St John's College Junior Common Room

Constitution

Last amended 25th June 2026

PART ONE: PREAMBLE

This document contains the rules and constitution of the JCR of St John's College, Oxford. The purpose of these rules is to establish the basic principles of the running of the JCR and it shall be the duty of the President to interpret and enforce the rules, with the exception of all rules pertaining to the election of Officials, referenda or complaints, which shall be the duty of the Returning Officer to interpret and enforce. The interpretations issued by either of these individuals may be challenged by a General Meeting held according to the provisions of this Constitution. This Preamble shall be used in interpreting the rules where it is possible to do so.

The JCR is the collective body of all undergraduate members of the College, all of whom shall be deemed full members of the JCR unless they have opted out of their membership under the provisions of this document. It is a charity, which exists to promote and further the well-being and academic, sporting and cultural interests of the undergraduate students of St John's College, and its activity should be appropriate to these aims. The JCR therefore seeks to participate in the administration of College affairs by being fully represented on any College committee (including the Governing Body) that is discussing matters concerning the junior members of the College.

The main organ and policy making body of the JCR is the General Meeting: its decisions shall be taken by an online vote open to all full members. The decision of a General Meeting on any question put to it is binding on all Officials and committees. To simplify the business of the JCR, it may delegate any part of its administration or functions to appropriate Officials, committees. No General Meeting shall be capable of binding a future General Meeting. The terms 'woman' and 'female' shall both be defined as someone who identifies wholly or partially as a woman and/or as transfeminine. The terms 'man' and 'male' shall both be defined as someone who identifies wholly or partially as a man and/or as transmasculine. A socio-economically disadvantaged student shall be defined as a student who is any of the following: working class; from a low income family; state comprehensive school educated; a first generation student. Full term shall be defined by this Constitution as Sunday of 1st week to Saturday of 8th week inclusive. An academic year shall be defined as the first day of full term in Michaelmas to the final day of full term the following Trinity term.

PART TWO: THE ARTICLES

General

1. The name of this excepted charity is 'St John's College JCR', henceforth referred to as the JCR, and the Constitution of this charity shall be formed of the Preamble, Articles, and the Standing Orders of this governing document.
2. The principal office of the JCR is in Room 4, 28 Museum Road, Oxford, Oxfordshire, England, OX1 3QA, contained within the site of St John's College, St Giles, Oxford, Oxfordshire, England, OX1 3JP.

3. At intervals of at most five years, but ordinarily one year, Governing Body is required to approve the JCR Constitution, in order to secure the fair and democratic operation of the JCR.
4. This Constitution shall be amended by a Constitutional Motion (§48a), except in the case of a simple alteration of numbering or referencing within the Constitution which shall be carried out at the discretion of the Secretary (§21), and this must be publicised to the JCR after completion.

Application of Income and Property

5. To comply with charity law, the income and property of the JCR shall be applied solely towards the promotion of its purposes as stated in the Preamble.
6. a. To comply with charity law, none of the income or property of the JCR may be paid or transferred directly or indirectly by way of dividend or other remuneration to any member of the JCR. This does not prevent a member receiving:
      i. a benefit from the JCR as a member of the JCR
      ii. Reasonable compensation for any goods purchased for or supplied to fulfil the objectives of the JCR while performing a clearly delegated responsibility to do so by the JCR. ‘Reasonable compensation’ shall normally be full compensation unless circumstances demand otherwise
      iii. Compensation for services undertaken as a contractor where that contracting has been specifically approved by the JCR

   b. No money from the JCR fund allocated to it by college shall be donated directly to any other charity. A separate bank account must be used to hold all charity donations (the “Charity Budget”), and applied subject to the rules at (§7) and (§48d).
7. The portion of the Charity Budget available for ordinary charitable donations, excluding any Charity Account reserves, shall be distributed according to Charities Polls held once per year, during Hilary term, following the procedure set out in Standing Order Table Ten.
8. The following are optional, opt-out levies which the JCR have requested be placed on the battels of JCR members and have been accepted by college:
   a. JCR Charity Donation of £36 per year – one third of which shall be given by college to the “Charity Budget” and two-thirds of which shall be used to fund Reach Scholarships.
   b. JCR Punt Club levy of £12 per year – which shall be used to fund the Punt Club.
9. The trustees of the JCR must gain prior permission from the Finance Bursar to approve:
   a. Purchases of JCR property exceeding £750 in value.
   b. A contract that commits JCR funds of over £750. These contracts should be reviewed prior to renewal in consultation with the Finance Bursar if there are significant changes to the terms and conditions.

