



Corpus Christi College JCR Constitution

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In force from xxth October 2020

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 Ph.D or other postgraduate qualification.
- (c) There shall be an executive committee for the JCR (hereafter “the Committee”) composed of students elected from the JCR. The Committee shall have no executive power, save as for powers as specified by the Constitution.
- (d) The Master of the College shall be the Senior President of the JCR. The Senior President shall have no executive power, save as for powers as specified by the Constitution.
- (e) The primary aims of the JCR 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.
 - 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 aims of the JCR shall be pursued without unfair discrimination on the grounds of disability, gender identity, race, religion or belief, sexuality, nationality, political views 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.
- (i) The Governing Body of the College (hereafter 'GB') shall prepare, issue and revise a code of practice. They shall bring to the attention of all students at least once a year: the current code of practice, restrictions on activities of unions imposed by the law of charities, the requirements of the 1994 Education Act regarding freedom of speech and codes of practice, and any law relevant to the JCR as an association of students.

2. The JCR Committee

- (a) The Committee shall have the following posts (hereafter “the Officers”) —
 1. the President ('Pres'),
 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 LGBT+ Officer,
14. the Gender Equalities Officer, **and**
15. the Disabled Students' Officer ('DSO').

- (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 on the last day of Michaelmas 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.
- (i) The powers, responsibilities and duties of each Officer shall be described in Annex 3: Responsibilities of the JCR Committee.

3. The MCR

- (a) There shall be a subset of the JCR to be known as the “Middle Combination Room” (hereafter “MCR”).
- (b) There shall be an MCR Constitution to cover the workings of the MCR.
- (c) 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% of the annual income resulting from the membership of the MCR to the JCR.
 - i. The MCR shall be required to produce accounts each year, not later than the beginning of the Lent term, which shall be made available to the JCR Treasurer, for inclusion in the audit of JCR accounts.
- (d) 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.
- (e) 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.
- (f) Amendments to Section 3: 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 members of the undergraduate 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.
 - i. The Returning Officers for such ballots shall be the JCR President and the MCR President.

(g) Members of the MCR are not entitled to vote in JCR Committee elections, Open Meetings, Emergency Open Meetings and Committee meetings.

(h) The President, in liaison and agreement with the MCR Committee, reserves the right to include MCR members in ballots and/or votes/referenda, unless otherwise prohibited by this constitution.

4. 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% of voting Officers.

- i. The 60% of the voting Officers that shall constitute a quorum can be made up of anyone in attendance: in person, via video, or via audio link, or by any means through which they are able to clearly 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 at the discretion of the Secretary.
- (d) Minutes may be prevented from distribution to the JCR (hereafter “starred”) with the approval of the Committee, provided that the content starred is **either**—
1. of sensitive or personal nature unsuitable for publication; **or**
 2. irrelevant for publication to the JCR; **or**
 3. the Committee reasonably believes it is within the legitimate interests of the JCR not to publish the content.
- (e) Where minutes are starred, the Committee must note one of the above reasons in the published minutes. Any member of the JCR may request the content of the starred minutes, which then must be provided in a timely fashion.
- (f) The Committee may create Subcommittees ad hoc to assist Officers in the execution of their duties and responsibilities.
- (g) A Subcommittee may be enfranchised with whatever powers necessary to fulfil its role, provided that —
1. the Subcommittee does not infringe the provisions of the Constitution; **and**

2. the Subcommittee files a report by the conclusion of every academic term with the Committee, upon the request of any member of the JCR; **and**
 3. the Committee has not voted to dissolve the Subcommittee,
- for otherwise the Subcommittee shall be dissolved.
- (h) The Vice President shall keep an up-to-date record of Subcommittees available on the JCR website.
- (j) 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, and
 6. the Senior Bursar,
- for which the President shall be the Chair.
- (k) The JCC has no executive power.
- (l) The Committee shall meet before Executive Body (hereafter “EB”) meetings and shall discuss any items on the EB agenda which directly affect student interests, or any items of common concern to JCR and MCR members.

5. Open Meetings and Emergency Open Meetings

- (a) There shall be 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 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. 10% of the undergraduate members of the JCR.
- (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 is 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.

