



# **St Anne's College Junior Common Room**

Constitution and Standing Orders

# **2019-2024**

**The St Anne's JCR College Constitution and Standing Orders sets out the aims, roles and responsibilities of the undergraduate body of St Anne's College, Oxford University**

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# St Anne's College JCR Constitution

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## **PART 1 – THE JCR**

### **1. GENERAL POINTS**

1. The name of this common room is St Anne's College Junior Common Room ("the JCR")
2. The aims of this JCR are to:
  - a. Promote and maintain the welfare and development of students in St Anne's through the provision of services and facilities covering economic, social, communal and recreational aspects
  - b. Represent the interests of the undergraduate body in meetings with the St Anne's College representatives ("the College")
  - c. Represent the JCR in the affairs of the University
  - d. Provide a democratic facility through which business conducted by Committee Officers should be done for the good of the whole JCR body

### **2. MEMBERSHIP**

1. The full members of the JCR shall be all undergraduate members of the College who have matriculated and are not recognised by the College as being members of either the MCR or SCR
2. Any reference to "JCR Members" or the "the JCR" refers to full members
3. For the duration of their time, visiting students are to be considered full members if they are not recognised by the College as being members of either the MCR or SCR
4. All individuals studying foundation year courses at the College will be considered full members of the JCR.
5. For the duration of their time, visiting students are to be considered full members if they are not recognised by the College as being members of either the MCR or SCR
6. All JCR Members shall have following rights unless disqualified:
  - a. The right to attend, speak and vote in JCR General Meetings, elections and referendums
  - b. The right to stand as a candidate during the election of JCR Officers, subject to satisfying the conditions outlined in **Standing Orders 3**
  - c. The right to use any JCR Facility
  - d. The right of equal standing (i.e. no member of the JCR may enjoy rights and privileges not shared by the rest of the JCR)
7. Any member of the JCR may propose a motion to confer honorary membership on a person. The membership will normally last for three years, and honorary members will be subject to all the provisions of this Constitution apart from the right to vote in meetings, referendums and elections. The membership may be revoked at any time by resolution of a General Meeting.

### **3. DISASSOCIATION**

1. To disassociate from the JCR, the member who wishes to leave must in writing (e-mail is acceptable) inform both the President and the Secretary no later than Friday of 1<sup>st</sup> Week of Michaelmas Term. Upon President and Secretary confirming said letter or e-mail, the person shall cease to be a member of the JCR
2. Having thus ceased to be a member, that person shall have no right to participate in any Meeting, stand for or hold any Office, or exercise any vote within the JCR, nor to exercise any right granted herein solely to members. Any person, having thus opted out, shall not be eligible to return to membership of the JCR within one academic year of having opted out, being eligible to return thereafter by, and upon, sending a letter or email to that effect to the President and Secretary.
3. Levies which have been paid to the JCR are not refunded but the non-member is exempt from further costs

#### **4. ANTI-DISCRIMINATION AND ANTI-BULLYING**

1. The JCR shall not tolerate discrimination against its members on the ground of their race, gender, nationality, colour, sexual orientation, disability, HIV status, political beliefs, or socio-economic status
2. JCR Members should respect the rights of members and guest speakers to speak and listen in Meetings
  - a. If any member of the JCR Committee sees behaviour that does meet this, then the member(s) liable will be asked to leave the meetings upon order of the Chair
  - b. If the behaviour is repeated, the JCR Committee has the right to deny request the member(s) not to attend meetings, although they will still be allowed to vote by proxy

#### **5. LIABILITIES**

1. Members have no liability to contribute to the JCR's assets and no personal responsibility for settling its debts or liabilities
2. No motion can be passed which would mandate a member of the JCR to violate the Law or the Constitution
3. The JCR Committee does not offer claim to offer professional services and cannot be held responsible for any damage incurred to property or persons should a member engage their services. The JCR Committee will recommend and refer JCR Members to professional services where appropriate

#### **6. MCR**

1. The JCR Committee should seek at all times to build positive relations between the JCR and MCR

## **PART 2 – JCR ADMINISTRATION**

### **1. GOVERNING DOCUMENTS**

#### 1. The Constitution and Standing Order

- a. The Committee should seek to follow the Constitution and Standing Orders as much as reasonably possible
- b. A copy of the Constitution should be available for viewing on the JCR website and by e-mail request to the Secretary
- c. The Constitution and Standing Order are to be considered binding documents, but may be altered and amended according to **Part 2, 1.1.d**
- d. Amendments to the Constitution and Standing Order must be submitted as a motion for a General Meetings. Amendments may only be passed through a two-thirds majority during a General Meeting. There will no option to abstain during motions regarding changes to the Constitution: attendees who insist on abstention will have their votes counted as against
- e. No amendment that is inconsistent with the provisions of this Constitution shall be valid. If a provision in the Standing Orders conflicts with any provision of this Constitution, the Constitution shall control
- f. A complete evaluation and updating of the Constitution and Standing Order should be completed at minimum every 5 years

### **2. DISPUTE RESOLUTION**

1. If a dispute arises between Members about the validity or propriety of anything done by the Members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation, with one member of the current JCR Committee and one member of a past JCR Committee (preferably in both cases to be Executive) to act as mediators. If this proves impossible, both parties must be referred to the appropriate college staff
2. If a dispute arises between Committee Officers about the validity or propriety of anything done by Committee Officers under this constitution the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation. With one member of the current JCR Committee and one member of a past JCR Committee (preferably in both cases to be Executive) to act as mediators. If this proves impossible, both parties must be referred to the appropriate college staff
3. If differences between Committee Members prove irreconcilable, it is preferable that the disputing parties are asked to alternate meeting attendance than to resign. **Standing Orders 2.2** applied in this case will have the “three missed meetings” refer to those on the weeks when attendance is expected

### **3. DISSOLUTION OF THE JCR**

1. The JCR may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the JCR can only be made at a General Meeting. It must pass with 100% majority.
2. Any resolution for the winding up of the JCR, or for the dissolution of the JCR without winding up, may contain a provision directing how any remaining assets of the JCR shall be applied. If the resolution does not contain such a provision, the JCR Committee Officers shall decide how any remaining assets of the JCR shall be applied. In either case the remaining assets shall be applied for charitable purposes the same as or similar to those of the JCR.

## **PART 3 – DEMOCRACY**

### **1. COMMITTEE MEETINGS**

1. JCR Committee Meetings must take place at least once a fortnight during term time at a time and place which suits the majority of members, and this will be decided as Secretary and President see fit
2. Only fully elected JCR Committee may attend and vote in the meetings, except:
  - a. In Trinity Term when incumbents may attend but may not vote
3. Secretary must 24 hours ahead communicate a notification of time and location before the meeting
4. The quorum is eight Committee Officers, including at least two members of the Executive Committee. There is no proxy voting permitted for voting upon motions in Committee Meetings. If a Committee Member is proposing or seconding a motion, they must be present
5. A motion can be put forward by any member of the JCR Committee either before or during the meeting subject to majority approval from the Executive committee
6. PROCEDURE OF THE COMMITTEE MEETING
  - a. An agenda collated by the Executive Committee shall be communicated by the Secretary to all Committee Officers
  - b. Members will be called upon to relate any business and discussion may ensue. Motions will be held at the end of the meeting
  - c. The Secretary, or in the absence of the Secretary another Committee Officer chosen by the person Chairing the meeting, shall take full and accurate minutes of the proceedings of every Committee Meeting, including but not limited to:
    - i. the names of the Committee Officers present at the meeting
    - ii. any co-option of Offices made by the Committee
    - iii. discussions that take place at the meeting, excluding any discussions that take place in camera
    - iv. decisions made at the meeting, excluding any decisions made in camera
  - d. Minutes are, unless the contrary is proved, evidence that:
    - i. the Committee Meeting to which they relate was duly convened and held
    - ii. all proceedings recorded as having taken place at the Committee meeting did in fact take place
    - iii. all co-options recorded as having been conducted at the Committee Meeting were validly conducted and the result of those co-options was recorded
  - e. As soon as reasonably practicable after a Committee Meeting, the Secretary shall circulate, by email to the Committee Officers, a copy of the minutes
  - f. Subject to majority approval, the Committee may proceed in camera if the welfare or behaviour of a specific JCR member is being discussed.
7. No Committee Meeting, General Meeting or Emergency Meeting should take place before Week 0 commences or after Week 9 finishes

