



Corpus Christi College JCR Constitution

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In force from 18th November 2023

1. Name, Membership and Aims

- (a) The name of the association shall be 'The Junior Combination Room of the College of Corpus Christi and the Blessed Virgin Mary in the University of Cambridge' (hereafter 'the JCR').
- (b) The membership of the JCR shall consist of all members of the College *in statu pupillari* and all students of the College registered for a PhD or other postgraduate qualification.
- (c) There shall be an executive committee for the JCR (hereafter 'the Committee') comprised of students elected from the JCR, in accordance with Annex 2.
- (d) The Committee shall have no executive power, save as for powers as specified by the constitution.
- (e) The primary aims of the Committee shall be:
 - 1. to represent JCR members to the College and other authorities or persons;
 - 2. to advise JCR members on all matters relating to their individual and corporate welfare; and
 - 3. to administer funds as made available from public or private bodies or individuals and funds derived from other sources to the general benefit of JCR members.
- (f) The JCR shall not discriminate against someone on the basis of age, disability, gender identity, gender reassignment, marriage and civil partnership, nationality, pregnancy and maternity, political views, race, religion or belief, sex, sexual orientation, or socio-economic background.
- (g) The Committee shall be a non-partisan body and shall not endorse or promote any political party in the United Kingdom or internationally.

(h) Any student that would otherwise be a JCR member has the right to opt-out of the association in accordance with Annex 1: Withdrawal of JCR Membership.

2. The JCR Committee

(a) The Committee shall have the following posts (hereafter 'the Officers')—

1. the President,
2. the Vice-President ('VP'),
3. the Secretary,
4. the Treasurer,
5. three Welfare Officers,
6. the Access Officer,
7. the Green Officer,
8. the Catering, Accommodation and Facilities Officer ('CAF Officer'),
9. the Sports and Societies Officer,
10. the Entertainments Officer ('Ents Officer'),
11. the Ethnic Minorities Officer,
12. the International Students Officer,
13. the LGBTQ+ Officer,
14. the Gender Equalities Officer,
15. the Disabled Students Officer ('DSO'), and

16. the Class Act Officer.

- (b) All JCR Committee posts shall be elected in accordance with the regulations set out in Annex 2: Election Schedules to this Constitution.
- (c) Those elected to the Committee are to be known as a 'JCR Committee Officer' ('Officer').
- (d) Each elected voting role shall be occupied by one JCR member. No one person may hold more than one voting post on the Committee or any subcommittee of the JCR.
- (e) Any Officer of the JCR, including the Treasurer, may hold office in any club or society for which the JCR provides funds.
- (f) All elected posts shall serve for one year, starting and ending at 23:59 on the last day of Michaelmas Full Term.
- (g) The person elected to the post of President in accordance with Annex 2: Election Schedules, clause (c) shall hold the post of 'President-Elect' until the end of the outgoing Committee's term of office. The President-Elect shall be entitled to sit on the serving Committee but shall not receive a vote unless they are already in a voting role by virtue of their current position.
- (h) There shall be one or two Computing Officers. This position is an unelected, non-voting role whose responsibilities are reserved to overseeing the JCR website and assisting the JCR with technical concerns. Candidacy shall be advertised to the entire undergraduate body. The JCR President and outgoing Officer(s) shall oversee the appointment of a JCR member to this position. The Computing Officer may, at any time, resign their position by a message delivered to the Secretary. Their resignation will be treated as effective from the time at which the message arrives with the recipient unless another time is specified in the message. They may also be impeached by a simple majority vote of a quorate Committee meeting.
- (i) The powers, responsibilities and duties of each Officer shall be described in Annex 3: Responsibilities of the JCR Committee.

3. Standard JCR Quorum

- (a) The general quorum for JCR business shall constitute the total number of JCR committee members plus 3 per cent of the total number of undergraduate JCR members ('the Standard JCR Quorum').
- (b) The Standard JCR Quorum may be made up of anyone in attendance: in person, via video or audio link, or by any means through which they are able to understand what is being discussed in the meeting and clearly to demonstrate their voting intentions.

4. The MCR

- (a) There shall be a subset of the JCR to be known as the 'Middle Combination Room' (hereafter 'MCR'), which will have its own Constitution.
- (b) Each year, the JCR shall make funds available to the MCR, that the MCR may spend as it sees fit. The amount payable shall not be less than 15 per cent of the annual income resulting from the membership of the MCR to the JCR.
- (c) The JCR Vice-President, or another member of the Committee nominated by the JCR President, is entitled to sit as a non-voting member on MCR Committee meetings and may be sent as a delegate to represent the JCR.
- (d) The MCR is entitled to nominate their own Officer to sit as a non-voting member on JCR Committee meetings and may be sent as a delegate to represent the MCR.
- (e) Amendments to Section 4: The MCR shall be referred to a ballot by the decision of a simple majority at a quorate Open Meeting or Emergency Open Meeting, and shall be passed should it be approved in separate secret ballots of both—

1. all members of the MCR, and
2. all undergraduate members of the JCR.

This vote will be considered binding under the conditions that in both ballots—

1. two-thirds of those voting that do not vote to 'abstain' are in favour of the motion; and
2. the number of votes in favour of the amendment is greater than the number of abstention votes.

The Returning Officers for such ballots shall be the JCR President and the MCR President.

- (f) Members of the MCR are not entitled to vote in JCR Committee elections, Open Meetings, Emergency Open Meetings and Committee meetings.
- (g) The President, in liaison and agreement with the MCR Committee, reserves the right to include MCR members in ballots and/or votes/referendums, unless otherwise prohibited by this constitution.

5. JCR Committee and Subcommittee Meetings

- (a) The Committee shall meet at least twice in each academic term, for which quorum shall be no fewer than 60 per cent of voting Officers.
 1. The 60 per cent of the voting Officers that shall constitute a quorum may be made up of anyone in attendance: in person, via video or audio link, or by any means through which they are able to engage in discussion and clearly to demonstrate their voting intentions.
- (b) At each Committee meeting, all Officers shall be able to vote on matters concerning the JCR, for which each Officer shall have one vote. In the case of a tie, the Chair shall have a second vote.

- (c) All Committee meetings shall be minuted by the Secretary or a delegated Officer. Those minutes must be distributed to the JCR as soon as possible, following a reasonable period of internal distribution within the Committee, during which Officers may request amendments to the minutes, which will be implemented at the discretion of the Secretary.
- (d) Minutes may be prevented from distribution to the JCR (hereafter 'reserved') with the approval of the Committee, if the content reserved is either—
 - 1. of sensitive or personal nature unsuitable for publication; or
 - 2. the Committee reasonably believes it is within the legitimate interests of the JCR not to publish the content.
- (e) Where minutes are reserved, the Committee must note one of the above reasons in the published minutes. Any member of the JCR may request the content of the reserved minutes, which then must be provided confidentially and in a timely manner.
- (f) The Committee may create, or dissolve, Subcommittees ad hoc to assist Officers in the execution of their duties and responsibilities.
- (g) A Subcommittee may be granted whatever powers necessary to fulfil its role, provided that —
 - 1. the Subcommittee does not infringe the provisions of the Constitution; and
 - 2. where the Subcommittee has exercised any delegated powers of the Committee, the Subcommittee files a report by the conclusion of every academic term with the Committee.
- (h) The Vice-President shall keep an up-to-date record of Subcommittees available on the JCR website.
- (i) There shall be a Joint Consultative Committee (hereafter 'JCC') that shall consist of the following members—

1. the President,
 2. the Vice-President,
 3. the MCR President,
 4. the MCR Vice-President,
 5. the Senior Tutor,
 6. the Bursar, and
 7. the Domus Bursar.
 - i. for which the President shall be the Chair. Others may attend at the discretion of the Chair.
- (j) The Joint Consultative Committee shall meet before Executive Body (hereafter 'EB') meetings and shall discuss any items on the EB agenda which directly affect student interests, and any items of common concern to JCR and MCR members.

6. Open Meetings and Emergency Open Meetings

- (a) There shall be at least two meetings (hereafter 'Open Meetings') in each of the Michaelmas and Lent Terms and one in the Easter Term to which all undergraduate JCR members are eligible to attend and vote.
- (b) At least four working days' notice of an Open Meeting shall be given. An announcement by an Officer by email shall constitute such notice.
- (c) A motion shall be an item for discussion at a quorate Open Meeting or Emergency Open Meeting that expresses the JCR's intent. A motion shall bind the Committee in office, and that Committee only, unless stated elsewhere in this Constitution.

