

# THE STANDING ORDERS OF THE CHRIST CHURCH JUNIOR COMMON ROOM

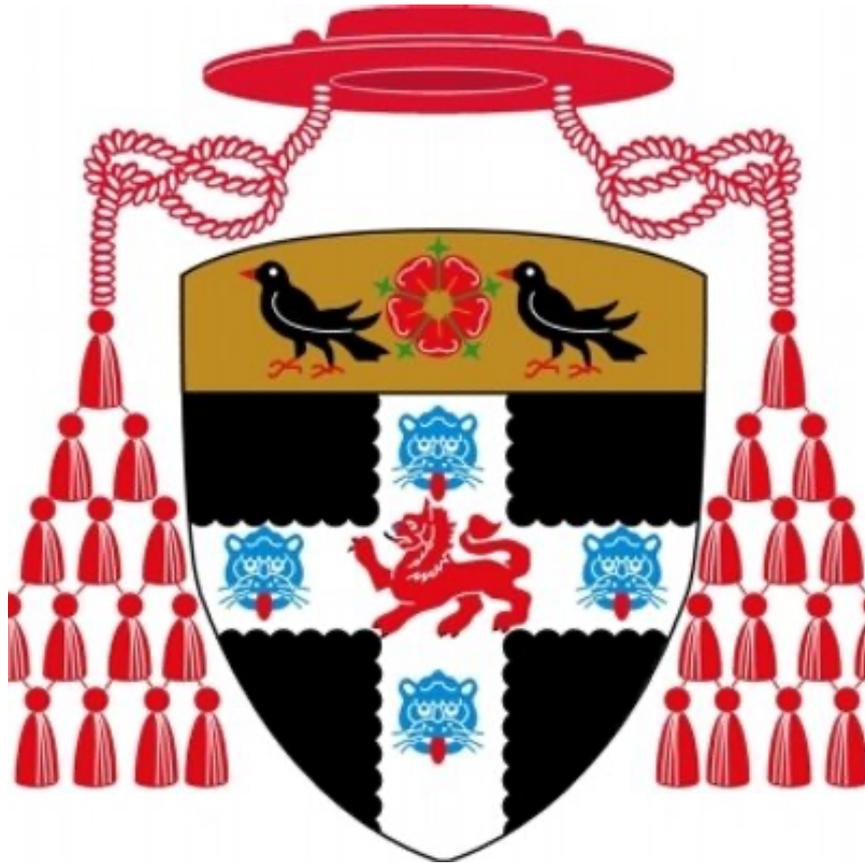


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## **Introduction**

1. These standing orders shall constitute the Standing Orders required by Article I of the Constitution, and may be amended only in the manner set out in the Constitution, Article B Section 2.2.

## **STANDING ORDER A: GENERAL MEETINGS**

### ***1. Introduction***

- A. The purpose and frequency are set out in Article G of the Constitution
- B. Article G of the Constitution sets out the requirements for Extraordinary General Meetings

### ***2. Notice***

- A. The JCR Committee shall give at least 5 days' notice before the start of a General Meeting.
- B. An agenda shall be distributed by the Secretary at least twenty-four hours before the start of the meeting and made available at the meeting.

### ***3. Quorum***

- A. The quorum of a General Meeting shall be:
  - i. Thirty-five Members of the JCR must be present to commence the meeting.
  - ii. Thirty-five Members of the JCR must be present if constitutional amendments, financial motions, and no-confidence motions are to be proposed and voted on.
  - iii. No other motion shall be proposed or voted on with fewer than twenty-five members present.
  - iv. The quorum for raising levies is fifty
- B. Each meeting shall open once quorum has been reached. If it has not been reached after thirty minutes, the meeting shall be cancelled.
- C. At any point where a quorum count is made and the requirement is not met, business shall be suspended until the quorum is re-established. If this is not achieved within fifteen minutes the meeting shall be closed.

### ***4. Motions***

- A. Motions must be proposed and seconded by two full members of the JCR, or corporately by the JCR Committee. There is no limit on how many motions a Member can propose or second at any one GM.
- B. All motions must be sent to the Secretary before the deadline set for that GM, this deadline must be at least 24 hours before the start of the GM.
- C. The Secretary shall notify relevant Committee Members of motions regarding their roles, remit and/or funds.
- D. Where a motion requires a second reading at a further GM, it shall automatically be entered onto the Agenda at the subsequent GM. The proposer and seconder need not be the same. The second reading cannot be completed in a different academic year.
- E. An emergency motion may be proposed between the deadline for the receipt of motions and start of the General Meeting. For it to be discussed, the Chair of the General Meeting needs to approve it. Such an emergency motion cannot relate to financial matters, amending the Constitution or Standing Orders or be a motion of

No Confidence.

#### **5. Amendments to Motions**

- A. Amendments to a motion may be submitted during the debate on that motion.
- B. All amendments must refer to the same substantial matter as the original motion.
- C. The amendment cannot directly contradict the motion suggested, it must be A genuine suggestion of improvement. The Chair may rule against an amendment being discussed where they believe it is of such a magnitude to warrant a separate motion.
- D. The original proposer can elect whether or not to accept the amendment. If they choose to accept, the amendment will automatically take effect, unless it relates to a financial motion which will still need to be voted on. This will be considered a ‘friendly amendment’.
- E. If the proposer rejects the amendment, it will only be incorporated into the motion if it receives a majority vote. This vote must occur before the debate surrounding the original motion is continued. This will be considered a ‘hostile amendment’.
- F. In the case of a hostile amendment, the original proposer may resign from being the proposer. In this case, the proposer of the amendment, or if they decline to do so, another member of the JCR present, may nominate themselves to be the proposer. The Chair will decide if multiple people nominate themselves.
- G. In response to a Constitutional Amendment suggested by Governing Body in accordance with Article B Section II. 1. C of the Constitution, an amendment to the Governing Body’s decision may be adopted at a GM. If this amendment is approved at the following Governing Body meeting, then it will be enacted automatically. If the Governing Body rejects the amendment, then there must be a meeting between the JCR Executive and Censors to reconcile the differences.

#### **6. Order of Business**

- A. The order of business at each ordinary General Meeting will be announced by the Chair at the start. This is the order motions will be discussed in and is entirely at the Chair’s discretion.

#### **7. Order of Debate**

- A. On each motion debated, the proposer and seconder, or nominated Committee member in the case of Committee motions, will speak for up to 3 minutes on the reasons in favour of their motion.
- B. Following the proposer’s speech, there shall be an opportunity to ask short factual questions. Any member of the JCR can aid the proposer and seconder in answering these questions. The Chair may terminate this process at their discretion.
- C. Following these short factual questions, the Chair will then ask if anyone present has an opposition argument. **If there is no opposition, the motion will automatically pass.** Otherwise, the Chair shall take an opposition speech, and subsequently any other speeches in debate. When no further speeches are offered the end of debate shall be declared by the Chair.
- D. During any speech those present may interrupt only to make points of information. These points may not be made until the member speaking has agreed, which they may refuse to do. Such points shall be phrased as short questions or statements.
- E. Once the debate has concluded, the proposer and one opposition, selected by the Chair, will give a summation argument for each side. During this summary, no new information shall be introduced, nor any points of information raised.

- F. No person shall make any remark which is, in the opinion of the Chair, either defamatory or not relevant to the matter of the debate.
- G. Should the original proposer and seconder fail to attend the GM or no longer wish to be present for the debate of their motion, any other full member present at the meeting may do so in their place. The Chair shall select one person as proposer if multiple individuals nominate themselves. If no person wishes to take up the motion, it shall fail.

