



*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"), as well as all individuals currently enrolled on a foundation year course at the College.
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 propose or second Motions (as defined in SO 1);
 - iii. the right to vote at the election of JCR Officers and in Referendums;
 - iv. the right of candidature - any JCR Member may stand for election to a JCR Office, subject to SO 5.9;
 - v. the right to enjoy the facilities of the JCR, subject to the observance of the JCR Rules, 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 pay the JCR Levy on battels to cover the cost of punts, Sky and charities so long as this is reasonably within their financial means.
7. Honorary Membership of the JCR may be conferred by a resolution of the JCR as defined in cl 18 of this Constitution. Honorary Members may not avail themselves of any rights under cl 5 of this Constitution.
8. Associate Membership shall be conferred upon visiting undergraduate students for the duration of their study at Keble. Associate Members may avail themselves of rights (i) (excluding Constitutional Reform motions as defined in SO 1), (ii) (excluding Constitutional Reform motions), and (v) under cl 5 of this Constitution.
9. Honorary and Associate Membership may be revoked at any time by resolution of the JCR. In any case Associate Membership shall lapse upon the cessation of studies at Keble.
10. Full and Associate Members 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 age, disability, gender, marital status or civil partnership, nationality, pregnancy or maternity, religion or faith, sex, or sexual orientation.

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, Access Officer, Accommodation Officer, Arts and Publications Officer, Charities and Donations Officer, Entertainments Officer, Environment and Ethics Officer, Equal Opportunities Officer, First Year Affairs Officer, and Welfare Officer. These Officers shall be elected in accordance with the conditions of candidature and election procedure as laid down in SOs Section 5. The Executive Committee of

the JCR shall comprise the President, Vice President, Treasurer and Secretary.

13. Except where otherwise stated, reference to a single JCR Officer shall mean both or all 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 procedures laid down in SO 1.3. Any Officer is free to resign their post at any time by writing to the President.
15. The members of the JCR Committee, holders of Non-Committee Posts (as outlined in SO 4), and those members so mandated by the JCR Committee, shall be the only persons officially representing the JCR.

JCR Meetings

16. There shall be eight Ordinary JCR Meetings each Full term, unless otherwise agreed by the JCR Committee. These shall take place on Sunday of each week 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 more than 50 percent 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 Subcommittee to perform some duty or task that may reasonably be part of their role;
 - 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 58;
 - vi. conferring Honorary Membership;
 - vii. revoking a previous resolution of the JCR.
19. 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.
20. The Speaker shall chair all JCR Meetings, subject to SO 2.
21. At the beginning of a JCR Meeting, if two JCR Members request, the Secretary shall read out all or part of the Minutes of the last Meeting.
22. 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.
23. Any meeting adjourned with unfinished business must be reconvened at any time before the next meeting is declared open. If there is a disagreement as to whether business is unfinished, the Speaker shall decide.

Emergency JCR Meetings

24. The President shall call an Emergency Meeting:
 - i. after consultation with the Executive Committee, or
 - ii. if petitioned to do so in writing by at least 35 JCR Members.
25. The time, date and venue of such a Meeting shall be determined by the President in consultation with the Executive Committee or the petitioners and must take place within 72 hours of the decision of the President or the presentation of the petition.
26. At least 24 hours' notice of such a meeting shall be given in the normal manner.

27. 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.
28. In all other respects, the procedure of the Meeting shall be governed by the same provisions as are applicable to an Ordinary JCR Meeting.
29. No Emergency Meeting shall take place outside of Full Term.

Meetings of the JCR Committee

30. 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 twice in each term.
31. If possible, at least 24 hours' notice of the time and place of such a Meeting shall be given to all Committee Members.
32. All Officers shall attend all Meetings of the JCR Committee.
33. Such meetings shall be chaired by the President, unless absent, in which case the Vice President shall assume the Chair.
34. The quorum of such meetings shall be 40 percent of the Committee.
35. 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.
36. 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.
37. 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.
38. A valid decision of the JCR Committee can be reached (if necessary) by a majority vote of those present.

Representation on College Committees

39. 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 are laid out in the Standing Orders.

