Meetings Procedure

1. All JCR meetings shall be chaired by an elected JCR member, “The Speaker”.
 - i. In the absence of the Speaker, the meeting shall be chaired by a JCR Committee member.
 - ii. The Speaker shall act as a neutral chair and shall not participate in the debate.
2. The Order of Business at JCR meetings shall be:
 - i. Committee Reports
 - ii. Motions
 - iii. Matters for discussion
 - iv. Any other business
3. The procedure for debating and voting on motions shall be:
 - i. Quorum members are expected to have read the motions prior to the meeting.
 - ii. If requested by a member of the quorum, the Speaker shall read the motion out loud.
 - iii. If requested by a member of the quorum, the JCR will debate the motion. This includes questions, speeches in proposition or opposition and friendly amendments. The Speaker shall then call for a vote.
 - iv. In the case of no debate, the Speaker shall immediately call for a vote.
 - v. Voting shall be conducted. The Secretary and Speaker shall conduct the count.
4. Quorum for is set at 25 full (non-associate) JCR members. To be passed, a motion shall require a simple majority (i.e.: a minimum of 13/25).
 - i. When voting, votes for, votes against and abstentions all count towards quorum.
 - ii. If quorum is not present, all motions shall be postponed until the following meeting.
 - iii. At least 5 members of quorum must not be current JCR Officers or Representatives.
 - iv. Constitutional reform motions shall require a quorum of 35 full (non-associate) JCR members. To be passed, a constitutional reform motion shall require a majority of 80% (i.e.: a minimum of 28/35). Constitutional reform motions are not subject to SO 2.4.iii.

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, MCR and JCR;
 - iii. 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.

Duties of Officers

3. JCR Officers are defined as elected members of the JCR, usually responsible for chairing committees.
4. The President shall:
 - i. be the Chair of the JCR Committee and be responsible for ensuring that it works effectively by regularly checking up on projects and holding termly debriefs with Committee members;
 - ii. generally seek to further the interests of the JCR in all dealings with the College;
 - iii. represent the individual Members where requested to do so by the Member concerned;
 - iv. oversee and co-ordinate the flow of information to the JCR;
 - v. ensure successful collaboration between groups within the JCR;
 - vi. ensure communication with JCR Officers of other Colleges, through Prescom;
 - vii. ensure communication with university officials when necessary, representing the views of the JCR;
 - viii. act as Overseer for elections to the JCR Committee;
 - ix. sit on College Governing Body, Finance Committee, Academic 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. be responsible generally for representing the JCR in domestic affairs (laundry facilities, Hall, the Bar etc);
 - iii. ensure the termly Student Guest Night occurs;
 - iv. seek feedback on domestic affair from the JCR Body via feedback forms;
 - v. be responsible for coordinating Keble's contribution to the official "University Challenge" television programme;
 - vi. be responsible for improving and maintaining the Bar, liaising with the Bar Manager;
 - vii. meet fortnightly with the IT Officer and co-ordinate the updating of the JCR Website;
 - viii. sit on the College Governing Body, Domestic Committee, Health and Safety Committee, I.T. Committee and Library Committee.
 - ix. take on the role of Oxford SU officer, or search for an alternative candidate, if the position remains unfilled.
6. The Treasurer shall:
 - i. administer the day-to-day financial affairs of the JCR: including keeping 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;
 - ii. present a proposed budget to the JCR Committee for approval at the beginning of the academic year;
 - iii. provide a termly update of the JCR's financial affairs
 - iv. be responsible for overseeing the running and maintenance of JCR Buildings;
 - v. 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 announced in the Treasurer's report at the first possible JCR Meeting;
 - vi. be responsible for collecting JCR monies from the Bursary;
 - vii. be responsible for the television in the JCR, all dealings with the television companies;
 - viii. monitor the supply of JCR newspapers;
 - 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. liaise with the company providing the jukebox, games machines and vending machines, particularly concerning their maintenance;
 - xii. make the JCR accounts available to Governing Body on request;
 - xiii. 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. maintain an up to date version of the Constitution and Standing Orders in conjunction with the President;
- iv. ensure the availability to JCR Members of Agendas, Minutes, Constitution and other JCR documents;
- v. 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;
- vi. administer Elections as Returning Officer in accordance with the procedure in SOs Section 5;
- vii. chair JCR Meetings as required under SO 2.1;
- viii. 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;
- ix. be the sole source of advice to the President and Speaker in interpretation of the Constitution and Standing Orders;
- x. liaise with the College Archivist and ensure important JCR documents are preserved;
- xi. organise the annual JCR President's Dinner.