6. Active Policies

- (a) Policy statements (hereafter “Active Policies”) may be approved by a quorate Open Meeting or Emergency Open Meeting to supplement the provisions within the Constitution.
- (b) An Active Policy may be an agreement reached between the Committee, the college, the JCR, or 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 5: 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.

7. 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 7: 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 7: 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. 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 congregations. This shall follow an Open Meeting, to which the JCR 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'.
- i. This ballot will only mandate attendance or non-attendance of congregations of CSU in which the President and/or External Officer would be entitled to vote.
 - ii. The ballot will propose that the JCR 'engage with' or 'boycott' CSU voting congregations.
 - iii. The President must notify the CSU Undergraduate President of the decision reached in the ballot.

8. Finance and Funding

- (a) The Committee shall have a Senior Treasurer who shall be a Fellow of the College, elected by the GB.
- (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 revenue from the JCR Investment Units held by the College; **and**

3. all other income raised by Committee activities or contributed by external bodies.
- (c) The Committee, in consultation with the College, shall publish to the GB and the JCR an annual financial report by the end of the Michaelmas Term, including any donations made by the Committee to external organisations during the period.
- (d) Any donations to charitable causes must be approved by a ballot. These donations cannot be paid for by money from Subs or JCR Investment units. They must be paid for by funds other than those provided directly or indirectly to the Committee by Local Education Authorities.
- (e) Donations to political causes are prohibited. The meaning of 'political' for the purposes of this provision being determined with reference to —
1. the views of the JCR at an Open Meeting or Emergency Open Meeting;
 2. restrictions imposed by the Local Education Authority; **and**
 3. the status of the College as a charitable institution.
- i. Sections 8: Finance and funding, clauses(e)(2) and (3) shall have precedence over Section 8: Finance and funding, clause (e)(1).
- (f) All Officers and Subcommittee members shall be jointly and severally liable for any excess expenditure they incur over and above that authorised by the Committee.

9. Special Reserve Fund

- (a) There shall be invested with the College a Special Reserve Fund 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 Reserve Fund 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 9: Special Reserve Fund, 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 shall ensure that any monies granted will only be spent on appropriate items, and shall be responsible for ensuring that the loans are repaid correctly.
- (c) When an application is discussed at a Committee or Open Meeting or Emergency Open Meeting then both the Proposer and the Seconder 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, or the President and the Vice-President are entitled to waive such notice. The Treasurer or the Senior Treasurer shall be entitled to speak after the Proposer and the Seconder.
- (d) If (1) the sum of money to be withdrawn from the Fund is £500 or less, then a valid decision may be made by either a quorate Committee or Open Meeting or Emergency Open Meeting, (2) the sum of money is £2000 or less, but more than £500, then a valid decision may be made by a quorate Open Meeting or Emergency Open Meeting held in Full Term if notice of the application to the Fund has been given at least seventy-two 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 7: Ballots **and/or** (3) the sum of money exceeds £2000, then a ballot must be held.

- i. It shall take place within 7 days of the Open Meeting or Emergency Open Meeting at which the application is discussed as detailed in Section 9: Special Reserve Fund, clause (c) above. At least 48-hours notice shall be given on the JCR website and by email before the start of the ballot.
- ii. The times and the places of the ballot shall be as specified in Annex 6: Ballots. It shall be a simple yes/no vote only; no other choices shall be given.
- iii. An application can only be granted if fifty five percent of the members voting decide in favour of the expenditure. For the purposes of this ballot, the quorum shall be forty per cent of the undergraduate members of the JCR.
- iv. If both the Treasurer and the Senior Treasurer are satisfied that the stipulations in this section have been complied with, then they must authorise the release of the said monies.

