

JCR CONSTITUTION, JESUS COLLEGE OXFORD

Article I: General

*SECTION 1:* *Name*

The name of this organisation shall be ‘Jesus College Oxford Junior Common Room,’ hereafter referred to as the JCR.

*SECTION 2: Location*

The JCR is located at Jesus College, Oxford, hereafter referred to as College, in the room designated ‘the Junior Common Room’, hereafter referred to as the Common Room.

*SECTION 3: Time*

Only Full Terms, as determined by the University of Oxford, shall be taken into account in calculating periods of days mentioned in this Constitution. Meetings, elections and referenda shall be held only in Full Term.

*SECTION 4: Powers*

The powers of the JCR shall be subject to the provisions of the Statutes and Bylaws of the College, and to relevant resolutions by the Governing Body of the College.

*SECTION 5: Purpose*

The Purpose of the JCR shall be as follows:

1. To represent its members in regard to the College, in the affairs of the University, and in other affairs of universal importance to the students.
2. To assist in maintaining the Common Room and assist in maintain any other spaces used by members.
3. To promote and carry out social, domestic, charitable and recreational activities among and on behalf of its members.

*SECTION 6: Affiliation*

The JCR shall be affiliated to the Oxford University Student Union (Oxford SU) and also to any student organisations as shall be determined from time to time whose aims correspond with those of the JCR. A motion must be passed to affiliate an organisation or society with the JCR.

*SECTION 7: Bylaws*

The JCR shall have Bylaws, which are subject to this Constitution and outline JCR procedure.

Article II: Membership

*SECTION 1: Eligibility*

Membership shall be open to anyone who is pursuing a degree at College with the intent to complete such a degree at the University of Oxford. Students pursuing an undergraduate degree shall be full members, hereafter referred to as members, and all others shall be partial members. The JCR will not discriminate in membership on the basis of race, creed, religion, national origin, ancestry, citizenship, gender, sexual orientation, age, or disability.

*SECTION 2: Opting Out*

Full and partial members shall have the right to opt out from membership of the JCR. Such right may be exercised only between the first day of Michaelmas Full Term and the second Friday of Michaelmas Full Term. Any JCR member exercising such right shall immediately inform both the JCR President and the Secretary of the Governing Body.

*SECTION 3: Benefits of Membership*

Full members shall have the following rights:

1. To attend, speak and vote at all meetings.
2. To vote at the elections of the JCR Committee and in referenda.
3. The right of candidature: any JCR member may stand for election to a post on the JCR Committee, subject to satisfying any further other conditions of candidature.
4. To enjoy the facilities of the Common Room, attend official JCR events, and to entertain bona fide guests who shall also be allowed to use those facilities. JCR members shall be responsible for their guests.

*SECTION 4: Honorary Members*

Honorary members of the JCR may be elected by a motion. Honorary members shall not be allowed to vote in the JCR, in JCR elections or in referenda. Honorary membership may be revoked at any time by resolution of the JCR, and in any case shall lapse after two years, unless renewed. Honorary membership may be renewed by motion.

*SECTION 5: Suspension of Rights*

If a member is judged to have committed an unconstitutional act by the Executive Committee, or if the President receives a petition signed by 35 JCR members requesting the suspension of rights of a member and detailing any reason(s) why, the President must bring a Motion of Suspension to the full Committee. The Committee may vote to suspend any or all rights of that JCR member. A two-thirds majority is required. The suspension must include an end date for the suspension within one year. It may also include an act the suspended member can perform in order to restore their rights.

*SECTION 6: Expulsion*

If the President receives a petition signed by 40 JCR members requesting the expulsion of rights of a member and detailing any reason(s) why, the President must bring a Motion of Suspension to the full Committee. The Committee may vote to suspend any or all rights of that JCR member. A two-thirds majority is required. If the Motion of Suspension passes, a Motion of Expulsion must be voted on at the next JCR extra/ordinary meeting. Upon the passage of a Motion of Expulsion at a JCR meeting by a two-thirds majority, the member in question is immediately expelled. Expulsion is permanent.

*SECTION 7: Discrimination, Racism, and Harassment*

Members shall be subject to College policy on equality, discrimination, and harassment. Racism and discrimination of any kind or towards any protected characteristic will not be tolerated, and should actively be opposed by members.

If any member feels they have been subject to harmful or discriminatory language or behaviour by another member, they may utilise the complaints procedure set out by Article IX of this Constitution.

Where appropriate, and on receiving a complaint of discrimination or harassment by a member, the President may at their discretion bring a Motion of Suspension to the full Committee. In such an event, the motion shall be subject to the procedures of Article II of this Constitution. The motion may only be brought after prior consultation with the relevant College authorities, and where recourse to the procedure of Article IX has been made by the requisite member.

Article III: Officers

*SECTION 1: Officers’ Duty*

It is the duty of all officers of the JCR to act in accordance with this Constitution, and to promote the expressed wishes of the JCR on or to other bodies.

*SECTION 2: Executive Committee*

The President is the Principal Officer of the JCR.

There shall be six executive officers:

1. Vice-President/Treasurer
2. Secretary
3. Two Welfare Officers
4. Two Social Secretaries

The six executive officers have equal status. The President and executive officers form the Executive Committee. The Executive Committee is responsible for the administration of the JCR in accordance with this Constitution.

*SECTION 3: JCR Committee*

There shall be a JCR Committee consisting of the following elected officers:

1. President
2. Vice-President/Treasurer
3. Secretary
4. Two Welfare Officers
5. Two Social Secretaries
6. Equal Opportunities Representative
7. Access Representative
8. Academic Affairs and Careers Representative
9. Sports Representative
10. Arts Representative
11. Charities Representative
12. Two Environment and Ethics Representatives
13. ACC Representative
14. Student Union Representative
15. IT Representative
16. Stash Representative
17. Freshers’ Representative

*SECTION 4: Motions of Censure*

Any member may bring a Motion of Censure requiring the immediate resignation of a JCR Committee member. Such a motion must be accompanied by a petition of support signed by at least 35 JCR members and must be passed by a two-thirds majority.