### **2. GENERAL MEETINGS**

1. General Meetings, open to all JCR Members, should take place on Sundays weeks 2, 4, 6 and 8, at a time agreed on by the Committee
2. QUORUM OF GENERAL MEETINGS
  - a. A quorum of 25 JCR members must be present throughout any JCR General Meeting. The Quorum must be physically present in the Danson Room (or whichever venue in which the General Meeting is being held).
    - i. A quorum of 10% of JCR members must be present throughout any JCR General Meeting in which there is a motion which would lead to an increase in an existing compulsory levy, or an introduction of a new compulsory levy
  - b. Proxy votes cannot be used to meet Quorum
  - c. Any attending member can reasonably request at any time for the JCR Secretary and President to count attendees to see if Quorum is met

- d. If it is found at any time that Quorum is not met, then the meeting shall be adjourned, and if Quorum is not found within 10 minutes it shall close; but any proceedings of the Meeting up to the time when absence of Quorum is found shall not be invalidated
- 3. After 2.5 hours, the Chair will ask attendees to vote on whether the meeting should continue, to be resolved by a simple majority show-of-hands. Should the meeting continue, the Chair should ask attendees to vote to continue each half hour
- 4. PROCEDURE OF THE GENERAL MEETING
  - a. The meeting shall open with the President relaying any important college business, followed by individual members of the committee summarising any information they feel the JCR should know. If a Committee Member is absent, it is her responsibility to communicate any notices to the Secretary, who will announce them in lieu of the absentee
  - b. The meeting will move to motions
    - i. The Chair will read out the motion in its entirety
    - ii. The Chair will then ask the Proposer to speak in favour of the motion
    - iii. The Chair will ask if the Secunder wishes to add something
    - iv. The Chair will then ask if there are any purely factual questions that the floor wishes to ask the Proposer and/or Secunder. The Chair may reject any questions deemed to be inappropriate (such as relating to financial status of the Proposer or anything else that might conflict with **Part 1, Section 4**)
    - v. The Chair will then ask if anyone wishes to speak in Opposition to the motion. There will be a maximum of two speeches
    - vi. There will then a 'Move to Debate' in which members of the JCR may offer opinions, ask questions and speak for/against the motion
    - vii. Debate shall be ended, and the motion voted upon when either all speeches naturally terminate, or a Member requests 'Move to Vote.' If the latter occurs, the Chair will temporarily pause the meeting and ask all attendees to vote for or against moving to vote on the motion. Voting shall occur if there is a simple majority
    - viii. Motions should not take more than 45 minutes. If any motion takes up more than 45 minutes, the Chair must move to vote or decide to pause the discussion. It will be summarised by the Chair at the next General Meeting and continued.
    - ix. Any JCR member may at any time propose that the motion under discussion be taken in parts. This shall only be accepted if the Proposer and Secunder agree. Then each part becomes a separate motion to be voted upon
  - c. Voting then ensues
    - i. Every member shall have one vote, though the Chair may not vote save under **Part 3, 2.4c.iv**
    - ii. A motion put to vote shall be decided through a show of hands with closed eyes, unless an alternative method is specially requested
    - iii. Any objection to the qualification of any voter shall be raised at the meeting at which the vote is cast, and the decision of the Chair of the meeting shall be final
    - iv. Proxy votes:
      - 1. Proxy votes must be emailed to the Secretary and the President at least 1 HOUR before the General Meeting
      - 2. Proxy votes do not count towards quorum
      - 3. Proxy votes are not accepted in Committee Meetings

### 3. MOTION SUBMISSION FOR GENERAL MEETINGS

- 1. Motions **must** be submitted by **midnight 1 day before the General Meeting**
- 2. Motions shall be displayed in the Danson Room on a noticeboard (or other suitable location), as well as e-mailed around to the JCR members **6 hours before the General Meeting**
- 3. Each motion must have a proposer and seconder, and both must attend the General Meeting in which the motion is to be discussed



#### **4. FOR A MOTION TO PASS IN BOTH GENERAL AND COMMITTEE MEETINGS**

1. Need Quorum
2. 50% of the total votes which are either for or against the motion
3. Abstentions count as fulfilling quorum BUT NOT FOR OR AGAINST the motion
4. Votes are to be cast by a raise of hands with eyes closed, which will be instructed by the Chair, to be counted by the Chair and the Secretary

#### **5. MAINTAINING ORDER IN ALL MEETINGS**

1. Every speaker shall address themselves solely to the Chair
2. No speech shall be permitted which is not strictly to a distinct motion or amendment or to a point of order or information
3. Whenever the Chair speaks, they shall be heard in silence and any other member shall cease speaking.
4. The Chair may enforce the following time limits at their discretion:
  - a. Proposing and Oppositional speeches: 5 minutes each
  - b. Questions: 5 minutes
  - c. Debate: 10 minutes

#### **6. MOTIONS OF NO CONFIDENCE**

1. A motion of no confidence in a Committee Officer may be submitted by Members and shall be considered valid if signed by at least 20 Members. A motion of no confidence shall specify the exact actions of the Committee Officer that contravene this Constitution, whether that be dereliction of any duties set forth in this Constitution and the Standing Orders, or other illegal activity
2. 7 days after the motion has been received, the opinion of the Committee on the pending motion of no confidence shall be decided by a secret ballot
3. The Committee Officer in question shall be temporarily suspended from office until such time as the motion of no confidence has been voted on. The Vice-President will take over the responsibilities of the role until the vote has been cast
4. By a simple majority of votes, the Officer may be removed from her position. If the motion does not pass, the Officer resumes her position and responsibilities in full
5. Where two individuals share the responsibilities of a single position, one may cease to hold the position without affecting the position of the other, who shall continue to carry out the duties of that position. The Vice-President will take over the responsibilities of the role until the position is re-elected, and the incumbent will assume their position early

#### **7. EMERGENCY MOTIONS**

1. Emergency motions on matters arising after the latest time for receipt of motions for a meeting shall be included on the agenda, provided that this is agreed by a majority of those present at the General Meeting
2. No motion which contains a request for more than £150 shall be admissible under this section.
3. Any motion which has, or seems likely to have, a member of the JCR, whether named or implied, as the subject of its discussion, shall likewise be inadmissible under this section, unless permission is gained from the individual concerned before the motion is submitted to the Secretary
4. Emergency motions must reach the executive committee at least 2 hours before the start of the meeting

#### **8. EMERGENCY MEETINGS**

1. An Emergency Meeting can only be called by the President if at least one of the following conditions are met:

- a. The JCR Committee votes it is necessary by a simple majority
  - b. If petitioned to do so by at least 15 JCR members
2. The time, date and location of such a Meeting shall be determined in consultations with the JCR Committee or the petitioners, and must take place within 72 hours of the decision to have the emergency meeting
3. At least 12 hours' notice must be given to the JCR Members, who will be informed by the Secretary
4. Emergency motions are not accepted at an emergency meeting but in all other respects, the procedure of the Emergency Meeting shall be governed by the same provisions as are applicable to General Meetings

## 9. REFERENDUMS

1. Any JCR member wishing to call a referendum on any matter arising from JCR business may do so by submitting a petition accompanied by fifty signatures to the JCR President
2. Quorum for a referendum is 30% of the JCR body
3. The Secretary will hold a referendum within seven clear days of receipt of the petition
4. The referendum will have final jurisdiction over Standing Orders and JCR policy

