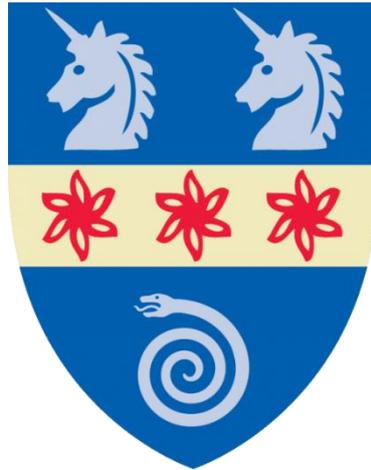


# ST HILDA'S COLLEGE

## UNIVERSITY OF OXFORD



## JUNIOR COMMON ROOM

### CONSTITUTION, STANDING ORDERS, POLICY

Most recent review: Trinity Term 2021<sup>1</sup>

**Next review to be completed (no later than): Trinity Term 2024**

---

<sup>1</sup> Reviewed by: James Bromfield (JCR President 2020/21), Ellena Eley (JCR VP 2020/21), Anna Barber (JCR Treasurer 2020/21), Millie Drew (JCR Secretary 2020/21), Ben Brown (JCR Men's Sports Officer 2020/21), Will Whitten (CAAH, 2020)

# Contents

<b>THE CONSTITUTION .....</b>	<b>3</b>
<b>1. Preamble.....</b>	<b>3</b>
<b>a. Name and Objects.....</b>	<b>3</b>
<b>b. Membership .....</b>	<b>3</b>
<b>c. Documents.....</b>	<b>3</b>
<b>d. Affiliations .....</b>	<b>4</b>
<b>e. Definitions .....</b>	<b>4</b>
<b>2. Equal Opportunities .....</b>	<b>5</b>
<b>3. Meetings .....</b>	<b>6</b>
<b>4. The JCR Committee .....</b>	<b>7</b>
<b>a. Overview .....</b>	<b>7</b>
<b>b. Committee Positions:.....</b>	<b>7</b>
<b>c. General Responsibilities of JCR Committee members: .....</b>	<b>22</b>
<b>5. Elections.....</b>	<b>23</b>
<b>6. JCR Funds .....</b>	<b>29</b>
<b>7. Constitution .....</b>	<b>30</b>
<b>STANDING ORDERS.....</b>	<b>32</b>
<b>1. Types of Motions.....</b>	<b>32</b>
<b>2. Extraordinary Meetings.....</b>	<b>33</b>
<b>3. General Meetings .....</b>	<b>33</b>
<b>4. Referenda .....</b>	<b>36</b>
<b>5. Policy .....</b>	<b>36</b>
<b>6. Complaints .....</b>	<b>37</b>
<b>7. Handover Reports .....</b>	<b>37</b>
<b>8. Terms of Standing Orders.....</b>	<b>37</b>

# THE CONSTITUTION

## 1. Preamble

### a. Name and Objects

- i. This association shall be known as the St Hilda's College Junior Common Room ("the JCR").
- ii. The aims and objectives of the JCR are:
  1. To promote the academic, financial, social, and general interests of its members.
  2. To represent the opinions of its members in the affairs of St Hilda's College ("the College"), in the affairs of the University of Oxford ("the University"), in the affairs of the Oxford University Student Union ("Oxford SU") and in other relevant student bodies.
  3. To provide facilities and services for members' recreational and leisure time activities in the interests of their social welfare and personal, physical, and cultural development.

### b. Membership

- i. All members of the college reading an undergraduate degree, including all fourth-year scientists, fourth year, fifth year and sixth year medics, shall be deemed to be members of the Junior Common Room (JCR), unless they express a desire otherwise. All members will be informed by the beginning of third week Michaelmas term of their right to opt out of the JCR. A wish to opt out shall be sent to the JCR Secretary in writing by the end of third week Michaelmas. The wish to opt out may be withdrawn at any time, by following the same procedure.
- ii. Extraordinary Members of the JCR may be elected by a special majority of a quorate JCR meeting. Extraordinary Memberships can be offered to those who would not naturally qualify for JCR membership under the categories laid out in section 1.b.i, but where membership would be beneficial to both them and the JCR. This may include, but is not limited to, visiting students, graduate students or former JCR members remaining in Oxford for further study or sabbatical roles. Motions to instate Extraordinary Members should include a date for the expiration of this status. They will have equal access and rights as that of an ordinary member whilst they hold Extraordinary Member status but are not permitted to bring forward motions to the JCR.
- iii. Honorary Members of the JCR may be elected by a special majority of a quorate JCR meeting. Honorary Membership can be offered to distinguished and notable members of society or the College community. Honorary Memberships are lifelong but can be revoked by a special majority of a quorate JCR meeting. Honorary Members have access to JCR facilities and meetings but cannot vote or bring motions. A list of JCR Honorary Members should be displayed on the JCR Website.
- iv. Senior status students may subscribe to the JCR or MCR as they choose.

### c. Documents

- i. It shall be the responsibility of the Executive JCR members to publish the constitution on the JCR website.
- ii. It shall be the responsibility of the JCR Secretary to provide copies of the constitution for any JCR member on request.
- iii. A copy of the minutes from each JCR General meeting shall be emailed to all JCR members within four days of the said meeting.
- iv. Minutes will be discussed and approved at the start of the next JCR General meeting. In the event of disagreement, the matter should be decided by vote. The

Secretary shall then amend the minutes in accordance with the outcome of the vote.

- v. A copy of the outline of each committee meeting shall be available for inspection by any JCR member not more than four days after the said meeting and shall be approved by the committee at the following meeting.
- vi. A copy of the JCR budget for each term and an overview of the accounts shall be posted on the JCR Facebook page at the beginning of each term. On request any JCR member can ask the JCR Treasurer for a detailed breakdown of JCR spending.

d. Affiliations

- i. The JCR will debate affiliation to Oxford SU and the NUS every two years, unless a motion is proposed by any student who wishes to discuss the issue sooner.
- ii. The JCR may not affiliate to any political organisation unless the aims and objectives of such an association directly pertain to students at St Hilda's.

e. Definitions

- i. 'Governing Body' shall refer to the Governing Body of St Hilda's College, Oxford.
- ii. The 'JCR' shall refer to the Junior Common Room of St Hilda's College, Oxford. This group's membership is defined by Section 1.b of this constitution.
- iii. 'JCR Space' shall refer to the physical Junior Common Room as well as the Old Law Library.
- iv. The 'MCR' shall refer to the Middle Common Room of St Hilda's College, Oxford.
- v. 'Official Documents and Publications' shall include any documents or publications which do one of the following: include St Hilda's College logo, uses the JCR name, or comes from a JCR Officer acting within the capacity of their role.
- vi. 'Online Vote' – An Online Vote is a JCR tool to gain a greater consensus on any decision. All Constitutional Amendments, Amendments to Standing Orders, Motions of Resignation or motions requesting over £500 require a ratifying online vote. The same is true for the termly budget. Online Votes can also be called on other matters as laid out in Standing Order 3.f. ii. Voting for Online Votes should be open for 24 hours, and voting can take place via any online voting platform the Executive Committee deems appropriate. It should be ensured that each JCR member can only vote once. Notice of an Online Vote should be published to the JCR email list and on the JCR Facebook Page. The communication and execution of a referendum is the joint responsibility of the Returning Officer and Secretary.
- vii. 'Policy' shall refer to JCR Policy, which shall be adopted via the process laid out in Standing Order Five. Current JCR Policy should be displayed on the JCR Website, and kept in JCR archives. Policy documents may be written about any course or principle of action proposed for adoption by the JCR.
- viii. 'Quorate' – Quorate is the attendance or participation level required for a JCR mechanism to be valid. Quorum shall be different depending on the setting:
  - 1. A General Meeting of the JCR will be deemed quorate when 35 JCR members are present, including 10 non-committee members, as laid out in Section 3.g.ii of this constitution.
  - 2. An Extraordinary Meeting of the JCR will be deemed quorate in the same way as a General Meeting of the JCR.
  - 3. An Online Vote will be deemed quorate with 35 votes cast including abstentions.
  - 4. A Referendum will be deemed quorate with 30% of JCR members casting a vote (including abstentions). This figure shall be confirmed by the Secretary and Returning Officer. N.B. in cases where the list of eligible voters is

restricted to a subsection of the JCR (i.e., Standing Order 7.b), quorum shall be 30% of this group.

- ix. 'Referendum' – A Referendum is a vote that takes place online, open to the whole JCR, to decide a binary question. Voting should be open for 48 hours and notice of a Referendum should be published to the JCR email list and on the JCR Facebook Page. The communication and execution of a referendum is the joint responsibility of the Returning Officer and Secretary. A Referendum should be carried out using the SU voting platform. A Referendum will take precedence over all other JCR decisions. Referendums can be called via the methods laid out in Standing Order 4.
- x. The 'SCR' shall refer to the members of the Senior Common Room of St Hilda's College, Oxford.
- xi. 'Senior Status Students' are students completing their second undergraduate degree, or their first degree over the age of 21.
- xii. 'Special Majority' – Special Majorities are required for certain decisions in the JCR to pass. A Special Majority in any form requires quorum for the relevant mechanism (different quorums apply for different settings, see Section 1.e.viii). Once quorum is attained, a Special Majority requires that two thirds of the total of votes for and against the motion, be in favour of the motion. As such abstentions are counted as votes neither for nor against the motion. For example, if attendance were 60, with 30 votes in favour, 5 votes against and 25 abstentions the vote would pass with a supermajority, given that 86% of votes (excluding abstentions) were in favour of the motion. This is in line with JCR constitutions across Oxford.