8. The Welfare Officers shall:

- i. ensure maximum publicity of Oxford SU, NUS and other student welfare services and events;
- ii. be responsible for making special provision for Freshers in Michaelmas Term, in close conjunction with the Freshers' President;
- iii. organise Welfare events throughout the year (e.g. Welfare teas);
- iv. undergo Welfare Training through the Peer Support Scheme;
- v. maintain Welfare provision within the JCR and maintain links with relevant SCR members and College Officers;
- vi. liaise with counsellors where appropriate;
- vii. ensure representation of all genders in every area of administration, academic and social life, primarily at a college level but also within the university as a whole;
- viii. provide condoms, other forms of contraception and pregnancy tests for those who need them.
- ix. act as a representative at the Welfare Committee meetings

9. The Equal Opportunities Officer shall:

- i. actively ensure that no member of the JCR shall be discriminated against on the grounds of their race, gender, religion, nationality, colour, sexual orientation, age, disability or belief;
- ii. promote the work of Keble Target Schools and other bodies seeking to ensure fair admission to Oxford and encourage College participation in these schemes;
- iii. work with other representatives of minorities within College;
- iv. support and if necessary represent any student suffering harassment and be familiar with any relevant Harassment Codes;
- v. attend any meetings of the Oxford SU Black, Minority and Ethnic Students, LGBTQ and Students with Disabilities campaigns that they deem appropriate;
- vi. represent the interests of minorities within college including LGBTQ students to the JCR and in Committee meetings;
- vii. liaise with the university LGBTQ society and promote its activities to members;
- viii. represent International students to college and be point of contact for those arriving;
- ix. act as a representative at the HR and Equality Committee meetings.

10. 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. be responsible for overseeing the Keble Airbed Scheme;

- v. Maintain up-to-date maps of college accommodation
11. The Oxford SU Representative shall:
- i. liaise between the College and Oxford SU – informing the College about Oxford SU events and decisions and representing views, questions and concerns of Keble students at Oxford SU;
 - ii. attend Oxford SU Council Meetings;
 - iii. promote and co-ordinate attendance of other college/JCR committee members to relevant Oxford SU committees;
 - iv. promote college participation in other important Oxford SU events.
12. The Entertainments Officer(s) shall:
- i. aim to organise eight major social events (minimum three) in both Michaelmas and Hilary term and one in Trinity, and ensure they are adequately advertised;
 - ii. organise the JCR Photograph as an event in Trinity Term;
 - iii. produce a summary of all upcoming events at the start of each term (i.e a ‘Term Card’)
 - 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;
 - v. be responsible for the appointment of an Entertainment sub-committee, if required, subject to the approval of the JCR Committee.
13. The Charities and Donations Officer(s) shall:
- i. be responsible for the administration of the Donations Fund in accordance with SOs 10.3 – 10.5;
 - ii. organise an online vote in 2nd week of Michaelmas to decide which charity the JCR will offer continuing support to for the next year;
 - iii. attend weekly meetings of Oxford University Charity RAG;
 - iv. organise at least one event in College each full term to raise money for RAG;
 - v. take an active role in RAG week, seeking to boost attendance at events;
 - vi. encourage and oversee active charity work/events within College throughout the year.
14. 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 Oxford SU Environment and Ethics Committee meetings;
 - iv. be responsible for the maintenance of Keble Bikes;
 - v. coordinate efforts to support Fairtrade in college;
 - vi. meet regularly with the Vice President to discuss progress and ideas.
15. The Academic Affairs and Access 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 anybody on an Academic Matter;
 - iii. conduct Academic Feedback Sessions;
 - iv. be head of the Keble at Large Society and expand Keble’s outreach programme;
 - v. coordinate second year subject representatives;
 - vi. organise termly feedback sessions (in weeks 3 and 4) with second year representatives
 - vii. act as a representative on the Academic Committee.

16. The Careers and Alumni Relations Officer shall:

- i. work with the Development Office in raising Career awareness and organising Seminars and Workshops;
- ii. maintain a diverse Careers Notice-board in the JCR and encourage registration with the Careers Service;
- iii. maintain relations between the JCR and the Keble Association through the Development Office and the appropriate direct channels;
- iv. seek to raise awareness of the work of the JCR and its members among Keble's alumni;
- v. send weekly emails with notices of career and internship opportunities.