10. 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 registered clubs and societies. The budget shall be proposed at an Open Meeting or Emergency Open Meeting during the Lent Term, no later than halfway through Full 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.
- i. A budget approved by Open Meeting or Emergency Open Meeting must be submitted to EB after discussion between the Treasurer, Second Bursar or College Treasurer and Senior Tutor. The Treasurer should also submit a brief narrative description of the budget, highlighting any significant changes in allocations from the previous year's budget
- (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) The Committee's accounting year shall be the same as the College's accounting year, which is from the 1st July to the 30th June.
- (g) Accounts shall be kept for each College financial year and shall be examined by a qualified accountant sponsored by College, before being presented formally to the Senior Treasurer for examination and approval at the start of the Michaelmas Term immediately following the academic year to which they refer.
- (h) Copies of the examined accounts must be made available to any member of the JCR on request.
- (i) All income received by the Committee shall be paid into a bank account or bank accounts held in the name of the Committee.

(j) Monies may only be withdrawn with the approval **either** of —

1. **both** the President **and** the Vice-President; **or**
2. the Treasurer,

except where they are part of the society or club for which they are withdrawing funds, in which case approval is needed from the Committee.

(k) Monies may also be withdrawn by the Senior Treasurer, with the approval of the Committee.

(l) Monies may be transferred between accounts held in the name of the Committee by either the Treasurer or the Senior Treasurer.

11. External Affiliations

(a) The Committee may vote to affiliate with any external organisation, provided that the affiliation is not incompatible with the provisions of this Constitution.

(b) The Committee may vote to discontinue its affiliation with any external organisation, unless specified elsewhere in this Constitution.

(c) If the Committee decides to affiliate or disaffiliate with any external organisation, notice must be given to the JCR and the GB, by email.

(d) An email giving notice to the JCR or the GB 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, or available to any member of the JCR upon request.
- (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 to the JCR and the GB by email.
- (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.

12. 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 (h);
2. Annex 1: Withdrawal of JCR Membership;
3. Section 8: Finance and funding, clauses (c) and (d);
4. Section 10: JCR Budget and Accounts, clause (d);
5. Annex 7: Funding Applications;
6. Section 11: External Affiliations, clauses (c) to (h);
7. Section 12: Amendments and Interpretation of the Rules, clauses (b) and (f);
8. Section 13: 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. Education Act provisions

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 GB. No alteration shall be made to any part of this Constitution without the approval of the GB, which shall review 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) Should the interpretation of the Constitution be disputed, the President, or during a meeting, the Chair, shall make a ruling as to the correct interpretation. 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.

13. Complaints Procedure

- (a) There shall be a procedure under which any JCR member dissatisfied with the Committee may 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 10: JCR Budget and Accounts, clause (d) 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.
- (b) The complaints procedure is described in Annex 9: Complaints Procedure.

14. 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.

15. Jurisdiction of rules

- (a) All previous rules and Constitutions of Corpus Christi JCR are expressly revoked, except for Active Policies still in force at the time of this constitution passing. Those old Active Policies 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 **XX YYYY 2020**.

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 year.
- i. Such written notice must be served on the President of the JCR within three weeks of the commencement 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.
 - ii. It is the responsibility of the GB to provide information at the start of Michaelmas term to undergraduate students about opting out of membership of the JCR.
 - iii. 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.
- i. Only those living overseas (except Northern Ireland and islands comprising UK) may stand and vote for International Officer.

- ii. Only those who self-define as belonging to an ethnic minority may stand and vote for Ethnic Minorities Officer.
 - iii. Only those who self-define as “LGBT+” may stand and vote for LGBT+ Officer.
 - iv. Only those who self-define as disabled may stand and vote for Disabled Students’ Officer.
 - v. 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 GB being satisfied that the elections are conducted in a fair and proper manner.
- i. If the GB 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. Exactly 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 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).

- i. A serving member of the Committee is not precluded from standing for election.
 - ii. 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.
 - i. 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. These hustings will have a quorum of 10% of the JCR. 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 employed.
 - i. Where online voting is employed, the polls must be open between 09:00 and 22:00, and accessible from the front page of the JCR website. An email should be sent to all eligible voters at the start of polling to inform them the polls have opened.
 - ii. Where paper voting is employed, the polls shall be open in the JCR room in Old Court (or in another nominated place) for at least four

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 start of polling.