Elections

40. The election of all JCR Officers shall be by secret ballot which shall be conducted as prescribed in SO 5.
41. Timing of Elections:
 - i. annual Elections for the posts of Vice President, Secretary, Environment & Ethics Officer and First Year Affairs Officer shall take place in the 6th Week of Michaelmas Term;
 - ii. annual Elections for the post of Welfare Officer shall take place in the 6th Week of Hilary Term;
 - iii. the Annual Election for the post of President shall take place in the 2nd week of Trinity Term;
 - iv. annual Elections for Treasurer, Access Officer, Accommodation Officer, Charities and Donations Officer, Equal Opportunities Officer, Entertainments Officer, and Arts and Publications Officer shall take place between the 4th and 8th Weeks of Trinity Term.

42. All posts are tenable for one year from the day on which they were scheduled to be elected, with the exception of First Year Affairs Officer. Tenure begins on the last day of the full term in which the election was held with the exception of the Welfare Officers, whose term of office shall begin on the last day of Week 8 of Trinity Term. The First Year Affairs Officer post is tenable from the date of election until the first day of Michaelmas Term.
43. With the exception of the Welfare Officers, from the time of their election, newly elected Officers shall be considered Officers-Elect. Successful candidates for Welfare Officer shall be considered Officers-Elect only after the Trinity Term elections have taken place. Officers-Elect shall be included in JCR business as far as practicable. It is the responsibility of the incumbent Officer to ensure that the Officer-Elect receives communications from the rest of the committee and is in a suitable position to take up their post. This should include a handover document detailing responsibilities and other important information. Officers-Elect shall attend JCR Meetings and JCR Committee meetings when possible, although they shall be considered non-Committee members until their tenure begins.
44. No Election shall take place outside of Full Term.

By-Elections and Officer Vacancy

45. 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.
46. 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.
47. In the interim period between the vacancy occurring and a new Officer being elected, the JCR Committee may co-opt a willing JCR member temporarily to the post or appoint an existing JCR Officer willing to take over the duties of the vacant Office.
48. No By-Election shall take place outside of Full Term.

Referendums

49. A Referendum shall be called by the President:
 - i. if the JCR so resolves by a two thirds supermajority 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.
50. Such Referendums shall be conducted in accordance with the procedure laid down in SO 7.
51. 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.
52. No Referendum shall take place outside of Full Term.

Subcommittees of the JCR

53. The membership, business and finances of all Subcommittees shall be governed by the provisions of SO 9.
54. All Subcommittees must be ratified at the first available opportunity by resolution of the JCR. This resolution shall determine their objectives.

External Affairs

55. The JCR shall be affiliated to Oxford SU and pay all appropriate fees.
56. The President shall represent the JCR in the Conference of Common Rooms.
57. JCR Officers shall attend all relevant meetings organised by Oxford SU.
58. The JCR may also affiliate to any other external organisation, providing that the organisation is neither illegal nor has overtly political objects.

MCR Relations

59. The JCR Committee shall liaise with the MCR Committee.
60. The appropriate JCR Officers shall seek to adopt a common policy with the MCR in prices and charges negotiations in Hilary Term.

Finance

61. 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 10 of the Standing Orders.

Amendment

62. Constitutional amendments may only be made after a resolution to that effect has been passed:
 - i. by an 80% supermajority at a single Meeting with an enhanced quorum of 35 Members, or
 - ii. by a two-thirds supermajority in a Referendum.
63. 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.
64. The Constitution and Standing Orders shall be presented to the Governing Body of the College for ratification every five years.
65. Standing Orders shall be amended only after a resolution to that effect has been passed by a two thirds supermajority at a single JCR Meeting.
66. New or amended Standing Orders shall have immediate effect.

Interpretation

67. Outside JCR Meetings the President, in consultation with the Secretary, shall interpret the Constitution and Standing Orders.
68. During any JCR meeting, the Speaker, in consultation with the Secretary, shall interpret the Constitution and Standing Orders. The Speaker's interpretation shall stand provided that it does not come into conflict with an interpretation agreed upon by both the President and the Secretary, in which case the Speaker may be overruled.
69. Previous resolutions of the JCR shall not be invalidated by this Constitution except in so far as they are not consistent with its express provisions, in which case such resolutions are immediately superseded.
70. All previous Constitutions of the Keble College Junior Common Room are hereby revoked.

