

The Constitution of the Christ Church Junior Common Room

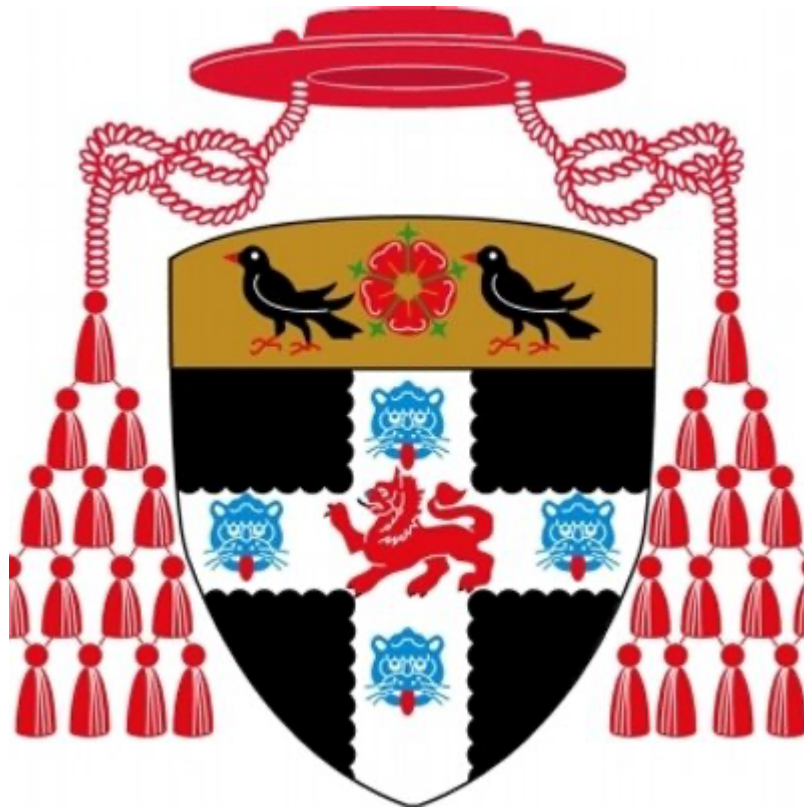


Table of Contents

Article A. Object	3
Article B. The Constitution.....	4
Section I. Interpretation.....	4
Section II. Amendments.....	4
Section III. Appeals and Review	4
Section IV. Complaints.....	4
Section V. Distribution.....	5
Article C. Membership	6
Article D. Equality	7
Section I. Non- Discrimination	7
Section II. Advancement of Equality and Diversity.....	7
Article E. Management.....	8
Section I. Structure.....	8
Section II. The JCR Committee.....	8
Section III. The JCR/GCR Ball Committee.....	11
Article F. Finance.....	13
Section I. Oversight	13
Section II. Income	13
Section III. Expenditure.....	13
Section IV. Accounts	13
Section V. Annual Budget Proposal.....	13
Section VI. Annual Financial Report.....	14
Article G. The General Meeting.....	15
Section I. Purpose and Frequency	15
Section II. Extraordinary General Meetings	15
Article H. Elections and Referenda.....	16
Section I. Elections	16
Section II. Referenda	16
Article I. The Standing Orders	17

Article A. Object

1. The name of the body shall be the Christ Church Junior Common Room (JCR).
2. The JCR shall be an Association of the Undergraduate Members of Christ Church, in the University of Oxford.
3. The JCR shall be a democratic body and shall not be party to unlawful discrimination.
4. The JCR shall:
 - a. promote actively the interests of its members, particularly in academic, disciplinary, financial, recreational, cultural, environmental and welfare-related matters;
 - b. represent actively the interests of its members with regard to the government and administration of Christ Church;
 - c. represent actively the interests of its members with regard to the affairs of the University and, through affiliated bodies, to all external matters of importance to those interests.

Article B. The Constitution

Section I. Interpretation

1. This Constitution shall at all times be followed in the administration of JCR affairs.
2. Interpretation of this Constitution shall in the first instance be made by the Vice President of the JCR.
3. The Constitution takes priority over the Standing Orders, which should be read as an extension.
4. This Constitution shall be subject to triennial review by the JCR and the Governing Body of Christ Church.