## 2. Equal Opportunities

- a. Any member of St Hilda's JCR may take part in the activities of the JCR, subject to the proper payment of subscriptions. The JCR will actively promote an environment of tolerance and respect within the College and the University. All members of the JCR Committee will conduct themselves without prejudice in respect of gender, ethnicity, sexuality, disability, faith or any other characteristic protected under the Equality Act of 2010. Nor will they act in any way that might be considered discriminatory or defamatory towards others.
- b. The JCR Committee will be expected to act according to these principles in the management of the JCR and take all reasonable steps to ensure that all JCR members do so whilst engaging in the activities of the JCR. The JCR President and Vice President should prioritise ensuring these principles are upheld by the JCR Committee. If a Committee member is believed to have failed in their duty to uphold the commitments outlined in 2.a, either in their role or outside of their role in a way which affects their ability to complete their role, this is ground to seek their removal from office via the procedure laid out in Section Four, Part C, iv-vii.
- c. No leaflets, posters, minutes, or official documents will be created by the JCR in the conduct of its activities that may be deemed sexist, racist, homophobic, transphobic, defamatory or discriminatory (or anything else referred to in article 2.a) by others. Nor shall material of the aforementioned kind be distributed by an external body via official JCR documents or publications, or within the JCR space.
- d. The JCR members are expected to adhere to the University Equal Opportunities and Harassment codes and are subject to the disciplinary procedures as laid out in the St. Hilda's College Student Handbook and the University of Oxford Student Handbook.
- e. Any member of the JCR wishing to make a complaint should do so following the procedure outlined in Section Six of the Standing Orders.
- f. Maintenance and promotion of the values outline in section 2.a within the JCR community, space, documents, and publications should be a priority of the President, and their ultimate

responsibility. The Liberation Committee should seek to promote these values as one of its primary aims and report concerns or suggested changes to the President.

### 3. Meetings

- a. There shall be in every full term at least three general meetings of the JCR, to be convened by the President.
- b. The President shall decide dates of such meetings, but the first must be held between the first Sunday of full term and the third Monday, and another must be held between the sixth Sunday and the eighth Friday.
- c. The Secretary shall post notices of forthcoming general meetings and the deadline for submission of motions three days in advance of the date of the meeting. They shall also post agendas one day in advance of JCR general meetings. Agendas must be posted on the JCR Facebook page a minimum of 24 hours prior to the meeting. The minutes of general meetings will be circulated by the Secretary in their next weekly email, along with a reminder of the submission deadline for future meetings, and the location of future agendas.
- d. JCR General Meetings shall be chaired by the JCR Vice President, acting as an independent Chair. The Chair should act according to Section 1.d of the Standing Orders of the JCR.
- e. Emergency motions on matters (other than constitutional amendments and motions of resignation) arising after the latest time for the receipt of motions may be accepted by the Chair at their discretion, in consultation with the Executive Committee. In the result of a disagreement the Chair has final discretion. It should be deemed that the motion in question cannot wait until the next general meeting, due to time sensitivity on its resolution.
- f. Extraordinary General Meetings shall be convened by the President at the written request of twenty-five JCR members or five JCR committee members, or at the discretion of the President. Such meetings should be called when it is believed that the resolution of a motion is required before the next General Meeting. Every effort should be taken to resolve the motion without calling an Extraordinary General Meeting. Notice of an Extraordinary General Meeting should be posted by the Secretary via email and the JCR Facebook Page, no less than 24 hours prior to the meeting. Adapted Standing Orders for Extraordinary General Meetings should be followed as laid out in Standing Order 2.
- g. Conditions of meetings:
  - i. All JCR members have the right to speak when called upon by the chair.
  - ii. For a general meeting to be deemed quorate, 35 members must be present, including 10 non-committee members.
  - iii. A count should be taken by the Chair and one other member of the Executive Committee at the beginning of the meeting to judge if the meeting is quorate. If the meeting is deemed inquorate then the Chair will call the meeting to Online Vote as laid out in Standing Order 3.e.i.
  - iv. JCR members, excluding honorary members, may vote on all issues.
  - v. Decisions shall be taken by a simple majority of a quorate JCR Meeting or Online Vote except on issues requiring a special majority as laid out in section 3.g.vi-viii.
  - vi. Decisions on issues of Resignation, Constitutional Amendments and Amendments to the Standing Orders shall only be passed by a Special Majority in a quorate JCR general meeting, and an Online Vote.
  - vii. Decisions on issues of Policy require a Special Majority in a quorate JCR meeting to pass.
  - viii. Decisions on motions requesting more than £500 require a simple majority in a quorate JCR meeting, as well as a simple majority in an Online Vote.
  - ix. The JCR decision is final.

- h.** The provisions for the conduct of meetings should be followed and are set out in the Standing Orders.

## 4. The JCR Committee

### **a.** Overview

- i.** The JCR Committee shall consist of the following:
  - 1.** The Executive Officers: President, Vice President, Treasurer, Secretary.
  - 2.** The Committee: Access and Equal Opportunities Officer, Bar Managers (maximum of three managers), Buttery Managers (maximum of three managers), College Affairs Officer, Arts Officer, Environment and Ethics Officer, Oxford SU/NUS and Returning Officer, International Officer, Entz Officers (maximum of three officers), Sports Officers (two officers: one men's, one women's), Welfare Team (maximum of three officers), Womxn's Officer, Charities Officers (two officers), LGBTQ+ Officer(s) (maximum of two officers), Transgender Officer, IT Officer, Freshers' and Finalists' Officers (two officers), BME Officer, Disabled Students Officer(s) (maximum of two officers), Ball President(s) (one president, or two co-presidents)

### **b.** Committee Positions:

- i.** The President shall:
  - 1.** Be responsible for all matters concerning the JCR as a whole and in particular for the satisfactory performance of committee duties by committee members in conjunction with the Vice President.
  - 2.** Acquaint all JCR members with the constitution.
  - 3.** Ensure that the JCR committee liaises with the MCR committee on issues that pertain to both common rooms. Where possible, encourage liaison with the MCR to gain support for JCR plans in communications with the SCR.
  - 4.** Be responsible for liaison between the SCR and the JCR, specifically: (i) maintain regular consultation with the Principal and Bursar; (ii) attend Governing Body, General Purposes Committee, Development Advisory Committee meetings and Research Committee; (iii) ensure JCR representation on all relevant committees or working parties; and (iv) in liaison with the treasurer and secretary, ensure that accommodation charges, and other battels if necessary, are negotiated for the following year.
  - 5.** Report back appropriately to the JCR on matters discussed with the SCR and on any other issues that come to their attention.
  - 6.** Attend an Academic Disciplinary Committee if necessary.
  - 7.** Have overall responsibility for the JCR induction of Freshers including ensuring the position of Freshers' and Finalists' Officer is filled by either themselves or the Vice President if no-one is elected to the post.
  - 8.** Be jointly responsible with the Oxford SU/NUS officer for running elections and referenda as set out in the standing orders.
  - 9.** Call at least three JCR general meetings per term.
  - 10.** Organise and chair JCR committee meetings.
  - 11.** In the event of a JCR Committee resignation ensure all members of the JCR are informed immediately and unless they believe that exceptional circumstances prevail, try to ensure that the committee member comes to the next JCR General meeting to present a resignation speech.
  - 12.** Ensure that the duties of a JCR committee position are delegated appropriately if no-one is elected to that post.

13. Be responsible for ensuring the JCR is represented at Oxford SU Council meetings. Attending themselves in the first instance or delegating appropriately if they are unable to attend.
14. Attend JCR Presidents' Committee (PresCom) unless exceptional circumstances prevent them from doing so.
15. Be responsible for ensuring, when a new JCR committee is elected, the incumbent committee fulfils their handover obligations, as laid out in the JCR Standing Order 7.
16. Remain in regular communication with the JCR Executive Committee to ensure that all members of this committee are fully acquainted with the activities of the JCR, MCR, SCR, Oxford SU and other JCRs.
17. Liaise with the Vice President to reach conclusions on matters of debate within the JCR Committee, and wider JCR. The matters of debate include, but are not limited to, matters of impeachment, complaints and interpreting the constitution. The JCR President will have the final say regarding the outcomes of these discussions.
18. Organise and chair an introductory event - where it is mandatory for all first-year undergraduates to attend - in which the whole JCR Committee are introduced to the first-year students. All JCR Committee members should be present and make a short speech describing their role.
19. Collate a list of the activities and achievements of the JCR Committee members as well as their plans for the next term at the end of each academic term. This list should then be distributed to the wider JCR.
20. Upon completion of 4.b.i.19., create and publicise a survey asking the wider JCR to give feedback on the activities and achievements of the JCR Committee over the last academic term and whether there is anything that they would like to see the JCR Committee achieve or do differently next term.
21. Have the authority to sign open letters and campaigns that they believe promote the interests of the JCR and its members, using the phrase '[Name], JCR President St Hilda's College'. In order for the President to sign letters using the phrase '[Name], On behalf of St Hilda's JCR' a Policy Motion will have to be passed supporting this position. If a JCR Member believes this clause has been violated, they should notify the President, and, if unsatisfied with the response, they should continue their dispute as laid out in Section 4.c.v of the Constitution.

ii. The Vice President shall:

1. Be a member of the JCR Executive Committee.
2. Chair JCR general meetings, as in Standing Order 3.d.
3. Work closely with the JCR President, offering practical support, help and advice.
4. Stand in for the JCR President in meetings with College staff, on College committees and on Oxford SU Council when the JCR President is not available, due to a given and valid reason.
5. Support and assist the JCR Committee in fulfilling their manifesto promises. They should also collect the manifestos of each JCR committee member and attempt to aid them in fulfilling their manifesto pledges.
6. Be responsible for ensuring the manifesto pledges of the elected officers are archived and bring to the President's attention any member of the JCR

Committee who does not appear to be attempting to fulfil their manifesto pledges and provide support in the endeavour of the committee members in the subsequent attempt to do so.