- (d) Any undergraduate member of the JCR may submit a motion for discussion at an Open Meeting or Emergency Open Meeting. The motion must have a proposer and a seconder, who must each be undergraduate members of the JCR. Either may request for their motion to be discussed anonymously.
- (e) An Emergency Open Meeting shall be called, stating specific reasons for the meeting, at the request of either—
 - 1. the President, or
 - 2. five Officers, or
 - 3. the Standard JCR Quorum.
- (f) Discussion at an Emergency Open Meeting shall be restricted to the specific causes for calling that meeting.
- (g) At least 24 hours' notice shall be given of an Emergency Open Meeting. An announcement by an Officer by email shall constitute such notice.
- (h) The rules around the conduct of Open Meetings are set out in Annex 4: Conduct of Open Meetings and Emergency Open Meetings. There shall be a procedure to which Open Meetings and Emergency Open Meetings shall adhere. This procedure is found in Annex 5: Procedure for Open Meetings and Emergency Open Meetings.

7. Active Policies

- (a) Policy statements (hereafter 'Active Policies') may be approved by a quorate Open Meeting or Emergency Open Meeting to cover policy outside the scope of this Constitution.
- (b) An Active Policy may be a decision of the JCR, or an agreement reached between the Committee and any other body, verified by the parties to which the policy pertains.

- (c) Active Policies are in force until the final day of the first full academic term which ends at least two years after the Active Policy was passed.
- (d) An Active Policy may be proposed through a motion at a quorate Open Meeting or Emergency Open Meeting, by
 - 1. the Committee, following a vote; or
 - 2. any undergraduate JCR member, as per Section 6: Open Meetings and Emergency Open Meetings, clauses (c) and (d).
- (e) An Active Policy passed through a motion at Open Meeting or Emergency Open Meeting shall take effect immediately and shall bind the Committee unless—
 - 1. the Active Policy is incompatible with the Constitution; or
 - 2. the Active Policy is repealed by a subsequent Active Policy; or
 - 3. the Active Policy has lapsed and has not been renewed.
- (f) The Vice-President shall propose any Active Policy due to lapse during the current academic term for renewal.
- (g) The Committee shall keep a record of Active Policies available on the JCR website.

8. Ballots

- (a) The Committee shall have the power to put to a ballot of all undergraduate JCR members any motion, which has been approved by majority in an Open Meeting or Emergency Open Meeting.
- (b) At an Open Meeting or an Emergency Open Meeting, a motion may be moved to put any pending motion to a ballot of all undergraduate JCR

members. If approved by a majority, the Committee shall be responsible for putting this motion to ballot.

(c) After an Open Meeting or an Emergency Open Meeting, any motion passed during said meeting shall be put to a ballot of all undergraduate JCR members provided—

1. any undergraduate JCR member declares to the Chair of the meeting concerned, within 24 hours, their intention of putting the motion passed to a ballot; and
2. they collect and present to the Chair within 48 hours of the meeting, 30 signatures of members of the undergraduate JCR in support of their request for a ballot.

(d) Any motion which is being put to a ballot under Section 8: Ballots, clauses (a) or (b) shall not bind the Committee or be considered passed until said ballot has passed in favour of the motion. Likewise, if a JCR member notifies the Chair of their intention of putting a motion to a ballot under Section 8: Ballots, clause (c)(1), then that motion shall not bind the Committee or be considered passed from when the Chair receives the notification until the earlier of the following—

1. 48 hours from the meeting, if 30 signatures have not been presented to the Chair; or
2. a ballot of undergraduate JCR members passes in favour of the motion.

(e) There shall be a procedure for ballots to be run under Annex 6: Ballots.

(f) At least one week's notice must be given of any ballot, unless otherwise specified in this Constitution. An announcement by an Officer by email shall constitute such notice.

(g) In Michaelmas Term of every year, there shall be an undergraduate JCR-wide ballot on the nature of the JCR's relationship with the Cambridge

Students' Union (hereafter 'CSU'). The CSU ballot shall address JCR Officers' attendance of CSU Student Council Meetings. This shall follow an Open Meeting, to which the JCR Vice-President must invite the CSU Undergraduate President to speak in favour of 'engagement'. There must be an opportunity for at least two other JCR members to speak in favour of a 'boycott'.

1. This ballot will only mandate attendance or non-attendance of meetings of CSU in which the President and/or External Officer would be entitled to vote.
2. The ballot will propose that the JCR 'engage with' or 'boycott' voting CSU Student Council meetings.
3. The Vice-President must notify the CSU Undergraduate President of the decision reached in the ballot.
4. For the avoidance of doubt, this ballot shall not be binding on the MCR.

9. Finance and Funding

- (a) The Committee shall have a Senior Treasurer who shall be a Fellow of the College, and who shall be appointed to the position of Senior Treasurer by the EB.
- (b) The Treasurer, assisted by the Committee, and supervised by the Senior Treasurer, shall administer the Committee's funds, composed of—
 1. the JCR component of the college fee (hereafter 'Subs');
 2. the income from the Ringfenced Invested Funds held by the College;
and
 3. all other income raised by Committee activities or contributed by external bodies.

- (c) Any donations to charitable causes must be approved by a ballot. These donations cannot be paid using Subs or Ringfenced Invested Funds.
- (d) Donations to political causes are prohibited. The meaning of 'political' for the purposes of this provision being determined, in consultation with the Senior Treasurer, with reference to—
 - 1. the status of the College as a charitable institution; and
 - 2. the views of the JCR at an Open Meeting or Emergency Open Meeting.
 - i. Section 9: Finance and Funding, clause (e)(1) shall have precedence over Section 9: Finance and Funding, clause (e)(2).
- (e) All Officers and Subcommittee members shall be liable jointly and severally for any expenditure they incur in excess of that authorised by the Committee.

10. Ringfenced Invested Funds

- (a) There shall be invested with the College Ringfenced Invested Funds that may be added to from any source. Applications for expenditure may be made by any member of the JCR, and will be considered in accordance with the following procedure:
 - 1. No more than 20 per cent of the value of the Ringfenced Invested Funds on 30th June immediately preceding the decision to spend the monies may be withdrawn in any one year.
 - 2. If more than 10 per cent of the Fund has been spent in the previous financial year then the limit in Section 10: Ringfenced Invested Funds, clause (a)(1) above shall be reduced to 10 per cent.
- (b) An application must state the maximum amount requested and whether the application is for Capital Expenditure and/or for a Loan. Any other

applications are automatically invalid. The Treasurer and Senior Treasurer shall ensure that any monies granted will only be spent on appropriate items and shall be responsible for ensuring that the loans are repaid in full.

- (c) When an application is discussed at a Committee or Open Meeting or Emergency Open Meeting then both the Proposer and the Secunder of the application shall be entitled to speak in favour of the motion. The Treasurer and the Senior Treasurer must be given 48 hours' notice of the application preceding the proposed discussion meeting. Only the Treasurer and the Senior Treasurer acting jointly are entitled to waive such notice. The Treasurer shall be entitled to speak after the Proposer and the Secunder.
- (d) If the sum of money requested from the Fund is £1,000 or less, then a valid decision may be made by either a quorate Committee or Open Meeting or Emergency Open Meeting.
- (e) If the sum of money requested from the fund is more than £1,000 but less than £4,000, then a valid decision may be made by a quorate Open Meeting or Emergency Open Meeting held in Full Term, provided that notice of the application to the Fund has been given at least 72 hours in advance of the Open Meeting or Emergency Open Meeting. The request must then be passed by a two-thirds majority of those present. This decision may later be put to a ballot as outlined in Section 8: Ballots.
- (f) If the sum of money requested exceeds £4,000, then a ballot must be held on whether this request should be granted.
 - 1. The ballot shall take place within 7 days of the Open Meeting or Emergency Open Meeting at which the application is discussed as detailed in Section 10: Ringfenced Invested Funds, clause (c) above. At least 48 hours' notice shall be given on the JCR website and by email before the start of the ballot.
 - 2. The times and the places of the ballot shall be as specified in Annex 6: Ballots. The ballot shall be a simple yes/no vote only; no other choices shall be given.