Membership of the JCR

10. The JCR membership is to consist of ordinary members.

11. All undergraduates at St John's College, Oxford are automatically full ordinary members. This includes students enrolled in the fourth year of a four year degree course, who may hold MCR membership alongside JCR membership.
12. Full ordinary members:
    a. may attend, address, and vote at any General Meeting of the JCR;
    b. may vote in any JCR election, referendum and by-election, subject to restrictions laid down in the Standing Orders.
13. The JCR shall assume that members who suspend their studies have gained permission to exercise the rights in (§12) through College's policy on suspended status students.
14. Ordinary full members may opt out of membership of the JCR, agreeing to the restrictions of rights in (§12), through a written request to the Secretary and shall be treated as a non-member at least until at least the end of term.
15. Anyone may opt back into membership by a written request to the Secretary, and shall regain membership as of the following Sunday, subject to the restriction of (§14).
16. Undergraduates who opt out shall not be unfairly disadvantaged in the provision of College services as a result of them opting out.

Concerning the Officials

17. The JCR shall be served by Officers and Representatives ('Reps'), together referred to as Officials, whose roles and titles are defined in Standing Order Table 2.
18. Officials cannot hold more than three roles - to include no more than one Officer role and no more than two E&D Rep Roles (see §23) - at any given time and must be elected in accordance with election regulations contained in §27 for Reps and Standing Order Table 3A/3B for Officers.
19. Officers elected under Standing Order Table 3A shall hold office from noon on Saturday 8th Week Michaelmas Term up until that time the following academic year. Those elected under Standing Order Table 3B (a-c) and (e-g) hold the office from the noon following the by-election, to the end of its office term. Those elected under Standing Order Table 3B (d) hold the office from noon on Saturday of 8th Week of Trinity Term to the end of its office term.
20. "Equality and Diversity (E&D) Reps" shall also be classified as an Official. It shall be possible for a member to simultaneously be an E&D Rep and another type of Official, and an E&D Rep for one E&D group may simultaneously be an E&D rep for another E&D group.
21. The positions that the JCR recognises as Officers are: President, Vice President, Secretary, Treasurer, Academic Affairs Officer, Access and Admissions Officer, Arts Officer, Charities Officer, Domestic Officers, Entertainment Officers, Environment and Ethics Officer, Equality and Diversity Officer, IT Officer, Publicity Officer, Sports Officer, Welfare Officers, Women*'s Officer, and Returning Officer.
22. The positions that the JCR recognises as "Reps" are: Bike Rep(s), Stash Rep(s), Facilities Rep(s), Person Responsible for Alcohol and Treats (PRAT) Rep(s), Sports Rep(s), Punt Rep, Welfare Rep(s), and Social Media Rep(s).