7. Be the main point of call for the JCR Committee, assisting them, when requested, to complete their manifesto promises.
8. Liaise with and assist the President to reach conclusions on matters of debate within the JCR Committee, and wider JCR – to include, but not limited to, matters of impeachment, complaints and interpreting the constitution. The JCR President will have the final say regarding the outcomes of these discussions.
9. Be responsible for ensuring that JCR members are aware of the facilities which exist to help them deal with academic difficulties.
10. Organise and oversee the selection process for the St Hilda's University Challenge Team.
11. Ensure that the duties of a JCR Committee position are covered if no-one is elected to that post. If the Vice President feels unable to fulfil the roles of certain vacant positions to a high standard, they shall hold a discussion with the other members of the JCR Executive Committee. The Vice President should then work with the President to fulfil and/or delegate all vacant roles and positions.
12. The Vice President shall ensure that the JCR website is kept up to date if there is no IT Officer.
13. In the event of the President being unable to continue temporarily, or leaving their position permanently, or in the event of nobody being elected as President after three successive elections, the Vice President should assume the Presidential duties - liaising with and delegating the Vice-Presidential responsibilities which they feel that they can no longer complete to a high standard, due to assuming the responsibilities of the President, to the Treasurer and Secretary.
14. The Vice President shall convene a 'Liberation Committee' at least once a term. This group shall consist of the Vice President, the JCR Welfare Officers, and all the JCR Liberation Officers. The aim of this group will be to bring together the concerns of the Liberation Officers in order to support a cohesive approach to improving the culture and environment of college for those who identify as members of liberation groups.
15. The Vice President shall support the Access Officer in ensuring the Alternative Prospectus is maintained and updated, as laid out in section 4.b.v.7.

iii. The Treasurer shall:

1. Manage the JCR accounts. The Ball and the Buttery have their own accounts and the Treasurer shall ensure that these accounts are kept and audited termly.
2. Pay all JCR bills and subscriptions.
3. Ensure that the transfer of signatory mandates for all JCR accounts are completed before the end of their term of office so that the new Treasurer may draw cheques on the accounts immediately.

4. Complete the budget for each term in advance for ratification by the College Accountant, the JCR and if necessary General Purposes Committee, and post a copy on the JCR Notices on Facebook at the beginning of each term.
5. Complete the balance sheet for each term, and give the account books, cheque counterfoils and receipts to the College Accountant, if requested. On request by any JCR member produce the balance sheet for inspection.
6. Be responsible for paying appropriate monies into the separate JCR accounts.
7. Attend Finance and Investment Committee, and, when invited by the SCR, General Purposes Committee.
8. Liaise with the Bursar.
9. Assist the President to ensure that accommodation charges, and other battels if necessary, are negotiated for the following year.
10. Be responsible for the funding of Christmas gifts to the Domestic Staff.
11. Be responsible for paying the election expenses of JCR committee candidates, and the expenses of the JCR officers, as set out by the budget.
12. Work with the Inreach Officer to ensure that all JCR members are adequately informed about the various support, hardship, travel, extra-curricular, research and other college and university funds available for undergraduates, and the deadlines for applying to such funds.
13. As a member of the Executive Committee, assist the President in their duties when necessary or as indicated elsewhere in the constitution. However, it should always be ensured that the role as treasurer remains a priority.
14. Liaise with relevant committee members to organise fundraising events.
15. Assist the Welfare Officers with the management of the JCR Financial Support Fund. The assistance will include but is not limited to: advising the Welfare Officers on the level of funds which should be allocated each term, best practice for reviewing applications, continuing to advertise the fund to the JCR and reviewing applications jointly with The Welfare Officers at their request.

iv. The Secretary shall:

1. Take the minutes at JCR meetings and ensure that they are approved and circulated to the whole of the JCR mailing list on a Monday morning in their "weekly email".
2. Collate an outline of what was discussed at each JCR Committee meeting, to be made available to any JCR member upon request.
3. Post notices of forthcoming meetings and the closing dates for submission of motions, along with an explanation of how to write a motion, five days in advance of the date of the meeting. Post agendas one day in advance of JCR General Meetings.
4. Ensure that a copy of the JCR Constitution is accessible to any member of the JCR, by ensuring it is uploaded to the JCR Website, annually uploaded to the St Hilda's JCR Notices Facebook page, and via email to any person that requests it.
5. Write and distribute "Loo News" weekly.

6. Send a weekly email to all members of the JCR including, but not limited to: news, notices, JCR motion submission deadlines, opportunities, advertisements, and other items that may be of interest to JCR members. "Loo News" and minutes from JCR meetings will be attached to this email.
  7. Inform College Officers of the names of Committee members.
  8. Organise the Rachel McLean Prize dinner or any other event at which the prize winner is announced in Trinity term, in accordance with the rules laid down for the administration of the prize and in liaison with the President, Treasurer and College Affairs Officer if required.
  9. Ensure that all JCR business and records concerning the JCR Committee are properly archived. The online archive is to include Committee Meeting outlines, JCR Meeting agendas and minutes, JCR Policy documents, Loo News, event posters and anything else that the Secretary deems appropriate. The Secretary should aim to collate and organise these documents in the archive at the end of each term. Handover notes for each JCR Committee member shall also be kept in the archive, for which there will be private access. The rest of the archive shall be available to any JCR member, both through publication on the St Hilda's JCR Notices Facebook page and via individual request.
  10. Update JCR policy at the end of each year, to be recorded in the online archive and published on the JCR website.
  11. Attend Junior Library Committee each term.
  12. Liaise with the College Librarian over matters concerning the Library.
  13. Be responsible for circulating Careers Service literature.
  14. Liaise with the Oxford University Careers Service.
  15. As a member of the Executive Committee, assist the President in their duties when necessary or as indicated elsewhere in the constitution. However, it should always be ensured that the role as Secretary remains a priority.
- v. The Access and Equal Opportunities Officer shall:
1. Attend meetings with the Senior Tutor, Admissions and Outreach Officer in college every term and make sure all relevant information relating to Access is present via all JCR media outlets. They should also be responsible, in co-operation with the Admissions and Outreach Officer, for the smooth running of College Open Days, and the organisation of a group of undergraduates to meet prospective students.
  2. Organise an Offer-Holders' Day for students with offers to St Hilda's in Hilary Term, and ensure that the day is open and accessible to all offer-holders, in conjunction with the college's Admissions and Outreach Officer.
  3. Work with the Inreach Officer to raise awareness of specific assistance and information beyond the Welfare Officer remit, to ensure students from all backgrounds are signposted to the appropriate support, whether financially or otherwise, and coordinate JCR activities aimed at encouraging members of underrepresented groups to apply to St Hilda's.

4. Attend meetings organised by Oxford SU VP for Access and Equal Opportunities, liaise with university-wide access officers, and work with Oxford SU on any relevant projects.
5. Be responsible for updating relevant platforms containing “unofficial” information about St. Hilda’s, most often aimed at prospective students. These may include informative pages and discussion forums such as The Student Room.
6. Work alongside the Vice President to update the alternative prospectus. This document should be re-published when required and re-edited at intervals no greater than three years. This document must also be available on the JCR website.
7. Be responsible for collecting articles towards the future update of the alternative prospectus.
8. Work alongside other officers of underrepresented students in the JCR, for instance the BME Students officer, to ensure Equal Opportunities events are promoted and advertised to raise the profile of St. Hilda’s among underrepresented applicants.
9. Co-ordinate and participate in the selection process for the Inreach Officer, via the process laid out in section 5.i. As such, the Access and Equal Opportunities Officer is dually accountable for the responsibilities of the Inreach Officer, and they shall subsume these duties if no person applies for the position.
10. Shall be responsible for running the JCR social media accounts on platforms such as Instagram and TikTok and posting on them regularly. They shall post on these accounts with the goal of building the college’s online profile in order to reach out to positively educate and inform prospective students. Such posts may include “day in the life” style videos, subject insights, college tours and Q&As. They should liaise with the College’s Communications Manager. All social media activity shall be overseen by the Vice-President who will also hold the passwords to these accounts and may remove content at their own discretion.

vi. Freshers’ and Finalists’ Officers shall:

1. Be responsible for the induction of Freshers, including the organisation of JCR Freshers’ Week events. This should be done in liaison with other JCR Officers, particularly the President and the Liberation Committee. In order to be as inclusive and informative as possible, the Freshers’ and Finalists’ Officers shall stage a consultation meeting with the Liberation Committee prior to planning the Freshers’ Week timetable. Here, they must address any concerns and listen to any recommendations that the Liberation Committee may have. Once completed, the proposed timetable must also be circulated to the aforementioned committee for comment.
2. Be responsible, in liaison with the JCR President, for arranging, supervising, and distributing the matriculation photographs.
3. Weight outgoings and activities substantially more towards Freshers in Michaelmas, and substantially more towards Finalists in Hilary/Trinity, in accordance with the budget.
4. Organise a “Halfway Hall” formal dinner for second years who are halfway through their degree in Hilary term.