3. An application can only be granted if 55 per cent of the members voting decide in favour of the expenditure. For the purposes of this ballot, the quorum shall be 40 per cent of the undergraduate members of the JCR.
- (g) Any decision to withdraw money from the Ringfenced Invested Funds shall be subject to the approval of the Senior Treasurer. The Committee may appeal to the EB if the Senior Treasurer refuses such a request.

11. JCR Budget and Accounts

- (a) The Treasurer shall, in consultation with the Senior Treasurer and MCR Treasurer, propose a budget for the following year for the Committee and the clubs and societies registered by the JCR. The budget shall be proposed at an Open Meeting or Emergency Open Meeting during the Lent Term, no later than one week prior to the last scheduled EB meeting of the Lent Term.
- (b) Any proposed budget must be published no later than a week prior to the Open Meeting or Emergency Open Meeting at which it will be presented.
- (c) A proposed budget must be approved first by a majority in a quorate Open Meeting or Emergency Open Meeting but will not take effect until approval from the EB has been given.
 1. A budget approved by an Open Meeting or Emergency Open Meeting must be submitted to the EB for approval. The Treasurer should also submit a brief narrative description of the budget, highlighting any significant changes in allocations from the previous year's budget.
 2. Prior to the submission to the EB, the Treasurer must discuss the budget with the Senior Treasurer and the Head of Finance/Chief Clerk.

- (d) There shall be a fair procedure detailing the rights of club and society members to apply for funding and make representations to that end, as well as the means through which funds will be allocated described under Annex 7: Funding Applications. Societies and their creation are described under Annex 8: College Societies.
- (e) The Treasurer shall present to the Senior Treasurer their statement of the Committee's accounts of the preceding term before the first Open Meeting of each term.
- (f) Where a new Committee is elected, the Constitution is amended, or the Committee uses a new bank account, the Treasurer shall review processes for making payments with the Senior Treasurer and the Head of Finance/Chief Clerk.
- (g) The Senior Treasurer shall have access to the Committee's bank account(s).
- (h) The Committee's financial year shall be the calendar year.
- (i) At the beginning of the Lent Term, the Committee shall submit to the EB for its approval, and then publish to the JCR, an annual financial report and accounts for the financial year just ended. Prior to submission to the EB, the annual financial report and accounts shall have been approved by the Senior Treasurer and reviewed by a qualified accountant satisfactory to the Bursar. The accounts must include any donations made by the Committee to external organisations. The JCR annual financial report and accounts will also include a separate financial report and accounts from any club or society holding its own bank account. These reports and accounts shall have been approved by the relevant Senior Treasurer and reviewed by a qualified accountant satisfactory to the Bursar.
- (j) All income received by the Committee shall be paid into a bank account or bank accounts held in the name of the Committee.
- (k) Monies may only be withdrawn with the approval of any two of the Treasurer, President, or Vice-President, except where:

1. the JCR officers mentioned in Section 11: JCR Budget and Accounts, clause (l) above are a member of the society or club for which they are withdrawing funds, in which case approval is needed from a vote of the Committee in a Committee Meeting; *or*
 2. the amount withdrawn exceeds £1,000, in which case, one of the authorising signatories must be the Senior Treasurer.
- (l) Monies may be transferred between accounts held in the name of the Committee by either the Treasurer or the Senior Treasurer.
- (m) No club or society may hold their own bank account unless they have a written constitution and a Senior Treasurer, both of which are approved/appointed by the EB.

12. One-Off Purchases

- (a) This section sets out how JCR money which has not been requested in the budget may be spent, recognising that not all expenses are foreseeable at the time of drafting the annual JCR budget. One-off purchases are usually but need not be limited to additional costs arising mid-year from JCR Committee positions or College societies.
- (b) The following process must be adhered to in order for the JCR to authorise a 'one-off purchase' which is not included in the budget:
1. Any member of the JCR may apply to the Treasurer for a one-off purchase.
 2. This request, with the Treasurer's opinion on its reasonableness, will be presented to the JCR Committee who will vote on whether to approve the expenditure. The vote need not take place in a Committee meeting and may be conducted virtually, provided all Committee members are informed and the Treasurer keeps a record of the vote. Committee members with a conflict of interest must

abstain from the vote. The vote should not be counted until 48 hours have elapsed from the Treasurer first sharing details of the request with the committee.

3. The one-off purchase shall be authorised if approved by a simple majority of the Committee. The quorum for this vote shall be half of the elected members of the Committee, rounded up to the next whole number.
 - i. As one-off purchases are outside the budget process, any one-off purchase over £500 will only be authorised if also approved by the Senior Treasurer.
4. Authorised one-off purchases will be refunded against receipts only, in accordance with the dual control procedures at Section 11: JCR Budget and Accounts, clause (I).
5. If the Committee declines to authorise the one-off purchase, any appeal shall be dealt with through the complaints procedure set out in Section 15: Complaints Procedure of this Constitution. This clause should not, however, be read as prejudicing a future budget application for the money denied as a one-off purchase.
6. Committee meeting minutes shall detail all approved one-off purchases that have been made since the last Committee meeting.

13. External Affiliations

- (a) The Committee may vote to affiliate with any external organisation, provided that the affiliation is not incompatible with this Constitution.
- (b) The Committee may vote to discontinue its affiliation with any external organisation, unless prohibited from doing so by this Constitution.

- (c) If the Committee decides to affiliate or disaffiliate with any external organisation, notice must be given by email to the JCR and the Secretary of the EB.
- (d) An email giving notice to the JCR and the EB of an external affiliation must include—
1. the name of the external organisation;
 2. details of any fee or subscription that the Committee may or must provide to the external organisation as a result of affiliation; and
 3. details of any donations made or proposed to the external organisation.
- (e) The Committee shall maintain a list of external affiliates, which shall be publicly accessible on the JCR website.
- (f) If the Committee is affiliated to any external organisations, it shall compile a report in the Easter Term containing—
1. the names of all external affiliates;
 2. details of any fee or subscription that the Committee has paid to external affiliates during the preceding academic year; and
 3. details of any donations made to external affiliates during the preceding academic year.
 - i. A copy of this report must be sent by email to the JCR and the Secretary of the EB.
- (g) The question of continued affiliation with any external organisation may be put to a ballot, in accordance with the procedure in Annex 6: Ballots.
- (h) The question of disaffiliation from an external organisation may be raised by JCR members by proposing at a quorate Open Meeting or Emergency Open Meeting a motion to conduct a ballot, in accordance with the

procedure in Annex 4: Conduct of Open Meetings and Emergency Open Meetings and Annex 6: Ballots.

14. Amendments and Interpretation of the Rules

- (a) The rules of the JCR shall comprise this Constitution, and any rules authorised thereunder.
- (b) The following parts of this Constitution are enacted in order to comply with Section 22 of the Education Act 1994 (hereafter 'Education Act provisions')—
1. Section 1: Name, membership and aims, clauses (f) and (g);
 2. Annex 1: Withdrawal of JCR Membership;
 3. Section 9 Finance and funding, clauses (c) and (d);
 4. Section 11: JCR Budget and Accounts, clauses (d) and (i);
 5. Annex 7: Funding Applications;
 6. Section 13: External Affiliations, clauses (c) to (h);
 7. Section 14: Amendments and Interpretation of the Rules, clauses (b) and (f);
 8. Section 15: Complaints Procedure;
 9. Annex 9: Complaints Procedure; and
 10. Annex 2: Election Schedules, clauses (b) and (k).

Any amendments made to the Constitution under this section to those provisions must ensure continued compliance with the Act.

- (c) The following order of precedence applies—

1. the Education Act 1994
2. the Constitution
3. the MCR Constitution
4. Active Policies

(d) The Constitution may only be amended by—

1. a ballot of undergraduate JCR members following a motion passed at a quorate Open Meeting or Emergency Open Meeting, in accordance with Annex 6: Ballots; or
2. the Committee exercising a power under this provision to amend references to provisions within the Constitution following an amendment, for the purpose of updating the reference only.

(e) Amendments to Annexes shall be subject to the same requirements as for Constitutional amendments.