A JCR Committee member has the right to resign for any reason. Resignation shall be submitted in writing to the JCR President. In the case of the President resigning, resignation shall be submitted to the Vice-President/Treasurer.

If a Committee member vacates their post for any reason, they will be replaced by an appointment or a by-election, as detailed in the Bylaws.

*SECTION 5: Attendance*

All JCR Committee members must attend JCR meetings. They shall give their reason for non-attendance to the President, who shall relay it to the meeting. The Secretary shall note the Committee members who are in attendance in the minutes. If a Committee member misses four ordinary meetings, any member may bring a Motion of Censure and the procedure shall be followed, except no petition is required.

*SECTION 6: Freshers’ Week Committee*

A Freshers’ Week Committee shall be elected in Trinity term of each year. The Committee shall consist of a President (or two Co-Presidents), the two JCR Welfare Officers, and up to ten other elected Committee members. The Committee shall organise Freshers’ Week entertainments and events for incoming JCR members in the subsequent Michaelmas term and shall liaise with the JCR Committee where necessary. The President, or one of the co-Presidents (to be decided amongst themselves) shall represent the Freshers until the election of a Freshers’ Representative, which the President shall organise and oversee in 5th Week of Michaelmas term.

Article IV: JCR Meetings

*SECTION 1: Powers*

JCR meetings shall have the sole power to:

1. Pass motions, Financial Motions, and Constitutional Amendments.
2. Affiliate the JCR to any organisation.
3. Remove any Committee member of the JCR from office.

*SECTION 2: Chair*

Meetings shall be chaired by the President of the JCR. If the President does not take the Chair or leaves it for any reason, a member of the JCR Committee (in order of priority expressed in Article III, Section 3) shall preside in their place.

When the Chair intends to speak in a debate on a motion, they must relinquish the Chair, before discussion on the motion commences and for the duration of the debate on the motion concerned.

The Chair may not also be recording minutes.

A JCR member may propose that the meeting has no confidence in the Chair. In the event of the motion being seconded and carried by a two-thirds majority of those present and voting, they shall vacate the Chair for the remainder of the meeting.

*SECTION 3: Quorum*

The quorum at all JCR ordinary meetings is 27. All members present at the meeting who may vote make up quorum. An extra/ordinary meeting shall close when inquorate or when a JCR member proposes that it should be closed, and the proposal is seconded and voted for by members present.

*SECTION 4: Voting and Required Majority*

The Chair shall not be allowed an ordinary vote but shall have a casting vote in the event of a tied vote.

Blind voting will be used for all motions. This will involve all members closing their eyes while they vote, with the exception of the Chair and the Secretary, or any members voting online. Motions shall require a simple majority of members present and voting to be passed. Recounts may be made at the discretion of the Chair. Only those JCR members present at the original vote may vote in the recount.

Article V: Elections and Transition

*SECTION 1: Eligibility*

Only JCR members shall be eligible to stand for election and serve on the JCR Committee or Freshers’ Week Committee, meaning they must be JCR members while serving. Only JCR members shall be eligible to vote in elections. Candidates may only stand for one post on any JCR election day. No member of the JCR may hold more than one elected post (excluding posts on the Freshers’ Week Committee at any one time.

*SECTION 2: Handover*

Every outgoing Committee member should write a handover document to present to the incoming Committee member.

Article VI: Finances

*SECTION 1: Bank Account Signatories*

The JCR bank account shall be in the names of the President, Vice-President/Treasurer and Secretary, with two signatures required.

*SECTION 2: Financial Year*

The financial year of the JCR begins on the first day of Hilary term.

*SECTION 3: Budget*

At the first ordinary JCR meeting of Hilary term each year the JCR Treasurer is to propose a motion detailing a financial plan for the year. It is to include a budget for each Committee member and for motions, and some amount of petty cash to be used at the discretion of the Executive Committee.

The plan should be updated accordingly throughout the year with the approval of the Executive Committee.

By the second ordinary meeting of Hilary term, the Vice-President/Treasurer f the previous year shall produce consolidated accounts for the previous year.

*SECTION 4: Financial Motions*

Any motion requesting funds from the JCR is classified as a Financial Motion. If the Treasurer is not satisfied that the funds have been used for the purpose stated in the motion, they may demand the funds be refunded. The proposer and seconder are responsible for supplying the refund, unless otherwise stated in this Constitution. Refusing to supply the refund within a length of time decided at the discretion of the Treasurer is to be considered an unconstitutional act.

*SECTION 5: Affiliated Organisations*

Any JCR or College affiliated organisation or society can apply for funds through a Financial Motion only if they meet the following requirements:

1. The Vice-President/Treasurer is satisfied that its finances are being conducted in a reasonable manner prior to the application for funds at an ordinary JCR meeting.
2. Its Constitution has been submitted to and approved at an ordinary JCR meeting.
3. No single organisation may apply for JCR funds if it is in receipt of, or entitled to, money from College Amalgamated Clubs.

*SECTION 6: Non-affiliated Organisations*

A member may request funds for any entity not affiliated with the JCR as long as The Vice-President/Treasurer is satisfied that its finances are being conducted in a reasonable manner prior to the application for funds at an ordinary JCR meeting.

*SECTION 7: Savings*

All money left in the budget at the end of the financial year shall be added to JCR Savings. An exception should be made for any money needed to pay outstanding bills.

To use money from the savings account:

1. The Executive Committee must unanimously agree the money will be used for a purpose which will have a long lasting impact and enhances the College community.
2. A reasonable effort must be made to get money from other sources.
3. A motion must be passed which declares the amount of money and its purpose. It must also identify a JCR Committee member or members who will oversee its use.

Article VII: Amendments

*SECTION 1: Approval*

Amendments to the Constitution and Bylaws shall be presented to College’s Governing Body at intervals of not more than 5 years. The Governing Body shall have the power to declare any amendments void.

*SECTION 2: Time*

This Constitution may be subject to amendment at one ordinary meeting, designated as such, every Full Term, save in exceptional circumstances as determined by the JCR President.