5. Liaise with the College Affairs Officer to organise a finalists' dinner.
  6. Organise finalists' events such as welfare teas and pizza nights, in liaison with the Welfare Officers.
- vii. The Welfare Team shall:
1. Be composed of at least one welfare officer identifying as wholly or partially as a woman, and at least one welfare officer identifying as wholly or partially as a man. These elections should run independently, with the top candidate in each elected. In the event that a JCR member wishes to run for the Welfare Team but does not identify with either of these categories then a third election may be held for a non-gendered Welfare Officer role, again the top candidate should be elected.
  2. Provide welfare information to the JCR whilst adhering to a code of confidentiality as established by the Welfare Committee.
  3. Maintain and initiate improvements to welfare provision in college.
  4. Meet the Dean and Junior Deans on a regular basis during term.
  5. Attend all Oxford SU Health and Welfare Committee meetings.
  6. Initiate and coordinate or publicise relevant welfare campaigns in college to raise awareness of welfare issues.
  7. Commit to organising a Welfare Week every fifth week, as well as a minimum of two other events through the term. They should also be responsible for hosting these events.
  8. Be responsible for covering the roles of the LGBTQ+ Officer, the BME Officer, the Disabled Students Officer, and the Womxn's Officer, should the posts be left or become open, either by sharing the role between them or by deciding as a pair which of the officers will take the role.
  9. Ensure that the Welfare Facebook page is kept up to date. Welfare events should also be publicised through the St Hilda's JCR Facebook page and the Secretary's weekly email.
  10. In the September after being elected, organise college families for the upcoming year.
  11. Liaise with the other welfare providers on the JCR Committee.
  12. Be responsible for purchasing sexual health resources and personal safety alarms from Oxford SU and coordinate the anonymous provision of these to any students who request them, by setting up a rota for JCR committee members (excluding the executive committee) so that each committee member is on duty for one week a year. Maintain adequate availability of contraception and reimburse JCR members for emergency contraception when necessary.
  13. Undertake peer support training unless exceptional circumstances prevent either of them from doing so and complete any other training as appropriate.
  14. Review applications for the JCR Financial Support Fund, notifying applicants and the Accounts Office of the outcome of any applications. Applications should be reviewed at least once at the start (by the end of 2nd week) and once by the end (by the end of 9th week) of each academic term.

- viii. The Womxn's Officer shall:
1. Represent all JCR members who identify wholly or partially as a woman, as well as those who feel they experience structural misogyny or would otherwise be represented by the womxn's officer.
  2. Work to ensure equality for all JCR members described in 4.b.viii.1.
  3. Provide welfare support to all JCR members described in 4.b.viii.1., by working with the Welfare Officers and applying to be a Peer Supporter.
  4. Co-ordinate the distribution and maintenance of a stock of sanitary products in all public toilets around college in coordination with other JCR Officers.
  5. Keep the JCR Committee and college informed of relevant womxn's issues and publicise those issues as appropriate.
  6. Attend Oxford SU Womxn's Campaign meetings, represent the interests of St Hilda's JCR and report back to the JCR.
  7. Liaise with the Oxford SU and JCR Welfare Officers when necessary,
  8. Organise a St Hilda's Feminist Festival focused on gender equality and work with the LGBTQ+ Officer and Transgender Officer to organise PrideBop at the end of this week.
  9. Organise a Sexual Consent Workshop during Freshers' Week, in liaison with the Freshers' and Finalists' Officers. This will require the training of current students as workshop facilitators and the booking of a suitable venue.
  10. Liaise with the college Equality and Diversity Fellow.
- ix. The LGBTQ+ Officer(s) shall:
1. The JCR may elect up to two LGBTQ+ Officers. All candidates will run in the same election and the top two candidates will be elected, as long as they identify as representing different identities within this group. In the case that the top two elected candidates identify in the same way then only the top candidate will be elected.
  2. Represent all JCR members who identify as lesbian, gay, bisexual, queer, questioning or transgender, or those who feel they should be represented by the LGBTQ+ Officer(s).
  3. Work to ensure equality for all JCR members described in 4.b.ix.1.
  4. Provide welfare support to all JCR members described in 4.b.ix.1., by working with the Welfare Officers and applying to be a Peer Supporter.
  5. Be responsible for distributing Oxford SU's LGBTQ+ Handbook, Stonewall Recruitment Guide, and other publications as appropriate.
  6. Attend Oxford SU's LGBTQ+ Council open meetings, and advocate Oxford SU LGBTQ+ Council Motions/Policy in the JCR.
  7. Familiarise themselves with issues affecting LGBTQ+ students and take up listening/peer support training if at all possible.
  8. Organise at least one event for Hilda's LGBTQ+ students per term, in addition to one in Freshers' Week.

9. Organise, in liaison with the Womxn's Officer and Transgender Officer, the PrideBop, conventionally held at the end of the St Hilda's Feminist Festival organised by the Womxn's Officer.
  10. Work with the Transgender Students Officer or take on the duties of the Transgender Students Officer as outlined in 4.x if the position is not filled.
  11. Liaise with the college Equality and Diversity Fellow.
- x. The Transgender Students Officer shall:
1. Represent all JCR members who identify as transgender or gender non-conforming, or who for other reasons believe they should be represented by the Transgender Students Officer.
  2. Work to ensure equality for all JCR members described in 4.b.x.1.
  3. Provide welfare support to all JCR members described in 4.b.x.1., by working with the Welfare Officers and applying to be a Peer Supporter.
  4. Familiarise themselves with issues affecting transgender students and take up listening/peer support training if at all possible.
  5. Organise at least one event for Hilda's transgender students per term, in addition to one in Freshers' Week (these do not need to be separate from events for LGBTQ+ students organised by the LGBTQ+ Officer(s), as outlined in 4.b.ix.7., but they may be).
  6. Work alongside the LGBTQ+ Officer(s) to support their duties as described in 4.b.ix. (including the organisation of PrideBop, alongside the Womxn's Officer).
  7. Liaise with the college Equality and Diversity Fellow.
- xi. The Disability, Health Conditions and Neurodiversity Officer(s) shall:
1. For clarification, up to two Disability, Health Conditions and Neurodiversity Officers can be elected. They are able to run independently, not as a "joint campaign" as described in 5.c.iv. If there are multiple candidates, they may huff for one part of the role i.e., "mental health" or "physical disability" and split the responsibilities of the role accordingly if they are successful. In the event that there is only one officer, they must fully subsume all of aspects of this role and its responsibilities.
  2. Represent all students with disabilities and other health issues, including (but not limited to) dyslexia, dyspraxia, other learning difficulties, mental health issues and physical conditions.
  3. Work to ensure equality for all JCR members described in 4.b.xi.1.
  4. Provide welfare support to all JCR members described in 4.b.xi.1., by working with the Welfare Officers and applying to be a Peer Supporter.
  5. Make available information concerning issues affecting JCR members described in 4.b.xi.1., particularly university regulations on exams and other academic matters.
  6. Attend relevant Oxford-organised meetings and give feedback on the discussion and decisions of those meetings to the JCR.

7. Liaise with the St Hilda's Disability Fellow.
- xii. The Black and Minority Ethnic Students Officer shall:
1. Represent all JCR members who identify as black, or from any minority ethnic group.
  2. Work to ensure equality for all JCR members described in 4.b.xii.1.
  3. Provide welfare support to all JCR members described in 4.b.xii.1., by working with the Welfare Officers and applying to be a Peer Supporter.
  4. Attend relevant Oxford-organised meetings and give feedback on the discussion and decisions of those meetings to the JCR.
  5. Organise at least one event per term for JCR members described in 4.b.xii.1., in addition to one during Freshers' Week.
  6. Concern themselves with issues and campaigns relating to the JCR members described in 4.b.xii.1. and liaise with the relevant SU campaigns.
  7. Liaise with the college Equality and Diversity Fellow.
- xiii. The International Officer shall:
1. Represent all international students and all those who identify as international students.
  2. Work to ensure equality for all international students within the JCR.
  3. Provide welfare support to all international students within college, by working with the welfare officers and applying to be a Peer Supporter.
  4. Update and oversee the publication of a welcome booklet detailing possible queries faced by overseas students for overseas Freshers; and liaise with the Academic Registrar and Dean regarding the booklet.
  5. Attend the Oxford SU International Students' Committee.
- xiv. The College Affairs Officer shall:
1. Liaise with the Domestic Fellow and Catering Manager.
  2. Liaise with the Secretary and Entz representatives in facilitating the organisation of JCR formal dinners, such as JCR guest nights, except for those which are the responsibility of other officers (for example the Freshers', Halfway and Finalists' Formals which are the responsibility of the Freshers' and Finalists' Officer).
  3. Ensure that JCR domestic problems are brought to the attention of the College via the Domestic Bursar and, if possible, resolved.
  4. Be responsible for organising the Room Ballot in conjunction with the Accommodation Manager and JCR Executive Committee.
  5. Liaise with the Domestic Bursar when required.
  6. Be responsible for the maintenance, control, and insurance of all JCR-owned equipment, including the table tennis table, croquet equipment, televisions and video, dartboard, etc.

7. Be responsible for the maintenance of all hired JCR machines, e.g. quiz machine, pool table, video games, table football table, etc.
  8. Be responsible for ensuring the Honours Boards in the JCR are updated.
  9. Have responsibility for the upkeep of the JCR including the maintenance and renovation of the JCR space.
- xv. The Environment and Ethics Officer shall:
1. Be responsible for raising environmental awareness and promoting these issues in college.
  2. Promote the concept of “Reduce, Reuse, Recycle” with an emphasis on reduction of waste as the most important part.
  3. Examine and follow up on other recycling possibilities and encourage the college as a whole to recycle in as many ways as possible.
  4. Look into more diverse ways of saving energy and reducing carbon emissions, such as energy-saving aids, alternative travel, and food sourcing, both locally and free-range.
  5. Liaise with the Domestic Bursar, if required.
  6. Work with college to advance a Sustainability Policy within college and review this progress regularly.
  7. Attend Oxford SU Environment and Ethics Committee and represent the interest of St Hilda’s JCR.
  8. Publicise relevant information from university and city environmental groups around college.
  9. Liaise with relevant college officers over issues such as energy efficiency, the use of environmentally friendly products, ethical investment, human rights, and the use of ethically sourced products.
  10. Be responsible for raising awareness of ethical issues and issues of social justice by promoting these issues in college.
  11. Promote the purchase of ethically sourced produce in college.
  12. Research the details of any funding offered to or by the JCR and if any ethical concerns arise, bring these points to the JCR for discussion.
  13. Represent St Hilda’s JCR at Oxford SU Council Meetings as the third vote when motions concerning ethical practice arise.
  14. Publicise relevant information around college, from groups both within the university and within the city, which focus on ethics and social justice.
  15. Place a strong emphasis on handover and organise a meeting with their successor and the relevant members of college staff, to ensure that longer-term projects are not unintentionally derailed.
- xvi. The IT Officer shall:
1. Be responsible for updating and maintaining the JCR website.
  2. Attend IT Committee.
  3. Ensure that the relevant Officers update the JCR website weekly with Loo News, JCR meeting minutes, Entz events, and anything else that is deemed relevant.