## **8. *Points of Order***

- A. Points of Order are a query as to the procedure of a debate. They shall be addressed to the Chair and shall make no argument relating to the substantive motion or amendment under debate.
- B. They must relate to the conduct of the meeting and except for during a speech or vote they may be made at any time. If a Point of Order is in relation to a particular speech or vote, it must be made immediately after that speech or vote. The exception to this is Point of Order F(ii) which may be made to interrupt a speech.
- C. The following Points of Order require two-third majority in favour:
  - i. No Confidence in the Chair
  - ii. To overturn a specific Ruling of the Chair.
  - iii. To grant attendance and/or speaking rights to a non-member of the JCR.
- D. The following Point of Order requires 10 votes in favour:
  - i. To hold a Quorum Count
  - ii. To overrule the Chair's termination of short factual questions.
  - iii. To require that a vote on a specified Motion or Amendment be by Secret Ballot.
- E. The following Points of Order may be passed without a vote. If an objection is made, they shall require a two-third majority:
  - i. To move to a vote.
  - ii. Not to put a specified Motion or Amendment.
  - iii. To lay the matter on the table until a specified time later in the meeting.
  - iv. To lay the matter on the table until the next ordinary meeting.
  - v. To amend the Order of Business.
  - vi. To take a Motion in parts.
  - vii. To adjourn the meeting for a specified time.
  - viii. To close the meeting.
- F. The following Points of Order may be passed without a vote. If an objection is made, they shall require ten votes in favour:
  - a. To recount a vote. Voters may not vote differently in the recount to the original vote. This Point of Order cannot be made on a vote taken by secret ballot or online poll, nor can it be made more than once on the same motion or amendment unless the result of the vote is found to have changed in the recount, in which case a further final count may be taken.

## **9. *Voting***

- A. Voting shall be by a show of hands or by an online poll.
- B. Only those present for the debate on the motion shall be eligible to vote.
- C. The conduct of all votes shall be the responsibility of the Chair and Secretary, who must concur on all counts for the result to be declared.

**10. The Chair**

- A. The Chair shall be the Vice President, or a deputy appointed by the Vice President in their absence.
- B. It shall be the duty of the Chair to ensure that the Constitution and Standing Orders are upheld at meetings, and the required quorum is met.
- C. The Chair may call for order or silence at any point.
- D. The Chair shall at all times aim to ensure the possibility of free and fair debate, and prevent intimidating behaviour of any kind.
- E. The Chair may request that any member who persistently does not comply with the Standing Orders or Constitution or impedes upon the ability of the Chair to do their duty leaves the meeting. If the individual continues to cause distress in the meeting, the Chair may call for a vote to expel the individual. This shall require a two-thirds vote of consent by the members present at the meeting.
- F. Should disorder arise the Chair may give notice of their intention to quit the Chair, and thus end the meeting, if order is not restored within a reasonable period of time. The Chair shall give their reasons for such action at the next General Meeting.
- G. The Chair may call upon any person who has spoken for three minutes to conclude their speech within a further minute. In addition the Chair may rule out further remarks by that speaker after the conclusion of the original speech, except where a vote in favour of permitting the speaker to extend their right for a specified time is passed. Standing Order A, Section 8.C.II.
- H. The Chair shall exercise no vote, except the casting vote in the event of a tie, the Chair is advised to vote in line with Speaker Denison's Rule.
- I. If a motion of no-confidence in, or challenge to, the Chair is proposed, the Chair shall vacate their position for the duration of the debate on that motion and may thus participate in any such discussion.
- J. If a motion under Standing Order A, Section 8.C.I is passed the Chair shall resign their position for the remainder of the meeting.
- K. In case of I or J, the President and Secretary shall select a replacement.

# STANDING ORDER B: ELECTIONS AND REFERENDA

## SECTION I: TERMS OF OFFICE

### 1. *Tenure*

- A. Committee Members shall be elected in stages throughout the year. Their tenure of office shall be one year, except for the Entertainment Representatives whose office shall be one term.
- B. All Committee Members shall assume office on Sunday of the ninth week of the term of their election. The only exception to this is in Standing Order B Section VI.5.

### 2. *Order of Elections*

#### A. IN MICHAELMAS TERM

- a. Secretary
- b. RAG and Charities Representatives
- c. First Year Representatives
- d. Entertainment Representative

#### B. IN HILARY TERM

- a. Vice President
- b. Food Representatives
- c. Special Diets Representative
- d. Arts Representative
- e. Careers and Development Representative
- f. Entertainment Representative

#### C. IN TRINITY TERM

- a. President
- b. Junior Treasurer
- c. Male Welfare Representative
- d. Female Welfare Representative
- e. OUSU Representative
- f. Bar Representative
- g. Sports Representative
- h. Entertainment Representative
- i. Environment and Sustainability Representative

### 3. *Order of Appointment of Appointed Officers and Attached Positions*

#### A. IN MICHAELMAS TERM

- a. IT Officer
- b. Peer Support Coordinator
- c. Cake, Accommodation, Kitchens and Electricity (C.A.K.E.) Representative

#### B. IN HILARY TERM

- a. LGBTQ+ Officer
- b. Space-Time Representative
- c. Disabled Students Officer
- d. Two Access and Outreach Officers

- e. Gender Equality Officer
- f. International Officer
- g. Ethnic and Religious Minorities Representative(s)

**C. IN TRINITY TERM**

- a. Sound Engineer
- b. Library Representative
- c. Returning Officer
- d. Inreach Officer
- e. Upon the awakening of the College Tortoise, the Tortoise Representative will be appointed.
- f. Liddell Representative

## **SECTION II NOMINATIONS**

**1. Notice**

- A. The Returning Officer shall give notice of the opening of nominations at least two weeks before Election Day.
- B. Upon the close of nominations, the Returning Officer shall publicise the names of the candidates, their manifestos, the time and place of hustings and the election. This must be done at least 48 hours before hustings.

**2. Eligibility to nominate**

- A. Any member of the JCR may propose or second one nomination, unless they are an incumbent JCR Committee Member or they themselves are standing for election, in which case they cannot propose or second any nomination.

**3. Eligibility to be nominated**

- A. Any JCR Member may be nominated for election, with the exception of:
  - a. Current Committee members, unless:
    - i. their current term of office expires in the term of the election or,
    - ii. their current role and the role they applied for may be held simultaneously- see Standing Order B Section II.3(E) or,
    - iii. they have resigned in accordance with Standing Order B Section IX.
  - b. Those who will not be members of the JCR for the entirety of the tenure of office.
  - c. They are nominated for another position.
  - d. They are running for an appointed position in the same term.
- B. Committee members may stand for re-election.
- C. The Returning Officer shall keep the JCR members informed of nominations.
- D. If no valid nomination is received for a position in the nomination window, by-election shall be held under Standing Order B Section 7.
- E. JCR members are allowed to hold up to two JCR Committee positions from the following list:
  - a. Bar Representative
  - b. IT Officer
  - c. Library Representative
  - d. Liddell Representative

- e. Peer Support Coordinator
  - f. RAG Representative
  - g. Sound Engineer
  - h. Space-Time Representative
  - i. Special Diets Representative
  - j. Tortoise Representative
- F. Two-person roles have to be filled by two different people.
- G. One-person Committee roles may only be fulfilled by one person, unless a vote at a JCR Committee meeting grants special permission for a pair to run together.

### **SECTION III HUSTINGS**

1. Hustings shall take place on the Sunday preceding Election Day.
2. Attendance of the entire hustings procedure is required of all candidates even if running against RON. Non-attendance without good reason, as deemed by the Returning Officer, shall constitute withdrawal from the election.
3. Hustings shall be chaired by the Returning Officer. The Returning Officer shall have the same powers as the Chair of General Meetings, in accordance with Standing Order A s9(B)-(F).
4. The procedure of hustings shall be as follows:
  - A. Each candidate shall deliver a speech of no more than three minutes, except candidates for President who shall have five minutes in which to speak.
  - B. Candidates shall then answer questions from the floor in rotating order. The Returning Officer may refuse to address a question to the candidates at their discretion.
  - C. All questions should be addressed to all candidates, and no question shall be accepted that applies to one candidate only. Members shall behave as they would in a General Meeting, as set out in Standing Order A, Sections 5 & 7.
5. It is customary for the incumbent to set a challenge for all of the candidates. The set challenges must be approved by the JCR President. If the JCR President is unsure on the challenge, it must be referred to the Junior Censor for approval.
6. To uphold Article D in the Constitution, other JCR members who are present are encouraged to alert the Returning Officer to any behaviour which is in conflict with the JCR's duty to uphold equality.