*SECTION 3: Procedure*

Constitutional Amendments may amend the Constitution and/or Bylaws and shall be treated as motions except in the following ways:

1. They must be approved by a two-thirds majority of those present.
2. If amending the Constitution (not only amending the Bylaws), they must be approved by 25 members.
3. They cannot be amended further during the meeting.
4. They shall be clearly identified as such when submitted to and included on the agenda.
5. They must be spoken for by the proposer or seconder. They may not be adopted.

Article IX: Miscellaneous Procedures

*SECTION 1: Complaints*

Any formal complaint by a member of the JCR concerning the conduct of the JCR or any other matter concerning the JCR shall be subject to the following complaints procedure:

1. In the first instance, any such complaint shall be made to the Welfare Officers. The Welfare Officers, upon receipt of the complaint, shall consult with the JCR President. If such a complaint relates to the JCR President, they shall consult with the JCR Vice-President/Treasurer. If it relates to one or both of the Welfare Officers, complaints shall be to the other Officer, or another member of the Executive Committee, respectively.
2. If any complainant is dissatisfied with the resolution of the complaint by the Welfare Officers and President (or as is the case the Vice-President/Treasurer) the complainant may refer the complaint to the Secretary of the Governing Body who may at their discretion refer the complaint to the Governing Body or themselves resolve the complaint.
3. If the complainant is dissatisfied with the resolution of the complaint by the Governing Body, they should utilise any other appropriate complaints procedures available to them, internal or external to the College.

*SECTION 2: Temporary Bodies*

Temporary working groups may be created by the Executive Committee or by a motion at an ordinary meeting. Such a group must have a specific purpose and must report on their work at an ordinary meeting within a timeframe to be defined when the working group is created.

*SECTION 3: Master Copy*

The Secretary maintains the master copy of this Constitution and Bylaws. The Secretary must provide a copy to any member within 24 hours of the receipt of a written request to that effect.

*SECTION 4: Anomalies*

Upon being informed of an anomaly of issue of interpretation in the Constitution or Bylaws, the Secretary shall submit an amendment resolving the anomaly/issue at the next meeting, subject to the agreement of the President.

Bylaws

Article A: JCR Meetings

*SECTION 1: Time*

In any one Full Term there shall be four ordinary JCR meetings, taking place fortnightly and on a Friday. Any meeting not defined as ordinary shall be considered extraordinary, and subject to the provisions of Article A Section 4 of the Bylaws. Notice of an ordinary meeting stating the time and place of that meeting shall be given at least 72 hours before the meeting. Notice of meetings shall be public and prominent.

*SECTION 2: Agenda*

Agendas of JCR meetings shall be drawn up by the Secretary. Such agendas must be published at least 24 hours before the meeting.

Agendas must include the following:

1. Reports given by any JCR Committee members who have something to report.
2. A ‘Questioning Period’ when the Chairperson shall invite JCR members to question individual members of the JCR Committee about matters arising from the last meeting or their sphere of responsibility on the Committee. The Chair of the meeting may answer questions without relinquishing the Chair. The Chair may use their discretion to bring the Questioning Period to a close, unless the period has lasted for less than five minutes and there are further questions for the Committee.
3. An ‘Announcements Period’ when members may make brief announcements which are of general importance to JCR members. The Chair may use their discretion to bring the period to a close.
4. A ‘Motions Period’ when motions as detailed in Article B are addressed.

*SECTION 3: Constitutional Amendments*

If a meeting is designated as an amendments meeting, Constitutional Amendments shall be included at the start of the Motions Period.

*SECTION 4: Extraordinary meetings*

The President may convene an extraordinary meeting of the JCR at their discretion, or if requested to do so by a majority vote of the JCR or Executive Committee. The President shall also be required to convene an extraordinary meeting if a motion mandating such is passed by a majority of two-thirds at an ordinary meeting.

Notice of any extraordinary meeting stating the time and place of that meeting shall be given at least 24 hours before the meeting. Such notice shall include the agenda, and business to be considered. No business other than that specified by the agenda may be introduced at the meeting.

Extraordinary meetings are not subject to Article A Section 2 of the Bylaws, however the agenda of any extraordinary meeting must include:

1. A motion or motions to be considered.
2. A ‘Questioning Period’ where the Chair shall invite members to question individual members of the JCR Committee about the business being considered.

Any extraordinary meeting may be designated an amendments meeting if appropriate.

Article B: Motions

*SECTION 1: Agenda*

A motion must be added to an ordinary meeting’s agenda if it must meet the following requirements:

1. It is proposed and seconded by JCR members and submitted to the Secretary at least 30 hours before a meeting. Submissions may be done on paper with the proposer/seconder signing the document or emailed with the proposer and seconder both copied on the email.
2. Must not be deemed to cause undue offence by the President and either the Secretary or Vice-President/Treasurer.
3. If financial in nature, must be approved by the Treasurer to ensure it meets all requirements for Financial Motions.
4. Meet any requirements set at the discretion of the Secretary. Such requirements must be applied universally to all motions.

*SECTION 2: Adoption During Meeting*

All motions must be spoken for at the meeting by a member. If the proposer and/or seconder is absent for the meeting, then the Chairperson may use their discretion to allow any one/two JCR member(s) present to adopt the motion. Financial Motions may not be adopted in this way.

*SECTION 3: Amendment*

Any amendment to a motion which is proposed and seconded during a JCR meeting must be clearly stated by the proposer and then written down by the Secretary in the precise form and wording desired prior to being discussed. If it is proposed and seconded that a motion be taken in parts the Chairperson may at their discretion allow a motion to be taken in separate parts.

If a proposed and seconded amendment is accepted as ‘friendly’ by the member speaking on behalf of the motion, it shall be incorporated without further debate. Any amendment not accepted as friendly shall be considered ‘unfriendly’. Unfriendly amendments require the approval of a majority of members present and voting to be incorporated; the process by which such a vote takes place shall be at the Chair’s discretion.