## 10. ELECTIONS

1. First Year Representative and Visiting Students' Officer will be elected either late Michaelmas Term or early Hilary Term. They should be in position by Week 4 Hilary at the latest
2. There shall be at least two election sessions:
  - a. The Executive, the two Welfare Officers and Entz Officers, the Academic Officer and the International Students' Representative shall be elected in Hilary term. These officers shall proceed to shadow the existing Committee members as a Committee-Elect during Trinity Term, before taking up their positions in the following Michaelmas Term
  - b. All other posts shall be elected in Trinity Term
3. All full members of the JCR (**including Visiting Students**) shall be eligible to vote in JCR elections, with the exception of a previous disqualification.
4. The Alternative Voting System as defined by the Electoral Reform Society shall be used in all JCR elections
5. The Returning Officer is the Secretary for elections in Hilary; during Trinity, the incumbent Committee runs the election with help from the Secretary
6. Any form of bribing in an election is strictly forbidden, and any candidate found bribing members can be removed from the election after a vote by the Executive Committee

### 10.1 NOTICE AND MANIFESTOS

1. At least 1 week before the deadline for the submission of manifestos, the posts must be advertised
2. Manifestos must be received 1 week before husts in both electronic form and hard copy in the secretary pidge. These should be displayed in the Danson Room (or other suitable location) and an electronic copy emailed to all members by the Secretary
3. Manifestos are to be single sided A4 (those running for Executive Positions may choose to use A3)
4. Entz and Welfare should submit one joint manifesto on A4
5. Each manifesto must include the name, year, subject and at least one clear photo of the member who wishes to stand for a post
6. Manifestos which are submitted late incorrectly may be accepted with the Returning Officer's approval
7. Incorrectly submitted manifestos may be given a small extension in which to make the changes with Returning Officer's approval

### 10.2 VOTING

1. The Secretary is responsible for setting up the election on the Oxford SU Website
2. On the voting page, the names of candidates should appear in alphabetical order, followed by the option to Re-Open Nominations

3. Additional Information:
  - a. First years are especially encouraged to vote for First Year Representative
  - b. Visiting Students are especially encouraged to vote for Visiting Students' Representative
  - c. Those who identify as a woman are especially encouraged to vote for Women's Representative
  - d. Those who identify as a LGBTQ+ are especially encouraged to vote for LGBTQ+ Sexuality Representative and LGBTQ+ Genders Representative
  - e. Those who identify as a black and ethnic minority are especially encouraged to vote for Ethnic Minorities Representative
4. 2 days' notice of the voting period shall be given to all Ordinary Members
5. Voting takes place from 8am to 8pm on the Wednesday directly following husts on the Oxford SU Website
6. Results of a vote will be communicated by the President and Returning Officer within 24 hours of receiving the results
7. Any JCR Member wishing to claim an infringement of these rules in connection with the election shall lodge a complaint with the Returning Officer or the President within 24 hours of the vote occurring

## **PART 4- FINANCE**

### **1. ADMINISTRATION**

1. The JCR finances shall be administered by the JCR Committee. At the beginning of each term subscriptions to the Common Room funds shall be paid to College as demanded on College fees for that term. The JCR Treasurer shall subsequently receive the amount of JCR dues from the College Treasurer. The JCR Treasurer shall ensure that the JCR is regularly informed of the level of funds in JCR accounts, including if appropriate, any estimated income and expenditure. Before the start of the year the JCR treasurer is obligated to create a yearly budget, discuss it with the rest of the Executive Committee and communicate the allowances to appropriate representatives. This budget should also be presented to the College Treasurer at the beginning of Michaelmas Term. During the year the JCR treasurer should make the statements of the accounts available to any member of the JCR when requested to do so. After the end of the year the treasurer should create the final cashbooks and make them available to anyone when requested.
2. The yearly accounts should clearly indicate any regular sums paid out by the JCR as a matter of course, such as subscriptions to organisations for example. There should be a track of all the expenses in the cashbooks with the name of the payee, date and amount and it should be specified which part of the budget covered the expense.
3. The JCR Treasurer will be the main signatory to all accounts operated and shall work with the committee and the JCR to provide the funds needed for approved JCR activities. All accounts operated shall be reported in the JCR's end of year report, and to the College Treasury.
4. JCR levies are optional, except for those marked compulsory. Any JCR members who do not wish to pay any optional levy must notify the JCR Treasurer of their decision. The JCR Treasurer shall ensure that the JCR is regularly informed of the level of funds in JCR accounts, including if appropriate, any estimated income and expenditure. A member of the JCR may propose a new levy by motioning it at a JCR meeting. JCR levies should be reviewed by the President and committee regularly and adjusted accordingly.
5. The JCR shall appoint an external auditor for the JCR accounts, and such an audit shall be published annually. The audited accounts shall be presented to and approved by a quorate General Meeting. The annual budget shall be presented to the Governing Body annually, for the purposes of monitoring expenditure.
6. The JCR Treasurer must reimburse within 7 days of receiving an approved claim.
7. The JCR President and Treasurer will meet at the end of Hilary term with the College Treasury. In this, they will present the JCR and ASC accounts for the Michaelmas and Hilary terms of that year, as well as a JCR and ASC projected budget for Trinity Term.
8. The JCR President and President-elect and JCR Treasurer and Treasurer-elect will meet with the College Treasury at the beginning of Trinity Term to discuss the College grant to the JCR for the following year. This will be based on the accounts and reserves for the current academic year.
9. The JCR Treasurer should present their budgets for the upcoming year to the JCR Committee and College at the beginning of Michaelmas Term.
10. The JCR Treasurer, Treasurer-elect and sports captain will also draw up an ASC budget in Trinity term, for the next year, and then meet with sports captains for the following year, to explain the ASC finances
11. The sports budget should then be presented to the ASC annually, for which amounts below a certain amount should not be required to pass through the ASC committee. This should be created by the Treasurer and sports rep and should be passed by vote at the first possible (Michaelmas) ASC meeting.

### **2. AMALGAMATED SPORTS CLUB FUNDING PROCEDURES**

1. The St Anne's College Junior & Middle Common Room Amalgamated Sports Club ('the ASC') receives a termly Capitation amount ('ASC Capitation'). ASC Capitation is separate from any other JCR or MCR income and is paid directly into an independent ASC bank account. The ASC Committee is charged with the responsibility of formulating and executing decisions about the allocation of all ASC funds

2. The following has been devised in order to specify further the ways in which ASC funding should be allocated. Taken as a whole, the following outlines three broad types of sports expenditure, and specifies processes to be adhered to by the ASC Committee when formulating decisions regarding each type of expenditure. All expenditure of ASC funds must be classed as either Necessary, Blues or Extraordinary expenditure

## 2.1 DEFINITIONS

1. Necessary expenditure
  - a. referees' fees for competitive events involving JCR Sports Teams
  - b. Compulsory Insurance (e.g. Rugby Personal Injury Insurance)
  - c. League and Cuppers Entry fees
  - d. Kit washes
  - e. Nominal amounts for essential Sporting equipment/activities (of no more than £20)
2. Blues Expenditure
  - a. Any expenditure regarded as essential for participation of individual, or groups of, college members in all sports officially recognised as 'Full Blue', 'Discretionary Full Blue', 'Half Blue' or 'Extraordinary Blue' by the Oxford University Sports Federation
  - b. Any expenditure regarded as essential for participation of individual, or groups of, JCR members in other sports classed as 'University level' by the Sports Rep
3. Extraordinary Expenditure
  - a. Any expenditure not covered under 'Necessary expenditure' or 'Blues expenditure'; including, but not limited to:
    - i. New kit
    - ii. Sports equipment costing over £20
    - iii. Extraordinary funding support
4. Funding claim
  - a. Any claim made against the ASC for funding of St Anne's JCR Sporting affairs
5. JCR Sports Team
  - a. A team representing the College in a formal competitive structure within the University
6. ASC Committee
  - a. The body responsible for the formulation of decisions regarding ASC expenditure; comprising the JCR & MCR Sports Representatives, JCR & MCR Treasurers, JCR & MCR Presidents and the Boat Club President and Treasurer. The JCR Sports Representative should act as Chairperson and the minutes should be written by the MCR Sports Representative. There shall also be representation from Senior members of College in the form of the College Treasurer and the College Sports Fellow.
  - b. The ASC Committee shall meet three times per year, once per term. The date and time of each ASC Committee Meeting must be announced by the Sports Rep at least one week before the time at which the meeting is scheduled to take place. The Captains of the colleges Sports Teams are to be invited to one of these meetings, though attendance is not mandatory. If an issue pertaining to a certain sport is to be a discussed, or a Captain wishes to raise an issue, then the relevant Captains should be invited to the ASC meeting.