Coda

This Constitution shall come into effect from the 1st week of Trinity Term 2025.

STANDING ORDERS

1. Submitting of Motions

1. There are 6 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;
 - vi. No Confidence motions.
2. All motions should 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. A No Confidence motion 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 next JCR 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. Constitutional Reform motions shall be subject to cl 62 of this Constitution.
5. Charities and Drama motions are identical to ordinary motions, except they shall be seconded by their respective Officer/Rep with their consent and the funds will come from their respective budgets.
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 Secretary, in consultation with the President, 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 at least 24 hours before the meeting.
8. Motions exceeding £200 (excluding charity motions) are subject to SO 10.5.
9. Motions exceeding £50 that would appropriate from the general motions budget are subject to SO 10.9.

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. Officer Reports;
 - ii. motions;
 - iii. hustings;
 - iv. matters for discussion;
 - v. any other business.
3. The procedure for debating and voting on motions shall be:
 - i. The proposer or the seconder shall summarise the motion out loud;
 - ii. if neither the proposer nor the seconder is present, the motion shall be deferred until the next meeting, except at the discretion of the Speaker where a reason for their absence and a summary argument in favour of the motion has been communicated in advance to the Secretary, in which case the speaker shall read the summary of 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 simple 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 by secret ballot. This shall be overseen by the Secretary and Speaker who shall be responsible for the provision of the voting system, with the support of the IT Rep and on the approval of the JCR Committee.
4. Quorum is set at 25 JCR Members. To be passed, a motion (except Constitutional Reform motions, which are subject to cl 63 of this Constitution) shall require a majority (as defined in cl 18 of this Constitution).
- i. When voting, votes for, votes against and abstentions all count towards quorum;
 - ii. if quorum is not present, the Speaker shall have discretion to delay a vote until later in the meeting, else all motions shall be postponed until the following meeting;
 - iii. at least 5 members of quorum must not be current JCR Officers or Representatives.

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;
 - iv. to not personally profit from the execution of any JCR function.
2. All JCR Officers (as outlined in cl 13 of this Constitution) shall attend all JCR Meetings. They shall notify the Secretary in advance if they cannot attend a particular Meeting.
3. Should a JCR Officer fail to attend a minimum of five Meetings in a term, they shall be required to meet with the President and Secretary. Following this, a No Confidence motion, as described in SO 1.3, may be brought at the discretion of the President and Secretary.
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 members of the JCR Committee, Non-Committee Post holders, and members of JCR Subcommittees;
 - vi. ensure communication with JCR Officers of other Colleges, including 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 the College Governing Body, Finance Committee, Academic Committee and Sustainability Committee;
 - x. check the integrity of the JCR's financial accounts in line with SO 10.8;
 - xi. coordinate and supervise the work of the Director, Foundation Year Rep, and Freshers' President.
 - xii. represent the JCR with their vote in the SU Conference of Common Rooms.
5. The Vice President Shall:
 - i. at all times assist the President in carrying out the President's duties;
 - ii. be responsible generally for collating the opinions of and representing the JCR in domestic affairs (laundry facilities, Hall, the Bar, etc.);
 - iii. ensure the termly Student Guest Night occurs;
 - iv. be responsible for coordinating Keble's contribution to the official "University Challenge"

- television programme;
- iv. be responsible for improving and maintaining the Bar, liaising with the Bar Manager;
- v. sit on the College Governing Body, Domestic Committee, and Health and Safety Committee;
- vi. fill the role of the JCR President in the case of their sickness or other absence on the agreement of the President if at all possible, for no longer than one term at a time (should the absence continue, a by-election may be called as defined in clauses 45–48;
- vii. coordinate second year subject representatives;
- viii. act as the point of contact in the JCR for the American exchange programmes;
- ix. organise the annual JCR President's Dinner.

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 a member of the Freshers' Week Subcommittee to administer all financial matters;
- viii. be responsible for the television in the JCR, all dealings with the television companies;
- ix. monitor the supply of JCR newspapers;
- ix. arrange the ordering and collection of Matriculation Photographs in Michaelmas Term and JCR Photographs in Trinity Term;
- x. be responsible for furnishing the JCR with a punt every Trinity Term;
- xi. make the JCR accounts available to Governing Body on request;
- xii. sit on the College Finance Committee;
- xiii. coordinate and supervise the work of the Drama, Sports, Stash, and Yearbook Reps.