### **SECTION IV MANIFESTOS & PUBLICITY**

1. Candidates may produce a manifesto consisting of one A4 side of paper only, which must include the names of their proposer and seconder. Candidates for Entertainments and RAG Representatives shall submit joint manifestos.
2. All manifestos must be submitted 23:59 on the Thursday preceding Election day.
3. Candidates shall not publish or produce any campaigning material other than their manifesto. This includes any publications on social media, including their manifesto. Candidates shall not attempt to influence the result of the election by means of harassment of members, or canvassing of votes on the day of the election. The Returning Officer may remove from the election any candidate who contravenes this clause.
4. Other members of the JCR are allowed to discuss and encourage voting, provided this is not done at the request of a Candidate.

5. Misuse of the “chchjcr” mailing list shall be seen as electoral malpractice.

## SECTION V: ELECTION PROCEDURE

### *1. Date*

- A. The first round of an election shall take place between 8am and 8pm on the Thursday of Fifth or Sixth week, to be decided at the discretion of the Returning Officer. This decision may be overruled by a simple majority at a JCR Committee meeting.

### *2. Voting*

- A. The votes should be cast through an electronic secret ballot. In the event that the electronic ballot fails to function correctly, a paper secret ballot may be used.
- B. Supervision of the ballot:
  - i. In the case of an electronic ballot, the ballot shall be overseen by the Returning Officer. The software used shall be available for scrutiny by any member of the JCR.
  - ii. In the case of a paper ballot; the poll shall be supervised by members of the JCR Committee, on a rota arranged by the Returning Officer. Any Committee member running in the election shall not be permitted to supervise. The person supervising the poll may not attempt to influence the voter’s decision; the ballot box shall at no time be left unattended; the person supervising the poll shall have the right to demand a voter’s University Card as proof of their eligibility.
- C. Voting Procedure by electronic ballot:
  - i. In the case of an electronic ballot any lists giving information as to how given members voted, whether given members voted or in any other way giving details of members' votes shall be available only to the Returning Officer. Any such lists shall be destroyed or deleted within forty-eight hours of the close of the election.
  - ii. The ballot screen shall show the offices contested, the candidates’ surnames and first names, the candidates’ portrait photos along with brief instructions as to the voting system.
  - iii. It shall be explained that voting for RON indicates a preference to re-open nominations.
  - iv. The names shall appear in either alphabetical order, according to surname, or a random order generated by the software. Votes shall be cast for all elected positions in order of preference.
- D. Voting Procedure by paper ballot
  - i. In the case of a paper ballot the person supervising the poll shall keep a printed list of names, and tick-off each name as their vote is cast. The list shall be kept in a sealed envelope in the President’s rooms following the close of polls. If no complaint is received within forty-eight hours of the close of the election, the list shall be destroyed. The Returning Officer shall destroy the ballot papers on the Saturday of ninth week.
  - ii. The ballot papers shall show only the offices contested and the candidates’ surnames and first names along with brief instructions as to the voting system. It shall be explained that voting for RON indicates a preference to

- re-open nominations.
- iii. The names shall appear in alphabetical order, according to surname. Votes shall be cast for all elected positions in order of preference.
- E. Counting Procedure
  - i. In the case of an electronic ballot the count shall be conducted by the software or by the committee as outlined below in the situation where the software does not provide this facility.
  - ii. In the case of a paper ballot the Returning Officer shall supervise the count and appoint tellers. Each candidate shall be entitled to have a representative of their own present at the count.
  - iii. As the Alternative Vote System requires, there shall be several counts, after each of which the candidate who finished bottom will have their next preference votes transferred to the next choice, if any, of those who voted for them.

### **3. Results: Publication and Appeals**

- A. The Returning Officer shall appropriately distribute the results once the counting is complete. If the Undercroft Bar remains open when counting is complete, it is customary to announce the results verbally there too.
- B. Alongside results, the Returning Officer shall give notice of the right of appeal. In the event of such an appeal the Returning Officer shall have the power to declare a part or the whole of the election void. In this case a new election shall be called immediately. No new candidates may stand.
- C. In the case of an electronic ballot the electoral breakdown, as provided by the software, shall also be distributed by the Returning Officer.

## **SECTION VI BY-ELECTIONS AND RE-OPENING NOMINATIONS**

1. To be called by the Returning Officer in the following circumstances:
  - A. If no nominations are received for a position in a first-round election
  - B. A majority vote in favour of Re-Opening Nominations in any round of an election.
  - C. The resignation or removal of a Committee Member
2. For by-elections called due to no nominations being received in a first-round election of a non-executive role, a member of JCR may be appointed in accordance with the procedure for appointed positions explained in Standing Order B, section VII.
3. For all other by-elections, including by-elections called due to no nominations being received in a first-round election of an executive role, the by-election shall follow the guidelines for first-round elections set out in Standing Order B, Section V. This applies even if only one candidate runs.
4. If no candidate runs in the by-election, a Member of the JCR may be appointed, subject to the guidelines on appointments in Standing Order B, section VII.
5. Despite Standing Order B, section I.1.B, if a candidate is elected or appointed as a result of a by-election due to the resignation or removal of a Committee member, the elected candidate shall assume their duties immediately. For all other by-elections the successful candidate shall assume their duties in week 9 of that term.
6. The eligibility to run in a by-election is the same as in Standing Order B Section II.3. It is permissible for those who proposed or seconded a candidate in a first-round election to run in a by-election.

## **SECTION VII APPOINTMENT OF OFFICERS**

1. The JCR President shall invite applications for the appointed positions between fourth and sixth week of the term of their appointment, as set out in Standing Order B Section I.
2. Appointment of these Officers shall be by a vote in favour at a Committee Meeting.
3. The quorum to run the interviews is 15 Committee Members, including 3 of the Executive.
4. It is customary for the LGBTQ+ Officer to be appointed by the Committee in accordance with the wishes of the incumbent LGBTQ+ Officer. The LGBTQ+ Officer shall run their own election process.
5. The Access Office shall conduct interviews of the candidates for the Access and Outreach Officer role and Inreach Officer Role. These interviews shall guide the JCR Committee on their decision of appointing these officers.
6. The Ethnic and Minority Representative(s) role may either be filled by an individual running alone, or by a pair of candidates who run together.
7. It is customary for the Ethnic and Religious Minorities Representative(s) to be appointed by the Committee in accordance with the wishes of the incumbent Ethnic and Religious Minorities Representative(s). The Ethnic and Religious Minorities Representative(s) shall run their own election process.

## **SECTION X REFERENDA**

1. The Returning Officer shall give at least two weeks notice of a referendum, detailing the question to be addressed, the time and place of the referendum debate, and the time and place of the ballot.
2. If requested by the resolution of the General Meeting or by the signatories, the Returning Officer shall organise and chair a debate on the question put to referendum, held no more than a week in advance of the ballot. There shall be no vote taken, and no resolution sought.
3. Upon receipt of a motion to be brought to a referendum which does not request a debate, the JCR Committee may nonetheless request a debate if there is a vote in favour of this at a JCR Committee meeting.
4. The ballot itself shall be conducted in accordance with Standing Order B Section 5.2.
5. There shall be no 'RON' or 'no preference vote' in a referendum.
6. No publicity or campaigning material may be produced. Attempts to influence the result of a referendum by means of harassment or the canvassing of votes on the day of polling shall be prohibited. In the event of such activity the Returning Officer may invalidate the result of the referendum.