## 2.2 PROCESS UNDER WHICH EXPENDITURE IS MADE

1. Necessary Expenditure will be funded in full by the ASC, with nominal amounts (as under **Part 4, 2.1.1**) determined at the discretion of the JCR Sports Rep or Treasurer
  - a. Funding claims must be approved by the JCR Sports Rep or Treasurer in advance of being made. If necessary, expenditure is not approved in advance, the Sports Rep and Treasurer are entitled to refuse any reimbursement ensuing, even if the expenditure accords with all other conditions for funding
  - b. Funding claims must obtain a receipt of the full amount of expenditure, to be submitted to the JCR Sports Rep and Treasurer. If funding claims for necessary expenditure is not accompanied by such a receipt, the Sports Rep and Treasurer are entitled to refuse any reimbursement ensuing, even if the expenditure accords with all other conditions for funding
2. Blues Expenditure

- a. Funding Claims will be considered in a meeting of the JCR & MCR Sports Reps and Treasurers. These claims shall be reported to the final meeting of the ASC Committee in Trinity Term of each year
  - i. Funding claims must be defined and submitted to the JCR Sports Rep & Treasurer at least 48 hours in advance of the meeting referred to in **Part 4, 2.1.6b**; claims must include the object/ item of expenditure, the amount of expenditure, and proof of expenditure
  - b. No individual shall receive more than £200 in blues funding, and available funding for blues individuals shall be awarded to those who apply at the discretion of the JCR & MCR Sports Reps and Treasurers
3. Extraordinary expenditure can be awarded at the agreed discretion of the JCR Sports Rep and Treasurer. Granted funding must then be reported by the Sports Rep at each termly meeting of the ASC Committee. If such claims are over £150, they must be considered first at a meeting of the ASC Committee before being awarded. Where financial hardship might occur with delay, such an issue may be resolved outside of the committee by email between committee members. Concerns should be forwarded to the JCR Sports Rep who will forward these to the rest of the ASC members
4. Funding proposals must be defined and submitted to the JCR Sports Rep and Treasurer; the definition of expenditure must include the object/item of expenditure, the amount of expenditure, and a brief explanation of how the expenditure will promote sport.
5. EXECUTION OF EXPENDITURE
  - a. The JCR Treasurer shall cooperate with the Sports Representative, Sports Captains and other individuals concerned to execute expenditure

### **2.3 The College Gym**

The ASC should be used as a forum in which to discuss continued investment into the College Gym including but not limited to:

- Funds for the maintenance of equipment
- Funds for the purchase of new equipment

The ASC should also be used to discuss charges pertaining to those members of the JCR & MCR who use the gym, as well as any specific investment by the JCR & MCR into the gym\*. The outcomes of these discussions should be presented at relevant JCR & MCR General Meetings.

### **2.4 The Boat Club**

The ASC should be used to discuss the funding of the Boat Club with the aim of reducing costs of termly subscription fees to boat club members. The Boat Club's accounts should be made available for consideration at each meeting of the ASC.

## **3. WELFARE SPENDING**

1. Welfare should be taken to refer to responsibilities including, but not limited to, the emotional and sexual wellbeing of the JCR. A welfare-event is any event that promotes welfare within the JCR.
2. The spending on emotional wellbeing shall be funded by the welfare levy and, if necessary, additional money at the discretion of the JCR Treasurer.
3. Spending on sexual wellbeing, specifically, any provision of contraceptives or other items that promote sexual health, shall not be funded by the welfare levies. Funding should be sourced from the general grant that college provides to the JCR. The level of funding should be decided by the Treasurer and the Welfare Officers.

## 4. ARTS PROJECT FUNDING

1. If a member of the JCR wishes to obtain funding for an arts project, then the project will be considered if:
  - a. It has the participation of at least one St Anne's member
  - b. It falls broadly under any category that the Arts and Literature Representative considers part of the 'Arts and Literature' domain
2. The money may be offered as a loan if the money requested is for a project expected to raise revenues at least sufficient to cover the costs of the loan
3. If the claim exceeds £750, the claim will be put to the JCR body as a whole during a general meeting
4. Funding proposals must be defined and submitted to the JCR Arts and Literature Officer and Treasurer; the definition of expenditure must include the object/item of expenditure, the amount of expenditure, and a brief explanation of how the expenditure will promote the arts
5. ARTS PROJECT FUNDING COMMITTEE
  - a. The body responsible for the formulation of decisions regarding APFC expenditure; comprising the JCR Arts and Literature Representative, the JCR Executive Committee and Presidents of any St Anne's arts societies within college. The JCR Arts and Literature Representative should act as Chairperson and the minutes should be written by the JCR Secretary. There shall also be representation from two Senior members of College.
  - b. The APFC Committee shall meet three times per year, once per term. The date and time of each ASC Committee Meeting must be announced by the Arts and Literature Officer at least one week before the time at which the meeting is scheduled to take place. Any JCR Member who feels particularly interested may request to be present and their attendance is at the discretion of the Chair.
  - c. Any applicants for funding are welcome, but not obliged, to attend the meeting
2. EXECUTION OF EXPENDITURE
  - a. The JCR Treasurer shall cooperate with the APFC and other individuals concerned to execute expenditure

## 5. APPLYING FOR FUNDING THROUGH THE JCR

1. Any member of the JCR can apply for funding from the JCR:
  - a. For non-Sports and Arts related funding requests:
    - i. The JCR Executive Committee can approve amounts up to and including £75
    - ii. The JCR Committee can approve amounts up to £150
    - iii. Amount greater than £150 must be taken to a General Meeting
  - b. For Sports expenditure exceeding £200
  - c. For Arts-related expenditure exceeding £750
2. Funding requests for General Meetings should be submitted as motions according to **Part 3, Section 3**
3. Funding requests to the JCR Executive Committee should be made in writing and will be decided upon within 4 days of the request been received
4. Funding requests to the JCR Executive Committee should be made in writing and will be decided upon at the next JCR Committee meeting
5. Any funding bids which are rejected by either Executive or Committee may be brought to a General Meeting. If the JCR body approves the funding, the decision of the Executive and Committee will be overruled.