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, distributing the Agenda, and maintaining a Minutes file;
- ii. be responsible generally for publicity in coordination with the Arts and Publications Officer;
- 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, including career opportunities, at the final discretion of the Secretary;
- vi. administer Elections as Returning Officer in accordance with the procedure in SO 5;
- vii. maintain lists of all Honorary, Associate, and Full Members of the JCR;
- viii. maintain a list of all external organisations to which the JCR is affiliated and the dates of affiliation;
- ix. maintain records of the results of all Referendums from the past 3 years;
- 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. supervise the work of the IT Rep.

8. The Access Officer shall:

- i. be head of the Keble at Large Society and expand Keble's outreach programme, including working with schools in the College's link area;

- ii. sit on the College Academic Committee;
- iii. talk to access fellows.

9. The Accommodation Officer shall:

- i. be specifically responsible for matters concerning accommodation, including acting as a point of contact for those 'living out';
- ii. organise any JCR room ballots in conjunction with the College Accommodation Office with the support of the JCR;
- iii. sit on the College Domestic Committee;
- iv. be responsible for overseeing the Keble Camp Bed Scheme.

10. The Arts and Publications Officer shall:

- i. be two persons;
- ii. set up and chair an Arts Week Committee of arts societies at Keble, and to oversee the organisation of Arts Week;
- iii. ensure that arts societies at Keble are well-publicised within the JCR;
- iv. supervise the production of the Alternative Prospectus;
- v. administer the official social media accounts of the JCR (with the exception of those expressly associated with the role of another Officer);
- vi. produce a summary of all upcoming events at the start of each term (i.e. a 'Term Card').

11. The Charities and Donations Officer shall:

- i. be a minimum of one person and a maximum of three persons;
- ii. be responsible for the administration of the Donations Fund in accordance with SOs 10.3 – 10.4;
- iii. organise an online vote in 2nd week of Michaelmas to decide which charity the JCR will offer continuing support to for the next year;
- iv. engage with the SU in matters relating to charities;
- v. organise at least one event in College each full term to raise money for a charitable cause;
- iv. encourage and oversee active charity work/events within College throughout the year;
- v. ensure that the JCR's charity bank account is registered under their name(s);
- vi. publicise a report of their activities to the JCR each term.

12. The Entertainments Officer shall:

- i. be a minimum of two and a maximum of four persons;
- ii. 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;
- 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 for students in the second year of their degrees;
- v. be a member of the Freshers' Week Subcommittee and organise events for freshers;
- vi. communicate with other Officers, including Welfare, Equal Opportunities, and Arts and Publications, to ensure that the JCR offers a suitable range of activities, including events that are not reliant on alcohol consumption.

13. 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. be responsible for the maintenance of Keble Bikes;

- iv. coordinate efforts to support Fairtrade in College;
- v. uphold the maintenance of ‘Meat Free Mondays’ through the provision of all of Keble’s food services, such as, but not limited to, the hall, bar, and café;
- vi. sit on the Sustainability Committee.

14. The Equal Opportunities Officer shall:

- i. actively ensure that no member of the JCR shall be discriminated against on the grounds of their age, disability, gender, marital status or civil partnership, nationality, pregnancy or maternity, religion or faith, sex, or sexual orientation;
- ii. advocate for 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;
- iii. work with other representatives of minorities within College;
- iv. coordinate and supervise the work of the Ethnic Minorities Rep, the International Students Rep, the Disability Rep, the Social Backgrounds Rep, LGBTQ+ rep, and the Gender Equality Rep, and manage their budgets;
- v. be aware of the relevant, trained points of contact in College for students suffering harassment, and direct said students accordingly;
- vi. attend any meetings of the SU RepComs where relevant Reps are unable to attend;
- vii. represent the interests of minorities within College to the JCR and in Committee meetings;
- viii. act as a representative at the HR and Equality Committee meetings.