4. Liaise with the IT Manager.
  5. Act as a contact for IT related problems on a college level.
  6. If the role of IT officer is not fulfilled, the Vice President shall have the responsibility of ensuring that the JCR Website is updated, either personally or by finding a suitable candidate.
- xvii. The Bar Managers shall:
1. Be responsible for liaising with college staff over the management of the bar, identifying/raising and promoting JCR student interests in these communications.
  2. Be responsible for recommending stock choices to college management.
  3. Be responsible for organising and maintaining the student staff rota. Ensuring commitments are upheld to fill all shifts with student staff, with the exception of a single college staff member per shift.
  4. Encourage strong relationships with the MCR community to ensure the bar is a welcoming space for all college students. Including making the MCR aware of opportunities to work behind the bar and including them in the shift rota.
  5. Hold College accountable to the commitments made during the takeover of the Student Run Bar in 2021.
  6. Continue to uphold the ethos and atmosphere of the College Bar in all of their activities, liaising with College staff, Entz Reps, Welfare Reps and the Music Rep to do so.
  7. Be present at all social events involving the bar.
  8. Liaise with the Entz Officers to help organise social events involving the bar.
- xviii. The Buttery Managers shall:
1. Be responsible for the security of the buttry.
  2. Be responsible for ordering stock.
  3. Be responsible for staff rotas and staff training.
  4. Maintain cleanliness and food safety standards and be responsible for food safety inspections.
  5. Be responsible for managing the buttry accounts, staff wages and prices, present the accounts to the treasurer once termly, and generally work closely with both the treasurer and the college staff to ensure smooth running of the buttry.
- xix. The Entz Officers shall:
1. Be jointly responsible for organising social events within college and with other colleges.
  2. Be responsible for the tidying up after any Entz events.
  3. Liaise with the Bar Managers over any events held in the College bar, such as BOPs.
  4. Liaise with the Junior Deans, the Dean, and the Domestic Bursar over all relevant Entz matters.
  5. Be responsible for the Entz budget and report expenditure to the Treasurer.

- xx. The Arts Officer shall:
  - 1. Encourage the enjoyment and performance of the arts within college.
  - 2. Aid individual members with projects related to the arts.
  - 3. Liaise with the JCR Treasurer on JCR funding for the arts within college.
  - 4. Organise an annual Arts Festival in Hilary Term and ensure that the Arts Festival Committee is established.
  - 5. The Arts Officer shall be responsible for the running of Arts Festival.
  - 6. The Arts Officer should actively encourage student participation in college arts events.
  
- xxi. The Music Officer shall:
  - 1. Be responsible for running and promoting TNL (Thursday Night Live) at least once a term, as well as other college music events in the future.
  - 2. Look after all the JCR music equipment, storing it correctly and replacing any missing or broken pieces. Expensive equipment should be motioned for to the JCR.
  - 3. Use small portions of the arts budgets for small costs at the Arts officer's discretion but motion for large amounts of money if any equipment needs replacing.
  - 4. Liaise with college about timings for events to avoid any disruption and noise complaints when running music events.
  - 5. In the event that no one runs for the position of Music Officer, the role shall be subsumed under the Arts Officer.
  
- xxii. The Oxford SU/NUS and Returning Officer shall:
  - 1. Ensure that JCR members are aware of the role and function of Oxford SU and NUS. Keep the JCR informed of matters arising with regard to Oxford SU and NUS.
  - 2. Attend at least 75% of meetings of the Oxford SU council, representing the interests of St. Hilda's JCR, and reporting back on the matters discussed to the JCR.
  - 3. Publicise the fact that St Hilda's is entitled to three voting members in its delegation to Oxford SU Council. At least one of these voters should be any member of the JCR.
  - 4. Publicise Oxford SU committee meetings.
  - 5. Distribute Oxford SU and NUS cards and literature.
  - 6. Attend the Oxford SU Officer committee.
  - 7. Provide JCR with the link to SU motions and provide any members of the JCR with direction of voting upon request.
  - 8. Unless there is a very good reason (e.g. conflict of interest), the Oxford SU/NUS Officer shall be the College Returning Officer for statutory annual Oxford SU elections, and the Returning Officer for JCR elections.
  - 9. Ensure that details of elections, including comprehensive constitutional descriptions of the posts concerned and election rules and regulations are widely publicised at least seven days before they are due to be held.

10. Ensure the online voting system is set up and explained to all members of the JCR.
  11. Ensure that only those candidates who post up manifestos by the deadline are allowed to run in the election.
  12. Ensure that all election campaign posters are submitted to them and signed.
  13. Be responsible for publicising hustings.
  14. Ensure that the manifestos of those elected are retained for future reference.
  15. Ensure that all JCR Committee candidates are acquainted with the constitution before standing.
  16. Ensure that the required permission from Tutors is received before allowing a candidate to run in a JCR election. Notice of which roles require tutor sign off can be found by contacting the Dean.
- xxiii. The Sports Officers (a Men's Sports Officer and a Women's Sports Officer) shall:
1. Encourage all sports within the college.
  2. Publicise all sporting opportunities within college and, if possible, university wide.
  3. Check, respectively, that men's and women's sports matches are organised, and that men's and women's sports captains receive relevant mail and information. In the event that there is no captain available for a particular sport, but there is sufficient interest within the JCR, the relevant Sports Officer must undertake its organisation, or find a suitable candidate.
  4. Liaise with the Boat Club President over issues of JCR interest and ensure that they attend Boat Club committee meetings.
  5. Attend termly university sport committee meeting organised by the University Sports Federation.
  6. Oversee what is stored in the sports cupboard (Hall JCR store); keep it organised and equipment easily accessible.
  7. Ensure all sports teams have the equipment they require.
  8. Organise an annual sports dinner which should include the presentation of college awards and colours.
  9. If possible and appropriate, consult the Treasurer about the possibility of using the money left over in the sports fund, at the end of the year, to award sports grants to applicants.
- xxiv. The Charities Officers shall:
1. Ensure the money raised is divided between three charities each year that have been nominated by the JCR. This should include: one charity founded in Oxford, by Oxford University students, or support causes local to Oxford; one charity based in the UK, and one charity based in any other country.
  2. Ensure that no charity is supported for two consecutive years.
  3. Ensure that, at the start of the new academic year, an online vote will be carried out in which all JCR members will have the opportunity to vote on which nominated charities to support.

4. Ensure that the three most popular charities, as selected at the start of each year, evenly share the JCR's yearly donations.
  5. Compile a feedback report of the charities to which the JCR gave money the previous term for the last JCR meeting of each term.
  6. Organise charities events in college.
  7. Attend RAG meetings and liaise with RAG (or its equivalent) generally.
  8. Liaise with the Treasurer to ensure that the JCR's chosen charities receive their donations.
- xxv. The Ball President(s) shall:
1. Organise the St Hilda's Ball, which traditionally happens every year in Trinity Term.
  2. Form a committee from members of the JCR and the MCR, in order to manage the organisational process. The key positions such as Treasurer and Head of Operations should be appointed as soon as possible, and the committee as whole should be appointed by the end of the Michaelmas Term preceding the Ball, at the latest.
  3. Liaise with the Dean, the Domestic Bursar and other relevant college staff throughout the organisational process.
  4. Present the plans for the Ball to Governing Body for ratification.
  5. Update the JCR on ball progress at least once a term or upon request by a member of the JCR.
- xxvi. The Inreach Officer Role shall:
1. Represent those who identify as coming from underprivileged backgrounds, including (but not confined to) working class, low income, state comprehensive educated, first-generation attending university, care experienced and estranged students who are currently members of St Hilda's JCR.
  2. Serve as a point of contact, confidential help, and advice for the students they represent.
  3. Assist the Access and Equal Opportunities Officer in college access events, so as to encourage and inspire school pupils from a similar background.
  4. Work with the Welfare Reps to ensure that college and university resources and services that could be of use to the students they represent, whether financial, academic, pastoral, or extracurricular, are well-publicised and accessible to them.
  5. Provide regular financial updates throughout the year, such as college and university wide scholarships, bursaries and grants that are available to eligible students.
  6. Hold social events throughout the year to support and promote the Inreach community.
  7. Work with JCR committee members to ensure that their events are accessible to students from the aforementioned backgrounds.
  8. This role will not be a JCR committee member and if issues need to be raised to the committee, the Inreach Officer should liaise with the Welfare and Access and Equal Opportunities representatives.

9. The Inreach Officer shall be appointed by the incoming Welfare and Access and Equal Opportunities Officers interviewing potential candidates over the summer vacation. These interviews will be overseen by a member of the Executive Committee who has the deciding vote in event of a disagreement between the Welfare and Access and Equal Opportunities Officers as to the most suitable candidate.
  10. Any JCR member who self-identifies as a member of the Inreach community may request to attend the appointment interviews for the Inreach officer, by contacting the elected Access and Equal Opportunities Officer. These attendees should be consulted for their comments and opinion by the Access and Equal Opportunities Officer upon the completion of the interview process, however they will not have a vote.
- c. General Responsibilities of JCR Committee members:
- i. No JCR committee member is entitled to or expected to have a sabbatical in respect of JCR duties.
  - ii. JCR Committee Members shall:
    1. Act in accordance with the aims of the JCR.
    2. Perform responsibilities of their respective positions.
    3. Be accountable, as far as possible, for the fulfilment of their manifesto pledges.
    4. Be present for the duration of Freshers' Week and help the Freshers' and Finalists' Officers to organise and run events. If this is not possible for any reason, the committee member in question should notify the JCR President or the Freshers' and Finalists' Officers as soon as possible.