(f) All the provisions of this Constitution shall be subject to the approval of the EB. No alteration shall be made to any part of this Constitution without the approval of the EB, which will be asked by the Committee to conduct a comprehensive review of this Constitution at intervals of no more than five years.

(g) The Constitution shall be interpreted in accordance with the ordinary and natural reading of its provisions.

(h) In the event of any disagreement as to the interpretation or application of the Constitution, the President, or during a meeting, the Chair, shall make a ruling as to the correct interpretation. The President/Chair reserves the right to take advice before making such a ruling. Interpretations of the constitution should be labelled clearly in the minutes.

(i) Any decision as to the correct interpretation of the Constitution by the President or Chair of any meeting may be challenged through a written

notice sent to the President by email, no later than a day after the minuted record of the interpretation is published.

- (j) When an interpretation to the Constitution is challenged by written notice, the Committee must, at its next meeting, vote to approve the interpretation or reject the interpretation in favour of another, after which any decisions on which the rejected interpretation was based shall be made null and void.

15. Complaints Procedure

(a) The complaints procedure in Annex 9 may be used by any JCR member to bring a complaint on the ground of—

1. an Officer having unfairly discriminated in violation of Section 1: Name, membership and aims, clause (f); or
2. unfair treatment has resulted from their decision to disaffiliate from the JCR under Section 1: Name, membership and aims, clause (h); or
3. an application for Committee funds under Section 11: JCR Budget and Accounts, clause (d), or Section 12: One-Off Purchases being unfairly considered; or
4. any other dissatisfaction, such as a breach of the Constitution or behaviour that may reasonably be interpreted to discredit the JCR, which may reasonably be expected to be remedied through this procedure.

16. Removal and Resignation of the Elected Officers of the JCR

- (a) Any elected member of the JCR may be impeached. The procedure for this is described in Annex 10: Resignation and Impeachment Procedure (Impeaching Officers).
- (b) Any Officer may resign their post. The procedure for this is described in Annex 10: Resignation and Impeachment Procedure (Resignation).
- (c) In the case of either resignation or impeachment occurring, responsibilities may be redistributed in accordance with Annex 10: Resignation and Impeachment Procedure (Temporary Redistribution of Responsibilities).
- (d) In the case of either resignation or impeachment occurring, a by-election must be held as described in Annex 11: By-Elections.

17. Entry into Force

- (a) All previous rules and Constitutions of the JCR are expressly revoked, except for Active Policies still in force at the time of this Constitution coming into force. Active Policies made under a previous Constitution shall be treated as Active Policies under this Constitution and shall maintain the date that they were due to lapse.
- (b) These rules shall be in effect from 26 April 2022.

Annexes

Annex 1: Withdrawal of JCR Membership

- (a) Any person who would otherwise automatically be a member of the JCR under the provisions of this Constitution can opt out of JCR membership in any academic year. If a person chooses to opt out of JCR membership, their declaration will be valid for that academic year, and if they wish to uphold this decision, they must make this declaration each academic year.
1. Such written notice must be served on the President of the JCR within three weeks of the start of the Michaelmas Term. The contribution to the JCR from the fees paid to the College for a person opting out of JCR membership shall go then to the College.
 2. It is the responsibility of the JCR to provide information at the start of Michaelmas Term to undergraduate students about opting out of membership of the JCR.
 3. An undergraduate member of the College who exercises the right not to be a member of the JCR shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

Annex 2: Election Schedules

- (a) The electorate entitled to vote in the elections for JCR Committee posts shall be all undergraduate members of the JCR, except for those posts that represent specific aspects of that electorate. A member of the JCR may only stand for election to posts for which they are entitled to cast a vote.
1. Only those living overseas (for the avoidance of doubt, those not resident in the United Kingdom) may stand and vote for International Officer.

2. Only those who self-define as belonging to an ethnic minority may stand and vote for Ethnic Minorities Officer.
 3. Only those who self-define as 'LGBTQ+' may stand and vote for LGBTQ+ Officer.
 4. Only those who self-define as disabled may stand and vote for Disabled Students' Officer.
 5. Only those who self-define as a 'Class Act student' may stand and vote for Class Act Officer.
 6. The Gender Equalities Officer represents all gender identities; anyone, of any gender identity, may stand and vote for Gender Equalities Officer.
- (b) The validity of these elections shall be subject to the EB being satisfied that the elections are conducted in a fair and proper manner.
1. If the EB, on the advice of the Senior Treasurer, is not satisfied that the elections were conducted in a fair and proper manner, new elections shall be held within three weeks of the pronouncement of invalidity of the first elections. The same rules shall apply to the new elections as apply to all other elections, as specified in this Annex and in this Constitution.
- (c) Elections for President shall be held during Michaelmas Term, provided that the election takes place before the nominations open for the elections to be held in accordance with Annex 2: Election Schedules, clause (d).
- (d) Elections for all Committee posts except President shall be held during the last two weeks of Michaelmas Term.
- (e) In any JCR Committee election, a candidate may only stand for only one post. However, a candidate who stands for, but is not elected to, the position of President under Annex 2: Election Schedules, clause (c) may

stand in the elections provided for by Annex 2: Election Schedules, clause (d).

1. A serving member of the Committee is not precluded from standing for election.
 2. The order of counting the votes cast for each post will be as in Section 2: The JCR Committee, clause (a) of the Constitution.
- (f) Nominations for JCR Committee posts shall open at least two weeks before the election date and remain open for at least ten days. A notice to the effect of nominations being opened shall be posted on the JCR website and by email two days before the nominations open.
1. A candidate must be nominated by two other persons eligible to vote in the relevant election, save that no member of the JCR Committee shall nominate any candidate. For roles where the Officer represents a specific aspect of the electorate, the identities of the nominators do not have to be made public but must be verified by the Returning Officer.
- (g) There shall be a hustings in which candidates may give speeches and be questioned by the JCR. There must be at least 24 hours between nominations closing and the hustings for the election. Hustings shall require Standard JCR Quorum. Minutes must be taken, and they must be distributed within 48 hours of the hustings having taken place or 24 hours before a vote takes place, whichever is earlier.
- (h) Voting may take the form of online voting or paper voting, but a secret ballot must be ensured.
1. Where online voting is employed, the polls must be open between 09:00 and 22:00. An email should be sent to all eligible voters at the start of polling to inform them the polls have opened.
 2. Where paper voting is employed, the polls shall be open in the JCR Common Room in Old Court (or in another nominated place) for at least eight hours between 09:00 and 22:00. An email including the

times and location of the poll should be sent to all eligible voters before polls open, and another email with the same information should be sent at the opening of polling.

3. Online and paper voting may not be employed simultaneously. Paper voting may be employed subsequently to an online vote, provided all those who already voted electronically are removed from the electoral roll.
 - (i) The President shall be the Returning Officer for all elections and shall supervise the polling with the assistance of the Committee, save that no candidate shall act in any supervisory role. If, for whatever reason, the President is unable to perform this role impartially, they may nominate another Officer to be the Returning Officer on an election-by-election basis.
 - (j) There shall be no quorum for election ballots.
 - (k) The election shall be run by secret ballot, implementing the Single Transferable Vote system (hereafter 'STV').
 - (l) The essential features of STV shall be defined as:
 1. A single vote, whereby each elector can choose their prospective representative from a number of candidates.
 2. Several representatives elected together to enable different viewpoints and opinions to be reflected.
 3. Election by quota, being the minimum number of votes which if attained by as many candidates as there are places to be filled leaves at most a quota of votes unused.
 4. The single vote to be transferable according to preferences expressed by the elector to enable the surpluses of candidates who exceed the quota and the votes of the candidates with no possibility of election to be transferred to the continuing candidates until the required number of representatives is elected.

- (m) For the purpose of counting the votes, the 're-open nominations' (hereafter 'RON') option on the voting paper shall be treated as if it is a candidate. If at any stage of the count the RON candidate gains the required number of votes to be elected, it shall be deemed to have been elected and any surplus or further votes transferred to a further RON candidate. This stage shall be repeated as required. The Returning Officer shall declare unfilled the number of RON candidates deemed to have been elected, if any.
- (n) In cases where candidates are tied for votes, the election will be decided by the flip of a coin, coordinated by the Returning Officer.
- (o) The three Welfare Officers must between them represent more than one gender identity. Where two people of the same gender identity are elected to the first two positions of 'Welfare Officer' and their excess votes have been transferred, all votes to the candidates of the same gender identity shall be transferred and those candidates will be eliminated. The votes for the affected candidates shall be transferred to remaining candidates, starting with the affected candidate that received the fewest votes in the round of STV in which the second Officer was elected. Should the quota not then be reached, the votes for affected candidates will continue to be redistributed before the normal process of STV elimination resumes. RON shall be treated as having a different gender identity to all other candidates in these elections.