15. The First Year Affairs Officer shall:

- i. be a first year undergraduate;
- ii. make the JCR and Committee aware of specific issues pertaining to first years;
- iii. raise the profile of the JCR among the Freshers and assist in ensuring the Freshers understand the purpose of the JCR as quickly as possible;
- iv. be a member of the Freshers’ Week Subcommittee;
- v. assist the Accommodation Officer in organising the First–Second Year room ballot, including communicating details of it to first year JCR Members in good time;
- vi. be elected in the sixth week of Michaelmas term, and hold the position until the first day of Michaelmas term the following year.

16. The Welfare Officer shall:

- i. be a minimum of two and a maximum of three persons who must not all identify as the same gender;
- ii. ensure maximum publicity of Oxford SU, NUS, and other student welfare services and events;
- iii. be a member of the Freshers’ Week Subcommittee and be responsible for making special provision for Freshers in Michaelmas Term, in close conjunction with the Freshers’ President;
- iv. organise Welfare events throughout the year (e.g. Welfare teas);
- v. produce a summary of all upcoming events at the start of each term (i.e. a ‘Term Card’);
- vi. maintain Welfare provision within the JCR and maintain links with relevant SCR members and College Officers;
- vii. liaise with counsellors where appropriate;
- viii. attend peer support training;
- ix. ensure that Welfare Officers–elect and relevant Reps have access to peer support training;
- x. provide condoms, other forms of contraception and pregnancy tests for those who need them;
- xi. act as a representative at the College Welfare Committee meetings.

17. In the case where an Officer of the JCR who is no longer able to carry out their duties or are not on the academic register is unable to resign their post, the Committee can decide to hold a by-election, as set out in clauses 45–48, by a majority vote.

4. Duties of Non-Committee Posts

1. The Speaker is a Non-Committee Post that does not report to an Officer.
2. The Speaker shall:
 - i. chair JCR Meetings in accordance with SOs 2.1–2.4;
 - ii. take attendance of Officers at JCR Meetings;
 - iii. not be a member of the JCR Committee;
 - iv. conduct all their duties impartially and effectively.
3. The Annual Election for the post of Speaker shall take place in the 2nd week of Michaelmas Term, the election procedure for which is explained in SO 6.
4. Reps are Non-Committee Post holders who report to an Officer. They undertake specific tasks or representing specific groups within the student body.
5. Except where otherwise stated, reference to a single Non-Committee Post holder shall mean both or all Post holders where such a post is held by two or more persons.
6. The Disability Rep shall:
 - i. report to the Equal Opportunities Officer;
 - ii. be a minimum of one and a maximum of two persons;
 - iii. represent the views of disabled members of the JCR;
 - iv. liaise with the Oxford University Disability Society;
 - v. provide advice on the help available from the University Disability Advisory Service;
 - vi. represent the JCR at Disabled Students' RepCom;
 - vii. attend peer support training during Trinity if elected during Hilary.
7. The Ethnic Minorities Rep shall:
 - i. report to the Equal Opportunities Officer;
 - ii. be a minimum of one and a maximum of two persons;
 - iii. represent the views of Ethnic Minority members of the JCR;
 - iv. liaise with the relevant University Societies;
 - v. organise an annual Ethnic Minorities Formal;
 - vi. represent the JCR at Students of Colour and Ethnic Minority Students' Repcom
 - vii. attend peer support training during Trinity if elected during Hilary.
8. The Gender Equality Rep shall:
 - i. report to the Equal Opportunities Officer;
 - ii. be a minimum of one and a maximum of two persons;
 - iii. represent the views of members of the JCR who identify as women or as a gender minority;
 - iv. support and, if necessary, represent students of any gender identity suffering harassment, sexism or other issues related to gender, and be familiar with any relevant Harassment Codes;
 - v. represent the JCR at Wom*n's RepCom;
 - vi. attend peer support training during Trinity if elected during Hilary.
9. The International Students Rep shall:
 - i. report to the Equal Opportunities Officer;
 - ii. be a minimum of one and a maximum of two persons;
 - iii. represent the views of international members of the JCR;
 - iv. be a source of information regarding special arrangements for International Students and a point of contact for those arriving;

- v. organise events for international freshers in Michaelmas term;
- vi. represent the JCR at International Students' RepCom;
- vii. attend peer support training during Trinity if elected during Hilary.