- iii. 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:
 - i. A single vote, whereby each elector can choose their prospective representative from a number of candidates.
 - ii. Several representatives elected together to enable different viewpoints and opinions to be reflected.
 - iii. 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.
 - iv. 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” (“RON”) rubric on the voting paper shall be treated as if a candidate. If at any stage of the count the “re-open nominations” 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 “re-open nominations” candidate. This stage shall be repeated as required. The Returning Officer shall declare unfilled the number of “re-open nominations” 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 or the drawing of straws, 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;
6. attend EB meetings;
7. attend Tutorial meetings;
8. recommend to the May Ball Committee Senior Treasurer a President and Junior Treasurer of the May Ball Committee;
9. act as Returning Officer for relevant ballots and elections; and
10. 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 in when the President is absent;
3. attend JCC;
4. attend GB meetings;
5. attend EB meetings;
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 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; and
5. 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; and
4. publish a weekly newsletter during academic term.

(f) The Access Officer shall —

1. liaise with the College Admissions Office;
2. organise JCR members for the CSU Shadowing Scheme;
3. organise volunteers for interviews, open days, access events and summer schools; and
4. represent students' academic interests to the Senior Tutor and other relevant figures.

(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 Housekeeping, the Catering Manager and the Bar Manager;
3. distribute cafeteria and formal menus to the JCR; and

4. oversee the care and management of the College 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 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 Roster.

(k) The Entertainments Officer shall —

1. organise no fewer than three slacks in the Michaelmas and no fewer than two slacks in the Lent Terms and Easter Term;
2. organise a JCR Garden Party in Easter Term;
3. ensure the good upkeep of equipment in the Bar and the JCR's Common Room; and

4. 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 support the applications of prospective ethnic minority students to the College.

(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; and
3. organise events to support international students in the College.

(n) The LGBT+ Officer shall —

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

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

(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; and
4. liaise with the Access Officer to support the applications of prospective disabled students to the College.

(q) The President shall attend CSU Council and CSU Presidents' Meeting, if mandated to by the CSU ballot.

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

(s) The Vice President shall also be responsible for all matters relating to the National Union of Students ("NUS"). Should the JCR not be affiliated to NUS then this duty shall cease to be required.

(t) The Vice-President and Welfare Officers shall be designated as "the Welfare Body" and shall cooperate in the execution of their welfare-related duties.

- (u) The Ethnic Minorities Officer, International Students Officer, LGBT+ Officer, Gender Equalities 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 demographics.

Annex 4: Conduct of Open Meetings and Emergency Open Meetings

- (a) Any member of the undergraduate JCR may submit amendments to the motions on the agenda.
- (b) The agenda for Open Meetings and Emergency Open Meetings shall be displayed at least 24 hours before the meetings. There must be no material difference of motive 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, 10% of the undergraduate JCR shall constitute a quorum. To be passed, a motion requires a simple majority of those voting, save for specific cases referred to elsewhere in this Annex.
 - i. The 10% of the undergraduate JCR that shall constitute a quorum can be made up of anyone in attendance: in person, via video, or via audio link, or by any means through which they are able to clearly demonstrate their voting intentions.
- (e) The Secretary shall be responsible for the taking of 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 course of 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 rule to not allow a given item to be discussed and/or voted on where they deem necessary.
- (b) The Chair shall leave the chair for any procedural motion under the provisions of Annex 5: Procedure for Open Meetings and Emergency Open Meetings, clauses (j)(1), (j)(2) and (j)(3), if the specified officer is in the chair.
- (c) The deadline for submissions of motions to Open Meetings will be three 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 shared by email at least six hours before the relevant meeting. The agenda shall include the motions for debate.
- (e) Annex 5: Procedure for Open Meetings and Emergency Open Meetings, 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 its minuted record, 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 the first amendment, to be followed by an opportunity to have a speech against. Each successive amendment shall be dealt with in order in a similar manner.
 5. After all the speeches relating to any one amendment, there will be a vote to decide whether or not to admit that amendment to the substantive.
 6. There shall then be an opportunity for a speech against the substantive.