*SECTION 3: Ending Discussion of a Motion*

The discussion of a motion may end in the following ways only:

1. A JCR member proposes that the question be adjourned to one later meeting provided that the proposal is seconded. If a simple majority of those present vote for such a motion the Secretary shall immediately enter the motion onto the agenda of the next meeting.
2. The Chair decides to accept a proposal to move to a vote, made by a member. Voting must commence immediately.

*SECTION 4: Overturn a Motion*

A motion of the JCR shall be binding until such time as it is overturned or replaced by a new motion.

If within 48 hours of a motion being voted on at any JCR meeting, a petition signed by 50 JCR members is presented to the President requesting a referendum on the motion, an online poll shall be held on the motion within 4 days of the JCR meeting. When a petition is presented the motion (or any part of it) shall be suspended pending the result of the referendum. If a simple majority of those voting in the referendum vote for the motion it shall come into effect immediately as a resolution of the JCR.

Article C: Officers & Their Duties

*SECTION 1: President*

The President’s duty is to represent the views and interests of the JCR and oversee the running of the JCR. In particular, their duties shall include:

1. To be the Chair of the JCR Committee and be responsible for co-ordinating its work.
2. To represent the views and interests of the JCR on all College Committees on which they sit in a representative capacity.
3. To further the interests of JCR members in all dealings with the College.
4. To ensure the execution of decisions taken at all JCR meetings and the implementation of JCR policies.
5. To represent individual members, at the President's discretion, where requested to do so by the member concerned.
6. To oversee and co-ordinate the flow of information to the JCR about College and University affairs.
7. To run the award for contribution to JCR life every Trinity term.
8. To manage or delegate management of the JCR’s social media as they see fit.
9. To be responsible for the coordination, production and circulation of a term card at the beginning of each Full Term, which will inform all JCR members of all the major events and JCR activities for the term, as organised by various members of the JCR Committee.

*SECTION 2: Vice-President/Treasurer*

The Vice-President/Treasurer’s duty is to assist in carrying out the President's duties and to be responsible for the finances of the JCR. In particular, their duties shall include:

1. To assume the responsibilities of the President if necessary, as detailed in the Bylaws.
2. To maintain a record of JCR income and expenditure which shall be made available to JCR members for inspection within 24 hours of a request for the record.
3. To ensure that they are fully aware of the JCR's rent position and that they inform the JCR of it at the first ordinary meeting of Michaelmas term every year.
4. To be responsible for the collection and maintenance of confidential data relating to student finances, and for the co-ordination of similar activities with the MCR.
5. To be responsible for the supply of refreshments at the JCR meetings.
6. To advise students on sources of funding available to them in the College.
7. To be responsible for compiling the JCR accounts at the end of the year during which they were Treasurer.
8. To be responsible for the payment of any and all bills that arise in the course of running and maintaining the facilities and amenities of the JCR.
9. To pay approved invoices, and reimburse JCR committee members for spending, within 5 days of being notified or within the terms of a contract.

*SECTION 3: Secretary*

The Secretary's duties shall be as follows:

1. To interpret this Constitution.
2. To prepare and circulate the agenda for JCR meetings.
3. To give the requisite notice of JCR meetings.
4. To record and distribute the minutes of JCR meetings, within one week of each meeting.
5. To ensure availability to JCR members of agendas, minutes and the Constitution.
6. To circulate a weekly notices email, informing JCR members of upcoming events and opportunities.
7. To sort the mail in the JCR pigeon-hole.
8. To organise the JCR photographs.
9. To maintain the JCR display, adjusting the elements as they, and the JCR more broadly, see fit.
10. To assist in maintaining the Common Room.

*SECTION 4: Welfare Officers*

One Welfare Officer role shall be open to anyone who identifies as male and/or non-binary. The other Welfare Officer role shall be open to anyone who identifies as female and/or non-binary.

The terms ‘Welfare Officer (male/non-binary)’ and ‘Welfare Officer (female/non-binary)’ shall be used in elections e.g. on the election sign-up sheet and have no bearing on the content or duties of the role. After the elections, each role will be referred to only as ‘Welfare Officer.’

The two Welfare Officers are responsible for the welfare of all members of the JCR. In particular, their duties shall include:

1. To attend the Peer Support Program run by the University’s Student Welfare and Support Service.
2. To act as liaison officers with Oxford SU over matters concerning the welfare of JCR members.
3. To sit on the Welfare Committee.
4. To advise members of the JCR of the counselling services available in College and the University.
5. To organise the freshers' Parenting Scheme.
6. To organise a Welfare Tea once per week.
7. To be jointly responsible for the welfare of people of all genders in the JCR.
8. To liaise with the Jesus College Welfare Fellow or Academic Director regarding tutorial problems such as, but not limited to, sexual discrimination.
9. To circulate a joint weekly welfare email including information on welfare events, welfare updates, and welfare resources.

*SECTION 5: Social Secretaries*

The two Social Secretaries are responsible for all JCR affiliated events. The nominees for the Social Secretary roles shall run in pairs. They shall work collaboratively, sharing the work as they deem appropriate. In particular, their duties shall be as follows:

1. To be responsible for a diverse and inclusive range of in-College entertainment for JCR members.
2. To be responsible for arranging and organising JCR BOPs.
3. To be responsible for consulting the Dean on all planned social events in College and subsequently informing the DACC, Bar Supervisor and Lodge of these plans.
4. To be responsible for advertising all JCR-affiliated social events in College.
5. To keep the accounts of all entertainment expenditure and report it to the Treasurer.
6. To be responsible for advertising their social events in advance to all JCR members.
7. To inform the JCR about non-JCR affiliated events around Oxford that they believe will be of interest to members.

*SECTION 6: Equal Opportunities Representative*

The Equal Opportunities Representative is responsible for running the Equal Opportunities subcommittee, ensuring that all those sitting on the subcommittee are fulfilling their duties, and representing the views and concerns of subcommittee to the Committee. Their duties include:

1. To advise JCR members of the counselling services available in College and the University and to work together with the JCR, College staff, Oxford SU and other relevant independent bodies in resolving the concerns of JCR members.
2. To contact all freshers during 0th Week of Michaelmas term to make them aware of the provision of representation within College.
3. To act as liaison with Oxford SU’s LGBTQ Campaign, BME Campaign and Students with Disabilities Campaign over matters concerning the welfare of JCR members. In the event that one such campaign is more relevant to an officer sitting on the Equal Opportunities subcommittee, this campaign will become the responsibility of this officer.
4. To liaise with all relevant parts of Oxford SU and College with regards to equal rights and non-discrimination of students on any grounds mentioned in I.6.
5. To be responsible for the publicity and distribution of information and materials relating to LGBTQ, international students and diversity activities in the College and University and to delegate such tasks to members of the Equal Opportunities subcommittee where appropriate.