23. Each Officer position can only be held by one person at any given time, with the exception of:
    a. Domestic Officers, which must be occupied by two people, and if one or both resign, the procedure in Standing Order Table 3B shall be followed.
    b. Entertainment Officers, which must be occupied by two or three people, and if any or all of them resign, the procedure in Standing Order Table 3B shall be followed.
24. Rep roles shall normally be held by up to two people, with the exception of the Punt Rep role which shall be held by one person and the PRAT Rep(s) role which shall be held by up to three people.
25. Reps may be ratified at any Ordinary General Meeting and those who have held their position for longer than a term shall be subject to re-ratification at the first General Meeting of Hilary Term.
26. The Returning Officer shall normally be annually ratified, except in the event of a resignation or removal by a Complaints Panel (Standing Order Table 5), and this should be held at the first Ordinary General Meeting of Trinity Term following the completion of the election cycle.
27. Candidates for Rep positions should make themselves known in the meeting during "Ratifications" (Standing Order Table 1 §22) and be prepared to give a brief hust and answer questions from those present. If a Rep candidate cannot attend the General Meeting, they shall send a written apology and hust, to be read by the meeting Chair or Secretary. Failure to do so will cause their nomination to fall. Following their hust (whether oral or written), Reps will then be elected by the vote of the full members of the JCR present at the General Meeting.
28. Ratification of E&D Reps differs to those of other Rep positions in that:
    a. Questions for a candidate or objections to their ratification may be submitted in confidence - in writing or by email - to the meeting Chair, Secretary, or Returning Officer.
    b. In case an objection is heard, or when more members stand than there are E&D Rep vacancies:
        i. The Returning Officer shall organise for an election, that shall open within 3 days of the JCR meeting with a voting period of at least 48 hours, in order to appoint the Reps.
        ii. There shall only be an option for R.O.N. (re-open nominations) for those elections triggered as a result of an objection being heard.
        iii. Members shall be reminded to consider whether the appointment has relevance to them before voting.
29. The JCR President will be the only Senior Officer of the JCR. This confers interpretative powers per the Preamble and their right to give reasonable directions to other Officials which should be followed when conducting JCR affairs. This Senior Officer title passes to the Vice President in the event of the President position being vacant or at the will of the President if they are not present.
30. Officers, except the Returning Officer, may resign at any time by email to the Returning Officer, and can give notice of their resignation up to two weeks before their resignation takes effect. Once issued, a resignation may not be rescinded, and a by-election procedure shall be triggered. For those Officers who shall not be in residence for the following

academic year, their term shall be deemed to expire at noon on Saturday of 8th Week of Trinity full term, and the Returning Officer should hold a by-election to fill the anticipated vacancy between Sunday of 5th Week and Friday of 8th Week of Trinity Term.

31. The Returning Officer and Reps may resign at any time by email to the Secretary. If the office of Secretary is vacant, then they may email the President, and can give notice of their resignation up to two weeks before their resignation takes effect. Once issued, a resignation may not be rescinded, and the position will be open for ratification in the normal way at the next Ordinary General Meeting. Should an Official not be in residence for the following academic year, their resignation shall be assumed as being the final day of Trinity full term.
32. E&D Reps may resign at any time by email to their responsible Officer and the Secretary. If the office of Secretary or their responsible Officer is vacant, then they may email the President, and can give notice of their resignation up to two weeks before their resignation takes effect. Once issued, a resignation may not be rescinded, and the position will be open for ratification in the normal way at the next Ordinary General Meeting. Should an E&D Rep not be in residence for the following academic year, their resignation shall be assumed as being the final day of Trinity full term.
33. All Officers, except the Returning Officer, will be trustees of the JCR, unless they are not legally permitted to be trustees of a charity. Each will sign a document which will acknowledge this responsibility, their agreement to abide by this Constitution, as well as fulfil the duties of their role contained in Standing Order Table 2. When a member ceases to be an Officer of the JCR, they also cease to be a trustee of the JCR.
34. All Officers, after being replaced in the subsequent election for their position, are required to submit a handover document to their successor. Each handover document must contain any financial, account, email, or contact information relevant to the role, as well as anything the Officer believes would aid an Officer after election to that position. This can be an updated version of a previous document.
35. All Officers and all E&D Reps are required to attend a respect workshop as organised for them in Hilary term. If they miss the respect workshop they must attend a ‘make-up’ workshop.

Ordinary General Meetings

36. The JCR shall hold at least 4 Ordinary General Meetings at reasonable intervals during full term. Where possible, meetings shall not be held at an interval of less than 7 days. The President shall determine the date and time of Ordinary General Meetings, and the membership shall be notified of a meeting at least five days before the date of such a meeting.
37. For the physical meeting to proceed, there should be 20 members present. For an online vote to be valid, at least 30 members should vote. If a vote on a motion is inquorate, the motion shall be placed at the top of the agenda at the next ordinary meeting and the Secretary shall be instructed to draw the attention of members to the fact that motion has been deemed inquorate at the previous meeting. This process shall repeat until a quorum of 30 votes is achieved.
38. Meetings are to be conducted according to the Standing Orders of the JCR unless the Rules provide otherwise.