7. After the speech/es, the Chair shall accept such speeches for and against the motion, as they deem reasonable within the time constraints of the guillotine.
 8. Before voting takes place on the substantive, the proposer shall be entitled to a summation speech.
 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 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 revote, or to address any other question relating to the procedure of the meeting to the Chair. Points of order have precedence over all other business, but they may not be raised during a speech or vote unless relating 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 revote;
 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) There shall be the following procedural motions that are listed in order of priority:
1. That the meeting has no confidence in the Chair;

2. That the Chair's ruling be overturned;
 3. That the JCR 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;
 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 Annex 5: Procedure for Open Meetings and Emergency Open Meetings, clauses (j)(1) and (j)(2).
- (l) All procedural motions require a simple majority to be passed.

- (m) In accordance with Annex 5: Procedure for Open Meetings and Emergency Open Meetings, 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 revote 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 revote 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) Should members of the student body attending the meeting be deemed to be disruptive to the debate or insulting to other attending members, the Chair may give them one warning or, where they deem it be to 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 7: 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 % of the undergraduate members of the JCR cast a vote; and
 2. 51% 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 9: Special Reserve Fund at least 51% of the members of the JCR are in favour of the amendment. Such a requirement shall also apply to any amendments to Annex 6: Ballots, clause (c)(3) of this Constitution.
- (d) Unless otherwise specified in other parts of these rules, the motion to be balloted shall be deemed 'passed' 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 GB being satisfied that they are conducted in a fair and proper manner.

- i. If the GB 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. Exactly 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 a secret ballot must be employed.
 - i. Where online voting is employed, the polls must be open between 09:00 and 22:00, and accessible from the front page of the JCR website. An email should be sent to the JCR at the start of polling to inform them the polls have opened.
 - ii. Where paper voting is employed, the polls shall be open in the JCR room (or other nominated place) for at least four hours between 09:00 and 22:00.
 - iii. 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.
- (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, the Returning Officer shall be the Senior President 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, with the following provisos:

- i. The JCR shall not finance more than the cost of one guest at any society's annual dinner.
- ii. Any expenditure on social activities must be shown to further the society's aims or activities.
- iii. Money for charity donations must be of an amount to be able to be drawn from the JCR's income from independently raised funds rather than funds allocated by UK LEAs or overseas equivalents.
- iv. Bids from religious, political or campaigning groups will not be considered.
- v. The JCR will only pay for equipment if it is the property of the society and not of its members. If societies lose equipment by wilful negligence, then the JCR will be under no obligation to purchase replacements. The Treasurer may demand a deposit in the form of a cheque 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:

- i. The bid must detail all estimated expenditure.
- ii. The Treasurer will consider all the bids and produce a Budget once the JCR's income is known.

- iii. The Treasurer will consider all bids fairly and without prejudice, but reserves the right to reduce those bids with insufficient spending estimates. The Treasurer may, if they feel that the bid is too large, consult with that club or society's president to try and negotiate savings. 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 10: 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 is not passed, then the Treasurer shall resubmit a new proposed Budget to an Emergency Open Meeting within fourteen days (days for this purpose only being days of Full Term) and inform the GB that a Budget has not been agreed by the division of the Lent Term. A revised budget will then be submitted to the GB by the end of the Lent Term.
- (j) The MCR shall be allocated funds in accordance with Section 3: 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 13: 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) There shall be a roster of societies registered with the JCR. 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.
 - i. These members shall be current Corpus Christi JCR or MCR members.

- (c) The society shall be run primarily for the benefit of members of Corpus Christi College or the College itself.
- (d) A society shall provide a description for the JCR website.
- (e) Only Corpus Christi College societies and institutions shall be allowed to attend the JCR Freshers Fair.
 - i. There shall be a waiting list for non-registered societies wishing to attend the Fair.
- (f) All societies shall declare any funding and resources they receive from bodies other than the JCR, MCR and Corpus Christi College.
 - i. 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.
 - i. Registration of a new society may be subject to conditions set by the Committee.
 - ii. There shall be a right of appeal to the Committee in response to any such condition(s).
 - iii. The society may challenge these conditions in accordance with Section 13: 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 13: Complaints Procedure.