Section II. Amendments

1. The Constitution may be amended either by:
 - a. Majority in a single referendum
 - b. A simple majority pass at one General Meeting, followed by a two-third majority pass at the following General Meeting
 - c. A resolution of the Governing Body which must be accepted explicitly by a two-third majority of the JCR at the following GM.
2. Amendments to the Standing Orders must be passed by a two-thirds majority at a single General Meeting.
3. The JCR will implement the amendments as soon as they are passed and ratified by the Censors.

Section III. Appeals and Review

1. The Constitution's main review will be the triennial review. This shall be conducted by the JCR Vice President.
2. Appeal to the JCR Committee may be made on any interpretation and further, if necessary, to the Dean and Censors of Christ Church, whose decision shall be final.
3. Amendments may be made in accordance with the procedure in Article B Section II of the Constitution.

Section IV. Complaints

1. Any member who believes they have cause to report a breach of the Constitution and Standing Orders, or is dissatisfied with any aspect of their dealings with the JCR, has the right to make a complaint.
2. Complaints should be made in writing to the Vice President of the JCR, except those concerning electoral matters, which should be lodged with the Returning Officer.
3. Unresolved complaints should be referred to the Dean and Censors.
4. The complaint shall be dealt with rapidly and with integrity. Where upheld it shall be

the responsibility of the Governing Body to ensure that there is effective remedy.

Section V. Distribution

1. Current copies of the Constitution shall, at all times, be:
 - a) made available to any member by the JCR Secretary;
 - b) lodged in the library
 - c) lodged with the Censors;
 - d) maintained on the JCR website.

Article C. Membership

1. All Undergraduate Members of Christ Church shall be full members of the JCR, further referred to as “Members”.
2. Members currently studying at Oxford University shall pay levies through battels.
3. Membership shall be automatic, except for fourth, fifth and sixth-year medicine students who are required to opt into membership of the JCR.
4. Members shall have the right, subject to the provisions of the Constitution and the Standing Orders:
 - a) to speak and vote in General Meetings;
 - b) to propose and second motions in General Meetings;
 - c) to vote in JCR elections and referenda;
 - d) to stand for office in those elections;
 - e) to participate in events organised by the JCR or financed by JCR levies.
5. All members of the JCR and of the JCR Committee as outlined in Article E Section 2 shall act in accordance with this Constitution.
6. Any member shall have the right to decline membership of the JCR by giving notice in writing to the Secretary by Sunday of Third Week of any term. Such notice shall take effect from that date. By doing so the member revokes their rights outlined in Article C.4. They shall not be deprived in any other way.
7. Any person having exercised the right to decline membership outlined in Article C.6 may regain membership of the JCR by giving notice in writing to the Secretary at any time. Such notice shall take effect immediately. By doing so the member regains their rights outlined in Article C.4.
8. Any person, living or dead, can be made an Honorary Member by a motion passed by a simple majority at a single General Meeting. Honorary Members are encouraged to act as JCR ambassadors but have no rights except those granted by the JCR in a motion put to a General Meeting. Their length of office must be stipulated in the motion brought to a GM.

Article D. Equality

Section I. Non- Discrimination

1. Any discrimination, direct or indirect, on any ground such as, sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, birth, disability, age, socio-economic background, sexual orientation, gender identity or any combination or intersection thereof, shall not be tolerated.
2. Subsection (1) does not preclude any act, program or activity that has as its object the advancement or protection of disadvantaged individuals or groups including those that are disadvantaged because of the grounds mentioned in subsection (1).

Section II. Advancement of Equality and Diversity

1. The JCR shall respect and promote equality and diversity on any of the grounds mentioned in s1(1).
2. The JCR shall have due regard to the need to:
 - a. eliminate discrimination, harassment, victimisation and any other conduct that disadvantages minority groups;
 - b. tackle prejudice, promote understanding and foster good relations between its members.
3. 'Due regard' as per subsection (2) shall be exercised in all aspects of the JCR's conduct and all decisions of the JCR General Meeting, Committee and Sub-Committees will be subject to:
 - a. a statement by the Vice President, if in their view the decision has been taken without adequate consideration of its effect on the needs outlined in subsection 2.
 - b. review by the JCR Equalities Officers, in consultation with their constituents, who may recommend measures for improvement.
4. The JCR shall review its commitment to the advancement of equality and diversity biennially, as outlined in Appendix 2 of the Standing Orders.

Article E. Management

Section I. Structure

1. The JCR management shall be composed of:
 - a. the Senior Treasurer, who shall be the Senior Member of the JCR;
 - b. the JCR Committee, as outlined under Article E. Section II
2. The Senior Treasurer shall be a member of the Governing Body and be appointed by it.
3. The JCR President shall be the sole major officer of the JCR in the meaning of the Education Act 1994.