# **STANDING ORDERS**

## **1. GENERAL**

1. These standing orders can only be changed through the procedure outlined in **Part 2, 1.1.d**
2. The JCR Secretary shall maintain an up-to-date Master Copy of the Constitution, Standing Orders and Appendices, available for consultation
3. The JCR Secretary and JCR IT Representative must ensure that an up-to-date copy of the Constitution, Standing Orders and Appendices are easily accessible on the JCR website
4. Upon the end of a term as an Officer, each Officer must pass on any relevant documents and information to the incumbent as soon as reasonably possible (Visiting Students Representative is exempt from this)

## **2. DUTIES AND FUNCTIONS OF THE COMMITTEE**

1. The Committee should:
  - i. Ensure JCR views are represented fairly, and that any motions passed are implemented
  - ii. Provide a channel of communications between the MCR, College and the JCR
  - iii. Strive to maximise the flow of information to the JCR
  - iv. Oversee the running of the JCR, including maintenance of JCR facilities
2. All JCR Officers are mandated to attend all JCR Committee Meetings. Non-attendance should be explained to the Secretary. If a JCR Officer misses more than two consecutive meetings, then a warning will be sent from the President. Should this occur again during the Academic year, the JCR Officer will be issued a second warning by the Executive Committee. Failure to improve after this point will result in the JCR Officer being removed from their position. The Vice-President will take over the responsibilities of the role until the position is re-elected, and the incumbent will assume her position early
3. At the end of each term, the President will create a termly report outlining briefly all the motions passed. All JCR Officers must contribute to this by summarising their work for the term
4. The President, Vice-President, Treasurer and Secretary will form an Executive Committee, whose responsibility is to lead the JCR and make sure policy is adhered to. The Executive will report to and be held account by the Committee and general JCR. The Executive may meet at the discretion of its members and the meetings need not be taken. The Executive should discuss business with the Committee and JCR
5. **REMOVAL OF COMMITTEE OFFICER**  
A Committee Officer ceases to hold office if they:
  - i. resign from their office by notifying the JCR and Committee in writing;
  - ii. are absent from all meetings for a period of six months;
  - iii. die;
  - iv. become incapable by reason of mental disorder, illness or injury of managing and administering their own affairs;
  - v. are removed by a vote of no confidence in accordance with **Part 3, 6**
  - vi. cease to be eligible as a Committee Officer in accordance to the criteria laid out in this Constitution and Standing Orders

## **3. DUTIES AND FUNCTIONS OF THE JCR COMMITTEE OFFICERS**

1. **President**  
The President shall be the Principal Officer of the JCR and its sole major Officer in the meaning of the Education Act 1994. The President shall:
  - i. Chair (or appoint a Chair) for JCR Executive, Committee and General Meetings, and interpret the Constitution during these
  - ii. Ensure the execution of decisions and the implementation of policies taken at meetings
  - iii. Be the prime representative of the JCR to external parties and organisations



- iv. Strive to improve communications between St Anne's JCR, the Oxford SU and other College JCRs, attending Prescom and other meetings where required and liaising with the National Union of Students when appropriate
- v. Attend (or make provision for a capable replacement to attend) major College committee meetings and functions where junior representation is required. The President should seek to further JCR interests in all communications with College. In particular, the President shall meet with College management and staff frequently to keep the JCR is well informed of College business.
- vi. Organise the college parent scheme and ensure that incoming students are communicated with prior to arrival in Oxford
- vii. Work with the Vice President to appoint a 'stash' representative, if demand is deemed sufficient, who shall be responsible for:
  - a. The design and ethical sourcing of College 'stash'
  - b. Its sale for non-exclusive prices to College members and staff

## 2. Vice President

The Vice-President shall be responsible for most in-house affairs and business of the JCR. The Vice-President shall:

- i. Assist the President in their duties and assume the full responsibilities of the President in the event of their resignation until the end of their period in office.
- ii. Acts as the second JCR representative at major College committee meetings, and provide representation when the President cannot
- iii. Help Entz committee in organising social events
- iv. Be responsible for co-ordinating with College in the overseeing and running of the Freshers' week following their election. The Vice-President Elect assumes responsibility for this as soon as they are elected to office, including all mailings and publications, scheduling, organisation of entertainments, budgeting and other activities. The Vice-President should ensure there is at least one major non-alcoholic event during Freshers' Week and that for each club event, an alcohol-free alternative is offered
- v. Maintain key JCR spaces:
  - a. The Danson Room: ensure that JCR members keep it clean and tidy; make sure there is ample storage and suitable waste disposal; keep fixtures and furniture working to a good standard
  - b. The JCR Office: help the Domestic Representative organise Vacation fridge storage; seek to keep this space clean and tidy
- vi. Relay feedback to the JCR Committee via a feedback system which aims to ask JCR members for suggestions to improve the running of the JCR. The Vice-President is invited to run a feedback system how they see fit but at least once a term, responses must be given to the Committee in a Committee Meeting
- vii. Work with the President to appoint a 'stash' representative, if demand is deemed sufficient, who shall be responsible for:
  - a. The design and ethical sourcing of College 'stash'
  - b. Its sale for non-exclusive prices to College members and staff.

## 3. Treasurer

The Treasurer shall be responsible for duties laid out under section 4 and for the quotidian financial affairs of the JCR. The Treasurer shall:

- i. Organise accounts and other banking facilities of the JCR, being the chief signatory to accounts where appropriate
- ii. React expeditiously to JCR decisions requiring expenditure
- iii. Advise the JCR of spending including the production of budgets
- iv. Represent the JCR at College meetings of a primarily financial nature
- v. Act as Treasurer for the Amalgamated Sports Clubs Committee
- vi. Act as Treasurer for the Arts and Literature Project Funding Committee
- vii. Maintain a JCR budget so that JCR Members are aware of cash flow

- viii. Maintain the list of organisations to which the JCR affiliates or subscribes and maintain a record of JCR Clubs and Societies and their associated transactions with the JCR. Using these, the Treasurer shall organise for the provision and maintenance of services and subscriptions, in particular punts and newspapers

#### 4. Secretary

The Secretary shall be responsible for the routine administration of the JCR and shall:

- i. Have full responsibility for giving the requisite notice of all meetings, and should prepare the Agenda in conjunction with the President
- ii. Ensure all JCR business is recorded efficiently and accurately by taking minutes of JCR Committee and General Meetings (and Executive Meetings if requested)
- iii. Maintain the JCR Minute Archive through:
  - a. Liaising with IT Representative to make sure Minutes and the Constitution are available on the JCR website
  - b. Co-ordinating with the college librarian to regularly update the Minutes File
- iv. During elections:
  - a. Be the Returning Officer
  - b. Check that the manifestos of candidates are appropriate and display these on a noticeboard in the Danson Room
  - c. Run the election on the Oxford SU website
  - d. Publicise the results of the election
- v. Ensure the JCR is kept up-to-date through the production of (at least) a weekly newsletter

#### 5. Welfare Officers

There should be two Welfare Officers. It is intended that this be a pair of different genders. They shall:

- i. Undergo and complete Peer Support Training as early as possible. Exceptions to clause i. will only be allowed in extraordinary circumstances, verified by a majority vote by the executive committee with the consent of the other serving Welfare Officer.
- ii. Provide a point of contact for JCR members in distress, be it related to finance, health, emotional, work or any other personal concern. They should listen to the student's concerns, without attempting to solve their problems, referring the matter to appropriately qualified people where necessary
- iii. Consult with College where appropriate, and provide junior representation wherever welfare matters are concerned
- iv. Liaise with relevant Oxford SU structures for assistance in supplying Welfare items
- v. Raise awareness among JCR members of welfare issues and the provision of support available
- vi. Provide necessary contraceptives, rape alarms and such like, to students in a manner which is sympathetic to their confidentiality
- vii. Work alongside the Equalities Committee to ensure sensitive and appropriate treatment of any issues relating to LGBTQ, Gender and BME
- viii. Co-ordinate with the Peer Support team to ensure the provision of weekly Welfare Teas in Michaelmas and Hilary Terms, and daily Welfare Tea from at the latest week 4 of Trinity term

The Male Welfare Officer will, upon request, fulfil the 'Men's Representative' function, which should seek to represent the interests of all members of the JCR who identify as male

#### 6. Head Entz Officers

The two Head Entertainment 'Entz' Officers shall:

- i. Organise, promote and oversee the running of entertainment for St Anne's students, in particular bops of which there should be at least 3 in Michaelmas Term (including one during Freshers' Week), 2 during Hilary Term and 1 during Trinity Term. Also required to organise at least one non-alcoholic entertainment event per term