- ii. Each JCR Committee member is responsible to the President and to the JCR for the fulfilment of their duties and must be prepared to answer questions regarding the conduct of their duties at any type of JCR meeting.
- iii. If a committee member is thought to have failed in any of their duties, responsibilities, or obligations, they may be asked by the President to tender an honourable resignation. If they do not offer their resignation the President must table a Motion of Resignation at the next general JCR meeting, calling on the committee member to resign. This motion requires a Special Majority of a quorate JCR Meeting to pass. If this is achieved, an Online Vote on the matter shall be called, requiring a simple majority to pass. If the Online Vote passes the committee member will be removed from their position. If the Committee Member resigns at any point during the process, there is no need to continue to the next step.
- iv. If any JCR member other than the President wishes to call on a Committee Member to resign, they should, in the first instance, express their concerns to the JCR President. If they are unsatisfied with the response of the JCR President, they may table a Motion of Resignation by providing the signatures of at least 50 supporters of the motion to the JCR President at least 48 hours before the next general meeting. If this threshold is achieved the Motion of Resignation will be tabled and the process will be as laid out in section 4.c.iii.
- v. If the President is thought to have failed in their duties, responsibilities or obligations to the JCR, a Motion of Resignation must be submitted to the JCR Vice-President and Secretary with the signatures of 50 supporters, no later than 48 hours prior to the next general JCR Meeting. Such a motion may only be passed by a Special majority of a quorate JCR meeting. If such a motion is passed, the President has the right to call a referendum (note the distinction between a referendum and online vote laid out in the definitions and clarified in Standing Order 4.d) which requires a simple majority to pass. If the President resigns at any point during the process, there is no need to continue to the next step.
- vi. All JCR committee members shall be responsible for keeping an updated noticeboard, writing entries to Loo News and posting on the JCR webpage and Facebook to keep the JCR informed as appropriate.
- vii. All JCR committee members shall be responsible for producing a handover report, as outlined in the JCR Standing Orders, section 7.
- viii. All JCR committee members must attend JCR committee meetings, giving prior notice to the JCR President or Secretary if they are, for any reason, unable to attend. If a JCR committee member fails to attend two consecutive committee meetings without notice, the JCR President must speak with the committee member about this absence. If the JCR President misses two consecutive committee meetings, they must announce this at the next general JCR Meeting.

## 5. Elections

- a. All JCR members are eligible to vote, subject to clauses 5.b.xi and 5.b.xii
- b. The method for the election of the JCR Committee will be:
  - i. All elections shall be by single transferable vote (STV).

- ii. R.O.N. (Re-Open Nominations) shall be a choice on the ballot paper for the election of all JCR committee posts.
- iii. All voters shall be made aware of the fact that a R.O.N. vote is not an abstention but provides the option of registering a negative vote against the candidate(s).
- iv. The Returning Officer must approve all posters that candidates wish to be displayed. The Executive Candidates are allowed forty posters, while all other candidates for the JCR committee are allowed twenty posters. These must only be displayed on JCR notice boards, or in appropriate areas around college, at the discretion of the Returning Officer. Under no circumstances should any of these posters be displayed on the St Hilda's JCR Facebook Page or on any of the St Hilda's JCR social media accounts.
- v. Information will be given verbally by the Returning Officer at the commencement of hustings for Officers outlining what a R.O.N. vote is. This information must also be published in all emails distributed by the Returning Officer about candidates.
- vi. There must be no campaigning for R.O.N. whatsoever. Any campaigning for R.O.N. should be drawn to the attention of the Returning Officer, who will inform the JCR.
- vii. If R.O.N. wins the first election, nominations for that position shall be re-opened. A second election shall be held, allowing at least 5 days before the close of nominations, in which R.O.N. shall still be an option. Candidates from the first election may re-nominate themselves and new candidates are also welcome.
- viii. If R.O.N. has won three separate elections for the President in one year, the position shall be co-opted for the period of the summer vacation and the following three weeks of Michaelmas term to the Vice-President and the responsibilities of the JCR Vice President should be shared between the Treasurer and Secretary. The procedure for this co-option shall be as laid out in 4.b.ii.13. There shall be a by-election in 2nd week of Michaelmas term.
- ix. If an Officer Post has had more than two R.O.N. results, then that position shall be co-opted to another Officer for the vacation pending a by-election in 2nd week the following term. This decision should be ratified in the next JCR general meeting.
- x. If there is no candidate for a post by the closing date, there shall be no election for said post and nominations shall be re-opened. If candidates subsequently present themselves for election, they must still stand against R.O.N.
- xi. In accordance with the standard practice across Oxford JCRs and Student Unions across the UK, when electing the womxn's officer, only those who identify as a woman or as a non-binary gender may vote. Those who believe they should be eligible to vote will be asked by the Returning Officer to register do so before the election.

- xii. Since the positions of LGBTQ+ Officer(s), BME Students Officer, Disability, Health Conditions, and Neurodiversity Officer, International Officer and Transgender Students Officer are, in part, representatives for their respective communities, they should only be voted on by those who identify as belonging to those communities. Therefore, as with the election of the Womxn's Officer, those who believe they should be eligible to vote will be asked by the Returning Officer to register to do so before the election.
  - xiii. Only those who are able to vote for a position (see 5.b.xi/xii) are allowed to stand for election to that position, except in exceptional circumstances.
  - xiv. Special election rules apply for the election of the LGBTQ+ Officer(s) and the Disability, Health Conditions and Neurodiversity Officer as outlined in 4.b.ix.1 and 4.b.xi.1 respectively.
- c. Restrictions on who may stand for JCR Committee.
- i. No committee member may hold the same post for more than two years.
  - ii. No person who has held the office of President for more than eight weeks may then seek election for any position on committee.
  - iii. No JCR committee member should hold more than one position on the JCR committee. However, in exceptional circumstances (which the committee member must explain to the JCR), a member may hold the positions of LGBTQ+ Officer, BME Students Officer, Disability, Health Conditions and Neurodiversity Officer, International Officer or Womxn's Officer in conjunction with another position. However, this should only happen in *extremis*, and candidates who are not applying for, or who do not hold, other committee positions should be given precedence.
  - iv. It is only possible to run a joint campaign for the positions of Bar Managers (maximum of three managers), Entz Officers (maximum of three officers), Battered Managers (maximum of three officers), Freshers' and Finalists' Officers (two officers), Charities Officers (two officers) and Ball President (one president or two co-presidents). The operation of any other form of a 'slate' is strictly forbidden. It shall be the responsibility of the Returning Officer to bring any such unfair play to the urgent attention of the JCR who must then decide what action should be taken.
- d. Timing of elections for JCR Committee
- i. Elections shall be held every Trinity term at the discretion of the JCR Committee. These elections shall be timetabled by the Returning Officer, subject to committee approval. Ideally, the hustings shall follow JCR meetings which take place fortnightly on Sundays. The final hustings must take place no later than the sixth week of Trinity term. Online elections shall then promptly follow. Hustings can be grouped however the Returning Officer sees fit, but the Executive Committee must be elected first, followed by any additional roles that require the Dean's permission to run. In the event that the positions are not filled, they may roll over to the next set of hustings in order to field more candidates.
  - ii. Hustings shall be arranged to ensure that each candidate is given sufficient time to answer questions appropriate to the position and, if necessary, shall take place over several days.

- iii. Elections for Transgender Students officer must take place before elections for LGBTQ+ Officer. If no candidates enter this election, then the role of Transgender Students officer will be automatically co-opted by the LGBTQ+ officer.
- e. Conduct of elections for JCR Committee.
  - i. Manifestos must include a photograph of the candidate and must be posted in the area designated by the Returning Officer, at least 48 hours before the election is due to be held.
  - ii. Executive candidates are allowed a maximum of forty A4 campaign posters which must be approved by the Returning Officer before posting.
  - iii. All other candidates may have up to twenty A4 campaign posters which must be approved by the returning officer before posting.
  - iv. Election expenses up to a maximum of £12 for Executive candidates and £8 for all other candidates shall be refunded by the JCR Treasurer on production of receipts.
  - v. The conduct of an election may be challenged at the next JCR meeting. The JCR may reject or uphold a complaint after hearing all the evidence. Should the complainant be dissatisfied with the outcome, then they can take matters further as set out in the complaint's procedure in Standing Order 6.
- f. Returning Officer:
  - i. The College Returning Officer for statutory annual Oxford SU elections will also act as JCR Returning Officer.
  - ii. Under no circumstances should the JCR President act as Returning Officer.
- g. Vacancies on the JCR Committee:
  - i. If any committee post becomes vacant in Michaelmas or Hilary term, a by-election must take place as soon as possible. The newly elected officer shall serve until the end of Trinity term but may stand for re-election for that or any other post.
  - ii. No election need take place should a vacancy arise in Trinity term. The JCR committee may co-opt someone to fill the post and should obtain ratification at the next JCR general meeting.
  - iii. If a vacancy for the post of President arises in Trinity term, the JCR Vice President should assume this position and the responsibilities of the JCR Vice President should be shared between the Treasurer and Secretary.
  - iv. In exceptional circumstances, a committee post may be left vacant, the duties of that post being shared among the remaining members of the committee.
  - v. Chain of Succession of the ranking JCR Member:
    1. Ordinarily the JCR President is deemed the 'ranking member of the JCR', meaning they hold the highest authority as laid out in the Constitution.
    2. In the event that the JCR President resigns the Vice President will be the ranking member of the JCR until a new President is elected (either by by-election, or the next ordinary election if in Trinity Term).
    3. Should the Vice President also resign, or the Vice President role be already vacant, the Treasurer becomes the interim ranking member, for the purpose of holding new elections.

4. If the Treasurer role is also vacant/resigned, then the Secretary becomes interim ranking member.
5. In the case that the entire Executive Committee becomes vacant, the Returning Officer should become the interim ranking member.
6. If the Returning Officer role is also vacant then the remaining Committee members should hold a vote to elect the interim ranking member.
7. In an extraordinary situation where the whole JCR Committee becomes vacant the most recent, willing, former JCR President should become the interim ranking member.