10. The LGBTQ+ Rep shall:

- i. report to the Equal Opportunities Officer;
- ii. be a minimum of one and a maximum of two persons;
- iii. represent the views of lesbian, gay, bisexual, transgender and queer members of the JCR;
- iv. liaise with the university LGBTQ+ society and promote its events to the JCR;
- v. represent the JCR at LGBTQ+ Students' RepCom;
- iv. attend peer support training during Trinity if elected during Hilary.

11. The Social Backgrounds Rep shall:

- i. report to the Equal Opportunities Officer;
- ii. be a minimum of one and a maximum of two persons;
- iii. represent the views of members of the JCR who identify as working-class, low-income, state comprehensive school-educated, first-generation, estranged, care leavers and/or carers;
- iv. support JCR members to access College financial support;
- v. represent the JCR at Class RepCom;
- iv. attend peer support training during Trinity if elected during Hilary.

12. The Drama Rep shall:

- i. report to the Treasurer;
- ii. facilitate the passage of Drama motions as stipulated in SO 1.4;
- iii. monitor the drama budget, ensuring that an appropriate amount is kept available for larger events in Trinity Term;
- iv. promote drama opportunities to the JCR.

13. The Sports Rep shall:

- i. report to the Treasurer;
- ii. maintain an up-to-date list of Keble Sports Captains and other personnel directly associated with sports teams and liaise with the IT Rep to ensure this list is easily accessible via the JCR Website;
- iii. provide a termly report from Keble Sports teams;
- iv. oversee the organisation of all Cuppers' teams without captains;
- iv. seek to improve the sports facilities available to students;
- v. promote College sports fixtures to the JCR;
- vi. be responsible for all JCR-owned sports equipment, including the table tennis and table football facilities in the JCR, as well as the pool table and dartboard in the College Bar.

14. The Stash Rep shall:

- i. report to the Treasurer;
- ii. organise a termly stash range, the proceeds of which go into the JCR budget;
- iii. be a member of the Freshers' Week Subcommittee to organise Freshers' stash;
- iv. offer additional stash releases during the year should they see fit, the proceeds of which go into the JCR budget.

15. The Yearbook Rep shall:

- i. report to the Treasurer;
- ii. be a third year student;
- iii. oversee the organisation and compilation of the JCR Yearbook;

- iv. liaise with the Treasurer regarding the Yearbook photo;
- v. ensure that all members of the year group are represented in the JCR Yearbook.

16. The Director shall:

- i. report to the President;
- ii. have direction over the JCR space, including maintaining it, and keeping it functional for JCR use, meaning:
 - a. overseeing the replacement and addition of new furniture and equipment;
 - b. upholding the JCR Rules;
- iii. communicate with the JCR President over who books the JCR and publish these bookings on the JCR website with the assistance of the IT Rep.

17. The Foundation Year Rep shall:

- i. report to the President;
- ii. be a foundation year student or have completed a foundation year at Keble in the past;
- iii. represent the views of members of the JCR who are on foundation year courses;
- iv. be a member of the Freshers' Week Subcommittee to ensure the integration of the next cohort of foundation year students into college life and to organise a 'Foundation Year Social' in Freshers' Week.

18. The Freshers' President shall:

- i. report to the President;
- ii. have overall authority for the organisation of Freshers' Week for new JCR Members;
- iii. chair the Freshers' Week Subcommittee;
- iv. appoint such members of the Freshers' Week Subcommittee as is necessary and whose roles do not fall under the remit of an existing Post. These appointments shall be subject to the approval of the Committee;
- iv. liaise closely with College and the JCR President while organising Freshers' Week.

19. The JCR IT Rep shall:

- i. report to the Secretary;
- ii. liaise with the College IT Manager and the University Computing Services;
- 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 and make the results of these elections available to the Executive Committee;
- v. assist the Secretary and Speaker with the provision of a secret ballot voting system as set out in SO 2.3;
- vi. be a member of the Freshers' Week Subcommittee to organise the production of the Freshers' Week webpage.

20. The JCR President shall open nominations for the Sports, Drama, and IT Reps and the Director on the last day of Trinity Term. The Executive Committee shall make a provisional appointment to each role during the summer vacation. The JCR Committee shall ratify the appointments by a majority vote in the first JCR Committee Meeting of Michaelmas Term. All positions of these representatives are tenable until the first day of the next Michaelmas Term following their ratification or until a new provisional appointment is made.