Annex 3: Responsibilities of the JCR Committee

- (a) All Officers shall be under the obligation to, as far as is reasonably possible to—
 1. attend Committee meetings;
 2. attend Open and Emergency Open Meetings;
 3. attend JCC, Subcommittees or other committees when invited; and

4. assist with the general duties and tasks of the Committee, including, but not limited to Freshers' Week, the Corpus Challenge and the Garden Party.

(b) The President shall—

1. represent student interests to College;
2. chair Committee meetings;
3. chair Open and Emergency Open Meetings;
4. chair JCC;
5. attend GB meetings for unreserved business;
6. attend EB meetings for unreserved business;
7. attend Tutorial meetings;
8. recommend to the May Ball Committee Senior Treasurer a President and Junior Treasurer of the May Ball Committee;
9. represent students' academic interests to the Senior Tutor and other relevant College officers;
10. act as Returning Officer for relevant ballots and elections; and
11. ensure the Committee adheres to the Constitution.

(c) The Vice-President shall—

1. assist the President in representing student interests to College;
2. chair meetings when the President is absent;
3. attend JCC;
4. attend GB meetings for unreserved business;

5. Attend EB meetings for unreserved business;
6. chair Tutorial meetings;
7. oversee the CSU Ballot;
8. maintain a record of Subcommittees;
9. review Active Policies due to lapse;
10. organise Freshers' Week; and
11. organise the room ballot.

(d) The Treasurer shall—

1. attend (if requested by the Secretary of the EB) EB audit and budgetary meetings;
2. administer the Committee's accounts;
3. document all of the Committee's fiscal activities;
4. produce the annual budget;
5. produce the annual financial report and accounts for EB and the JCR, as per Section 11: JCR Budget and Accounts, clause (i); and
6. organise the change of signatories for Committee accounts.

(e) The Secretary shall—

1. arrange Committee, Open and Emergency Open Meetings and prepare agendas for said meetings;
2. take and publicise the minutes of Committee, Open and Emergency Open Meetings;
3. take and publish minutes of hustings;

4. publish a weekly newsletter during academic term; and
 5. be responsible for both running and organising the JCR's Social Media accounts.
- (f) The Access Officer shall—
1. liaise with the College Admissions Office;
 2. assist with the organisation of the Bridging Course;
 3. organise JCR members for the CSU Shadowing Scheme;
 4. organise volunteers for interviews, open days, access events and summer schools.
- (g) The Green Officer shall—
1. attend relevant College committee meetings;
 2. arrange events to promote environmental interests in the College;
and
 3. represent environmental interests on the Committee.
- (h) The Catering, Accommodation and Facilities Officer shall—
1. attend relevant College committee meetings;
 2. liaise with the Domus Bursar, Housekeeping, the Catering Manager and the Bar Manager;
 3. ensure the good upkeep of JCR equipment in the Bar and the JCR's Common Room;
 4. oversee the care and management of the JCR camp beds.
- (i) The Welfare Officers shall—
1. attend relevant College committee meetings;

2. represent students' welfare to the Senior Tutor;
3. organise welfare events;
4. maintain up-to-date welfare contact forms in and around the College; and
5. maintain the provision of adequate sexual health supplies.

(j) The Sports and Societies Officer shall—

1. oversee inductions for undergraduate members of the JCR into the College gym;
2. liaise with College over the maintenance of sports facilities;
3. organise the Summer and Freshers' Weeks' sports days;
4. organise the Corpus Challenge; and
5. maintain the Societies List.

(k) The Entertainments Officer shall—

1. organise no fewer than three slacks in the Michaelmas Term and no fewer than two slacks in the Lent Term and Easter Term;
2. organise a JCR Garden Party in the Easter Term; and
3. sell tickets for events or promotions, on behalf of the Committee.

(l) The Ethnic Minorities Officer shall—

1. represent the interests of ethnic minority students on the Committee and to the College;
2. organise events to support ethnic minority students in the College; and

3. liaise with the Access Officer to encourage the applications of prospective ethnic minority students to the College; and
4. liaise with the College Race and Equality Champion, and EDI Lead.

(m) The International Students Officer shall—

1. organise international freshers' week;
2. represent the interests of international students on the Committee and to the College;
3. organise events to support international students in the College; and
4. liaise with the Access Officer to encourage the applications of prospective international students to the College.

(n) The LGBTQ+ Officer shall—

1. represent the interests of LGBTQ+ students on the Committee and to the College;
2. organise events to support LGBTQ+ students in the College;
3. assist the Welfare Officers with maintaining adequate provision of sexual health supplies;
4. liaise with the Access Officer to encourage the applications of prospective LGBTQ+ students to the College; and
5. liaise with the College LGBTQ+ Champion, and EDI Lead.

(o) The Gender Equalities Officer shall—

1. work to ensure gender equality in the College;
2. organise and advertise events to promote the voices, and support the experiences, of people of all gender identities;

3. liaise with the Access Officer to ensure that students feel confident in applying to the College, regardless of their gender identity; and
4. liaise with the College EDI Lead.

(p) The Disabled Students' Officer shall—

1. represent the interests of students with disabilities, health conditions, or specific learning difficulties on the Committee and to the College;
2. assist the Committee in making all Committee and registered society events as accessible as possible;
3. organise events to support disabled students in the College;
4. liaise with the Access Officer to encourage the applications of prospective disabled students to the College; and
5. liaise with the College Disability Champion, and EDI Lead.

(q) The Class Act Officer Shall –

1. represent the interests of 'Class Act' students on the Committee and to the College;
2. organise events to support 'Class Act' students in the College;
3. liaise with the Access Officer to encourage the applications of prospective 'Class Act' students to the College; and
4. liaise with the EDI Lead.

(r) The President shall attend CSU Student Council meetings and CSU Presidents' Meetings, if mandated to by the CSU ballot.

(s) The Vice-President shall act as External Officer. In this capacity they shall attend CSU Student Council meetings and liaise with CSU, if mandated to by the CSU ballot.

- (t) The Vice-President shall also be responsible for all matters relating to the National Union of Students ('NUS'), provided that the JCR is affiliated with the NUS.
- (u) The Vice-President and Welfare Officers shall be designated as 'the Welfare Body' and shall cooperate in the execution of their welfare-related duties.
- (v) The Ethnic Minorities Officer, International Students Officer, LGBTQ+ Officer, Gender Equalities Officer, Class Act Officer and Disabled Students Officer shall be designated as 'the Liberation Officers' and shall cooperate to promote equality and fair treatment in College for their respective constituencies.

Annex 4: Conduct of Open Meetings and Emergency Open Meetings

- (a) Any undergraduate member of the JCR may submit amendments to the motions on the agenda.
- (b) The agenda for Open Meetings and Emergency Open Meetings shall be emailed to all undergraduate JCR members 24 hours before the meetings. There must be no material difference between the final form of the agenda and the original submissions.
- (c) The President, or their appointee from the Committee, shall take the Chair at Open Meetings or Emergency Open Meetings. All statements and questions shall be addressed to the Chair. The Chair of such meetings shall have a vote, and a second vote where the voting is tied.
- (d) At such meetings, the quorum shall be the Standard JCR Quorum. To be passed, a motion requires a simple majority of those voting, save for specific cases referred to elsewhere in this Annex.
- (e) The Secretary shall be responsible for taking minutes, (which may be delegated to another member of the Committee), and for their publication

on the website. The minutes of any Meeting shall be amended if necessary and approved at the start of the succeeding Meeting by a simple majority of those present at the Meeting.