Extraordinary General Meetings

39. An Extraordinary General Meeting may be called by the President of the JCR at any time during full term.
40. The President may only call a meeting under §39 after consultation with their fellow Officers or upon presentment of a petition signed by 40 full members of the JCR to the President.
41. If a valid petition (outlined in §41) is presented to the President there must be a meeting within 7 days of presentment.
42. An Extraordinary General Meeting shall not start within 24 hours of the official start time of any Ordinary General Meeting.
43. For the physical meeting to proceed, there should be 20 members present. For an online vote to be valid, at least 30 members should vote. If a vote on a motion is inquorate, the motion shall be placed at the top of the agenda at the next ordinary meeting and the Secretary shall be instructed to draw the attention of members to the fact that motion has been deemed inquorate at the previous meeting. This process shall repeat until a quorum of 30 votes is achieved.
44. The Chair (as outlined by §10 of Standing Order Table 1) and Minute taker (as outlined by §11 of Standing Order Table 1) count towards quorum requirements.
45. Members are to be notified as soon as reasonably practicable but must be given at least 36 hours' notice of an Extraordinary General Meeting.

Concerning Motions

46. Any full member of the JCR shall be entitled to propose or second any motion or amendment at a General Meeting, in accordance with the Standing Orders. All motions require a proposer and a seconder, except procedural motions which only require a proposer.
47. The exception to §46 shall be any motion achieving the purposes of a Housing Motion, that may only be brought by the Vice President in accordance with the procedures in Standing Order Table Six
48. The functions of motions shall include, but are not limited to:
    a. Constitutional Motions, mandating that any part of the Constitution (including the Preamble, Articles, and Standing Orders) be amended by the Secretary as specified;
    b. Financial Motions, mandating specific expenditure from the JCR Financial Motions Budget on matters solely related to the JCR's charitable objectives in the Preamble, including the creation of a new JCR Society;
    c. Standing Policy Motions, mandating that the JCR adopt a belief, stance, or objective, related to its charitable objects, as Standing Policy;
    d. Emergency Charities Motions, mandating specific expenditure of up to £300 from the JCR Emergency Charities Buffer to a cause, which is either:
        i. A current appeal by the Disaster Emergency Committee;
        ii. A cause designated in a petition presented to the Secretary signed by 50 members;

e. Housing Motions, mandating the Vice President to alter the Housing Ballot designations. This motion must be made in reference to the requirements of Standing Order Table 6 §2 and §3. The result of any Housing Motions made after the 3rd week of the term in which the room ballots are due to be held will first take effect in the following year's ballots;

f. Motions of Challenge, mandating the senior Officer or Returning Officer to repeal a specific constitutional interpretation as authorised by the Preamble;

g. No Confidence Motions, mandating that a named Official cease to hold their elected role. For Equality & Diversity Representative Roles, this can be submitted confidentially through the Equality & Diversity Officer or a Welfare Officer, with Returning Officer seconding;

h. Censure Motions, expressing the JCR's formal disapproval of the conduct by one or more Officials or committees and requiring that those named by the motion acknowledge this disapproval under Any Other Business of the present meeting, under the reports of the following meeting or through a formal email to all JCR members before the start of the next General Meeting. Otherwise, the official or committee(s) shall be considered to have resigned;

i. Procedural Motions, the types and functions are defined by Standing Order Table 1 §35.

49. A motion shall be passed by a simple majority vote of full members of the JCR held online after the meeting:
    a. An exception shall be in the case of any portions of the Constitution or Standing Orders covered by provisions in Standing Order Table Nine, which shall require ratification, also by a simple majority, at the next General Meeting.
50. Motions of Censure and No Confidence Motions shall always be conducted by a secret ballot.
51. A No Confidence Motion against the Women*'s Officer requires a quorum of at least 18 ordinary full members who identify wholly or partially as a woman and/or as transfeminine. Only these full members may vote on and propose/second such a motion.
52. Constitutional Motions may be amended, by simple majority vote, in either General Meeting specified in §36 or §39 above, provided that such amendments do not significantly alter the purpose or scope of the motion as originally proposed.
53. A motion is also constitutional if any of the following criteria are met:
    a. Where it involves repeated, mandated actions by a JCR Official which are expected to continue for longer than three full terms.
    b. Where it seeks to extend a mandate of a JCR Official beyond three full terms.
    c. Where it involves establishing a financial reimbursement scheme run by the JCR or a scheme requiring membership payments in that it must be assigned to a given Official.
    d. Where a motion alters the aims and objectives of any Committee of the JCR.
    e. Where the President determines that a motion attempts to avoid any of these criteria or the spirit of these criteria. This will be subject to challenge in the normal manner (Standing Order Table 1 §35b).