*SECTION 7: Access Representative*

The Access Representative’s duties shall be:

1. To attend intercollegiate Access Representative meetings as organised by the OUSU Access & Academic Affairs Officer.
2. To be responsible for publicising OUSU Target Schools matters within the College and for ensuring that there is a close liaison between the OUSU and the JCR.
3. To inform the JCR of other Access and outreach opportunities around Oxford that will benefit future applicants to Oxford or University in general.
4. To co-operate with the Access Fellow on school liaison matters. These would include:
   1. Informing the JCR of the Student Ambassador scheme and aiding in the organisation of JCR volunteers for school visits and tours.
   2. Assisting the Access Fellow in their revisions of the official College Prospectus and being responsible for the production of a College Alternative Prospectus if necessary.
   3. Coordinating the JCR's support of the College interview process.
5. To maintain, create or revise outreach schemes for the JCR
6. The Access Representative shall appoint, at their discretion and in consultation with the Executive Committee, an Access Team to assist them in their duties. There shall always be on the Access Team at least four full members, one of whom shall be responsible for the management of the JCR’s ‘Humans of Jesus’ social media account. Any member, except the Access Representative and members of the Executive Committee, may be appointed. Meetings of the Access Team shall be chaired by the Access Representative.

*SECTION 8: Academic Affairs and Careers Representative*

The Academic Affairs Representative's duties shall be as follows:

1. To be responsible for the publicity and distribution of information and materials relating to career and further education opportunities available to students after leaving University.
2. To run the Academic Feedback sessions, liaise with the Academic Director on matters which affect JCR members, and to represent the student view in Academic Committee meetings.
3. To liaise with the Librarian regarding issues students with the College library and attempt to rectify them.
4. To maintain a list of subject representatives and organise their activities.
5. To contribute to the College’s access initiatives.
6. To attempt to resolve any academic affairs that any member of the JCR may be facing.
7. To be responsible for promoting careers events to members of the JCR as well as liasing with, and representing the JCR to, the University Careers Service.

*SECTION 9: Sports Representative*

The Sports Representative's duties shall be as follows:

1. To promote sport in College.
2. To publicise relevant sporting results and fixtures to JCR members.
3. To be in contact with Sports Representatives from other Colleges and promote inter-collegiate sport.
4. To assist in the organisation of sports related social events within College.
5. To be responsible for organising and coordinating the annual Jesus-Jesus varsity with our sister College in Cambridge.
6. To communicate sports successes to the JCR and College community.

*SECTION 10: Arts Representative*

The Arts Representative is responsible for supporting artistic endeavours of JCR members. Their duties shall include:

1. To publicise arts events involving JCR members.
2. To assist with the co-ordination and organisation of the Turl Street Arts Festival.
3. To organise and assist in the organisation of arts related social events within College.
4. To attend the termly Jesus College Arts Committee meetings, alongside MCR Arts Representative, JCR President, MCR President, Organ Scholar, Turl Street Arts Festival Executive Committee Representative and Oxford University Dramatic Society Representative.
5. To publicise applications to the Jesus College Arts Fund every term, and to discuss and grant funding with the Jesus College Arts Committee as per the proposed Jesus College Arts Fund Terms of Reference.
6. To publicise and open applications for the roles of the Jesus College Music Society President(s).

*SECTION 11: Charities Representative*

The Charities Representative's duties shall be as follows:

1. To inform JCR members of any charity events taking place in the University and/or the city.
2. To hold at least one charitable collection or fundraiser in College each term.
3. To conduct the opt-out levy for the Charity Battels Fund each term.
4. To work with the Vice-President/Treasurer and Returning Officers to organise the termly Charity Ballot in which charities are selected to receive donations from the Charity Battels Fund.
5. To keep the accounts of all charitable donations made by the JCR.
6. To act as College RAG Representative and to co-ordinate the College RAG effort.
7. To declare to RAG all the JCR charitable earnings and charities donated to in all fundraising.
8. To inform the JCR at the first ordinary meeting of every term, and subsequently as necessary, of the state of the JCR’s charities budget, including the amount raised in the past term, unpaid funds raised in previous terms (if any), and when these sums were/will be paid to charities.
9. The Charities Representative may appoint, at their discretion and in consultation with the Executive Committee, a Charities Team to assist in the organising of larger fundraising efforts.

*SECTION 12: Environment and Ethics Representatives*

The nominees for the Environment and Ethics Representative roles shall run in pairs. The two Environment and Ethics Representative's duties shall be as follows:

1. To increase awareness of environmental and ethical issues amongst JCR members.
2. To encourage both the JCR and the College authorities to adopt environmentally friendly practices.
3. To organise and chair, when helpful, meetings of an Environmental Committee.
4. To organise events raising awareness about sustainability and advocating sustainable practices, especially in 6th Week of Hilary, the University’s Green Action Week.

*SECTION 13: ACC Representative*

The ACC (Accommodation, Catering and Conferences) Representative's duties shall be as follows:

1. To liaise with College with regard to maintaining the efficiency, economy and quality of the bar service.
2. To organise and train a termly pool of bar-workers from those interested in helping, under the provision of the Bar Supervisor.
3. To organise and coordinate regular social events in the bar including events such as karaoke, pub quizzes, game and music nights.
4. To work with College officials to improve the standard of food across College.
5. To represent the JCR on domestic issues in liaison with the JCR President.
6. To liaise with the College on any issues that arise affecting staff, particularly where a potential welfare concern is identified.