# STANDING ORDER C: DUTIES OF THE JCR COMMITTEE

## SECTION I THE EXECUTIVE OFFICERS

### 1. *The President shall:*

- a. Administer and promote the interests of JCR members, as outlined in the Object of the Constitution and according to the will of the General Meeting.
- b. Chair JCR Committee meetings and have overall responsibility for the conduct of the Committee.
- c. Liaise with the Censors and alongside the other Executive Officers meet with them regularly.
- d. Have responsibility for liaison with the GCR.
- e. Have overall responsibility for the execution of General Meeting resolutions.
- f. Attend the meetings of the Governing Body and its committees, including the House Committee, Library Committee, Computing Committee and Grants Committee, in a representative capacity.
- g. Organise a meeting with any new committee members at the beginning of their tenure, ensuring they have read and understood the standing orders.
- h. Attend the Termly Meeting of JCR/MCR/SU Presidents with the Proctors and Assessor.
- i. Attend Presidents' Committee.
- j. Nominate the chair of General Meetings in the absence of the Vice President.
- k. Administer the JCR mailing lists, and regulate their use by committee as necessary.
- l. Select appointed Officers in liaison with the JCR committee.
- m. Occupy Peckwater 2.1 during their term of office

### 2. *The Vice-President shall:*

- a. At all times assist the President in their duties, and work as the President, Committee or a General Meeting shall otherwise determine.
- b. Have initial responsibility for the interpretation of the Constitution and Standing Orders.
- c. Chair General Meetings.
- d. Chair the Equality and Diversity Subcommittee.
- e. Ensure that the JCR adheres to a policy of anti-discrimination and that formal complaints are reported to the Censors.
- f. Conduct the triennial review when it is due.
- g. Represent the JCR interests at various College Committees. Attendance of particular Committees is to be agreed with the President.
- h. Be a signatory on the JCR accounts.
- i. Attend SU Vice President talks.
- j. Oversee the complaints process for the JCR.

### 3. *The Junior Treasurer shall:*

- a. Administer the day-to-day financial affairs of the JCR and control the JCR's finances under the direction of the Committee and Senior Treasurer, in accordance with this Constitution and Standing Orders.
- b. Keep and audit proper accounts, and maintain a record of all JCR expenditure.

- c. Publish the finalised Annual Financial Report in Michaelmas Term in accordance with the Constitution, Article F Section VI.1.
- d. Set JCR budgets.
- e. Liaise with the Ball Committee Treasurer and keep the JCR Committee updated on any relevant financial issues.
- f. Create substantial handover documents to allow smooth transition between Treasurers.
- g. Circulate a list of expenditures to the JCR each term
- h. Keep a detailed and up-to-date set of accounts for the JCR and pass these on to their successor before the start of Michaelmas of their successor's academic year.
- i. Attend weekly Censors meetings as well as SU TreasurerCom meetings
- j. Work with the Steward and other college staff to manage battels payments.

**4. *The Secretary shall:***

- a. Produce a record of all Censors, JCR Committee and General Meetings, and make these available on request.
- b. Provide any member with a current copy of this constitution on request.
- c. Request, collect and publish motions prior to, and publicise the event of, General Meetings as outlined in article F of the Constitution and Standing Order B.
- d. Ensure that the JCR uses the information it gathers about its Members responsibly and in proper accordance with data protection legislation.
- e. Take attendance of JCR Committee meetings.

## SECTION II THE ELECTED REPRESENTATIVES

**1. *The Welfare Representatives shall:***

- a. Promote awareness of welfare issues and publicise current welfare facilities available to JCR members, and act as a resource base and referral mechanism.
- b. Attend organised welfare training and make themselves clearly available to JCR Members on this basis.
- c. Liaise with Christ Church, University and other appropriate welfare bodies.
- d. Organise welfare events.
- e. Liaise with the Peer Support team and publicise their drop-in sessions.
- f. Send welfare emails detailing services, news and events.
- g. The Female Welfare Representative shall identify as female and the Male Welfare Representative shall identify as male.
- h. Non-binary (including genderqueer, genderfluid, agender, etc. individuals) may apply for either of the two Welfare positions.
- i. Apply for Peer Support training during their term of office, if they are not already trained.
- j. The representative is recommended, but not obliged due to its sensitive and potentially triggering nature, to attend First Response training during their term of office.
- k. Write a positive weekly post on the Facebook page 'Oxlove', or whichever page is most appropriate, about a member of the JCR
- l. Keep aside part of the budget to be used as an Expression Fund, supporting the LGBTQ+ Welfare Officer.

**2. *The OUSU Representative shall:***

- a. Provide information about, and promote the services provided by, the Oxford University Student Union (OUSU), including publicity and the summary of each meeting.
- b. Liaise with the OUSU Sabbatical Officers and Executive, and attend OUSU committees at the request of the JCR.
- c. Vote in line with JCR policy at OUSU Council as agreed with the Vice President and President.
- d. Advise individual JCR Committee members as to any aspect of OUSU with particular relevance to their post, and alongside the President ensure representation is sent to relevant OUSU Committees.

**3. *The Environment and Sustainability Representative shall:***

- a. Promote economy in consumption of utilities and consumables, the reduction of waste within college and recycling.
- b. Attend College Environment Committees and University-wide Sustainability Committee Meetings
- c. Compile a report after each Sustainability Committee with an overview of the discussion and goals set.

**4. *The Arts Representative shall:***

- a. Promote appreciation of, and participation in, the Arts and encourage use of the Art Room and Picture Gallery.
- b. Attend meetings of the College Pictures Committee.
- c. Co-ordinate the annual JCR Arts Week and organise other Arts events and publications.
- d. Administer the JCR Picture-rental scheme.
- e. Support University and College Arts organisations
- f. Have responsibility for the money raised by the Arts levy, in accordance with the wishes of the General Meeting and oversight of the Junior Treasurer.

**5. *The Bar Representative shall:***

- a. Promote the Undercroft to the JCR, and liaise with its management to ensure its smooth running.
- b. Assist in overseeing the alcohol cellar and ensure it is stocked with suitable drinks.
- c. Oversee the production of the JCR photomontages and display of photographs of Christ Church clubs for the Undercroft.

**6. *The Careers & Development Representative shall:***

- a. Have responsibility for the distribution of information about career, employment and further education options to JCR members and act as a point of contact regarding these matters.
- b. Liaise with the Development & Alumni Office on the JCR's involvement in Fundraising projects, alumni events and any Development Office initiatives that impact upon undergraduates.
- c. Be responsible for Undergraduate input into the newsletter 'Christ Church Matters'.
- d. Liaise with Oxford University Careers service with a view to informing the JCR of relevant careers information.
- e. Liaise with the Christ Church Association with particular respect to careers.

- f. Organise College careers events.

**7. *The Entertainment Representatives shall:***

- a. Initiate and organise social events for all members of the JCR. These should always provide for those abstaining from alcohol.
- b. Assist the Welfare Representatives in the organisation and publicity of Welfare events.
- c. Keep the JCR Committee and Junior Censor informed of planned events adequately and with sufficient notice.
- d. Have responsibility for the maintenance of entertainment facilities in the JCR.
- e. Have responsibility for the money raised through the Entertainment Levy, in accordance with the wishes of the General Meeting and oversight of the Junior Treasurer

**8. *The First Year Representatives shall:***

- a. Act as points of contact for the interests of the first year and represent their views to the Committee.
- b. Edit and publish the Freshers' Guide.
- c. Have overall responsibility for the organisation and running of Freshers' Week, in consultation with the Censors, while ensuring adequate provisions in terms of events and socialising opportunities for those abstaining from alcohol and/or clubbing.
- d. Alongside the President and Access and Academic Affairs Officers, have responsibility for the JCR's consideration of access to Christ Church and the University, including the publication of a current alternative prospectus.
- e. Organise the College parenting scheme.
- f. Coordinate with the Welfare and Peer Support Team to provide support to freshers.
- g. The representative is recommended, but not obliged due to its sensitive and potentially triggering nature, to attend First Response training during their term of office.

**9. *The Food Representative shall:***

- a. Represent the JCR's views on the provision of Undergraduate catering to the Steward and the relevant staff of the Steward's Office, attending the food committee to this end.
- b. Organise the JCR's contribution to special dinners, including Guest Dinners, Christmas Dinners and Halfway House.
- c. Distribute the Hall Menus appropriately.
- d. Oversee the process of randomly selecting Guest Dinner attendees with the Special Diets Representative, publicly in the JCR at a predetermined time, having confirmed beforehand the method of choosing non-priority pass holders.

**10. *The Special Diets Representative shall:***

- a. Assist the Food Representative.
- b. Have responsibility for representing the interests of those with special dietary requirements.
- c. Liaise with college on all matters relating to the café, represent student's views on the café to college and report to committee on any significant issues relating to the

- café.
- d. Represent the JCR's views on the provision of Undergraduate catering to the Steward and the relevant staff of the Steward's Office, attending the food committee to this end.