Section II. The JCR Committee

1. The JCR Committee shall comprise three classes of members:
 - a) the Executive Officers;
 - b) the Elected Representatives;
 - c) the Appointed Officers.
2. The positions outlined under Article E. Section II. Subsection V. shall be attached to the JCR Committee but shall not be members of the JCR Committee.
3. The JCR Committee shall be bound by the vote of a General Meeting.
4. The members of the JCR Committee shall work together as a whole to support the individual remits of fellow Committee members.
5. All JCR Committee members will actively avoid conflicts of interests.
6. All members of the JCR Committee, in addition to their duties as outlined under the Constitution and Standing Orders, shall have a responsibility to contribute to the general management and running of the JCR.
7. All members of the JCR Committee shall inform the Junior Treasurer of income and expenditure prior to their activities. No funds are to be administered without the consent of the Junior Treasurer.
8. All members of the JCR Committee will receive an extra guest dinner priority pass.
9. The JCR Committee shall attend Committee dinners once a term.

Subsection I. Powers and General Purpose

1. The JCR Committee shall:
 - a. administer the property, funds and facilities of the JCR;
 - b. facilitate the implementation of its resolutions;
 - c. safeguard the welfare and interests of its membership of Christ Church and in the University.
 - d. endeavour to facilitate the resolution of disputes
2. The JCR Committee shall have the power to call by-elections, General Meetings and referenda.
3. The JCR Committee may not become party to any contract that extends beyond the duration of one year.

4. The JCR Committee may create such subcommittees as are deemed necessary.

Subsection II. The Executive Officers

1. The Executive Officers shall comprise the following four elected Officers:
 - a) President
 - b) Vice-President
 - c) Junior Treasurer
 - d) Secretary
2. In addition to their duties as outlined under the Constitution and Standing Orders, the Executive Officers shall have overall responsibility for the management of the JCR.
3. The Executive Officers may invite other committee members to meetings of the Executive at the Executive's discretion.
4. The Executive Officers shall meet regularly with the Censors to discuss matters pertaining to the JCR during term time.
5. All Executive Officers will be members of all subcommittees, as well as such other persons as the JCR committee decides.
6. The Executive Officers shall have priority on the room ballot, in accordance with the provisions set out in Appendix 1 of the Standing Orders.

Subsection III. The Elected Representatives

1. The Elected Representatives shall comprise the following positions:
 - a) Male Welfare Representative
 - b) Female Welfare Representative
 - c) OUSU Representative
 - d) Arts Representative
 - e) Bar Representative
 - f) Careers and Development Representative
 - g) Two Entertainments Representatives
 - h) Two First Year Representatives
 - i) Food Representative
 - j) Special Diets Representative
 - k) Two RAG and Charities Representatives
 - l) Sports Representative
 - m) Environment and Sustainability Representative\
2. The JCR Committee has the power to allow up to 2 people to fill a single person role if they believe this would be a better arrangement. There should be extenuating circumstances for this to happen.

Subsection IV. The Appointed Officers

1. The Appointed Officers shall comprise the following positions:
 - a) LGBTQ+ Welfare Officer
 - b) Returning Officer

- c) IT Officer
- d) Two Access and Outreach Officers
- e) International Officer
- f) Peer Support Coordinator
- g) Disabled Students Officer
- h) Gender Equality Officer
- i) Inreach Officer
- j) Cake, Accommodations, Kitchens and Electricity (C.A.K.E.) Representative
- k) Liddell Representative
- l) One or Two Ethnic and Religious Minorities Representative(s)

Subsection V. The Attached Positions

1. The following positions shall be attached to the JCR Committee:
 - a) The 'Space-Time' Representative
 - b) The Tortoise Representative
 - c) The Sound Engineer
 - d) The Library Representative

Subsection VI. Committee Meetings

1. The JCR Committee shall meet at least once every week during term. The occasion of the meetings shall be at the discretion of the President.
2. The quorum of a JCR Committee meeting shall be eight, including the President and at least one other Executive Officer.
3. The Secretary, or a nominated deputy, shall take minutes of all Committee meetings. These minutes shall clearly record those present and the outcomes of any votes. At the Secretary's discretion, and only on request, an individual's name may be excluded from the minutes.
4. Unless otherwise agreed by a simple majority vote before the end of a meeting, the minutes of the meeting shall be circulated to the members of the JCR.