54. All motions may be amended at the General Meeting by a simple majority except in the following cases:
    a. Where the scope and purpose of a Constitutional Motion, Financial Motion, or Housing Motion is significantly altered.
    b. A motion may not assume the characteristics of any type of motion which would otherwise have required submission to the Secretary 48 hours before the General Meeting. These include Motions of Censure, No Confidence, Constitutional Motions, Financial Motions, Housing Motions, Honorary Member Motions, and Emergency Charities Motions.
    c. A Financial Motion cannot be amended to increase the proposed amount of expenditure from JCR funds. The annual Budget shall form an exceptional case, where the expenditures within the Budget, or the total expenditure, may be increased.
    d. Where a Constitutional Motion is being ratified.
55. All motions must clearly assign one or more JCR Officials or committees, where appropriate, to implement the resolves clauses. No motion may be added to Standing Policy without this, except when adding only believes clauses.
56. Where a motion contains elements from more than one type of motion listed under §48, it shall be passed as a whole and shall adhere to all the specific requirements for those motion types. Were any of the motion clauses to require a higher vote requirement to pass, the whole motion shall be passed in accordance with that requirement.
57. At any time between submission of a motion and the start of Any Other Business in a meeting, a motion proposer may withdraw their motion, leading to its removal from the agenda. Votes shall not be held on withdrawn motions, and proposals in withdrawn motions shall not take effect. Censure Motions and No Confidence Motions cannot be withdrawn.

Concerning the JCR General Committee

58. There shall always be a committee called the "JCR General Committee" consisting of all Officers, as defined by §21, except the Returning Officer, and the President shall be the Chair.
59. It is recommended that the JCR General Committee meet at least once during full term, either as one committee or through individual meetings between the President and each Officer. These are informal meetings that need not be minuted.
60. The JCR General Committee shall have the duty of ensuring the execution of the decisions of all General Meetings that are not assigned to specified Officials, Committees or Sub-Committees. This Committee shall also ensure that the duties of vacant Official positions are covered by other Officials until they are filled.
61. Decisions of the JCR General Committee must be made with respect to the JCR Standing Policy.
62. The JCR General Committee shall be responsible for representing the objectives and will of the JCR in appropriate forums within college. This may include liaising with the Middle Common Room or other external organisations.

Concerning JCR Committees and Sub-Committees

63. A JCR Committee is a Committee established with terms of appointment laid down in Standing Order Table Eight, whose Chair or Co-Chairs are not required to be JCR Officers.
64. A JCR Sub-Committee is a Committee established with terms of appointment laid down in Standing Order Table Eight, whose Chair or Co-Chairs must be JCR Officers.
65. JCR Committees and Sub-Committees must:
    a. Have comprehensive provision for a Chair or Co-Chairs' appointment.
    b. Have a designated individual appointed by the Chair or Co-Chairs to take the minutes of their meetings, and provide a copy of these minutes to the Secretary if requested.
    c. Maintain accurate and well-organised records of all expenditure.
66. The Chairs or Co-Chairs of JCR Committees and Sub-Committees must:
    a. Inform the Secretary of their Committee's determined aims.
    b. Notify the Secretary of any appointments to or resignations from their Committees, with the exception of the JCR General Committee, whose records shall be maintained solely by the Secretary.
67. The Chairs or Co-Chairs of JCR Committees must report to JCR General Meetings and must consult JCR General Meetings on their activity and decisions.
68. The Chairs or Co-Chairs of JCR Sub-Committees must report to the JCR General Committee.
69. JCR Committees must remain formed until the ratification of the JCR Account Audit Report containing their accounts, after which they are disbanded. If a JCR Committee has no accounts, they shall be disbanded per Standing Order Table Eight.
70. The aims and membership of all JCR Committees and Sub-Committees will be maintained by the Secretary. This information will be available on the JCR website and by request to the Secretary.
71. JCR Committees and Sub-Committees may be allocated JCR funds in the Budget.