**11. *The RAG & Charities Representatives shall:***

- a. Act as a channel for charitable acts of Members of the House, organising charity events within college in support of RAG and other good causes.
- b. Liaise with RAG and have responsibility for the promotion of its merchandise and events, both within college and elsewhere.
- c. Have responsibility for the money raised by the charities levy, in accordance with the wishes of the General Meeting and the oversight of the Junior Treasurer.

**12. *The Sports Representative shall:***

- a. Act as a mouthpiece for the healthy sporting spirit of Christ Church and encourage spectators and participants amongst JCR Members.
- b. Liaise with the Governing body and The Christ Church Association to further the interests of the sportsmen and women of the House.
- c. Liaise with the Christ Church Sports Ground, relating especially to the provision of first aid and emergency procedure.
- d. Act as a point of contact between undergraduates, particularly the Sports Captains, and the Amalgamated Clubs Treasurer.
- e. Keep the JCR regularly updated on sports fixtures and results.

## **SECTION III THE APPOINTED OFFICERS**

**1. *The LGBTQ+ Welfare Officer shall:***

- a. Represent lesbian, gay, bisexual, transgender and queer students in the JCR.
- b. Be available to give confidential help and advice to members of the JCR.
- c. Attend relevant University wide committees.
- d. Hold regular LGBTQ+ events within College.
- e. Endeavour to apply to Peer Support training during their term of office and be an active Rainbow Peer, if they are not already trained.
- f. The representative is recommended, but not obliged due to its sensitive and potentially triggering nature, to attend First Response training during their term of office.

**2. *The Returning Officer shall:***

- a. Organise elections and referendums in accordance with the Constitution and Standing Orders.
- b. Chair Hustings.
- c. Act as the point of appeal on electoral complaints.
- d. Oversee the handover period for all committee positions, and ensure Representatives-elect are adequately informed of their duties and responsibilities.

**3. *The Access and Outreach Officers shall:***

- a. Act as a link between the JCR and the work of college's Access and Admissions Team.

- b. Encourage JCR participation in access-related events in Christ Church and the University.
- c. With the assistance of the President and First Year Representatives, edit the JCR's Alternative Prospectus.
- d. Help coordinate the college open days and the Admissions Round.
- e. Participate in regular meetings with the Access and Admissions Team
- f. Support and lead digital outreach efforts to complement in-person events'

**4. *The IT Officer shall:***

- a. Have responsibility for the maintenance and development of the JCR website and affiliated social media pages.
- b. Work with the President and Committee to ensure all aspects of the JCR's activity are correctly and currently represented electronically.
- c. Attend the Governing Body's Computing Committee on behalf of the JCR.
- d. Ensure that communication for WIFI networks are made clear at the start of each year.
- e. Maintain an up to date copy of the Constitution and Standing Orders on the JCR website
- f. Push for new technology and compatibility for devices.

**5. *The International Officer shall:***

- a. Advise international students on issues including: storing belongings over the vacation; setting up bank accounts; getting vacation residence
- b. Inform the JCR about events being run by the University-wide International Students campaign, and about national societies.
- c. Be available to offer welfare support for problems related to being in a foreign culture or a new place.
- d. Organise international-related events, socials and crewdates
- e. Work to bring international students and the rest of the Christ Church community together.

**6. *The Peer Support Coordinator shall:***

- a. Coordinate the effective provision of peer support within college
- b. Publicise the peer support scheme and ensure its members remain visible within college
- c. Run peer support-related events when appropriate
- d. Recruit and retain as many Peer Supporters in college as possible or appropriate
- e. Attend Welfare meetings in college
- f. Only members of the JCR who have completed Peer Support training shall be eligible for appointment as Peer Support Coordinator
- g. Once a term will reach out to the students on their year abroad

**7. *The Disabled Students Officer shall:***

- a. Represent all students with disabilities and other health issues, including dyslexia, dyspraxia, other learning difficulties, mental health issues, and physical conditions.
- b. Liaise with appropriate officers to organise and promote events.
- c. Attend relevant University wide committees.
- d. Serve as a point of contact for the JCR on issues related to disability.

**8. *The Gender Equality Officer shall:***

- a. Promote gender equality and awareness of inequality, especially but not exclusively with regards to the women and trans-feminine population of Christ Church.
- b. Represent the JCR on matters of gender to the JCR Committee, College and University.
- c. Liaise with appropriate officers to organise and promote events, including: liaising with the Careers and Development Representative in organizing industry events for those who wish to work in gender-unequal industries; and liaising with the Welfare Representative in organizing gender equality events.
- d. Support the LGBTQ+ Representative in their role supporting students affected by the intersection of these groups' experiences
- e. Informing the JCR of, among other things: JCR feminist groups and events; events ran by University wide societies in relation to gender equality.
- f. Serve as a point of contact for the JCR on issues relating to gender.
- g. The representative is recommended, but not obliged due to its sensitive and potentially triggering nature, to attend First Response training during their term of office.

**9. *The Inreach Officer shall:***

- a. Represent those from underprivileged backgrounds, including (but not confined to) working class, low income, state comprehensive educated, first-generation, care leaver and estranged student backgrounds. This responsibility may manifest itself most regularly in the contributions that they make to the policies enacted by the JCR committee, but need not be limited to this interpretation.
- b. Serve as a point of contact, confidential help and advice for the students they represent.
- c. Participate in college Access events, so as to encourage and inspire visiting school pupils from a similar background.
- d. Attend, and contribute to the decisions made in, Welfare Committee meetings.
- e. Ensure that college and university resources, service and events that could be of use to the students they represent, whether financial, academic, pastoral or extra-curricular, are well-published and accessible to them throughout the year
- f. Lobby relevant college tutors to introduce essay and problem sheet writing sessions outside of regular tutorials in Michaelmas term for incoming freshers, so as to inform members of this community how to meet the demands and standards of Oxford work.
- g. Lobby subject reps to provide subject drop-ins for freshers throughout the year, who can provide support on problem sheets and essay writing, as well as distributing relevant resources to those who need it.
- h. Provide regular financial updates throughout the year, such as college and university wide scholarships, bursaries and grants that are available to eligible students.
- i. Hold social events throughout the year to support and promote the Inreach community.
- j. Participate and contribute in Access meetings so as to create Inreach/Outreach collaboration events and ideas

**10. *The C.A.K.E. Representative shall:***

- a. Promote the use and consumption of cake in Christ Church as a clean and healthy alternative to alcohol.
- b. Deliver cakes to members of the JCR when the member requests their annual

- cake.
- c. Liaise with College to improve Undergraduate accommodation as the President, Committee or General Meeting directs. Their remit shall include issues such as individual rooms, communal areas, the state of cooking, washing and laundry facilities and electricity.
- d. Administer the Room Ballot.

**11. *The Liddell Representative shall:***

- a. Liaise with Welfare and Entz Representatives to organise social events at Liddell open to the whole college.
- b. Liaise with the same Reps from Corpus Christi JCR to create a community feeling at Liddell.
- c. Provide some sort of walking bus or buddy system after bops, ensuring everyone's safety.
- d. Organise tours of Liddell and create a student handbook.
- e. Sort out the postal system, possibly including asking college for an email when post arrives.

**12. *The Ethnic and Religious Minorities (ERM) Representative(s) shall:***

- f. Organize a variety of social events promoting ERM issues within the JCR, such as Black History Month in October.
- g. Represent ERM students to the JCR, E&D Committee, Welfare Forum, College and Inter-Collegiate BAME Representative Group.
- h. Liaise with appropriate officers to organise and promote events, particularly for freshers.
- i. Distribute relevant information to ERM students, including information on how to respond and report incidents of ethnic or religious discrimination in college, liaising with the College Harassment Advisors in doing so.
- j. Concern themselves with issues and campaigns relating to ERM students in the JCR and University, such as Campaign for Racial Awareness and Equality (CRAE).
- k. Serve as a point of contact for the JCR on issues relating to ERM and administer the ChCh Ethnic and Religious Minorities Facebook Group.

## **SECTION IV THE ATTACHED POSITIONS**

**1. *The 'Space-Time' Representative shall:***

- a. Have responsibility for maintaining and encouraging the use of the JCR telescope.
- b. Advertise the availability of the JCR telescope to members on a regular basis, providing guidance on assembly and use where needed.
- c. Store the telescope in the JCR Cupboard during vacations.
- d. Not be considered a full member of the JCR Committee and shall not attend Committee meetings.