*SECTION 14: Student Union Representative*

The Student Union Representative's duties shall be as follows:

1. To represent the JCR at all relevant Oxford SU meetings and events. If the President or Student Union Representative is unable to represent the JCR on Oxford SU Council, they may delegate their voting rights to another Committee member.
2. To report to the JCR the relevant proceedings of Oxford SU meetings.
3. To seek to promote maximum participation in Oxford SU affairs amongst JCR members.
4. To publish services and activities offered by Oxford SU to JCR members.
5. To attend Oxford area NUS meetings as an observer; to advertise the services and activities of the NUS and NUS area to JCR members.

*SECTION 15: IT Representative*

The IT Representative’s duties shall be as follows:

1. To liaise with the College IT Officers to resolve any IT problems JCR members may be having.
2. To assist all other JCR Committee members in updating and maintaining the JCR website, and to add other information where deemed necessary.
3. To act as Returning Officer of JCR Elections and referenda, except where disqualified under clause IV.4, and to run the online voting system.
4. To be responsible for the upkeep of the JCR television and video.

*SECTION 16: Stash Representative*

The Stash Representative’s duties shall be as follows:

1. To be responsible for JCR stash.
2. To ensure that the stash will be available to all members of the JCR.
3. To ensure that the stash is not exclusive to JCR affiliated clubs/societies.

*SECTION 17: Freshers’ Representative*

1. The Freshers’ Representative shall be elected by and from amongst first-year students on the 5th Week of Michaelmas term and serve until the 9th Week of Trinity term. Their responsibilities shall be as follows:
2. To represent the views of Freshers on Committee, in JCR meetings, and to College when necessary.
3. To communicate with other Freshers about decisions being taken by the JCR.
4. To encourage the participation of Freshers within the JCR community.
5. To act as the first point of contact for fellow members of the JCR Committee when a potential decision primarily affects Freshers.
6. In particular, they will liaise with the President and ACC Representative in communicating about the housing ballot.
7. They shall also work with the Social Secretaries when first-year specific events take place.

Article D: Elections and Filling Vacancies

*SECTION 1: Returning Officers*

The Secretary and the IT Officer shall be the Returning Officers responsible for the conduct of all elections. It is expected that all members of the JCR Committee will make themselves available to assist the Returning Officers if required. If the Secretary and/or the IT Officer of the JCR intends to seek election, they shall not be Returning Officers, in which case the Returning Officer(s) shall be determined by the order of officers listed in Article III, Section 3 of the Constitution. No election candidate shall act as Returning Officer for that poll.

*SECTION 2: Nominations*

Each nominee must be proposed and seconded with their consent by two other JCR members neither of whom shall be the JCR President or a Returning Officer.

The nomination period shall comply with the following:

1. Notice of an election date and a nomination sheet shall be posted in the JCR at least 10 days before the date of the elections.
2. Nominations shall close 44 hours before the election.
3. If there are no nominations for any post at the close of nominations, nominations shall be kept open until 12 hours before the opening of poll.

*SECTION 3: Manifestos*

Candidates are allowed and encouraged to produce a manifesto, following these points:

1. No manifesto may make, explicitly or implicitly, any false, libellous, or offensive statements.
2. Before publication, all manifestos must be approved by the Returning Officer(s).
3. Manifestos may not in any way be mass circulated: delivery to rooms or flats is strictly forbidden. Only those people who specifically ask the candidate for a manifesto shall be given one.
4. On the day of the poll, a copy of the manifesto may be placed alongside the candidate's photograph on the JCR website.
5. A copy of each manifesto approved by the Returning Officer(s) must be circulated to members, online or via the JCR noticeboard.

*SECTION 4: Hustings*

Hustings for all Committee positions shall be held during the five days prior to their respective elections, to be chaired by the current holders of the respective posts. Candidates for all positions other than President shall make a speech lasting no longer than three minutes, following which any questions must be directed to all candidates, by JCR members at the discretion of the Chair. Candidates for the office of President shall make a speech lasting no longer than five minutes, following which any questions must be directed to all candidates, by JCR members at the discretion of the Chair. The date and time of the hustings shall be advertised on the nomination sheet at the time of nominations opening.

*SECTION 5: Campaign*

Verbal Canvassing, but not bribery shall be permitted. Canvassing online or on social media shall be permitted only on personal accounts/pages.

Candidates may produce two posters which may be displayed on the JCR notice board, which meet these requirements:

1. The material of such posters must be non-defamatory and without reference, explicit or implicit, to the other candidates. All posters must be approved by the Returning Officer(s) before they are posted. Candidates are not permitted to display extra posters in the JCR.
2. The posters will be taken down by the Returning Officer(s) following the closing of polling.
3. Unauthorised removal of posters by any member of the JCR, save the Returning Officer(s), is strictly prohibited.

*SECTION 6: Voting System*

1. All polls shall be by secret ballot and shall be conducted by Single Transferable Vote if done electronically, or by the Alternative Vote system otherwise.
2. In the event of any election being won by ‘RON’, nominations shall immediately be re-opened for that post and a subsequent election shall be held within the next 7 days of Full Term. In the subsequent election, ‘RON’ shall not be an option.
3. If run by electronic ballot, elections shall be held for 24 hours prescribed by the Returning Officer(s). If run by paper ballot, elections shall be held between 10am and 6pm on a weekday prescribed by the Returning Officer(s). The format of the election (i.e. electronic or paper ballot) shall be at the discretion of the Returning Officer(s).
4. Any member of the JCR who is out of residence, studying abroad at the time of an election shall have the right to nominate by email to the Returning Officer(s) any other JCR member, who is in residence, to cast a proxy vote on their behalf. Organisation of this shall fall to the Returning Officer(s).

*SECTION 7: Term Length*

All successful candidates shall take office at midnight on the last day of 8th Week of the term in which they were elected.

All officers, unless otherwise specified, are elected in 7th Week of Michaelmas term to serve for three terms.

*SECTION 8: Procedure Following Removal or Resignation*

If a position on Committee is vacated when there is one Full Term and a vacation (or less time) remaining in their term, a new officer will be appointed.