- (f) Decisions of a quorate Open Meeting or Emergency Open Meeting, or of a ballot, shall be considered binding on the JCR Committee.
- (g) A proxy vote may be exercised at any Open Meeting, or Emergency Open Meeting, by any member of the JCR, but only through the President or their appointee (who must be informed in writing or email of the member's desire to vote by proxy). Such a proxy vote must be delivered directly to the President, or their appointee, and not through a third party such as via a petition. If the wording or intent of a motion is substantially altered during the meeting, the Chair must make a ruling on whether the proxy vote can still be considered informed and therefore valid, taking into account any preferences expressed by the proxy voter. The proxy vote shall contribute to quorum for that vote only.

Annex 5: Procedure for Open Meetings and Emergency Open Meetings

- (a) The time spent on any item of the agenda of an Open Meeting or Emergency Open Meeting shall be at the discretion of the Chair, save that an appropriate procedural motion may overrule them. The Chair may decide that a given item should not be discussed and/or voted on where they deem necessary with good reason.
- (b) The Chair shall leave the chair for any procedural motion under the provisions of clauses (j)(1), (j)(2) and (j)(3) of this annex, if the specified officer is in the Chair.
- (c) The deadline for submissions of motions to Open Meetings will be three working days before the relevant Open Meeting. All motions submitted by

this deadline shall be posted by email to the JCR at least 24 hours before the relevant meeting.

(d) An agenda of all final motions shall be emailed to Committee members at least six hours before the relevant meeting. The agenda shall include the motions for debate.

(e) clauses (c) and (d) shall not apply in the case of an Emergency Open Meeting.

(f) The following procedure shall be adopted for discussing motions:

1. Officers must declare, for the meeting and for the minutes, any potential conflicts of interest before each motion.
2. The time limit to be imposed on all speeches shall be announced by the Chair.
3. There will be a speech in favour of the motion made by the proposer or their appointee.
4. There will be a speech by the proposer of each amendment, to be followed by an opportunity to have a speech against.
5. After the speeches relating to any amendment, there will be a vote to decide whether or not to admit that amendment to the motion.
6. There shall then be an opportunity for a speech against the motion.
7. After the speech/es, the Chair shall accept such speeches for and against the motion, as they deem reasonable within no more than 5 minutes.
8. Before voting takes place on the motion, the proposer shall be entitled to a summation speech of no more than 5 minutes.
9. Votes on amendments must be conducted by the Chair, who will ask the attending students to vote in favour or against. There must

always be the option to abstain from a vote, with abstentions counting towards the quorum.

- (g) Points of order may be raised to ask for a quorum count, to ask for a Chair's ruling or interpretation, to ask for a re-vote, or to ask the Chair any other question relating to the procedure of the meeting. Points of order take precedence over all other business, but they may not be raised during a speech or vote unless they relate to the conduct of that vote.
- (h) Points of order shall have priority in the following order:
1. A request for a quorum count;
 2. A request for a ruling, clarification or interpretation;
 3. A request for a re-vote;
 4. Other points of order.
- (i) Procedural motions have precedence over all other business except points of order and may not be raised during a speech or a vote unless relating to the conduct of that vote.
- (j) The following motions, listed in order of priority, are the only procedural motions permitted:
1. that the meeting has no confidence in the Chair;
 2. that the Chair's ruling be overturned;
 3. that the meeting has no confidence in a specified JCR Officer;
 4. that the question, as specified, be put to a ballot of all undergraduate JCR members;
 5. that a vote be by a secret ballot;
 6. that a specified person be excluded from the meeting;

7. that the question, as specified, be not put;
 8. that the question, as specified, be now put;
 9. that the question, as specified, be adjourned to later in the meeting or to a later meeting;
 10. that the question, as specified, be remitted to another body or person;
 11. that the question, as specified, be voted in parts;
 12. that the order of the items on the agenda, or parts of any one motion on the agenda, be changed to another specified order; and
 13. that the meeting be adjourned or closed.
- (k) All procedural motions shall require the support of ten members in order to be discussed. All procedural motions shall be voted on after at least one speech against, save that the Chair shall be entitled to make the final speech against any motions falling under clauses (j)(1) and (j)(2).
- (l) All procedural motions require a simple majority to be passed.
- (m) In accordance with clause (j)(11), any call to divide a motion into separate motions (hereafter 'parts'), which has the support of ten members, shall be voted upon after an opportunity for speeches for and against splitting the motion into parts. If this procedural motion passes, separate votes will decide whether each part is passed. After consideration of all such set of parts, the remaining text of the question shall be voted upon.
- (n) Only one motion may be debated at one time.
- (o) Amendments to any motion shall be voted on before the substantive of the motion.
- (p) Voting on a question shall normally be by a show of hands.

- (q) A re-vote can only be held after a vote by a secret ballot if the Chair rules that there has been misconduct in that vote. Such a re-vote shall be by the same method as the original vote.
- (r) A recount may be held on any vote if the Chair rules that there has been misconduct or an error in the count.
- (s) If a motion of no confidence in the Chair is passed, the Chair to which the motion refers shall not resume the Chair during that meeting. A new Chair will be elected by a majority.
- (t) The Chair may, at their discretion, decide to refer any motion, in whole or in part, to a secret ballot, in whole or in part.
- (u) The Chair shall ensure that the meeting is in order, that remarks are relevant to the question under debate, and that no defamatory remarks are made by one member of the meeting concerning another.
- (v) If members of the student body attending the meeting are considered by the Chair to be disruptive to the debate or insulting to other members, the Chair may give them one warning or, where they deem it to be appropriate, ask them to leave.

Annex 6: Ballots

- (a) Motions to be balloted may only be questions to be answered with a simple affirmative or negative, except for the CSU ballot, as per Section 8: Ballots, clause (g).
- (b) Spoilt or abstaining ballot papers will be counted only for the purpose of measuring the turnout.
- (c) Constitutional amendments must be passed by ballot of all undergraduate members of the JCR under the following conditions:

1. At least 50 per cent of the undergraduate members of the JCR cast a vote; and
 2. A simple majority of those voting and expressing a preference are in favour of the amendment, where an abstention vote shall not be deemed to express a preference, and the number of votes in favour of the amendment is greater than the number of abstention votes.
 3. Where the amendment refers to Section 10: Ringfenced Invested Funds a simple majority of the members of the JCR are in favour of the amendment. Such a requirement shall also apply to any amendments to this clause of the Constitution.
- (d) Unless otherwise specified in other parts of these rules, the motion to be balloted shall be deemed approved if a simple majority of those JCR members voting vote in favour. If quorum is required and not achieved, then it shall be rerun within four Full Term weeks until an outcome is decided.
- (e) The validity of ballots shall be subject to the EB being satisfied that they are conducted in a fair and proper manner.
1. If, on the advice of the Senior Treasurer, the EB is not satisfied that the ballots were conducted in a fair and proper manner, new ballots shall be held within three weeks of the pronouncement of invalidity of the first elections. The same rules shall apply to the new ballot as apply to all others, as specified in this Annex and in this Constitution.
- (f) Voting may take the form of online voting or paper voting, but the ballot must be secret.
1. Where online voting is used, the polls must be open between 09:00 and 22:00, and an email should be sent to the JCR at the start of polling to inform them the polls have opened.

2. Where paper voting is used, the polls shall be open in the JCR Common Room (or other nominated place) for at least four hours between 09:00 and 22:00.
 3. Online and paper voting may not be used simultaneously. Paper voting may be used following an online vote, provided all those who already voted electronically are removed from the electoral roll.
- (g) The President shall be the Returning Officer for all ballots and shall supervise the polling with the assistance of the Committee, save that no Officer shall act in any supervisory role in a ballot of no confidence where they are the subject of said ballot. If, for whatever reason, the President is unable to perform this role impartially, the Committee may nominate another Officer to be the Returning Officer on a ballot-by-ballot basis. If no Officer is able to impartially perform this role impartially, the Returning Officer shall be the Senior Treasurer of the JCR.

Annex 7: Funding Applications

SOCIETIES' ENTITLEMENTS TO FUNDS

- (a) Each society will be entitled to bid for whatever expenditure is appropriate for its activities, subject to the following conditions:
1. The JCR shall not finance more than the cost of one guest at any society's annual dinner.
 2. Any expenditure on social activities must be shown to further the society's aims or activities.
 3. Money for charity donations may be drawn from the JCR's income from independently raised funds only.
 4. Bids from religious, political, and/or campaigning groups will not be considered.