**2. *The Tortoise Representative shall:***

- a. Advertise the annual Tortoise Race.
- b. Ensure the attendance of the Tortoise at College events.
- c. Not be considered a full member of the JCR Committee.
- d. If the tortoise cannot attend events, the representative shall dress up as a tortoise and attend in their place.

**3. *The Sound Engineer shall:***

- a. Be responsible for the upkeep and correct use of all JCR live sound equipment.
- b. Educate other members of the JCR in the correct use of the JCR sound equipment as required.
- c. Advise the JCR committee on necessary purchases for the maintenance and improvement of such equipment.
- d. Work in partnership with the Executive Officers, Elected Representatives and other Appointed Officers to provide appropriate sound facilities for their events.
- e. Facilitate the use of the JCR sound equipment for events run within college by Members, but not the Committee. Permission to use the JCR equipment for such events remains at the discretion of the sound engineer. They will ensure that the organising Members are familiar with the use of the equipment, and have assumed financial liability for it for the duration of the event where appropriate.
- f. Not be considered a full member of the JCR Committee.

**4. *The Library Representative shall:***

- a. Attend Library Committee meetings alongside the JCR President.
- b. Be a point of contact for all Members' issues relating to the use of the Christ Church Library.
- c. Distribute regular updates on the progress of Library Committee meetings, as they see fit.
- d. Be a point of communication between the librarians and the JCR.

# STANDING ORDER D: COMMUNICATIONS AND PUBLICATIONS

## 1 *Publications*

A The JCR shall produce the following publications:

- I. An Interviewees' Guide, to be completed in Michaelmas by the Admissions Office and Interview Welcome Panel with input from the JCR Committee.
- II. An Alternative Prospectus. This shall be maintained on the website and updated as needed over the year.
- III. A Freshers' Handbook, to be completed in conjunction with the Junior Censor in Trinity Term.
- IV. A Welfare Handbook, giving information about the college, university and local support services, to be completed by 0<sup>th</sup> week in Michaelmas term and distributed to freshers in Freshers' Week.
- V. A room brochure with the available college accommodation for all year groups.

## 2 *Website*

A The JCR shall maintain and regularly update a website, managed by the IT Officer under the direction of the JCR Committee.

B The website shall contain at least the following:

- i A database of all college rooms available in the room ballot.
- ii Weekly Hall menus.
- iii Contact details of the JCR Committee.
- iv Information for Offer Holders
- v The Constitution and Standing Orders.
- vi links to all the JCR and College social media accounts
- vii The Alternative Prospectus.

## 3 *Electronic Mailing*

A The President shall maintain the electronic mail lists ('chchjcr') on behalf of the Committee. All members of the JCR shall be added to the 'chchjcr' list at the start of Michaelmas Term.

B The 'chchjcr' mail list shall have closed posting rights, save for the President and JCR Committee members. The President shall forward individual JCR members' material in their mails as deemed appropriate.

C The President may use the mail list as necessary. Committee Members and JCR Officers shall use it carefully and only for information relevant to their remit, unless they have permission from the President to do otherwise. The ability of a Committee member to post to the mail list may be removed by the President if they feel it is being used inappropriately.

## 4 *The Facebook page and group*

A The President and Vice-President and IT Officer shall be admins of the page.

B Any other members of Committee may be made admins subject to the JCR President's and IT Officer's approval.

## 5 *Online Communications*

A The JCR shall maintain a premium zoom subscription. This is to be used by all JCR Committee Members if needed to fulfill their roles.

## **STANDING ORDER E: DATA & PERSONAL INFORMATION PROTECTION**

1. The JCR shall inevitably, in its activity as outlined in this Constitution and appended Standing Orders, accrue information about its members. This information shall be treated with utmost sensitivity and in accordance with Data Protection Legislation.
2. This JCR will:
  - a. ensure that any personal data kept for the administration of the JCR or GCR is protected either physically in secure cabinets and/or offices or digitally by password control and/or encryption;
  - b. collect no data unless it is necessary or keep it for no longer than is necessary;
  - c. destroy data no longer needed either by shredding or secure deletion;
  - d. be aware of the ease with which personal data can be distributed on social media;
  - e. hand back to Christ Church or delete any personal data on departure from Christ Church.

## **STANDING ORDER F: ROOM BALLOT**

1. The JCR President and C.A.K.E. Representative shall properly and fairly administer the Undergraduate Room Ballot on behalf of the Censors.
2. Further details can be found as in Appendix 1.
3. The ballots shall take place, on dates agreed annually with the Censors in Hilary Term.
4. The ballot shall be conducted either in the JCR or online.
5. The time of the ballots shall be published at least a week in advance by the C.A.K.E. Representative and any member of the JCR may attend.
6. Complaints on the outcome of a room ballot shall be made in accordance with Article B Section IV of the Constitution.

## STANDING ORDER G: COMPLAINTS

### SECTION I: INFORMAL RESOLUTION OF PROBLEMS

- 1 Any member of the JCR who is unhappy about any act or failure to act of any member of any JCR Committee should in the first place raise the issue with concerned parties.
- 2 If the parties are unable to informally resolve the issue, they may approach the Vice President, or the President should the Vice President be party to the dispute, to mediate and thus resolve the matter in accordance with their training.

### SECTION II: GROUNDS OF FORMAL COMPLAINT

- 1 If an issue cannot be resolved by the informal procedures in Standing Order G, Section 1, any member of the JCR may raise a formal complaint about any act or failure to act of any member of any JCR committee, except those relating to electoral matters, on any of the following grounds:
  - a Breach of a provision of the Constitution;
  - b Breach of a provision of a Standing Order;
  - c Breach of a provision of a Referendum;
  - d Breach of a provision of a General Meeting motion;
  - e Breach of a provision of a decision of the Junior Common Room Committee;
  - f Breach of a provision of a decision of another committee or working party;
  - g Improper conduct in office.
- 2 Any member of the JCR may raise a formal complaint about any act or failure to act of any member of any JCR committee relating to electoral matters to the Returning Officer.

### SECTION III: PROCEDURE FOR FORMAL COMPLAINTS

#### 1 *Submission*

- A Any member of the Junior Common Room wishing to make a formal complaint shall first do so in writing to the Vice-President, unless the complaint concerns, exclusively or in part, the Vice-President, in which case it shall be made to the President.
- B In order to be valid, a complaint shall include:
  - I. An outline of facts relevant to the complaint;
  - II. An outline of what attempts, if any, have been made to resolve the complaint;
  - III. The names of those who are the subject of the complaint;
  - IV. The grounds of the complaint;
  - V. What remedy or remedies that the complainant seeks;
  - VI. The name of the complainant; and
  - VII. The date on which the complaint was submitted.

#### 2 *Immediate Action*

- A Upon receipt of a valid complaint sent to the correct Officer, the Officer arbitrating the complaint shall within forty-eight hours:
  - i Confirm receipt of the complaint in writing to the complainant; and
  - ii Send a copy of the complaint to all Members of the JCR Committee and the individuals explicitly or implicitly mentioned in the complaint.

#### 3 *Investigation*

- A The Officer arbitrating the complaint shall carry out whatever investigations they consider necessary.
- B The Officer arbitrating the complaint may, in order to assist with the investigation of the complaint, appoint a working party of an odd number of willing Members of the JCR Committee.

#### 9 *Order*

- A Upon completing their investigations, the Officer arbitrating the complaint shall produce an Order, which shall contain:
  - i All findings of relevant facts
  - ii The remedy or remedies they decide to provide.
- B The Order shall be communicated to all Members of the JCR Committee and the individuals explicitly or implicitly mentioned in the complaint.
- C The Order shall be kept by the JCR Committee for no fewer than three years.