- ii. Be responsible for creating a term card for each term to be published and advertised no later than the first General Meeting of each term at the beginning of Week 2 with the intention of maintaining a centralised document for Entz events
- iii. Oversee an informal Entz committee consisting of at least the follows whereby all members work with the Head Entz Officers:
  - a. Bar representative:
    - i. Be the students' point of contact for issues regarding entertainment, events and drinks prices in the bar, working with the Bar Manager and Entz Officers in order to provide such services
    - ii. Organise events in the Bar including comedy nights, open mic nights, and pub quizzes
  - b. Ticket representative:
    - i. In charge of sourcing and distributing club tickets to students within College each week
  - c. Bop representative:
    - i. In charge of organising bops, including sourcing helpers for any bops held in the College Hall
- iv. Representatives to the Entz committee are picked by the Head Entz Officers at their discretion with a confirmation from the Executive Committee
- v. Seek to establish a sense of enthusiasm for inter-year events and encourage participation by setting an impeccable example of costuming for Bops during Freshers' Week and upholding this standard across the rest of the year
- vi. Establish and maintain contact with relevant clubs and event organisers
- vii. Seek opportunities to share events with the MCR in order to encourage good relations between MCR and JCR
- viii. Provide a point of contact to JCR members wishing to organise entertainment
- ix. Maintain a strong relationship with relevant members of college including the Domestic Bursar and Dean

#### 7. International Student Representative

It is intended that this position be filled by an International Student (but not essential). The International Students Representative shall:

- i. Act as a point of contact and support for non-UK students, and when necessary represent non-UK students to the JCR, Oxford SU and College
- ii. Create and distribute relevant information to non-UK incoming students with the aim of smoothing the transition to life at Oxford and in England
- iii. Maintain the College Godparents scheme, by which the International Representative will allocate each non-UK student a current non-UK student from a similar cultural background as a 'god-parent.' The 'god-parent' does not need to study the same subject. When this occurs, the 'god-parent' and 'parent' role can be combined. The International Rep may introduce a new alternative system which has the same aim of facilitating the transition into student life in the UK
- iv. Organise at least one social event each term aimed specifically to bring together non-UK students and UK students
- v. Ensure Visiting Students feel welcomed and part of College. This may include working with College to ensure their assimilation, and acting as a representative or liaison point should there be issues in teaching provision
- vi. Work with other committee members, such as Welfare, to make College as welcoming as possible

Non-UK students here refers equally to Visiting Students, and so it is intended that the Visiting Student Representative works closely with the International Student Representative

#### 8. Visiting Student Representative

- i. Provide a point of contact for visiting students
- ii. Liaise with the college visiting students coordinator and when necessary, represent

- visiting students to the JCR, Oxford SU and College
  - iii. Distribute relevant information to visiting students (e.g. Societies, JCR events etc.)
  - iv. Organise events for visiting students and assist the international students rep in advertising international events to visiting students.
  - v. Assist visiting students arriving later in the year.
  - vi. The visiting students representative can also pass on information, e.g. as a leaflet or an email, to incoming visiting students the next year and give feedback to the new JCR committee on how Freshers' week could be improved for visiting students
- It is intended that the Visiting Student Representative works closely with the International Student Representative

#### 9. Academic Affairs Officer

The Academic Affairs Officer shall:

- i. Be responsible for dealing with students' concerns in regards their aspirations and problems in relation to education provision, and for representing these concerns to the College when appropriate in a suitable manner.
- ii. Collect information which allows review and evaluation of the effectiveness of the tutorial system and classes within College, ensuring that the education provided is at least sufficient as defined by University, Departmental and College regulations.
- iii. Develop and maintain systems for gathering student opinion regarding their education. Typically, this involves approving surveys and running academic feedback sessions at least once a term
- iv. Make themselves aware of Oxford SU's policies on academic provision so that St Anne's may campaign effectively for the continual improvement and maintenance of standards of education within the University
- v. Bring general academic matters to the attention of the JCR and provide junior representation to College on academic affairs

#### 10. IT Officer

The IT Officer shall:

- i. Provide computing support services to member of the JCR in terms of resolving hardware and software issues. JCR Members must be aware that the IT Representative is not liable for any damage incurred should the Representative be asked to carry out these services
- ii. Assist students in contacting College IT Services and/or IT Services should professional support be needed
- iii. Maintain and update the JCR website as she feels fit, ensuring that minutes are uploaded regularly, and a copy of this Constitution can be found there
- iv. Ensure that the IT Handbook provided by College IT Services is intelligible and relevant
- v. Aid members of the JCR in connecting to the internet, and in setting up Single-Sign On and e-mail if they have not already, as well as other IT related issues
- vi. Liaise with the College IT Services, attending meetings where appropriate, to provide essential College IT information to students

#### 11. Domestic Affairs Officer

The Domestic Affairs Officer shall:

- i. Represent the views of the JCR, with regards to domestic affairs, to College through College staff and Officers, and through relevant meetings where Junior representation is made, particularly the termly domestic forum with members of the catering, accommodation and estates departments, as well as the domestic bursar.
- ii. React to suggestions, feedback and complaints from JCR members regarding College-provided food in hall and STACs (by communicating the views of the JCR and contributing to discussions at domestic forums.) As well as checking, advertising and maintaining the food feedback form on the college website.

- iii. Organise and promote particular dining events such as Christmas Formal Hall, Founders' Dinner, 2nd Year Half-way hall and other social functions provided by College and/or the JCR for JCR members. This includes:
  - a. Organising the table ballots for Christmas and Founders' formals
  - b. Decorating the hall for Christmas and Half-way hall, as well as arranging any additions (such as a microphone, projector, awards or a photographer)
  - c. Pidding tickets for Founders' formal
- iv. Represent the JCR's views on accommodation and facilities and contribute to discussions on such matters at domestic forums.
- v. Ensure that room ballots are clearly understood, drawn fairly and that comprehensive tours of all college accommodation facilities are available to JCR members before the room ballot occurs.
- vi. Organise personal fridge collection and storage in the JCR office at the start and finish of every term, usually Friday morning of 0th and 8th week. Ensure that the office remains clean and tidy throughout the year, and that an adequate log and record of JCR property stored in the office is kept. Dispose of fridges, appliances or property that has been unclaimed/uncollected for longer than a year, if the best possible effort has been made to determine and contact an owner to claim their property.
- vii. Purchase and organise decor for the college and JCR spaces for major cultural/religious events, as well as assisting in planning celebrations if necessary.
  - a. Help set up the college Christmas tree, around week 7 of MT.
  - b. Decorate the Danson room and any other JCR spaces for Diwali (Early-Mid MT), Christmas and Hannukah (Late MT), Chinese New Year (Early HT), Eid (TT), and any other term-time religious or cultural events they see fit. This should be organised alongside, or in consultation with the Equalities Committee, particularly the Ethnic Minorities Rep.
  - c. Organise, update and communicate a calendar of cultural meals for cultural/religious events to relevant hall staff, including any dietary suggestions/requirements for specific meals (eg kosher food for jewish holidays), in conjunction with the Equalities Committee, particularly the Ethnic Minorities Rep and/or the International rep.
- viii. Advise JCR members applying for vacation residence, supporting applications (financially if necessary), ensuring the process and application criteria (and any changes) in the college regulations are clearly communicated to, and understood by members.
- ix. Assist college staff in ensuring the mailroom remains clean, tidy and is as eco-friendly as possible with the assistance of the Vice President and the Environment Officer.
- x. Oversee and appoint at their discretion an informal housing committee consisting of at least the following whereby all members work with the Domestic Rep:
  - a. A representative for each major accommodation complex that is both physically separate and a significant distance from the main college site. This does not pertain to include private or college rented properties.
  - b. Each rep shall be named after their respective accommodation (e.g. the Robert Saunders House Rep).
  - c. Each reps term-time accommodation must be the same as the accommodation they represent for the entirety of their tenure
  - d. Each accom rep should:
    - i. Represent the views and promote the interests of those living in their respective accommodation to both college staff and the JCR committee
    - ii. Ensure those living in their respective accommodation remain included in, and engaged with, the college community through promotion of on-site events, holding their own social events within their buildings and any other measures the JCR committee deems appropriate
    - iii. Attend domestic forum and JCR committee meetings alongside the domestic rep
- xi. Representatives to the housing committee are picked by the Domestic Affairs Officer at their discretion with confirmation from the Executive Committee.
  - a. The Domestic Affairs Officer must then notify the Domestic Bursar,