Concerning JCR Societies

72. A JCR Society is a group, run by and consisting primarily of JCR members. JCR Societies may be created by inclusion in the annual Budget, or via a Financial Motion.
73. JCR Societies must designate a Chair or Co-Chairs. The Chair or Co-Chairs must inform and update the Secretary of their identity/identities and the Society's aims. These shall be maintained by the Secretary in the "JCR List of Societies", which shall be published on the website.
74. JCR Societies that fail to designate a Chair or Co-Chairs shall not receive any JCR funds and will be considered dissolved.
75. JCR Societies must maintain accurate and well-organised records of all expenditure to facilitate reimbursement. To comply with charity law, the Treasurer must ensure that JCR funds are only being used by JCR Societies to further the JCR's purposes.
76. Any publication made for public distribution by a JCR Society must be made available for review by the Vice President in consultation with the Equality and Diversity Sub-Committee.

Concerning Standing Policy

77. Standing Policy shall be split into two sections, 'Beliefs' and 'Implementing Resolutions,' and shall consist of the clauses of passed motions of the JCR that requested specific clauses be added to the Standing Policy, including:
    a. Believes clauses, added to the 'Beliefs' section.
    b. Resolves clauses, added to the 'Implementing Resolutions' section.
78. The same motion may be split and appear multiple times under different sections of the Standing Policy, if the Motion mandates more than one type of clause is added.
79. All resolves clauses added to the 'Implementing Resolutions' section of the Standing Policy must mandate a specific Official or Committee to seek to implement that clause.
80. A document listing all current Standing Policy, maintained by the Secretary, shall be kept alongside the Constitution, and both shall be made available to all members on request to the Secretary.
81. Each incoming Secretary shall, during their first Ordinary General Meeting in office, submit a list of completed items to be dropped from the current Standing Policy document.
82. Standing Policy 'Beliefs' items shall be removed by the Secretary after three years, unless removed earlier by a motion, to ensure that the document remains current and relevant.
83. Standing Policy 'Implementing Resolutions' items shall be removed by the Secretary after one year, unless removed by a motion, to ensure Standing Policy resolutions are kept as short-term goals for individual Officials.
84. The Secretary must give the JCR notice that items will be removed of no less than four days before the motion deadline of the last Ordinary General Meeting before the policy lapses.
85. The removal of lapsed items by the Secretary after notifying the JCR does not require the passage of a motion by the Secretary, however the Secretary must publicise this removal at the next Ordinary General Meeting.
86. Officials and Committees shall adhere to the beliefs expressed in Standing Policy when making executive decisions.

Concerning External Affairs

87. The JCR shall only be a constituent of Oxford University Student Union (Oxford SU) and shall not affiliate to any other external organisation.
88. The President shall serve as the main point of contact between the JCR and Oxford SU.
89. The JCR shall allocate its vote at Oxford SU Conference of Common Rooms to the President, who in absence shall delegate the Vice-President, or failing this, the Secretary.

Concerning Elections and Referenda

90. Elections of Officers and referenda shall be conducted by secret ballot of full members of the JCR and must be conducted in accordance with the Standing Orders.
91. a. All elections and referenda shall be overseen by the Returning Officer.

    b. If at any time the Returning Officer is unable to carry out their duties under this Constitution, the Vice President shall carry out those duties as Acting Returning Officer.

    c. All references to the Returning Officer in this Constitution shall also refer to a Vice President who is Acting Returning Officer, while the Returning Officer role is vacant.

92. The Senior Dean of St John's College (Oxford) shall be entitled to take reasonable measures to ensure that all elections and referenda are conducted in accordance with accepted good practice.

93. a. Conduct by any member of the JCR which undermines the free and fair operation of elections and referenda is electoral malpractice.

    b. The Standing Orders (Table 3A §25) shall specify a list of actions which constitute electoral malpractice, and the procedure by which allegations of electoral malpractice may be made and remedied.

94. a. The outcome of a referendum in a given academic year is binding on the JCR General Committee and shall take precedence over any motion on the same subject passed by a General Meeting until the same day in that full term in the following academic year.

    b. Any poll or survey of JCR members' opinion which is not held as a referendum in accordance with this Constitution is not binding on the JCR General Committee and cannot be retrospectively deemed to be a referendum on the matter.