### **SECTION IV: REMEDIES**

- 1 The following remedies may be provided when a formal complaint is made:
  - a A declaration of breach of a provision of the Constitution,;
  - b A declaration of breach of a provision of a Standing Order;
  - c A declaration of breach of a provision of a Referendum;
  - d A declaration of breach of a provision of a General Meeting Motion;
  - e A declaration of breach of a provision of a decision of the Junior Common Room Committee;
  - f A declaration of breach of a provision of a decision of another committee or working party;
  - g A declaration of improper conduct in office;
  - h A declaration that the subject of a complaint must act or not act in a particular way, within the limits of the Constitution, the Standing Orders, Referendums, General Meeting Motions, decisions of the Junior Common Room Committee, and decisions of other committees and working parties.

### **SECTION V: APPEALS**

- 1 If a complainant or subject of a complaint is unhappy with an Order of the Vice President or President, they may appeal to the Dean and Censors.
- 2 If a complainant or subject of a complaint is unhappy with a decision of the Dean and Censors, they may appeal to the Governing Body, which shall appoint an independent person to investigate the complaint and report upon it.

### **SECTION VI: WITHDRAWAL OF COMPLAINTS**

- 1 A complaint may be withdrawn by a complainant at any time for whatever reason.
- 2 It shall be considered improper conduct in office for the subject of a complaint to apply undue pressure on the complainant to withdraw the complaint.

## **STANDING ORDER H: RELATIONSHIP BETWEEN JCR COMMITTEE AND CHRIST CHURCH**

1. All members of the JCR Committee are expected to work with college administration in a professional manner, upholding the values of the JCR at all times.
2. The JCR Committee is required to act in the interests of the JCR and must always advocate for the best opportunities for JCR Members and offer-holders.
3. Certain JCR Representatives/Officers and the JCR Executive have regular meetings with college staff. These meetings shall be the primary routes of communication for the Committee to College, but they may be supplemented by extra meetings as required by either the JCR Committee or College.
4. Newly appointed or elected Committee Members will have a meeting with the Welfare Team in week 8 of each term to ensure that communication between College and JCR Committee is open at all times.
5. JCR Representatives/ Officers shall use their usual channels of communication. When collaborating with college, the JCR Representatives/ Officers shall not take on the burden of scheduling meetings or raising the matter with other College departments.
6. Between the appropriate college staff and appropriate JCR Representative(s), clear divisions of responsibility ought to be established at the outset of each task. These responsibilities also need to be made clear whether or not they have been assumed on an individual basis, or if they will apply to successors of the JCR Representative role.
7. If a JCR Representative cannot fulfil a task under their responsibility, they must notify the appropriate member of staff in a timely and polite manner. The same requirement will apply in reverse.
8. Appendix 1 will bind all undergraduate students at Christ Church, regardless of whether they are members of the JCR or not. College staff will enforce this.
9. JCR Committee members shall never be asked to sign confidentiality clauses, contracts of confidence or non-disclosure agreements. Despite this, the JCR recognises the importance of confidentiality and trust between college and junior members. Information shall be treated as confidential and shall not be disclosed or circulated by members of the JCR Committee if it is:
  - a. by its nature confidential (i.e. it is personal information relating to junior members, information of a private nature or information that is legally or similarly privileged); or
  - b. expressly requested by a member of college staff that the information remains confidential. This only applies where an express request is made prior to disclosure of the relevant information by a member of college staff.
10. JCR Committee members will not be expected to respond to JCR related matters outside of term time and are encouraged to take time off during the vacation periods.
11. It is noted that JCR Committee positions are unpaid and part-time positions.
12. The Academic Office shall be responsible for adding freshers to the 'chchjcr' mailing list and for removing finalists and suspended students from it. The JCR President shall update the mailing privileges of Committee Members.

# APPENDIX 1: Allocation of College Rooms to Undergraduates

## 1 Introduction

- A All references to 2<sup>nd</sup> year, 3<sup>rd</sup> year, and 4<sup>th</sup> year students relate to the year that undergraduates will be entering in the next academic year.
- B The Room Brochure will be kept up to date and will be accessible on the JCR website at all times throughout the year.
- C A list of rooms available for choosing will be circulated by e-mail a week before the Medical Ballot and Musicians Ballot.
- D No one will be automatically allowed to retain their room from the previous year.
- E Those on their year abroad should ask a friend to attend the in-person ballot on their behalf. They must inform the C.A.K.E. Representative and/or JCR President who their elected friend is. If the ballot is being run online then they may join the call as required themselves.
- F If an individual is unable to attend the ballot at their allocated time, they may inform the C.A.K.E. Representative and/or JCR President of their wish for a room beforehand. Alternatively, they may elect a friend to request a room on their behalf. To do this, they must make the C.A.K.E. Representative and/or JCR President aware that this is what they are doing, and who the friend will be.
- G Freshers will not be placed on the room ballot. College administration will organise the allocation of rooms to incoming freshers in line with their own procedures.
- H All undergraduates may opt out of the ballot process if they do not wish to be provided with college accommodation. To do this, they must notify the Censors' Office before the appropriate ballot is conducted. A heavy fine will be levied on any junior member who wishes to live out having already chosen a room.

## 2 The Ballots

- A There will be three separate ballots:
  - i.* The Medical Ballot
  - ii.* The Musicians' Ballot
  - iii.* The Room Ballot
- B The Medical Ballot shall be administered by College administration. The College shall specify the requirements for admission onto the ballot, and no JCR representative shall be privy to those details. Those on the Medical Ballot will have a choice of rooms selected for them by college. This Ballot shall run a week before the Room Ballot. There is no order of priority for this ballot.
- C The Musicians' Ballot shall automatically apply to all undergraduates studying Music at Christ Church. Academic Clerks who require pianos may elect to join this ballot, by giving notice to the C.A.K.E. Representative and JCR President too. Choice of rooms will be limited to rooms with pianos or clavinoas. This Ballot shall run a week before the Room Ballot. Those on this ballot cannot request shared rooms (sets) or Liddell flats. If they would like these rooms then they must opt out of the Musicians Ballot by notifying the C.A.K.E. Representative and JCR President. Opting out of the Musicians Ballot means they will automatically be added to the Room Ballot.
- D The Room Ballot shall be the ballot all Members of the JCR, except for Musicians, are automatically entered onto. JCR Members shall automatically be removed from this ballot if they are accepted onto the Medical Ballot or have notified the Censors that they shall not be taking part in the ballot process for the particular academic

year. JCR Members who wish to not be provided college accommodation for the year may also opt out.

### **3 *Those with extended terms***

- A This section applies to those who are required to keep extended terms (ie. 4<sup>th</sup> year Chemists, Medics and Biochemists).
- B They will be allocated a place on the Room Ballot before the JCR Executive and will be able to pick a flat in Liddell. They may fill the spaces in the flat with their friends, regardless of where their friends may be on the ballot.
- C If they decline to pick a flat in Liddell, then they will be added to the ‘3<sup>rd</sup> and 4<sup>th</sup> year’ priority of the ballot procedure.
- D These undergraduates will not be allowed to take rooms required for conferences.

### **4 *Order of Priority on the Room Ballot***

- A The current order of priority is as follows:
  - i. Academical Clerks, in descending year order.
  - ii. 3<sup>rd</sup> and 4<sup>th</sup> year Scholars
  - iii. 3<sup>rd</sup> and 4<sup>th</sup> year Exhibitioners
  - iv. JCR Executive Officers
  - v. Remaining 3<sup>rd</sup> and 4<sup>th</sup> year Commoners
  - vi. 2<sup>nd</sup> years
- B From the academic year 2022/23 onwards, the order of priority shall be:
  - i. Academical Clerks, in descending year order, if they choose not to be in the current year’s Musicians’ ballot,
  - ii. Undergraduates with extended terms can choose Liddell flats,
  - iii. JCR Executive
  - iv. 3<sup>rd</sup> and 4<sup>th</sup> years
  - v. 2<sup>nd</sup> years

### **5 *Protocol for sharing rooms (sets) or Liddell Flats***

- A Undergraduates may only choose to share a set or Liddell flat with someone else in their category of entitlement. An undergraduate must fill the remaining rooms in the block, whether it be a set or a flat, in order to opt for the room. If they wish to share with someone outside of their category, then they must drop down to the bottom of their category in the room ballot.
- B No one should enter another person’s name to join them in a set or flat without their prior permission.
- C Once a name is put down on the ballot the decision to share is final.