5. Any equipment paid for by the JCR will become the property of the society and not its members. If societies lose equipment through wilful negligence, then the JCR will view requests to purchase replacements unfavourably. The Treasurer may demand a deposit from a society president to indemnify the JCR against any losses.

ALLOCATION OF FUNDING

(b) The procedure for allocating resources to groups and clubs is as follows:

1. The bid must detail all estimated expenditure.
2. The Treasurer will consider all the bids and produce a Budget once the JCR's income is known.
3. The Treasurer will consider all bids fairly, and without prejudice, but reserves the right to reduce those bids with insufficient spending estimates or insufficient justifications. The Treasurer may, if they reasonably consider that the bid is too large, consult with that club or society's president to discuss an alternative figure. If no agreement is reached, the Treasurer reserves the right to reduce the bid in order to balance the Budget in a manner that is both fair to the society in question and also to the other societies bidding.

(c) Funds allocated within the JCR Budget shall not be paid until specific expense claims are made.

(d) If any club or society exceeds the expenditure authorised by the JCR Committee then the officers of that club or society shall be personally liable for the excess expenditure they incur.

(e) No club or society shall make purchases, or order goods or services, not already authorised by the JCR Committee without the consent of the Treasurer, who shall report such extra-budgetary expenditure to the Committee at its next meeting.

BIDS FOR FUNDING

- (f) The spending of JCR societies shall be allocated in the JCR budget, proposed at Open Meeting or Emergency Open Meeting as per Section 11: JCR Budget and Accounts.
- (g) The Treasurer shall have the right to speak immediately after the JCR Budget is proposed. Any officer of any club or society, or any other body funded by the JCR or seeking funds from the JCR Budget, or any member of the JCR shall have the right to speak at such an Open Meeting or Emergency Open Meeting.
- (h) Representatives of clubs and societies applying for funds shall have the right to speak at a meeting of the JCR Committee.
- (i) If the proposed Budget does not pass, the Treasurer shall resubmit a new proposed Budget to an Emergency Open Meeting within fourteen days of Full Term and inform the Secretary of the EB that a Budget has not been agreed by the division of the Lent Term. A revised budget will then be submitted to the EB by the end of the Lent Term
- (j) The MCR shall be allocated funds in accordance with Section 4: The MCR, clause (c) of this Constitution.
- (k) Any grievance or complaint against the process of Budget allocation or against any financial matter shall be dealt with through the complaints procedure set out in Section 15: Complaints Procedure of this Constitution.

WITHDRAWAL OF FUNDING

- (l) Any decision to withdraw financial support to any club or society to such an extent as to prevent its continued functioning shall be taken only by a quorate Open Meeting or Emergency Open Meeting. Such a decision to withdraw financial support may be revised by a succeeding quorate Open Meeting or Emergency Open Meeting.

- (m) No officer or committee member of any club or society shall chair any part/s of a meeting dealing directly with the funds of that club or society. For this purpose, a meeting shall include any meeting of the JCR Committee or any JCR subcommittees, an Open Meeting, or an Emergency Open Meeting.

Annex 8: College Societies

- (a) The JCR shall maintain a list of registered societies. This shall be reviewed annually by the Sports and Societies Officer.
- (b) A society shall have a committee consisting of at least: a President and one other officer.
 - 1. These members shall be current Corpus Christi JCR members.
- (c) The society shall be run primarily for the benefit of members of Corpus Christi College or the College itself.
- (d) Societies shall provide a description of their activities for the JCR website.
- (e) Corpus Christi College societies and institutions shall be given priority to attend the JCR Freshers Fair.
 - 1. There shall be a waiting list for non-registered societies wishing to attend the Fair, whose attendance will be at the discretion of the Committee.
- (f) All societies shall declare any funding and resources they receive from bodies other than the JCR, MCR and Corpus Christi College.
 - 1. Money allotted by the JCR Budget shall only be used for the purpose stated.

(g) To create a new society, an application should be made to the Sports and Societies Officer, who shall raise it at a Committee meeting, where it will be voted on.

1. Registration of a new society may be subject to conditions set by the Committee.
2. There shall be a right of appeal to the Committee in response to any such condition(s).
3. The society may challenge these conditions in accordance with Section 15: Complaints Procedure

(h) The JCR Committee reserves the right to de-register a society at any time.

Annex 9: Complaints Procedure

(a) Any undergraduate member (hereafter 'complainant') of the College may make a complaint in accordance with this Annex under any ground described in Section 15: Complaints Procedure.

(b) A complainant may lodge a complaint by email to the President, or, where the complaint concerns the President, the Senior Treasurer.

(c) The complaint must include—

1. the specific ground under which the complaint is being made;
2. any relevant facts; and
3. evidence supporting those facts.

(d) A complaint may only be considered where it relates to facts during the current or preceding academic term, and the vacations between them, other than where—

1. the facts could not reasonably have been known at the time; or
 2. the complaint concerns conduct of exceptional concern; or
 3. the complainant was unable to raise the concern at the time that it arose (evidence for this must be provided by the complainant).
- (e) In considering a complaint, the President and/or Senior Treasurer must—
1. act in good faith;
 2. consider all the relevant evidence presented to them by the complainant;
 3. not to allow any personal bias to affect their decision-making; and
 4. rely only on relevant considerations and disregard any irrelevant considerations when reaching their decision.
- (f) The President and/or Senior Treasurer must respond to a complaint within a week of having received the complaint. The response may—
1. refuse to consider the complaint, for lack of compliance with the procedure detailed in this Annex; or
 2. reject the complaint, on the basis that the facts alleged do not satisfy the ground of complaint identified; or
 3. uphold the complaint and provide a proportionate remedy.
- (g) In any response to a complaint, President and/or Senior Treasurer must give adequate reasons for the outcome of the complaints procedure and must explain to the complainant that they have the right to appeal to the Committee.
- (h) If the President and/or Senior Treasurer concludes that a complaint should be upheld, they may either—

1. state the action that will be taken to remedy the complaint, including an expected time at which the action will occur; or
2. give adequate reasons as to why no action could reasonably be taken.

COMMITTEE APPEAL PROCEDURE

- (i) A complainant, having received a response from the President and/or Senior Treasurer, may appeal the decision to the Committee on the basis that—
1. the President and/or Senior Treasurer has failed to consider their complaint in good faith, with consideration of all relevant evidence or has acted with personal bias or having taken irrelevant considerations into account; or
 2. the President and/or Senior Treasurer has failed to give adequate reasons for their decision; or
 3. the complainant reasonably believes that the remedy is insufficient; or
 4. the complainant reasonably believes the denial of a remedy is unreasonable.
- (j) An appeal to the Committee shall be sent by email to the President no later than a week after the response from the relevant Officer was received.
- (k) To be considered by the Committee, the appeal must include—
1. the details of the original complaint, including the ground of complaint, facts and reasonable evidence for those facts;
 2. the details of the response by the President and/or Senior Treasurer;

3. the ground under which the appeal is being made; and
 4. reasons and/or evidence supporting the ground of appeal.
- (l) At all times when considering a complaint, the Committee is obliged to—
1. act in good faith;
 2. consider all the relevant evidence presented to them by the complainant; and
 3. not allow personal biases or irrelevant considerations to affect their deliberations.
- (m) An appeal to the Committee must be considered by the Committee at an extraordinary Committee meeting within two weeks of the appeal having been made. At this meeting—
1. the only agenda item shall be the appeal;
 2. the person who dealt with the complaint in the first instance shall be excluded from attendance;
 3. the Officers named in the complaint shall be excluded from attendance; and
 4. quorum shall be 60 per cent of the remaining Officers.
- (n) The Committee must afford the complainant and the Officers named in the complaint the opportunity to make written representations to the Committee, no later than three working days prior to the meeting at which the appeal will be considered.
- (o) Neither the complainant nor the Officers named in the complaint are obliged to provide written representations to the Committee, but any written representations received no later than six hours prior to the Committee meeting must be considered by the Committee. Any written

representations received less than six hours before the meeting may be considered at the Committee's discretion.

(p) The Committee may afford the complainant and the Officers named in the complaint the opportunity to make oral representations to the Committee at its meeting, provided that—

1. the circumstances of the complaint and appeal are serious enough to warrant oral representations; and
2. the Committee reasonably believes that it would benefit from oral representations at its meeting.