(b) A complainant may lodge a complaint by email with the relevant Officer, for which the relevant Officer shall be —

1. the Officer purportedly in breach of their obligations, as set out in Section 13: Complaints Procedure, clause (a)(1), or anywhere else in this Constitution where their duties may be specified;
2. the Treasurer for a purported breach of Section 13: Complaints Procedure, clause (a)(3); or
3. the President, if the complaint concerns more than one Officer.

(c) To be considered by the relevant Officer, the complaint must include —

1. the specific ground under which the complaint is being made;
2. the facts that suggest the ground of complaint has been met; and
3. reasonable evidence for 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 did not feel comfortable to raise the concern at the time that it arose.

- i. Evidence for this must be provided by the complainant.
- (e) At all times when considering a complaint, the relevant Officer is obliged to —
- 1. act in good faith;
 - 2. consider all of the relevant evidence presented to them by the complainant; and
 - 3. not allow personal bias or irrelevant considerations to affect their deliberations.
- (f) The relevant Officer 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, for which the relevant Officer may provide a remedy.
- (g) In any response to a complaint, the relevant Officer 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.
- (h) If the relevant Officer determines that a complaint shall be upheld they may either —
- 1. state the action that will be taken in order to remedy the complaint, including an expected time at which the action will occur; **or**

2. give adequate and intelligible reasons as to why no action could be reasonably expected under the circumstances of the complaint.

Committee Appeal Procedure

- (i) A complainant, having received a response from the relevant Officer, may appeal the decision to the Committee on the basis that —
 1. the relevant Officer 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 relevant Officer has failed to give adequate and intelligible reasons for their decision; **or**
 3. the complainant reasonably believes that the remedy stated by the relevant Officer 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 relevant Officer;
 3. the ground under which the appeal is being made; **and**

4. reasons explaining why the ground of appeal has been satisfied.
- (l) At all times when considering a complaint, the Committee is obliged to —
1. act in good faith;
 2. consider all of 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 relevant Officer shall be excluded from attendance;
 3. the Officers named in a complaint to the President shall be excluded from attendance; **and**
 4. quorum shall be 60% 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 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 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, determine a response to the appeal. The response 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 in order to remedy the original complaint, including an expected time at which the action will occur; **or**
 2. give adequate and intelligible reasons as to why no action could be reasonably expected under the circumstances of the original complaint and appeal.

GB Appeal Procedure

- (t) A complainant, having received a response from the Committee, may appeal further to the GB on the basis that —
1. the Committee has grossly 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 Committee has grossly failed to give adequate and intelligible reasons for their decision; **or**
 3. the complainant reasonably believes that the remedy stated by the Committee is grossly insufficient; **or**
 4. the complainant reasonably believes the denial of a remedy is grossly unreasonable.
- (u) An appeal to the GB shall be sent by email to the Dean of College no later than a week after the response from the Committee was received.
- (v) To be considered by the GB, 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 is being made;
 4. the details of the response by the Committee; **and**
 5. reasons explaining why the ground of appeal to the GB has been satisfied.
- i. JCR Officers must not be in attendance during the GB's consideration of this appeal.

(w) An appeal to the Committee should be considered by the GB within three weeks of the appeal having been made.

(x) The GB 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,

with the GB's decision binding on the Committee, after the decision of the GB has been communicated to the President.

Annex 10: Resignation and Impeachment Procedure

IMPEACHING OFFICERS

(a) Officers of the JCR may 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 Annex 10: Resignation and Impeachment Procedure, clause (a)(1) above 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% 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.
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 Annex 10: Resignation and Impeachment Procedure, 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 if:

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.
- i. 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.
 - ii. A by-election, held in accordance with Annex 11: By-Elections, may happen 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.
- i. 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.
 - ii. 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 means of a by-election.
 - iii. 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, the Governing Body must hold an election in accordance with Annex 2: Election Schedules, with the Senior President of the JCR acting as the Returning Officer.
- (i) The Acting President will relinquish their responsibilities as President at the moment at which 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 14: 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 14: 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 has 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 posted on the JCR website and by email two days before the nominations open.
 - i. 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 5% of the undergraduate JCR. 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. For

any election to any major union office, a member of the GB, nominated by the GB, shall also act as the Returning Officer.

- (i) In cases where an Officer is elected into 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 caused that by-election.