### **6 *Ballot Procedure***

- A The order in which undergraduates will be entitled to choose their rooms is set within various categories of entitlement. Within each category a random ballot will be conducted to allocate individuals their specific places on the Room Ballot.
- B For an in-person ballot:
  - i. Time slots will be allocated of five undergraduates at a time, but their choices must still be made in the order of the ballot.
  - ii. Anyone who fails to sign for a room in strict accordance with these arrangements is liable to forfeit their position of priority in the ballot.
- C For an online ballot:
  - i. A time slot will be allocated for up to 10 undergraduate members at a time,

- but their choices must still be made in order of the ballot.
  - ii. Anyone who fails to sign for a room in strict accordance with these arrangements is liable to forfeit their position of priority in the ballot.
  - iii. The ballot is to be conducted over zoom.
- D Indentation on the ballot:
  - i. Once an Undergraduate has chosen their room, they may indent up to 2 people into nearby rooms
  - ii. To indent is not equivalent to allocation and indentation has no effect on ballot position.
  - iii. Indented individuals must still attend the ballot and confirm their room.
  - iv. These two people can be in two singles or one set.
  - v. The indented room(s) must be within 5 room numbers of the undergraduates chosen room
  - vi. Any indentations must be by name and with prior permission from the indented individual.
  - vii. This process applies to all priority.

### **7 Restrictions of occupation**

- A Anyone considering running for election as JCR president should opt for a single room to avoid subsequent difficulties over rooms and/ or disruption to room share arrangements.
- B Undergraduates who can foresee a possible need to request staying in college during the vacations (e.g. overseas students, those required to keep extended terms such as Part II Chemists, EEMist and Biochemists) should choose rooms in Liddell or St. Aldates 1, 4, or 6, which are of lower priority for conference use.
- C No one who has already lived in a shared set in Peck may choose another shared set in Peck.
- D If you choose to live in a shared set, please note that should you decide that the arrangement is no longer suitable, you will only be able to remedy matters by arranging a swap, with all parties confirming that they consent to the swap to the Censors' Administrator. This will apply whether you change your mind during the current academic year or after you have moved into the set.
- E Occupancy of any room may be affected by necessary building repair works from time to time. If any major work is programmed before room choices are made, relevant information will be published.
- F Special occupancy requirements apply to all rooms on Meadows staircases, Tom 6.1, St. Aldates staircase 7, and Peck 8.2. These are rooms with priority use for conferences. Anyone occupying one of these rooms will be required to vacate it by the end of 9th week at the end of each term and will be unable to return to it before the start of 0th week at the beginning of each term. Finalists who may wish to stay for part of the Easter vacation are therefore advised not to choose one of these rooms unless they are willing to move elsewhere for the period of vacation residence.

## **APPENDIX 2: Equality and Diversity Subcommittee Standing Orders**

### **Section 1 – Establishment**

These standing orders will constitute the standing orders of the Equality & Diversity subcommittee as established by the JCR Committee.

### **Section 2 – Remit & Responsibilities**

The subcommittee shall primarily be a consultative body. The subcommittee shall be responsible for:

- a) Consulting members of the JCR on their experiences relating to equality and diversity;
- b) Reviewing the college's provision of diversity and equality training and where appropriate, assisting in the facilitation of diversity workshops and training;
- c) Assisting in the review of the JCR's Standing Orders to ensure fairness and impartiality;
- d) Where appropriate, advocating for changes in college in order to improve equality and diversity.

### **Section 3 – Duration and Renewal**

The subcommittee shall be constituted for the duration of three full terms, following approval by the JCR Committee.

The JCR Committee may renew the duration of the subcommittee by a further three full terms following the expiration of its initial duration. This subcommittee must be renewed each Trinity term.

### **Section 4 – Standing Members**

Standing Members shall be members of the subcommittee by virtue of their existing positions on the JCR Committee: -

#### ***Subsection I*** – Executive Officers

In accordance with Article E, Article E, section II, subsection II (5) of the JCR Constitution all incumbent Executive Officers of the JCR shall be members of the subcommittee.

#### ***Subsection II*** – Identity Officers & Representatives

The following Officers and Representatives shall be members of the subcommittee:

- (a) Both Access and Outreach Officers
- (b) Disabled Students Officer;
- (c) Ethnic & Religious Minorities Representative(s);
- (d) Gender Equality Officer;
- (e) LGBTQ+ Officer;
- (f) Inreach Officer;
- (g) International Students Officer

#### ***Subsection III*** – First Year Representatives

The incumbent First Year Representatives shall attend meetings but cannot vote on decisions of the subcommittee.

#### ***Subsection IV*** – Representatives

Any other JCR members present shall be considered to be members of the subcommittee for that meeting.

### **Section 5 – Chairperson, Quorum & Frequency**

#### ***Subsection I*** – Chairperson

The incumbent Vice President, or in their absence an appointed deputy, shall chair all meetings of the subcommittee. Interpretation of the Standing Orders shall, in the first instance be made by the incumbent Vice President as chairperson of the subcommittee. Appeal to the JCR Committee may be made on any interpretation.

***Subsection II*** – Quorum

The quorum of a meeting of the subcommittee shall be five members at the commencement of a meeting and must include at least two Executive Officers.

***Subsection III*** – Frequency

There shall be at least one meeting of the subcommittee each term. The date of each meeting will be set by the chairperson.

**Section 6 – Order of Business**

***Subsection I*** – Minutes

All meetings of the subcommittee shall be recorded. The JCR Secretary, or in their absence an appointed deputy, shall record the minutes of each meeting. The minutes shall be made available to the JCR Committee.

**Section 7 – Invitees**

The chairperson may invite any person to attend meetings of the subcommittee as deemed necessary.

## **APPENDIX 3: Sustainability Subcommittee**

### **Section 1 – Establishment**

These standing orders will constitute the standing orders of the Sustainability subcommittee as established by the JCR.

### **Section 2 – Remit & Responsibilities**

The subcommittee shall primarily be a consultative body. The subcommittee shall be responsible for:

- a) Providing a forum by which College administration and JCR members can communicate and collaborate on sustainability initiatives related to all aspects of College.
- b) Coordinating action with the University Sustainability Action Plan and monitoring compliance between the College and JCR.
- c) Develop a system of monitoring and annual reporting of carbon emissions in College and the biodiversity impact in both the college's estate and supply chain.
- d) Where appropriate, advocating for changes in college in order to improve sustainability initiatives.

### **Section 3 – Duration and Renewal**

The subcommittee shall be constituted for the duration of one academic year.

The subcommittee shall be renewed each Trinity term for another academic year if it is approved by the JCR at a General Meeting.

### **Section 4 – Standing Members**

Standing Members shall be members of the subcommittee by virtue of their existing positions on the JCR Committee: -

#### ***Subsection I*** – Executive Officers

In accordance with Article E, section II, subsection II (5) of the JCR Constitution all incumbent Executive Officers of the JCR shall be members of the subcommittee.

#### ***Subsection II*** – Environment Officers

- a) JCR Environment and Sustainability Representative
- b) SCR Representative

### **Section 5 – Chairperson, Quorum & Frequency**

#### ***Subsection I*** – Chairperson

The incumbent Vice President, or in their absence an appointed deputy, shall chair all meetings of the subcommittee. Interpretation of the Standing Orders shall, in the first instance be made by the incumbent Vice President. Appeal to the JCR Committee may be made on any interpretation.

#### ***Subsection II*** – Quorum

The quorum of a meeting of the subcommittee shall be four members at the commencement of a meeting and must include at least two Executive Officers.

#### ***Subsection III*** – Frequency

There shall be at least one meeting of the subcommittee each term. The date of each meeting will be set by the chairperson.

### **Section 6 – Order of Business**

The Subcommittee shall format as a panel whose theme varies each term as the following:

- MT: Food
- HT: Education
- TT: Finances

Each panel shall comprise of relevant College staff, student representatives and others. The panel shall be moderated by the chairperson.

***Subsection I*** – Minutes

All meetings of the subcommittee shall be recorded. The JCR Secretary, or in their absence an appointed deputy, shall record the minutes of each meeting. The minutes shall be made available to the JCR Committee.

**Section 7 – Invitees**

The chairperson may invite any person to attend meetings of the subcommittee as deemed necessary.