Subsection VII. Removal and Resignation of Committee Members

1. A member of the JCR Committee may resign at any point during their term of office. The resignation should be made in writing to the JCR President, and will be effective on their acknowledgement.
2. Elected members of the JCR Committee may be removed by a Motion of No Confidence. Such a motion must be provoked by a petition of at least fifty signatures of Members, submitted to the Secretary and passed in a General Meeting by a majority of two-thirds.
3. Appointed officers and holders of attached positions appointed by the JCR may be removed following a majority vote of the JCR Committee.
4. Committee members are allowed to resign at any time.
5. Any Committee member who fails to attend at least half of the meetings in one term

shall be deemed to have resigned, unless there are extenuating circumstances. In this event, this provision is subject to the President's discretion.

Section III. The JCR/GCR Ball Committee

1. The Ball Committee shall consist of:
 - a) The Executive Officers shall consist of:
 - i. The Ball President
 - ii. The Ball Vice President
 - iii. The Ball Treasurer
 - iv. The Ball Secretary
 - b) The general Committee shall be composed of a variety of roles. These roles are to be determined by the Ball Executive Committee in accordance with their own procedures and exercising their personal discretion.
 - c) Both members of the JCR and the GCR may apply to be on the Committee. There are no eligibility requirements.
 - d) Up to 6 JCR/GCR members involved in planning the Ball also sit on the College Ball Committee of the Governing Body, established under College By-Law 10, which oversees the organisation of any College Ball'
2. The Ball Executive Committee shall have the following duties:
 - a) The Ball Executive Committee shall interview and appoint the general committee members. This process is at the discretion of the Executive, but it must be made clear to all potential candidates when notice of the available positions is given.
 - b) The Ball Executive Committee shall outline the duties and expectations of the general Ball Committee roles before advertising them.
 - c) The Ball Executive Committee is required to keep an up to date handover document. The JCR President shall require access to this document and will be required to pass the document on to the following Ball Committee.
 - d) The Ball Executive Committee is required to keep a financial account for Ball expenditure. This should be comprehensive and made available to any member of the JCR, GCR or SCR on request.
 - e) Twice a term one member of the Ball Executive Committee shall be required to attend a JCR Committee Meeting to update the JCR Committee on Ball plans. The dates of this are to be arranged with the JCR President.
 - f) Once a term the Ball Executive Committee will be required to host a round table discussion for the JCR President and GCR President to attend.
3. The Ball Committee shall have the following duties:
 - a) Plan the triennial Christ Church Commemoration Ball
 - b) Liaise with various members of College staff and the JCR to plan and execute the Ball.
 - c) Coordinate with external contractors and suppliers. Be efficient and creative at problem solving.

- d) Consider the interests of stakeholders at all times.
 - e) Any other particular responsibilities outlined by the Ball Executive Committee.
4. The Hiring Committee shall exist solely to appoint the Executive Officers for the Ball Committee. The Hiring Committee shall be bound by the following requirements:
- a) The Hiring Committee must consist of:
 - i. Two JCR Committee Representatives- to be decided at a JCR Committee meeting.
 - ii. Two GCR Committee Representatives- to be decided by their own procedure.
 - iii. The Steward.
 - iv. A representative from the Development Office.
 - b) The Hiring Committee shall receive manifestos from candidates and conduct interviews for the Executive Officers in the Hilary term the academic year preceding the Ball. They must publish the format of the interviews at least one week before the interview date.

Article F. Finance

Section I. Oversight

1. The Senior Treasurer shall supervise the finances of the JCR, offer advice and oversee the accounts kept by the Junior Treasurer.
2. On behalf of the Governing Body, the Senior Treasurer or the Steward shall approve all new financial commitments equal to or above £500 made by the JCR.

Section II. Income

1. The JCR shall be entitled to funds set in the Annual Budget from the JCR Main Account.
2. The JCR shall receive and manage all monies raised by levies of its members. The amounts of these levies shall be kept in the records of the Junior Treasurer and shall only be raised by a majority vote at a General Meeting where at least fifty members are present as defined in Article G Section II. 1.d. They may be lowered at any point following a General Meeting with the usual quorum.
3. The JCR accounts may in addition be financed from the proceeds of voluntary JCR activities.