21. The JCR President shall open nominations for the Stash and Yearbook Reps in Sixth Week of Michaelmas Term. The position of Stash Rep is tenable for a year from Sixth Week of Michaelmas Term. The position of Yearbook Rep is tenable until the last day of Trinity Term. The Executive Committee shall make a provisional appointment to each role before the next JCR Committee Meeting. The JCR Committee shall ratify the appointments by a majority vote in that Committee Meeting.

22. The election of the Disability, Ethnic Minorities, Gender Equality, International Students, LGBTQ+, Social Backgrounds, and Foundation Year Reps and Freshers' President shall be by secret ballot which shall be conducted as prescribed in SO 5.
23. The Disability, Ethnic Minorities, Gender Equality, International Students, LGBTQ+, Social Backgrounds, and Foundation Year Reps and the Freshers' President shall be elected in Fourth Week of Hilary Term. Their positions are tenable for a year from the day on which they were scheduled to be elected.
24. All Non-Committee Posts may be subject to No Confidence motions, the procedure for which is detailed in SO 1.3.
25. All Non-Committee Posts are subject to the rules detailed in SO 3.17.

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. The RO may delegate tasks to others, including the IT Rep, but is responsible for ensuring the integrity of the Election. 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. In the case that, for a given election, the Secretary is unable to carry out the duties of the RO or both the President and the Vice President are unable to carry out the duties of the Overseer, whether due to absence, conflict of interest, or otherwise, the Executive Committee must appoint a different RO and/or Overseer for that election.
3. Elections are to be in the first instance carried out electronically, via a secure online voting system.
4. The RO shall:
 - i. be responsible for the administration of all Elections;
 - ii. publicise all stages of the Election in accordance with the times laid down in SOs 5.4–5.8 below.
5. At least twelve days before the date of the Election, the Nomination Period shall be opened by the RO and remain open for seven days.
6. 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.
7. 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, and before any hustings take place, the RO shall communicate all manifestoes to the JCR by email.
8. Hustings:
 - i. all candidates for the following posts shall give hustings. Candidates for other posts are not required to give hustings:
 - a) All Committee posts;
 - b) Speaker;
 - c) Freshers' President;
 - ii. hustings shall be held at any time in the last five days before the date of the Election, but usually at the JCR meeting the Sunday before;
 - iii. speeches by the candidates shall be subject to a time limit of the Speaker's choosing, not longer than ten minutes;
 - iv. speeches shall not contain any reference by name to any other candidate;

- v. the order of speaking shall be decided by the Speaker, and hustings shall be chaired by the Speaker;
 - vi. the previous officeholder shall have the opportunity to ask questions to the candidate prior to opening to questions from the floor;
 - vii. each question from the floor shall be directed to all candidates;
 - viii. 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 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. Otherwise, they will be ineligible to run.
9. The result of the Election shall be announced by the RO via email to members as soon as possible after the election closes.
10. 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 committee post must commit to their candidacy within two days of the Nomination Period opening;
 - iv. current JCR Officers elected to a new Committee position with a term overlapping their current term must resign their original role before taking up their new one.
11. Candidates shall be nominated, with their consent, by two Members of the JCR. These Members shall not include current or past JCR Officers. Candidates shall send a manifesto to the RO, as well as the names of the proposing and seconding Members.
12. Election publicity material produced by a candidate shall contain no reference by name to any other candidate, nor to any other candidate's publicity material.
13. Ballots:
- 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.
14. Voting:
- i. voting shall take place over twenty-four continuous hours;
 - ii. a Voter shall not be obliged to use all the votes at their disposal.
15. If RON is elected there shall be a By-Election.
16. Where an Officer post or a Non-Committee Post may be held by multiple persons, candidates must form slates:
- i. Each eligible slate must comprise between the minimum and maximum number of Post holders specified for each Post;
 - ii. each eligible slate must meet any criteria for the range of candidates required for the specific post;
 - iii. each slate shall be treated as a single candidate for the purpose of elections:
 - a) each slate shall submit a single manifesto;
 - b) each slate shall be nominated by two JCR Members who are not part of the slate;
 - iv. all members of the slate shall engage in Hustings;
 - v. only one slate shall be elected to each Post;
 - vi. once elected, members of slates shall be treated as individuals in cases including but not limited to By-Elections and votes of No Confidence;
 - vii. if one Post Holder resigns or is otherwise removed from their Post, and the number of Post holders does not fall below the minimum, the Committee shall decide whether another Post Holder is needed

to replace them;

- viii. where the number of persons who may hold a post is not stated, only one person may hold the post.