(q) The Committee must, by majority vote, decide the appeal. The decision may—

1. refuse to consider the appeal, for lack of compliance with the procedure detailed in this Annex; or
2. reject the appeal, on the basis that the reasons alleged do not satisfy the ground of appeal identified; or
3. uphold the appeal, for which the Committee may provide a remedy.

(r) In any response to an appeal, the Committee must give adequate and intelligible reasons as to why the complaint received the response provided and must also detail the right to appeal to the Committee that is detailed in this Annex.

(s) If the Committee determines that an appeal shall be upheld, they may either—

1. state the action that will be taken to remedy the original complaint, including an expected time at which the action will occur; or
2. give adequate reasons as to why no action could reasonably be taken.

EB APPEAL PROCEDURE

(t) A complainant, having received a response from the Committee, may appeal further to the EB on the basis that—

1. the Committee has failed to consider their complaint in good faith, with consideration of all relevant evidence or has acted with personal bias or having taken irrelevant considerations into account;
2. the Committee has failed to give adequate and intelligible reasons for their decision;
3. the complainant reasonably believes that the remedy stated by the Committee is insufficient; or
4. the complainant reasonably believes the denial of a remedy is unreasonable.

(u) An appeal to the EB shall be sent by email to the Secretary of the EB no later than a week after the response from the Committee was received.

(v) To be considered by the EB, the appeal must include—

1. the details of the original complaint, including the ground of complaint, facts and reasonable evidence for those facts;
2. the details of the response by the relevant Officer;
3. the ground under which the appeal to the EB is being made;
4. the details of the response by the Committee; and
5. reasons explaining why the ground of appeal to the EB has been satisfied.
 - i. JCR Officers must not be in attendance during the EB's consideration of this appeal.

- (w) An appeal to the EB of the Committee's decision should be considered by the EB in a timely manner, and normally within one term.
- (x) The EB has the discretion to dispense with the appeal in whatsoever manner they choose, including—
 1. rejecting the appeal on procedural or substantial grounds; or
 2. upholding the appeal.
- (y) The EB's decision will be binding on the Committee.

Annex 10: Resignation and Impeachment Procedure

IMPEACHING OFFICERS

- (a) Officers of the JCR may only be impeached according to the following procedure, which must be carried out in full:
 1. A procedural motion of no confidence in the member must be passed by a quorate Open Meeting or quorate Emergency Open Meeting, as defined in Annex 5: Procedure for Open Meetings and Emergency Open Meetings, clause (j)(3).
 2. Where clause (a)(1) is fulfilled, the secret ballot on the motion shall be held within one week of this Open Meeting or Emergency Open Meeting. The ballot must be held in accordance with Annex 6: Ballots.
 3. For impeachment ballots, 'Relevant Members' shall be interpreted as those JCR members who would be entitled to vote for the election of the post held by the JCR Committee member.
 4. For JCR roles where the electorate is known, a motion of no confidence is passed by a simple majority in a secret ballot of the

relevant members of the JCR, in which at least 30 per cent of relevant members have voted.

5. For JCR roles where the electorate is not known and the Officer represents a specific section of the electorate, a motion of no confidence is passed by a simple majority in a secret ballot of the relevant members of the JCR, in which at least 5 relevant members have voted. To protect the anonymity of those voting, this ballot will be held in conjunction with another College-wide vote.
 6. If this procedure is carried out in full and the no confidence ballot is passed, then the relevant officer shall immediately forfeit their place on the Committee, and there shall be a by-election held within three Full Term weeks of the publication of the ballot. This shall be held in accordance with Annex 11: By-Elections.
- (b) In the event of a member of the JCR Committee missing more than half the JCR Committee meetings in any one term the procedure for removal of that Officer, as detailed in clause (a), shall be instigated by the Committee at the beginning of the next Open Meeting. For the purposes of this rule, an Officer may be deemed to have missed a JCR Committee meeting only where—
1. that member was an elected member of the JCR Committee at the time of the meeting, and was properly notified of it, and had not given warning for their inability to attend for valid reasons; and
 2. that member was absent during discussion of half of the items on the published agenda of that meeting, or half the time taken for that meeting, whichever is the lesser of the two. The remainder of the Committee shall be the ultimate arbiter in the case of a dispute.

RESIGNATION

- (c) Any elected Officer of the JCR may, at any time, resign their position by a message delivered to the Secretary. If the Secretary is resigning their position, the appropriate message should be delivered to the President.

1. A resignation will be treated as effective from the time at which the message arrives with the recipient unless another time is specified in the message.
2. A by-election, held in accordance with Annex 11: By-Elections, may take place at any time after a resignation is tendered, even if that by-election is held before the date specified in the message arrives.

(d) A by-election will be held for the position of the resigning Officer within three weeks of Full Term.

TEMPORARY REDISTRIBUTION OF RESPONSIBILITIES

(e) In cases in which the President of the JCR resigns their role with immediate effect, or is impeached, the Vice-President will become Acting President.

1. The Acting President will hold the responsibilities of the President until the post of President is filled by means of a by-election within three weeks, according to Annex 11: By-Elections.
2. The Secretary and Treasurer will jointly share the responsibilities of the Vice-President, as laid out in Annex 3: Responsibilities of the JCR Committee, until that post is either resumed by the Acting President or filled by a by-election.
3. Where the Secretary and Treasurer share the responsibilities of the Vice-President, they will continue to only have one vote each, as per Section 2: The JCR Committee, clause (d), unless specified elsewhere in this Constitution.

(f) In cases where any other Officer resigns with immediate effect or is impeached, a by-election will be held within three weeks, according to Annex 11: By-Elections. The President will temporarily distribute the responsibilities to other Officers of the Committee, unless there is no one willing or able to represent their electorate, in which case a by-election must occur within ten days of Full Term.

- (g) In cases where both the President and Vice-President resign with immediate effect or are impeached, the Secretary or another Officer must organise a by-election - and act as the Returning Officer in that by-election, less that no candidate be in a supervisory role - within ten days of Full Term, as per Annex 11: By-Elections.
- (h) If all Officers resign with immediate effect or are all impeached, an election will be held in accordance with Annex 2: Election Schedules, with the Senior Treasurer acting as the Returning Officer.
- (i) The Acting President will relinquish their responsibilities as President when the results of the by-election are announced, as per Annex 3: Responsibilities of the JCR Committee (b).

Annex 11: By-Elections

- (a) In cases of impeachment, as per Section 15: Removal and Resignation of the Elected Officers of the JCR, a by-election must be held within three Full Term weeks.
- (b) In the case of resignation, as per Section 15: Removal and Resignation of the Elected Officers of the JCR, a by-election must be held within three Full Term weeks of an immediate resignation. In the case of a delayed resignation, a by-election must occur either before the resignation takes effect, or before three Full Term weeks have elapsed, whichever is later.
- (c) A by-election shall not take place if an election is scheduled to occur before the by-election is required to take place, as detailed in Annex 2: Election Schedules.
- (d) Unless specified otherwise, by-elections must be held in accordance with the procedure laid out in Annex 2: Election Schedules.
- (e) Nominations for JCR Committee posts should be open for at least four days before the election date and remain open for at least two days. A notice

that nominations are being opened shall be communicated by email two days before the nominations open.

1. A candidate must be nominated by two persons eligible to vote in the relevant election, save that no member of the JCR Committee, or the previous person to hold the relevant post, shall nominate a candidate.
- (f) There must be at least six hours between nominations closing and the hustings for the by-election. These hustings will have a quorum of half of the standard JCR quorum. Minutes must be taken, and they must be distributed within 24 hours of the hustings having taken place.
- (g) There must be at least two days between the hustings and the by-election.
- (h) The JCR President, or Acting JCR President, shall be the Returning Officer for all elections and shall supervise the polling with the assistance of the Committee, save that no candidate shall act in any supervisory role. If, for whatever reason, the JCR President, or Acting JCR President, is unable to perform this role impartially, they may nominate another JCR Committee Member to be the Returning Officer on an election-by-election basis.
- (i) In cases where an Officer is elected to another Committee post, they automatically forfeit their existing JCR position, and are deemed to have resigned with immediate effect.
- (j) In the case where the candidate is elected by by-election, then the term of office shall be from the announcement of the result of the by-election until the last day of the office of the member whose resignation or impeachment caused that by-election.