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;
- 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;

18. The Freshers' President shall:

- i. have overall authority for the organisation of Freshers' Week;
- ii. appoint such members of the Freshers' Week committee as they deem appropriate, subject to the approval of the JCR Committee;
- iii. organise Freshers' events throughout Michaelmas and Hilary, at least three in total;
- iv. liaise closely with College and the JCR President while organising Freshers' Week;
- v. supervise the production of the Freshers' Week website;

19. The Stash Officer shall:

- i. be a member of the Freshers' Week Committee;
- ii. organise the annual stash range in Trinity term, the proceeds of which go into the Freshers' Week budget;
- iii. organise a Freshers' stash range for release in Michaelmas, the proceeds of which go into the Freshers' Week budget;
- iv. offer additional stash releases during the year should they see fit, with the destination of any income subject to the approval of the JCR committee.

20. 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 their 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.

4. Duties of Non-Committee Posts

- 1. Elected Reps are members of a committee that are elected by the JCR;
- 2. Unelected Reps are members of a committee that are chosen by the JCR Committee;
- 3. The LGBTQ Rep(s) shall:
 - i. represent the views of lesbian, gay, bisexual, transgendered and queer students to the JCR;
 - ii. report to the Equal Opportunities Officer regarding any issues arising;
 - iii. liaise with the university LGBTQ society and promote its events to the JCR;
 - iv. be present during Freshers' Week;
 - v. attend Oxford SU peer support training during Trinity if elected during Hilary.
- 4. The Sports Rep shall:
 - i. 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;
 - ii. provide a termly report from Keble Sports teams;
 - iii. regularly post match results on the Keble website;
 - iv. oversee the organisation of all Cuppers' teams without captains;
 - v. seek to improve the sports facilities available to students;
 - vi. promote college sports fixtures to the JCR.
 - vii. be responsible for all JCR sports equipment including the table tennis facilities in the JCR.
- 5. The Drama Rep shall:
 - i. Have overall authority for the JCR drama budget
 - ii. There is a fixed budget to Drama of £500, £500 and £700 for Michaelmas, Hilary and Trinity terms respectively
 - i. The increase in Trinity term reflects the higher expenses of performing at festivals such as at the Fringe.
 - ii. Each bid secured will be on a pro-rata basis
 - iii. Proposals for funding shall be submitted by Sunday of 6th week of each term.
 - iii. Evaluate the proposals, bearing in mind the fixed budget and submit their suggested monetary allocations to the JCR committee by Sunday of 7th week.
 - iv. Submit the report to the JCR meeting on Sunday of 8th week, for the rest of the JCR members to vote on.
 - v. The incoming president of the Martin Esslin Society (Keble's drama society) has an obligation to run for this position in their capacity as president
- 6. The Speaker shall:
 - i. chair JCR Meetings in accordance with SOs 2.1 – 2.4;
 - ii. conduct all their duties impartially and effectively.
- 7. The JCR IT Rep shall:
 - i. liaise with the College IT Officer and the University Computing Services;
 - ii. have an overall responsibility for the JCR website and its updates;
 - iii. assist with the running of the termly online elections in conjunction with the JCR Secretary;
 - iv. meet regularly with the Vice President.
- 8. The Yearbook Rep shall:
 - i. oversee the organisation and compilation of the JCR Yearbook at all levels;
 - ii. ensure that all members of the year group are represented in the JCR Yearbook.
- 9. The Ethnic Minorities Rep(s) shall:
 - i. represent the views of Ethnic Minority members of the JCR;
 - ii. report to the Equal Opportunities Officer regarding any issues arising;
 - iii. liaise with the University ACS committee;
 - iv. be present during Freshers' Week;
 - v. attend Oxford SU peer support training during Trinity if elected during Hilary.
- 10. The International Students Rep(s) shall:
 - i. represent the views of international students;
 - ii. report to the Equal Opportunities Officer regarding any issues arising;
 - iii. be a source of information regarding special arrangements for International Students;
 - iv. be present during Freshers' Week;
 - v. organise events for international freshers in Michaelmas term;
 - vi. have responsibility for relations with Associate students;
 - vii. attend Oxford SU peer support training during Trinity if elected during Hilary.