Accommodation Office and any other relevant staff of whom they picked as the respective Housing Representative

12. First Year Representative

This position can only be held by a first year. The First Year Affairs Officer shall:

- i. Make the JCR and Committee aware of specific issues pertaining to first years through attending Committee and General Meeting
- ii. Raise the profile of the JCR among the Freshers and assist in ensuring the Freshers understand the purpose of the JCR as quickly as possible
- iii. Help organise Freshers' week
- iv. Be elected from the Freshers at the end of Michaelmas term

13. Arts and Literature Officer

The Arts and Literature Officer shall:

- i. Encourage participation in arts activities and support arts-related clubs and individuals with interests; providing support for them to succeed and financial assistance through means of managing the Arts Fund
- ii. Promote the work of students involved in the arts to the JCR

- iii. Provide by all means possible, St Anne's students with the opportunity to share their artistic and creative talents with other members of the College and the wider University
- iv. Organise a week-long programme of Arts-related activities during her term in office (usually Trinity term)
- v. Organise and Chair the termly Arts and Literature Project Funding Committee

#### 14. Sports Officer

The Sports Officer shall:

- i. Maintain, improve and promote College sports facilities and teams
- ii. Chair the Amalgamated Sports Club, and work with College sports captains in matters regarding this Committee's business. She shall also attend Sports Federations meetings, ensuring that any vote for St Anne's is used to the College's best interests.
- iii. Liaise with the Treasurer in regulating the use of JCR punts (and any other related services) and organise their use

#### 15. Environment Officer

The Environment Officer shall:

- i. Co-ordinate with College Officers to ensure maximum undergraduate involvement in efforts aimed at making the college more environmentally sustainable (recycling, energy efficiency, etc.), and ensure that the needs of undergraduates are considered in the formation of such efforts
- ii. Create recycling rotas for each accommodation and encourage JCR members to follow these
- iii. Provide Junior representation on such matters if appropriate.
- iv. Coordinate with other Colleges in pursuing this role, through Oxford SU or other structures
- v. Maintain the College bike scheme
- vi. Implement a system by which the food caddies in the buttery and JCR kitchens will be emptied by students and staff as needed (e.g. a rota) and ensure that it is followed.

#### 16. Charities and RAG Officer

The Charities Officer shall:

- i. Ensure there is a charity election in the first two weeks of Michaelmas term each year in which every member of the JCR is entitled to vote. The charity that wins this election will be the St Anne's Charity of the Year and all unspecified fundraising by the St Anne's JCR will go to this charity.
- ii. Run at least two fundraising events of their choice in Michaelmas term, at least two fundraising events of their choice in Hilary term, and at least one fundraising event of their choice in Trinity term. These may be RAG events, or events organised separately for the college charity
- iii. Act as St Anne's' RAG Rep, attend the fortnightly RAG Rep meetings and publicize all Oxford RAG's events in college

#### 17. Duck Officer

The Duck Officer shall:

- i. Be a member of a previous JCR Committee, preferably Executive, who will advise the JCR Committee when appropriate. They shall give such advice in an unbiased and careful manner, ensuring that the current Committee is not subverted by a previous Committee's attitudes, whilst seeking to maintain some continuity in initiatives taken by the JCR on a year to year basis
- ii. Concern themselves with issues pertaining to undergraduates in their final year of study. In particular, they should work with the Careers and Development

Representative and the Careers Service to provide essential careers information to finalists

- iii. Provide representation for the ducks which visit St Anne's from the Parks during the summer months, and look after a plant when ducks are not present

#### 18. Student Union Representative

The Student Union Representative shall:

- i. Act as an interface between the JCR and the Oxford SU; liaising with the JCR President where necessary
- ii. Attend Oxford SU Council as one of the JCR's three votes, or, if unable to attend, ensure someone else attends in their place
- iii. Arrange a rota of Committee Officers to ensure that there are always three representatives of the JCR at Council Meetings, and that each Committee Officer attends the Oxford SU Council at least once in their term of office
- iv. Inform the Members of issues coming up in the Oxford SU Council and publicise the agenda prominently
- v. Keep the JCR informed of relevant issues coming discussed in Council meetings
- vi. Ensure that the JCR Committee discusses important Council votes and places them before the JCR to gauge JCR policy. This should involve the JCR voting on the motion in a JCR General Meeting, to determine what the SU Reps vote(s) will be at Council
- vii. Read through relevant reports, budgets and briefings prepared by Oxford SU officers, and inform the JCR Committee of the relevant details
- viii. Post on the JCR Facebook Group before each Council meeting to notify Members of the JCR the date, time and venue of each meeting, in addition to any motions deemed necessary to mention
- ix. Keep up to date with the work of the Oxford SU, it's campaigns, policies
- x. Keep the JCR up to date with any major and/or relevant outcomes of Council meetings and motions

#### 19. Alumnae Relations Officer

The Alumnae Relations Officer Shall:

- i. Act as an interface between the JCR and the St. Anne's Society (SAS); liaising with the JCR President where necessary
- ii. To develop a closer working relationship with the SAS in order to support undergraduate JCR members more effectively
- iii. To attend the termly Main Committee meetings of the SAS
- iv. To encourage alumnae to engage with local Oxford University access and outreach activities and raise the profile of the College among aspiring students
- v. To facilitate the freshers' events (more recently online events) run by the Branches that provide an opportunity for students to meet each other and prepare for going up to Oxford
- vi. To encourage alumnae to work with the Development Office to provide personal development and careers advice in their specialist fields
- vii. To work with the SAS to identify online activities of mutual interest or benefit, for example Linked In training

#### 20. Foundation Year Officer

The Foundation Year Officer shall:

- i. Be responsible for the well-being and interests of Members studying on Foundation Year courses.
- ii. Facilitate the Foundation Year induction week and graduation day
- iii. Represent the JCR to the College, the University and to all External Organisations in relation to the Foundation Year.



- iv. Make the JCR and Committee aware of specific issues pertaining to Foundation Year students through attending Committee and General Meetings.
- v. Be elected from the Foundation Year students at the end of Michaelmas term.
- vi. Attend Access and Outreach Working Group meetings.
- vii. Attend Student Union access meetings.

#### **4. DUTIES AND FUNCTIONS OF THE EQUAL OPPORTUNITIES COMMITTEE**

1. The Committee shall meet twice a term, with meetings organised and chaired by the Equal Opportunities Office. Welfare Officers are encouraged to attend.
2. The Equalities Committee will consist of:
  - a. The Equal Opportunities Officer
  - b. The Women's Representative
  - c. The Access Officer
  - d. The Ethnic Minorities Representative (BME)
  - e. The LGBTQ+ Sexualities Rep
  - f. The Disabilities Representative
  - g. The Class Officer
  - h. The LGBTQ+ Genders Rep

If any of these positions have not been filled, the Equal Opportunities Officer will take on the responsibilities unless otherwise specified.