17. 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 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 distributed to the JCR.

6. Election of the JCR Speaker

1. The election of Speaker will take place at the current incumbent's last meeting in Week 2 of Michaelmas Term.
2. There will then follow a brief hustings between candidates followed by a vote.
3. The vote will be conducted by the same mechanism as that detailed in SO 2.3v and quota will be a majority.
4. 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.
5. 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 as would be at 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. Complaints concerning the conduct of a Referendum shall be dealt with as under SO 5.16, 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.
4. After the Referendum Meeting, the RO is required to produce a document outlining fact-checked arguments of each side. These will be provided by representatives of each side, or the RO should either side not find a willing representative. This sheet may be appended by further detail, including from that submitted to the RO at least 24 hours before the Referendum Meeting. The information must be communicated to all members of the JCR by the RO and made available on the voting page of the online election.

8. Oxford University Student Union

1. The representatives of the JCR in the Conference of Common Rooms and RepComs shall vote in the manner

they consider most consistent with the views, interests and policies of the JCR.

9. Subcommittees of the JCR

1. The Chairs of all Subcommittees shall be appointed by the JCR Committee.
2. Each Subcommittee 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 Subcommittees. Those who are not full members of the JCR may be invited to sit on Subcommittees by the Chair of that Subcommittee, although they will not have voting rights, except as specified in SO 9.6.iii. There shall be no limit on the membership of Subcommittees, unless specified in the terms of reference at the Meeting at which the Subcommittee was ratified. An up-to-date list of the members of all Subcommittees shall be maintained by the Secretary and displayed on the JCR Website.
4. Chairs of Subcommittees shall report on the business of their Subcommittee to JCR Meetings.
5. All expenditure by a Subcommittee shall be overseen by the Treasurer.
6. The JCR shall have a Complaints Subcommittee as required, which shall be convened at times prescribed in SOs Section 11. It shall consist of:
 - i. a member of the Executive Committee, who shall chair all meetings of the Subcommittee;
 - ii. another full member of the JCR who is not a Committee member;
 - iii. the Senior Dean, who shall have full voting rights.

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 charities bank account to any “good cause” or Charity ensuring that an address and account name is available for each donation.
3. The Charities and Donations Officer shall keep:
 - i. a comprehensive record of all monies passing through the charities bank 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 10.6 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 charities bank account;
 - iii. all donations are posted within one week of the JCR Meeting authorising their release.
5. 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, their decision can be overturned at the next meeting by a 3/4 supermajority vote;
 - ii. The Treasurer and President are required to state why they opposed a given motion

and/or why they could not meet with the motion's proposer.

6. 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.
7. To establish a new levy for JCR Members, a Referendum must be held.
8. Both the Treasurer and the President shall be authorised on the account, with the Treasurer responsible for allocating spending, and the President bearing the responsibility of checking all expenses are correct with receipts no less than once per term.
9. For any motion requesting over £50 that would appropriate from the general motions budget, the proposer must consult the Treasurer to confirm the most appropriate funding route before submitting the motion to the Secretary.

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 Subcommittee as outlined in SO 9.6 within 72 hours of a complaint being received.
4. The Complaints Subcommittee shall deal with all complaints in private.
5. The Complaints Subcommittee 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 Subcommittee ruling immediately.

Coda

These Standing Orders shall come into effect from the 1st week of Trinity Term 2025.

This Constitution and the associated Standing Orders were last revised by Keble JCR President 2024–25 Adam Daniel, Keble JCR Secretary 2024–25 Nick Lang, Keble JCR Speaker 2024–25 Phoebe Bedford, Keble JCR First Year Affairs Officer 2024–25 Tom Adams, and Keble JCR Stash Rep 2024–25 Matthew Taylor.

This Constitution and the associated Standing Orders were last ratified by the Governing Body of the College in 0th Week of Trinity Term 2025.