11. The Disability Rep(s) shall:
 - i. represent the views of disabled members of the JCR;
 - ii. report to the Equal Opportunities Officer regarding any issues arising;
 - iii. liaise with the Oxford University Disability Society;
 - iv. provide advice on the help available from the University Disability Service;
 - v. be present during Freshers' Week;
 - vi. attend Oxford SU peer support training during Trinity if elected during Hilary.
12. The JCR President shall open nominations for the representatives detailed in SOs 4.4 - 4.8 over the summer vacation. All positions of the representatives detailed in SOs 4.4 - 4.8 are tenable for a year. The JCR Committee shall vote on the applications received. When the representatives detailed in SOs 4.4 - 4.8 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.
13. The JCR President shall open nominations for the representatives detailed in SOs 4.3 and 4.9-4.11 in 6th week of Hilary term. Nominations for each position will remain open until the position is filled. Up to 3 candidates may be elected for any 1 position. Candidates shall submit manifestos to the JCR Secretary which will be circulated to members of the JCR.

Voting for these positions will occur simultaneously with voting for Officer positions being elected in the term that the application is received. Voting on these elections will be open to students identifying with the particular groups represented by the individual candidate.

14. All Non-Committee Posts may be subject to Motions of No Confidence, the procedure for which is detailed in SO 3.20.

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 JCR 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 fulfill 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. 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 5.4 - 5.8 below.
4. At least twelve days before the date of the Election, the Nomination Period shall be opened, and remain open for seven days.
5. If no nominations have been received for a particular post, then 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.
6. 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 the Speaker. Each question from the floor shall be directed to all candidates. Hustings shall be chaired by the Speaker.
7. After questions from the floor, candidates may be set a Hustings challenge, proposed by the incumbent Committee member.
8. If one or more candidates cannot make the meeting of their hustings; they must inform the Secretary before the nominal deadline, with a reason for not being able to attend. If their reason is judged satisfactory by the President and the Secretary, hustings will be postponed to the next week that is suitable for all of the candidates, so long as they have valid reasons for not attending any other meetings, and nominations will remain open until the new date for hustings.
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.
10. In the case of By-Elections 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.
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 current post within two days of the Nomination Period opening;
 - iv. posts may not be shared except in the case of the Entertainments Officer, Arts and Publications Officer, and Charities Officer where two or three JCR Members may stand together for the one post.
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 and circulated via the online JCR Mailing List.
13. All candidates shall be entitled to canvass:
 - i. Each candidate may only produce election publicity material as follows:
 - i. Two sheets of a maximum size A6 (4 per A4 sheet) per eligible voter.
 - ii. 25 sheets of a maximum size A4 for use as posters.
 - iii. Posters shall only be displayed in places prescribed in the College Regulations and shall be removed by candidates personally after the election.
 - iv. Online publicity material.
 - ii. Each candidate will provide the Secretary with a photograph and up to one A4 page of text on the nomination form. This will be displayed on the online voting page.
 - iii. Election publicity material shall contain no reference by name to any other candidate, nor to any other candidate's publicity material.
14. 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. there shall be an option to Abstain.
15. 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 their disposal.

16. Any JCR Member unable to vote on Election Day may vote either:

- i. by proxy on the day, in which case they must contact the RO in writing before polling starts nominating their proxy; or
- ii. by enclosing their vote in a sealed envelope and signing and printing their name across the seal and handing the envelope to the RO before polling begins.

17. 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.

18. If RON is elected there shall be a By-Election.

19. Complaints:

- i. Any Member wishing to raise a complaint about the conduct of any election shall submit their 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 hold the position for three terms. The election will take place at the current incumbent's last meeting in 2nd Week, Hilary Term. 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 in subsequent meetings until a candidate is elected, 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 and Standing Orders governing Referendum procedure.
4. Complaints concerning the conduct of a Referendum shall be dealt with as under SO 5.19, 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 Oxford SU 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 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 cl 34 - 40. 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 11. 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. Financial

1. The finances of the JCR shall be administered in accordance with the Constitution of the Amalgamated Clubs
2. Charities Monies:

- i. 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.
 - ii. No Charities Motion shall receive more than £200 in a single JCR Meeting, though the same motion may be brought to subsequent meetings.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. For any motion submitted over £200, the Treasurer and President must deem the amount appropriate.
 - i. If the motion is deemed inappropriate by the treasurer and president, it can be overturned at the next meeting by a 3/4 majority vote.
 - ii. The treasurer and president are required to state why they opposed a given motion and/or why they couldn't meet with the motions proposer.
- 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. To establish a new compulsory levy for JCR Members, a Referendum must be held.

11. 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 as outlined in SO 9.9 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 or the Standing Orders.
- 6. The complainant shall be notified of the Sub-Committee ruling immediately.

12. 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 1st week of Trinity Term 2018.

This constitution was revised by Ronit Kanwar, Verity Bligh, Caitlin Ashcroft, Fred Dimbleby and Dominic Dootson – February 2018.