3. Representatives are encouraged to attend Committee meetings to ensure fair representation on all
4. Each Rep shall:
  - a. Organise at least three events in college during the academic year, which may be social events, charity events, debate events, campaigning events or whatever else the representative believes to be appropriate and beneficial
  - b. Provide a confidential welfare service to their relevant groups having undertaken appropriate training if possible, and work closely with the Welfare Officers
  - c. Promote awareness of campaigns and events occurring around the University

#### **5. DUTIES AND FUNCTIONS OF THE EQUAL OPPORTUNITIES OFFICERS**

1. Equal Opportunities Officer  
The Equal Opportunities Officer shall:
  - i. Provide a point of contact to create a centralised and formalised system for feedback on equality issues
  - ii. Ensure all JCR activities are not discriminatory in any way and that they fit with St Anne's reputation as an open-minded and egalitarian Oxford College
  - iii. Assist members of the Equal Opportunities Committee in the organisation and promotion of events
  - iv. Encourage members of minority groups to apply for positions on the JCR Committee in order to maintain a committee which is representative of the student body
  - v. Be aware of issues pertaining to access and equality on a College, University and international scale
  - vi. Organise the 'Equality Forum' alongside the MCR's equivalent representative at least once a year (usually Trinity term)
  - vii. Lead and aid the JCR's Equal Opportunities Committee and be the primary representative of this to the JCR and to college
2. Women's Representative  
The Women's Representative shall:
  - i. Liaise with the College to ensure the opinions and concerns of women are conveyed
  - ii. Represent women at the JCR Committee meetings to ensure all motions are in keeping with the College's feminist and egalitarian principles
  - iii. Work with Access to encourage more women to apply to College and to take up positions of responsibility during their time here
  - iv. Encourage the President to take motions to governing body pertaining to attempts to establish gender equality in academia
3. Access Officer

The Access Officer shall:

- i. Work alongside other colleges in providing outreach services and opportunities
- ii. Review the Alternative Prospectus and update if necessary. The Access Officer should ensure that the prospectus can be easily accessed both in published form and/or via the JCR website
- iii. Organise the JCR's role during the interview period. The Access Officer may formally delegate these responsibilities to other JCR members subject to a General Meeting's approval and subsequent accountability to the Committee
- iv. Liaise with the College Admissions staff to co-ordinate student involvement in College tours, Open Days and Interviews
- v. Promote both college-based and University-wide access schemes and events and co-ordinate access initiatives run by St Anne's students
- vi. Represent the JCR's opinions on matters pertaining to Admissions to the appropriate persons
- vii. Support the Class officer in their role, recognising that both roles are interconnected and that both officers may require support from each other. This may require them to provide underrepresented groups at Oxford (this includes but is not limited to socio-economic disadvantaged students, underrepresented ethnic minorities and disabled students) who are members of the JCR with specific assistance, information and support beyond the responsibilities of Welfare
- viii. If the Class Officer position is not filled, take on those responsibilities

#### 4. Ethnic Minorities Representative (BME)

The Ethnic Minorities Representative shall:

- i. Provide BME members of the JCR with specific assistance, information and support beyond the responsibilities of Welfare
- ii. Represent the interests of St Anne's ethnic minority and international students
- iii. Work with the Access Officer in order to raise the profile of St Anne's among ethnic minority applicants

#### 5. LGBTQ+ Sexualities Representative

The LGBTQ+ Sexualities Representative shall:

- i. Provide LGBTQ members of the JCR with specific assistance, information and support beyond the responsibilities of Welfare
- ii. Provide JCR members with information and advice on LGBTQ matters
- iii. Help lesbian, gay, bisexual, queer, questioning and straight JCR members with problems of sexuality
- iv. Liaise with University-wide LGBTQ bodies, such as the Oxford SU LGBTQ Council
- v. Liaise with the LGBTQ+ Genders Representative, working as a pair to ensure full representation of all queer identities
- vi. If the LGBTQ+ Genders Representative position is not filled, take on those responsibilities

#### 6. Disabilities Representative

The Disabilities Representative shall:

- i. Provide disabled members of the JCR with specific assistance, information and support beyond the responsibilities of Welfare
- ii. Represent the interests of all disabled members of the JCR
- iii. Raise awareness of mental health issues and work to encourage disabled students to apply to St Anne's

#### 7. Class Officer

The Class Officer shall:

- i. Represent the interests of socio-economically disadvantaged students at St. Anne's

- ii. Support the Access officer in their role, recognising that both roles are interconnected and that both officers may require support from each other
- iii. Provide underrepresented groups at Oxford (this includes but is not limited to socio-economic disadvantaged students, underrepresented ethnic minorities and disabled students) who are members of the JCR with specific assistance, information and support beyond the responsibilities of Welfare
- iv. Help students access financial support by giving them advice about their college and university's application processes, give students advice about complaints procedures.
- v. Host socials to create a sense of community in your college (for an example, they can get involved with the 93% Club, SU Class Act)
- vi. Offer academic advice through bridging workshops for freshers or essay advice sessions.
- vii. Show students that they are not on their own and that there is someone they can speak to that will understand them, and it will also normalise conversation about class and socioeconomic background, which are often stigmatised
- viii. If the Access Officer position is not filled, take on those responsibilities

#### 8. LGBTQ+ Genders Representative

The LGBTQ+ Sexualities Representative shall:

- i. Provide LGBTQ members of the JCR with specific assistance, information and support beyond the responsibilities of Welfare
- ii. Provide JCR members with information and advice on LGBTQ matters
- iii. Help transgender, nonbinary, gender-nonconforming and questioning JCR members with problems of gender
- iv. Liaise with University-wide LGBTQ bodies, such as the Oxford SU LGBTQ Council
- v. Liaise with the LGBTQ+ Sexualities Representative, working as a pair to ensure full representation of all queer identities
- vi. If the LGBTQ+ Sexualities Representative position is not filled, take on those responsibilities

## 6. ELECTION AND APPOINTMENT OF THE BALL COMMITTEE

The St. Anne's Ball Committee shall consist of

- Ball President
- Ball Vice-President
- Ball Treasurer

And any further positions created by the President of the Ball Committee as he/she deems necessary for the organisation of the ball. The President, Vice-President and Treasurer of the Ball Committee shall be elected by the JCR Membership according to the general procedure defined in **Part 3, Section 10** of the Constitution. Upon the resignation of the President, Vice-President or Treasurer, an election shall be held according to the aforementioned general procedure in order to fill the vacant position(s).

For all further positions the President of the Ball Committee shall interview applicants and make appointments accordingly.

The JCR President and the JCR Treasurer shall be *ex officio* members of the Ball committee and act as a link to the JCR committee.

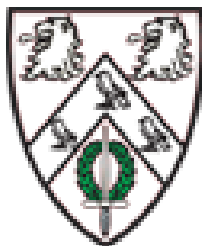
# **APPENDIX**

## **PRESENTATION OF MOTIONS**

- When offered to the JCR Members, all motions must be labelled with:
  - Date and time when submission arrived
  - Proposer and Seconder
  - Date and time of the meeting in which they will be voted upon
  - The details of the proposed motion in the following format:
    - THIS JCR NOTES THAT
    - THIS JCR BELIEVES THAT
    - THIS JCR THEREFORE RESOLVES TO
  
- When recorded in the minutes, all motions must be labelled with:
  - Date and time when submission arrived
  - Proposer and Seconder
  - Date and time of the meeting in which they will be voted upon
  - The details of the proposed motion in the following format:
    - THIS JCR NOTES THAT
    - THIS JCR BELIEVES THAT
    - THIS JCR THEREFORE RESOLVES TO
  - Details of any questions, points of information and debate that occurred in the meeting, recorded as the Secretary sees fit
  - The recording of the result of the vote:
    - Number of votes FOR
    - Number of votes AGAINST
    - Number of votes ABSTENTIONS
    - A note on whether or not the motion passed

## EXAMPLE OF HOW A SECRETARY COULD CHOOSE TO PRESENT MOTIONS

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**St Anne's College**  
**JCR Motion Submission**  
[ ]<sup>th</sup> Week [ ] Term  
**Date and time of submission:**  
**Date and time of meeting:**

**TITLE OF MOTION:**

**Proposed by:**

**Seconded by:**

***This JCR notes that:***

*Please include all the information that is background to your motion and would convince someone that it is a good idea. This section is intended for purely factual statements.*

•

***This JCR believes that:***

*This is a section where you can introduce beliefs that you think support your argument and that the JCR should believe in.*

•

***This JCR therefore resolves to:***

*This is the most important section, it is has all been leading up to this moment. This is where you put what the JCR should DO as a result of your motion.*

•

VOTES FOR	
VOTES AGAINST	
ABSTENTIONS	
MOTION PASSED?	