Finance and Accounts

95. The Treasurer must keep accurate and well-organised accounting records for:
    a. Officers' Budgets, in cooperation with the Officers
    b. Reps' Budgets, in cooperation with the Reps
    c. The Financial Motions Budget
    d. The Charity Budget
    e. Sub-committee Budgets, in cooperation with the Chairs
    f. All other budgets created to facilitate JCR work.

96. Over the vacation following each Michaelmas term, the completed set of accounts since the last audit shall be examined by the JCR Auditor following the JCR Account Audit procedures laid down in Standing Order Table 7. The Treasurer should be aware of these procedures.

Complaints and Disputes

97. All members should use the Complaints Procedure (Standing Order Table 5) to internally resolve complaints against the validity or propriety of anything done by JCR Officials or Committees under this Constitution, before involving individuals external to the JCR. However, incidents of harassment or other serious offences should be directed straight to the Senior Dean or Junior Deans. Dissatisfaction with the result of the Complaints Procedure is not sufficient reason to warrant approaching the Deans.

PART THREE: THE STANDING ORDERS

STANDING ORDER TABLE ONE: GENERAL MEETINGS OF THE JCR

Extent of these Orders

1. These Standing Orders are to apply to both Ordinary and Extraordinary General Meetings unless they or the Articles of the Constitution state otherwise.

Orders Regarding Quorum

2. If the number of members at a meeting is ever found to below the number required for a quorum (as per this Constitution's Articles), the matter is to be raised to the Chair of that meeting.
3. The Chair, on becoming aware the meeting is inquorate, shall suspend the meeting for up to fifteen minutes in order to wait for the required additional members.
4. If quorum is not met in this time, then the meeting is formally ended and all remaining business shall be included at the start of the agenda of the next General Meeting. The meeting may not be restarted following this.
5. Once the meeting formally ends, discussions may be held about motions, but formal votes can only take place at the following General Meeting.

Orders Regarding Conduct at Meetings

6. Members are at all times expected to respect the right of other members to listen to and take part in, the discussion at meetings. If the meeting is held by video, members should mute their microphones if not speaking.
7. Non-members can be permitted to attend and speak at General Meetings following a simple majority vote on the matter. These permissions shall be granted separately, with a speech for and against being granted before each vote by the Chair. Non-members must have identified and introduced themselves to the Chair upon entering, and these rights may be revoked by the same procedure. Non-members shall not infringe on the rights of members.
8. All remarks shall be made through the Chair.
9. The Chair shall ensure that the meeting is conducted as the Constitution and these Standing Orders provide.

Orders Regarding General Procedure

10. The Chair shall normally be ratified in the first meeting of each term, to act as Chair for the duration of the term.
    a. Any member may stand to act as Chair, except Officers who shall be incumbent in the following term.
    b. If the ratified member is absent or vacates the Chair, the Vice President shall take the Chair. If they are also absent, the Chair shall be taken by whichever Officer appears next in the list set out in the Constitution, §21, unless they refuse the Chair. If all other Officers refuse the Chair, the Returning Officer must take the Chair or the meeting closes.

   c. Should the ratified Chair step down before the end of the term, the Chair should be selected in accordance with b until a Chair can be ratified for the remaining meetings.

11. The Secretary shall normally take the Minutes. If the Secretary is absent, the Chair shall appoint another Officer to act as Secretary until the conclusion of the meeting. If all other Officers refuse, the Returning Officer must act as Secretary, else the meeting closes. All references to 'Secretary' in this Standing Order shall refer, if the Secretary is absent, to the Officer appointed by the Chair to act as Secretary for that meeting.
12. In the case that the Chair is proposing or seconding a motion, they must vacate the Chair (as set out in §10b of this Standing Order) for the full duration of the motion.
13. The Chair must be neutral at all times and is forbidden from asking questions or giving a speech on the motion.
14. The Chair shall not be taken by any person who has a conflict of interest or does not feel able to be a neutral Chair.
15. The Secretary shall publish a draft agenda at least 6 hours before the physical General Meeting. At the end of the physical meeting, the Secretary shall endeavour to:
    a. Within 24 hours, produce minutes to facilitate online voting and send to members of the JCR alongside a link to vote on the motions.
    b. Any JCR members cited in the minutes have the right to request reasonable changes to the minutes for the purposes of factual correction. They must request these changes within 12 hours of the release of the minutes to JCR members.
16. If the Secretary is proposing or seconding a motion or amendment, then they shall ask the meeting if there are any objections to them taking the Minutes of the discussion on that motion or amendment.
    a. If no objection is heard they may continue taking the Minutes as usual.
    b. If an objection is heard, one speech in favour and one speech against the Secretary taking the Minutes shall be heard, each lasting no longer than one minute, then the meeting votes, with the Secretary needing two thirds of the vote in order to remain taking the Minutes, else the Chair shall appoint another to take the Minutes for the discussion of that motion or amendment.