If a position is vacated with more than one Full Term and a vacation remaining in their term, a new officer will be election in a by-election.

If an officer-elect resigns before their term begins, the candidate who placed second in the election will be declared officer-elect.

If a position is vacated once nominations have opened for that post, then the position shall remain vacant until the election, and the successful candidate shall then take office immediately, serving the remaining period of office, as well as that for which they have been elected.

*SECTION 9: Appointment*

The President shall propose a candidate (who meets the eligibility requirements for running for election) to the Committee. The Committee must approve the proposed candidate by a two-thirds majority. If the Committee fails to approve the candidate, the President must propose a new candidate.

*SECTION 10: By-Election*

A by-election must be held within the next 7 days of Full Term following the resignation or removal of an officer. A by-election shall be run following the normal election procedure.

*SECTION 11: Removal of the President*

If the President resigns or is removed from office at any time, the Vice-President/Treasurer assumes the President’s responsibilities as the Acting President and may request a replacement Vice-President/Treasurer is chosen. The procedure outlined in Section 8 is to be followed to choose a new Vice-President/Treasurer, with a shorter nomination period allowed.

Article E: Subcommittees

*SECTION 1: Creation*

The JCR may establish subcommittees or add positions to subcommittees through a motion. A description of the duties of the new officer(s) must be added to the Constitution at the next amendments meeting. If the Constitution fails to be amended, the position or subcommittee in question will cease to exist immediately.

The subcommittee must report to one officer who is a member of the Committee. Officers and representatives on subcommittees are not members of the JCR Committee as they are not elected.

*SECTION 2: Appointment and Term Length*

Unless otherwise stated in the Bylaws, the appointment of officers on subcommittees shall be at the discretion of the officer in charge of overseeing that subcommittee, in consultation with the Executive Committee. Any member, except the officer-in-charge and Executive Committee, may be appointed. Their term will end at the same time as the officer-in-charge of their subcommittee.

The officer-in-charge shall submit a report to the JCR in the final ordinary JCR meeting of each term detailing the appointments of any representatives introduced that term.

If no member is willing to fill the role, the officer-in-charge shall assume the role’s duties until a suitable candidate is found.

*SECTION 3: Equal Opportunities Subcommittee*

The Equal Opportunities subcommittee shall consist of various representatives responsible for ensuring that the needs of JCR members of all cultures, religions, and orientations, and disabilities are catered for. Officers sitting on the Equal Opportunities subcommittee shall take primarily a support role for the JCR, ensuring that there is a support network available to all members of the JCR who may require it, but they may also use their positions to launch initiatives and campaigns within the JCR and the University.

The Equal Opportunities subcommittee shall meet at least twice during each term, chaired by the Equal Opportunities Officer, to discuss appointment of representatives, campaigns, and any matters that arise in regard to equal opportunities.

The Equal Opportunities subcommittee shall consist of the following representatives:

1. LGBTQ Representative
2. International Students’ Representative
3. Class Representative
4. Trans Representative
5. Women’s Representative
6. Disabilities Representative
7. Two Ethnic Minority Representatives
8. Interfaith Representative

*SECTION 4: LQBTQ Representative*

The duties of the LGBTQ Representative shall be as follows:

1. To act as liaison with Oxford SU’s LGBTQ Campaign over matters concerning the welfare of JCR members.
2. To be responsible for the publicity and distribution of information and materials relating to LGBTQ in the College and University.

*SECTION 5: International Students’ Representative*

The duties of the International Students’ Representative shall be as follows:

1. To act as liaison with Oxford SU’s International Students’ Campaign over matters concerning the welfare of international students and attend the meetings.
2. To advise international students of the services available in College and the University and to represent international students’ concerns, where requested to do so by the member concerned, and bring them to attention at College or University level as required.
3. To publicise events of an international nature to members of the JCR to attend and participate in.
4. To be responsible for the publicity and distribution of information and materials relating to international students, in the College and University, such as the International Students’ Handbook.
5. To contact all international freshers during 0th Week of Michaelmas term to make them aware of the provision of representation within College.
6. To liaise with all relevant parts of Oxford SU and College with regards to equal rights and non-discrimination of students on any grounds mentioned in I.6.
7. To seek to promote and encourage participation in College affairs from international students.

*SECTION 6: Class Representative*

The duties of the Class Representative shall be as follows:

1. To have overall responsibility within the JCR to represent working class, low income, state comprehensive school-educated, and first generation students, as well as care leavers and estranged students.
2. To promote the welfare of these students at the College.
3. To lobby the College to better support these students, both financially and pastorally.
4. To promote the welfare of these students and ensure that College and University resources and services that could be of use to them are well publicised and accessible to them.
5. To attend meetings of relevant College Committees.
6. To liaise with Oxford SU's Class Act campaign (e.g. by attending meetings set up between Class Act and College Class Officers) in order to keep up to date with, support and advertise the campaign’s work as well as receive support and advice for the Officer’s work in College.

*SECTION 7: Trans Representative*

The duties of the Trans Representative shall be as follows:

1. To liaise with OUSU’s LGBTQ Campaign over matters concerning the welfare of JCR members.
2. To be responsible for the publicity and distribution of information and materials relating to trans concerns in the College and University.

*SECTION 8: Women’s Representative*

The duties of the Women’s Rep shall be as follows:

1. To be responsible for the publicity and distribution of information and materials relating to women and women's activities in the College and the University.
2. To promote sexual equality and women's rights both within the College and throughout the University.
3. To be an ex officio member of the OxSU Women’s Campaign.

*SECTION 9: Disabilities Representative*

The duties of the Disabilities Representative shall be as follows:

1. To seek to promote increased accessibility in the Jesus College and all JCR events.
2. To advise JCR members on how to apply to the Disability Advisory Service, and to provide support throughout this process if needed.
3. To act as liaison with OUSU’s Disabilities Campaign (DisCam) over matters concerning the welfare of students with disabilities and attend the meetings.