- h. Partial vacancy of a group position:
  - i. If a member of the JCR committee resigns who holds a position as part of a group, and the remaining holders of this position feel they require a replacement, the vacancy will be advertised in Loo News, a General JCR Meeting, and via email.
  - ii. Applications in the form of an electronic CV noting any relevant experience will be received for a period of five (5) days from this time and should be submitted to the President via email before the stated deadline. The Executive Committee will then work with the remaining members of the group position with a vacancy to select a candidate pending approval.
  - iii. The JCR's approval of the candidate will then be sought via an online vote requiring a simple majority.
  - iv. Should the candidate receive the approval of the JCR, their appointment will be effective immediately.
- i. Appointed Roles:
  - i. In order to restrict the number of husts, and to make JCR participation accessible to those who do not necessarily feel comfortable husting, the JCR has the ability to designate certain roles as 'appointed' rather than 'elected'.
  - ii. Appointed roles will not sit on the JCR Committee, instead they will be designated a relevant Committee member to represent their interests on Committee, and to oversee their work. This Committee member will be outlined in their constitutional definition.
  - iii. Currently, the JCR appoints only an Inreach Officer (Section 4.b.xxvi)
  - iv. Notice for nominations to an appointed position should be posted on the JCR Notices Facebook Page, and circulated via email, at least a week prior to nominations closing.
  - v. To nominate, candidates should send a short letter (max 500 words) outlining their relevant experience, and why they would like to take on the role.
  - vi. The candidates will then be interviewed by a panel consisting of: One member of the Executive Committee, One Welfare Officer, the role's designated committee member, any other committee member's the Executive Committee deem relevant.
  - vii. Any JCR Member who believes they will be represented by the appointed role may request to sit in on these interviews. They may submit suggested questions to the interview panel, and the interview panel should ask for their views at the end of the interviews.
  - viii. The Interview Panel will decide on the candidate they believe is best suited to the role, voting if necessary. In the event of a tie, the casting vote will go to Executive Committee member of the panel.
  - ix. The JCR should be notified of the appointed candidate via JCR Notices Facebook Page and Email.
  - x. If any JCR Member has concerns about the appointee, or the appointment process, they should first raise these with the President. Beyond this, the procedure to remove an appointed officer from their position is the same as with all elected officers and is laid out in section 4.c.iii-iv.

## 6. JCR Funds

- a. The JCR treasurer shall produce a termly budget which shall be ratified by the College Accountant, the JCR, and General Purposes Committee if required, at the beginning of each term.
- b. Members of the JCR committee may claim funds up to the amount specified for their post in the budget agreed previously with the JCR Treasurer.
- c. All societies and individuals receiving funds from the JCR must report back to the JCR termly, agree to conduct elections as laid out in the JCR constitution and follow the JCR equal opportunities statement.
- d. Individual members of the JCR, college clubs, sports and societies and any non-political organisations may apply for JCR funds by presenting a motion to a JCR general meeting as long as the funds given will be used for the benefit of St Hilda's students or the St Hilda's JCR, and not for any party-political reason. The benefit can be a non-tangible one, and any interpretation of what constitutes a benefit is at the discretion of the JCR executive, in the first instance.
- e. Any motion requesting over £500 must be passed in both the JCR meeting (by a simple majority) where it was first proposed as well as in an online vote open to the entire JCR. This vote should be carried out as per the procedure for Online Votes laid out in Section 1.e.vi of the constitution. The result of this vote should be announced as soon as possible after voting has closed via both email and on the JCR Notices Facebook page. This vote is the responsibility of the Returning Officer. This vote should be accompanied by the full motion as well as the minutes of the JCR meeting in which this motion was discussed. A motion for over £500 will not go to an online vote if it does not pass by a simple majority in the meeting in which it is raised.

## 7. Constitution

- a. The JCR constitution must be approved and reviewed at intervals of no more than three years, but ideally annually. The date at which the constitution was last reviewed should be displayed on the title page. It is the responsibility of the Executive Committee to ensure that this happens.
- b. Amendments to the constitution may be passed by a Special Majority of a quorate JCR meeting and require a confirmatory Online Vote to pass. Passed amendments become binding on approval by Governing Body. However, there are two additional restraints on constitutional change:
  - i. In light of St Hilda's strong traditions and values, any attempt to remove the position of Womxn's officer from the JCR committee must be passed through a referendum, the call for which must pass through 3 quorate JCR meetings, in which only students identifying wholly or partially as women or as a non-binary gender may vote, by a super majority. In the referendum only students identifying as wholly or partially women or as a non-binary gender are allowed to vote, and two thirds of those who vote must be in favour of abolishing the position in order for the call to succeed. Quorum for the referendum, as with any other referenda, must be 30% of the eligible student body. If the position is abolished Womxn's representation must be allocated to another committee position.
  - ii. The positions of LGBTQ+ Officer, Transgender Officer, BME Students Officer, Disability, Health Conditions and Neurodiversity Officer and International Officer are, in part, representatives for their respective communities. Therefore, their position on the JCR committee should only be decided by those from within the respective communities. Therefore, any attempt to remove these positions from the JCR committee must pass through the same process as outlined for the Womxn's Officer in 7.b.i. As with the Womxn's Officer, in each case, only those who identify themselves as belonging to the relevant community may vote on the matter in the JCR meetings and the referendum. However, as the number of people within each community is likely to vary, the quorum for the vote at the JCR meetings will not be 35 members of the JCR, and the quorum for the referendum will not be 30% of the JCR. Instead, the number voting on the issue at the meetings and in the referendum should be at least 30% of the number of students who registered to vote for the relevant position at the most recent election to that position.
- c. Amendments to Standing Orders may be passed by a Special Majority of a quorate JCR meeting, and become binding without requiring approval by Governing Body. However, in the event of conflict between standing orders and the constitution, the former must give way.
- d. Interpretation of the constitution is the responsibility of the President in the first instance. The President's ruling may be examined by the JCR committee. In the event of disagreement, the matter may be put to a committee vote. In the absence of a Special Majority agreement on the Committee, the matter may then be put to the JCR as a whole. A decision may be made by a simple majority of a quorate JCR meeting. If the President does not accept the final JCR decision, they must present their resignation or call for a referendum on the issue.

- e. The President should ensure that notice of Constitutional Amendments is highlighted when the agenda is distributed.

## STANDING ORDERS

### 1. Types of Motions

- a. **Standard Motion** – any motion that does not fall in to one of the below specified categories. Such motions abide by normal standing orders and require a simple majority to pass.
- b. **Policy Motion** – a motion which seeks to create or amend JCR Policy as defined in Section 1.c.vii. Such a motion requires a Special Majority of a quorate JCR Meeting.
- c. **Motion of Commendation** – The JCR is able to commend individuals and groups whose actions they deem to have had a beneficial impact on the College, JCR, or wider community. Such motions are a subsection of JCR Policy Statements and should therefore require a Special Majority of a quorate JCR Meeting. A Motion of Commendation should not create affiliations in breach of Section 1.d. ii. of this constitution.
- d. **Motion of Censure** - The JCR is able to censure individuals and groups whose actions they deem to have had a negative impact on the College, JCR, or wider community. Such motions are a subsection of JCR Policy Statements and should therefore require a Special Majority of a quorate JCR Meeting. A Motion of Censure should not create affiliations in breach of Section 1.d. ii. of this constitution.
- e. **Constitutional Amendment Motion** – A motion which seeks to amend the JCR Constitution. Such motions require a Special Majority of a quorate JCR Meeting and should then be ratified by an Online Vote. Such motions become binding upon Governing Body approval. Notice of such a motion should be highlighted when the agenda is circulated.
- f. **Standing Order Amendment Motion** - A motion which seeks to amend the JCR Standing Orders. Such motions require a Special Majority of a quorate JCR Meeting and should then be ratified by an Online Vote. They become binding without Governing Body approval.
- g. **Motion of Resignation** – A motion which seeks the resignation of a member of the JCR Committee. Such motions can be tabled by the President, or by a JCR Member who provides 50 supporting signatories. A passed Motion of Resignation requires ratification through an Online Vote (or Referendum for the President), following procedure laid out in Sections 4.c.iii-v of the constitution.
- h. In the event that a motion is deemed to fall into two or more of the above categories, then it should be passed by the most rigorous procedure out of those applicable. For example, if a motion is deemed a Standard Motion, and also a Motion of Censure, then it should be passed using the procedure for a Motion of Censure. This decision is at the discretion of the Chair.

## 2. Extraordinary Meetings

- a. Extraordinary Meetings will only accept the motion(s) for which they were convened.
- b. No motion may be discussed unless both the proponent and a seconder are present. The Secunder at a JCR meeting may be a different seconder to who was original listed on the motion.
- c. Order of business:
  - i. President to state reason for Extraordinary Meeting
  - ii. Any Statements from the Executive Committee pertaining to the Motion(s)
  - iii. Motion(s)
  - iv. Any other business
- d. Standing Orders 3d-h remain unaltered.

## 3. General Meetings

- a. Motions of resignation may not be amended.
- b. No motion may be discussed unless both the proponent and a seconder are present. The Secunder at a JCR meeting may be a different seconder to who was original listed on the motion.
- c. Order of business:
  - i. Matters arising from the minutes of the last meeting.
  - ii. JCR Executive Committee Reports
  - iii. Questions to the JCR Executive Committee
  - iv. JCR Committee Reports
  - v. Questions to the JCR Committee
  - vi. Any speeches of resignation
  - vii. Reports from any person/group that has received a JCR financial contribution.
  - viii. Motions of resignation
  - ix. Constitutional amendments
  - x. Emergency motions
  - xi. Other motions
  - xii. Any other business
- d. The Chair:
  - i. Shall be the role of the JCR Vice President in the first instance.
  - ii. Has the duty to keep the meeting in order at all times, to ensure that no defamatory remarks are made and ensure that the conduct of the meeting is in accordance with the JCR's Equal Opportunities statement.
  - iii. May threaten, in the event of disorder, to resign the Chair, and if disorder still prevails may suspend the meeting or resign the chair, in the first instance, to the JCR President.
  - iv. Must have read, and be familiar with, the JCR Constitution and the JCR Standing Orders.