Section III. Expenditure

1. The JCR Committee must supervise the disbursement of JCR funds, subject to the oversight of the President, Junior Treasurer, and Senior Treasurer, as well as the requirements of the Constitution.
2. Expenditure under a pre- approved budget must be approved by the Junior Treasurer.
3. Expenditure in excess of a pre-approved budget must be approved by the concurrence of the Junior Treasurer and by a simple majority at a JCR Committee meeting.
4. All members of the JCR Committee shall strive, in their expenditure, to achieve the best value for money possible for the JCR.

Section IV. Accounts

1. The Junior Treasurer shall, alongside the Steward's Office, keep a detailed and up-to-date set of accounts for the JCR.
2. Signatories on JCR accounts shall be the Junior Treasurer and Vice President.

Section V. Annual Budget Proposal

1. Each Trinity Term the President-elect and Junior Treasurer-elect, shall prepare a draft budget.
2. The finalised budget shall be approved by the JCR Committee by the end of second week in Michaelmas term, for submission to the Governing Body's Finance Committee.
3. The budget shall account for expenditure on services, welfare provisions, JCR stationery, the Summer Ball, major cleaning costs, a rolling provision for the refurbishment of the common room, and the maintenance of a surplus.

4. The most recent budget and accounts shall be made available to any member on request to the Junior Treasurer.

Section VI. Annual Financial Report

1. The Junior Treasurer shall prepare annually, with the assistance of the President and Senior Treasurer, a statement of all transactions from all JCR accounts for the preceding academic year. This shall be completed by Sunday of tenth week in Trinity term and presented to the General Meeting and the Governing Body for approval in the following Michaelmas.
2. Specific reference shall be made to:
 - a. all external organisations to which the JCR has made donations and the amounts of those donations;
 - b. all events sponsored by the JCR and any profit or loss made- excluding those sponsored by levied accounts.
3. The most recent Annual Financial Report shall be made available to any member on request to the Junior Treasurer.

Article G. The General Meeting

Section I. Purpose and Frequency

1. The General Meeting shall be the principal representative, deliberative and policy-making body of the JCR, within the limits set out in this Constitution and Standing Orders.
2. In all matters except those explicitly stated in the Constitution and Standing Orders, the General Meeting shall prevail over all other bodies of the JCR.
3. There shall be at least two General Meetings held within each 8 week term, which shall be called in accordance with Standing Order A.

Section II. Extraordinary General Meetings

1. Extraordinary General Meetings can be called either by a:
 - a. Committee decision to call an EGM,
 - b. Upon receipt by the Secretary of a petition signed by twenty-five Members which specifies a motion to be discussed.
2. The Secretary shall give notice of an Extraordinary General Meeting within twenty-four hours of the receipt of a petition sufficient under Article G.III. 1 of the Constitution.
3. The Meeting must be held within one week of the said receipt.
4. Notice of the Extraordinary General Meeting must be given at least twelve hours prior to its commencement.
5. Financial motions and Constitutional amendments may not be proposed.

Article H. Elections and Referenda

Section I. Elections

1. The JCR shall run elections every Term, subject to the provisions in the Standing Order B.
2. The elections shall be conducted by the Returning Officer, with the assistance of the JCR Committee.
3. The Returning Officer shall run any OUSU elections that are required to be run from within college, assisted by the OUSU Representative.
4. Vacancies shall be filled by a by-election, as laid out in the Standing Order B, Section VI.

Section II. Referenda

1. Any matter may be referred to a referendum, to be called:
 - a) by a simple majority vote in a JCR Committee meeting; or
 - b) upon the receipt by the Secretary of the signatures of fifty full members; or
 - c) by the resolution of a General Meeting.
2. The result of a referendum shall override the decision of a General Meeting.
3. A referendum shall be decided by a simple majority in which at least half of the JCR Members have cast valid ballots. If not enough JCR Members vote, the matter shall automatically be put on the agenda for the next GM.
4. No request for a poll shall be carried across from a previous academic year, nor shall two referenda on a similar issue be held in one academic year, unless there is a two-thirds majority vote in a JCR General Meeting.
5. A referendum is to be run by the Returning Officer in lines with the procedure outlined in Standing Order B section viii.

Article I. The Standing Orders

1. The Standing Orders shall detail the procedures to be followed in:
 - a. General Meetings
 - b. Elections and Referenda
 - c. Duties of the JCR Committee
 - d. Communications and Publications
 - e. Data & Personal Information Protection
 - f. Room Ballot
 - g. Complaints
 - h. Relationship between JCR Committee and Christ Church Administration