*SECTION 10: Ethnic Minority Representatives*

The duties of the two Ethnic Minority Students’ Representatives shall be as follows:

1. To act as liaison with OxSU‘s Campaign for Racial Awareness and Equality (CRAE) over matters concerning the welfare of ethnic minority students and attend the meetings.
2. To advise ethnic minority students of the services available in College and the University and to represent international students’ concerns, where requested to do so by the member concerned, and bring them to attention at College or University level as required.
3. To seek to promote and encourage participation in College affairs from ethnic minority tudents.

*SECTION 11: Interfaith Representative*

There shall always be on the Equal Opportunities subcommittee an Interfaith Students’ Representative. The duties of the Interfaith Students’ Representative shall be as follows:

1. To seek to promote participation in the Jesus College Chapel and the Multifaith Room and to ensure that people of all faiths and none are comfortable in this space.
2. To advise JCR members of the religious communities and contacts in Oxford Uni and wider Oxford if called upon to do so.
3. To advise all students of the services available in College and the University.
4. To represent the concerns of students relating to their ability to practice their religion, where requested to do so by the member concerned, and bring them to attention at College or University level as required.
5. To act as liaison between the JCR and Hall staff when it comes to organising religious festivals and celebrations in Hall.

Article F: Funds

*SECTION 1: Establishment of Funds*

The Treasurer may build a fund into their budget. Funds may also be established by way of Financial Motion (the money must then come out of the motions budget). Funds will cease to exist when the Treasurer’s term ends unless they are written into the Constitution.

When established, a fund must hold a specific amount of money,

*SECTION 2: Establishment of Battels Funds*

The JCR may establish Battels Funds through a motion. Battels Funds receive money through a voluntary levy of members through their battels. The motion will specify the amount, the frequency, and the number of years or terms the fund will last (or indefinitely).

Battels Funds may also be established by the Executive Committee. The majority of the Executive Committee must agree on the amount, the frequency, and the number of years or terms the fund will last (or indefinitely).

All Battels Funds must be conducted on an opt-out basis.

*SECTION 3: Charity Ballot*

Notice of the ballot date and a charities nomination sheet shall be circulated via email to all JCR members via email in 0th Week. This sheet will allow JCR members to nominate any charity/ charities, local or international, for the JCR to support. Nominations for the Charities Ballot shall close not before Saturday of 0th Week. A form allowing JCR members to vote for their preferred charities is to be published as soon after the close of nominations as possible, with sufficient information introducing all charities to JCR members. In a secret ballot, each voter will choose one charity creating local impact and one charity creating international impact.

The results of the Ballot shall be displayed on the JCR notice boards and website by Sunday of 8th Week.

*SECTION 4: Charity Battels Fund*

The Charity Battels Fund is to be administered by the Charity Representative, funded by a voluntary levy of JCR members of an amount to be determined by the JCR and conducted every term, and of other money voluntarily donated or raised through fundraisers. The total sum available in any one single term shall be publicised by the Charity Representative at the beginning of that term.

Money from the Battels Charity Fund will be donated to the two charities that receive the most votes in the Charities Ballot, and the amount given to each will be determined and announced at the start of the financial year.  Funds can also be distributed in response to a humanitarian crisis to appropriate charities for emergency humanitarian supports. The Fund shall not be used to make payments to political parties.

Expenditure according to the results of the Charities Ballot shall be made at the end of Full Term.

*SECTION 5: Personal Grant*

Personal Grants come from a separate budget of £700 annually but they must be motioned for and approved by the JCR.

A personal grant is defined as a Financial Motion which directly benefits one member of the JCR only (either personally or on an endeavour in which they are the only JCR member participating). Any Financial Motion which meets this definition, as determined by the Treasurer, must be declared as so during the meeting.

A JCR member may apply for a personal grant of up to £100. Each JCR member is limited to one successful claim in a calendar year.

In the case of a personal grant, if a refund is demanded, only the beneficiary of the grant is responsible for supplying the refund.

*SECTION 6: Personal Welfare Fund*

The personal welfare fund is a fund from the JCR account (separate from all other budgets) of £500 annually to be used to assist students in valid circumstances. The fund is capped (loosely, and according to discretion) at £100 per individual.

Anyone wishing to access these funds shall approach one of the JCR Welfare Officers or Equal Opportunities subcommittee members with a brief explanation of what the money is required for. The officer who has been approached may take the application to a (or the other) Welfare Officer if they require further consultation. The application shall then be submitted to the Vice-President/Treasurer, who will make the funds available. On request of the beneficiary their application can be anonymized at any stage following the initial consultation. In the cases of Welfare Officers or Equal Opportunities Representative submitting their own request, the claim will be checked by the a (or the other) Welfare Officer.

Appropriate instances of ‘valid circumstance’ in cases of financial duress include but are not limited to: the funding of essential medication; travel for medical reasons; for purposes of gender expression, i.e. the purchase of specific clothing aimed at trans people, and related travel expenses (such as the cost of travel to one of the 8 UK Gender Identity Clinics); specific specialist counselling; equipment pertaining to disabilities; emergency transport etc.

*SECTION 7: Community Fund*

The community fund is a fund from which any member of the JCR may claim up to £70, to be used to assist in the financing of events or activities that involve the JCR community.

Monies allocated for community fund use are drawn from the motions budget, as determined by the Vice-President/Treasurer.

For an activity to qualify for community fund subsidy, it must be open to all JCR members, and notice of said activity must be publicly advertised at least 24 hours before it takes place.

The agreement of the President, Vice-President/Treasurer, and Social Secretaries on the validity of an application for community fund monies is requisite for that application’s success.

There is no limit to the number of community fund applications a JCR member may make.

*SECTION 8: Diversity Book Fund*

The Diversity Book Fund is an annual fund for the purchasing of books on equality, diversity, and social issues. The amount allocated to the fund in the annual budget shall be at the Vice-President/Treasurer’s discretion. The relevant books shall be chosen and purchased by the Equal Opportunities Officer, in consultation with the Equal Opportunities subcommittee and College Librarian. Access to the monies allocated to the fund will be solely by the Vice-President/Treasurer and Equal Opportunities Officer. The JCR shall only buy books if, following consultation with the College Librarian, they cannot be purchased by the College Library.