- v. If the Vice President when acting as Chair has a conflict of interest over a motion, then they should step down as Chair. The Vice President should take it upon themselves to notify the JCR that they have a conflict of interest and will be resigning the chair for a certain motion, as soon as possible – ideally advertising it in the JCR agenda when published. First choice for replacement chair should be the Returning Officer. If the conflict of interest remains with the Returning Officer, or if the Returning Officer is not available, then the Executive Committee should select an ordinary JCR member to sit as chair. This member should have sufficient knowledge of the JCR Constitution and Standing Orders, and their appointment must be ratified by a simple majority in the general JCR Meeting. This procedure does not apply if the Chair is resigning due to a meeting being out of hand, in that case the role falls to the President as laid out in section 1.d.iii of the Standing Orders.
- e. Procedure:
- i. The Chair should begin by checking that the meeting is quorate (as laid out in Section 1.e.viii). If they do not believe the meeting to be quorate it is their responsibility to announce this, and to inform the meeting that all motions that pass in this meeting will be sent for a confirmatory Online Vote.
  - ii. The Chair will address each motion in turn. Having read the motion out in full, the Chair will ask if anyone has any short, factual questions. Questions at this stage should be limited to brief questions eliciting a purely factual response.
  - iii. Once there are no more short, factual questions, or if the Chair feels no new progress is being made, they will ask whether anyone wishes to move into more general discussion, or if anyone wishes to oppose the motion. If this is not the case, the motion will pass *nem con*.
  - iv. If there is a desire to move to more general discussion, or there is opposition to the motion, the Chair should then call upon the proposer of the motion to give a formal speech in proposition, limited to two minutes.
  - v. Once the proposer has made their formal speech in proposition, anyone who wishes is able to raise points, when called upon by the Chair. This debate will go on until either there are no more points of discussion, a procedural motion requesting a move to vote is successfully passed (as laid out in Standing Order 3.f.i.), or the Chair decides to move to vote.
  - vi. When there is a decision to move to vote, the proposer and one other are allowed one-minute summary speeches in proposition and opposition, respectively. Once these speeches have been heard the Chair will ask the JCR to vote by show of hands. Members may vote for the motion, against the motion, or abstain from voting. In the event of a tie, the Chair has the casting vote. If there has been no discussion over a motion between its first being proposed and then voted on, then the proposer has the ability to waive this one-minute speech. This is to avoid situations where a proposer is expected to speak twice, both proposing the motion and before the vote.
- f. Procedural motions:

- i. At any stage during the progress of a motion, any member of the JCR (including the proposer of the motion) may call a move to vote, by calling out the phrase 'move to vote'. When this happens, the Chair must ask whether anyone has any opposition to moving to a vote on the motion. If there is opposition to moving to a vote on the motion, there should be single speeches in proposition of, and in opposition to, moving to a vote, limited to one minute. Once these have happened, the Chair will ask the JCR to vote by show of hands on the procedural motion requesting a move to vote. It must pass by a Special Majority to succeed (as is conventional with 'move to vote' procedural motions at Oxford SU and around Oxford common rooms). If it does so, the Chair should ask for summary speeches, and proceed to a vote, as outlined at Standing Order 3.e.vi. If it falls, the Chair must continue to allow general discussion on the original motion.
  - ii. As well as when the quorate of a meeting is in question an online vote can also be called for by any JCR member if it is deemed that an online vote would better reflect the opinions of JCR members due to its secrecy, or to allow for more people to vote giving a higher mandate to a motion which otherwise might pass without a true mandate. Any JCR Member may call for an Online Vote at any point during the motion, the chair shall then adjourn proceedings to conduct a vote on this proposal. A simple majority is required for the vote to go to an Online Vote which will be carried out as outlined in Section 1.e.vi.
- g. Amendments:
- i. Any member of the JCR (including the proposer of the motion) may suggest an amendment of a motion during its progress. The Chair will then ask if there is any opposition to this amendment.
  - ii. If the proposer has suggested the amendment, and if there is no objection to that amendment from any member of the JCR, since it is felt that the amendment is a common sense one which preserves the perceived spirit of the original motion, it can be accepted without discussion.
  - iii. Similarly, if a member of the JCR has suggested an amendment, and if there is no objection from either the proposer or from any other member of the JCR, since it is felt that the amendment is a common sense one which preserves the perceived spirit of the original motion, it can be accepted without discussion.
  - iv. However, if, when an amendment is proposed, there is opposition to it, then there should be single speeches in proposition of, and in opposition to, the proposed amendment, limited to one minute. Once these have happened, the Chair will ask the JCR to vote by show of hands on the proposed amendment to the motion. It must pass by a Special Majority to succeed (as is conventional on amendments to motions at Oxford SU and around Oxford common rooms). If it does so, it is the amended motion that will be voted on by the JCR. If it falls, the un-amended motion will be voted on.
  - v. Amendments shall be taken in the order that they are raised.
- h. Voting:
- i. All votes should be counted by the Chair and one other, usually either the Returning Officer, or a member of the JCR Executive Committee. The count should be a consensus between the two.

#### 4. Referenda

- a. Any JCR member wishing to call a referendum on any matter arising from JCR business may do so by submitting a petition accompanied by fifty (50) signatures to the JCR Secretary within 48 hours of the JCR meeting concerned.
- b. Quorum for a referendum is 30% of the JCR body. It is the responsibility of the Returning Officer and Secretary to ensure that this is both known, the current threshold announced (obtaining the current number of JCR students from the JCR President) and to check whether it has been met.
- c. Referenda may also be called by either: a motion passed in three JCR committee meetings by a Special Majority; or by a single Special Majority in a JCR meeting supported by a simple majority in a JCR committee meeting.
- d. A referendum is different to an online vote as an online vote will be open for a shorter time than a referendum. A referendum also holds a higher quorate than a standard vote to distinguish mandate and importance from a standard online vote. The outline of both mechanisms is found in the definitions section of the Constitution.
- e. The President may call a referendum without the need for a petition if they do not accept a vote of censure, or a vote on a motion requesting their resignation, or on a matter of interpretation of the constitution. No other JCR officer may resort to this device.
- f. The Secretary along with the Returning Officer shall hold a referendum within seven clear days of receipt of the satisfaction of any of clauses 4.a, 4.c or 4.e of the Standing Orders.
- g. The referendum shall have final jurisdiction over all other JCR decisions except where special procedure is laid down, for example in the case of Section 7.b.i-ii of the Constitution.

#### 5. Policy

- a. The JCR has within its power to make policy statements on the basis of motions passed by a Special Majority at a quorate JCR meeting or any other channel laid down herein; however, these statements must not contravene any part of the constitution. For a policy to be altered or introduced, a Special Majority of a quorate meeting or online vote is required.
- b. JCR policy expires after three years.
- c. All JCR policy shall be recorded or altered accordingly as soon as is possible after the policy is created. At the end of Trinity every year there should be a review and check of policy changes by the Secretary. All current Policy should be available on the JCR website.
- d. Policy should also have a formalised written document, this should vary depending on the motion, in some case it needs to be developed in others it does not need to be long. This should also include all relevant definitions. The final approval of these is to be done by the President.

- e. At the start of each academic year the Secretary should organise a motion to re-adopt any expiring policy that they believe should be re-adopted. Multiple policies can be re-adopted in a single motion, which only requires a simple majority to pass. This mechanism only applies to the re-adoption of policy that has previously been adopted under the provision of section 5.a, and cannot be used to introduce new policy, or alter the content of expiring policy.

## 6. Complaints

- a. Should a JCR member wish to make any complaint, they may do so in writing to the President of the JCR.
- b. Should the complaint involve the JCR President, the complainant should complain directly to the Dean. JCR Welfare Reps can be contacted to support the individual in communicating with the Dean if the individual deems this beneficial.
- c. The identity of the complainant must remain confidential at all times unless they expressly wish to have their identity revealed.
- d. The content of a complaint should only be discussed with those to whom the matter directly pertains, in the strictest confidence.
- e. If they are dissatisfied with the way the complaint has been handled, they may appeal to the Dean; should they still be dissatisfied with the outcome, they should consult the complaint procedures as listed in the St Hilda's Student Handbook and the University of Oxford Student Handbook.
- f. Information about the complaint and complainant should be retained only for as long as it is required. Should it be necessary to retain information it should be done so securely. The JCR operates under College's policies of Data Protection.<sup>2</sup>
- g. Where possible complaints should be resolved within two weeks.
- h. If the JCR President requires assistance in understanding the procedure of complaint resolution, they should seek the advice of the College Bursar or Senior Tutor.

## 7. Handover Reports

- a. All JCR Committee Officers and Reps should write a handover report for their successors to ensure a smooth committee handover.
- b. The previous officeholder should have given this report to their successor by the end of the former's term of office.
- c. All committee members should meet with their successor either in their final term in office, or in their successor's first term in office.

## 8. Terms of Standing Orders

- a. These Standing Orders shall hold in all ordinary circumstances. However, in truly extraordinary circumstances (for example a Pandemic) the Executive Committee may unanimously agree to exercise their right to a doctored mandate. This permits the President to use their discretion over the Constitution and Standing Orders. If it is deemed that this clause has been exercised incorrectly or maliciously then proceedings to remove the President should be brought forward as laid out in Section 4.c.v of the Constitution.

---

<sup>2</sup> [https://ico.org.uk/media/1179/access\\_to\\_information\\_held\\_in\\_complaint\\_files.pdf](https://ico.org.uk/media/1179/access_to_information_held_in_complaint_files.pdf)