Orders Regarding the Course of the Meeting

17. The business of an Ordinary General Meeting shall be arranged as follows:
    a. Minutes from the previous meetings
    b. Matters arising from the previous meeting(s)
    c. Reports from Officers, Reps and Committees
    d. Ratifications
    e. Items for Discussion
    f. Passing of Motions of Censure, No Confidence Motions and Emergency Charities Motions

g. Announcement of Charities Poll results, where applicable
h. Motions
i. Any other business

18. Minutes from the previous meeting will be approved unless there is an objection. These may be accepted as friendly by the Secretary and the minutes still be approved by a simple majority.
19. The Secretary, in consultation with other Officers and the JCR Chair, may arrange business within the sections specified in §17 in advance of the meeting. In arranging business, the Secretary shall only consider logistical requirements relating and the need for the JCR to proceed with business in a fair and logical manner.
20. Once the Chair has approved a re-ordered agenda, no further motions may be introduced until Any Other Business.
21. For an Extraordinary General Meeting, the meeting sections c., and g. are not to be included.

Orders Regarding Ratifications

22. These orders shall be used to appoint the Chair and Reps, in addition to approving constitutional motions on their second reading.
23. The agenda shall carry a list of any amendments to prior constitutional motions and all positions which a member may be ratified for. E.g. "Bike Rep (1 vacancy to join [Name])".
24. If there is a clear majority on a show of hands, then the Chair may take this as ratification, without the need for a count, providing that there is no objection from the floor. If there is an objection from the floor, then a vote shall be carried out in the normal way.
25. For the yearly re-ratification of Reps, the Chair shall ask whether there are any objections to the Rep continuing for the following term, and only if there are shall a hust being held with a vote to follow on their ratification.
26. Constitutional Motions cannot be amended at the ratification stage.

Orders Regarding Items for Discussion

27. At the discretion of the Secretary, Items for Discussion may be brought to the General Meeting. These are intended primarily to canvass the opinion of members on particular issues. No vote shall take place, and the Items for Discussion shall be limited to 10 minutes each. The Chair may choose to extend this discussion for an additional 10 minutes, at their discretion, up to a maximum of 30 minutes in total for the discussion.
28. All speeches under items for discussion, except for the introduction speech by the proposer of the item, shall be limited to no more than 1 minute each, unless the meeting votes otherwise with a procedural motion under §37c of this Standing Order.

Orders Regarding Procedural Motions

29. During a meeting, the following procedural motions may be put. All procedural motions shall be given in writing or verbally to the Chair.

30. Points of Order can be made whenever needed, to draw the attention of the Chair to an alleged abuse of the JCR's procedure or to a breach of the rules. The Chair shall rule on the point, and act accordingly, subject to a challenge under §35b of this Standing Order.
31. Points of Information can be made at any stage as the need arises. The Chair may rule on whether to accept the point of information, which normally should be done immediately in order to facilitate discussion.
32. The following procedural motions shall require a speech for and against, unless there is no willing speaker, before a simple majority vote is held:

a. That the motion be not put

i. A vote in favour of 'not putting' a motion is not equivalent to a vote against the motion. If the motion is 'not put', the JCR does not express an opinion on the matter in question and the motion is not discussed further.

b. That the Chair is challenged

i. The Chair must immediately give up the Chair as laid out in §10b of this Standing Order.
ii. This procedural motion is to be used if the meeting believes that the Chair should be removed for not remaining neutral under their obligations in §13 or §14 of this Standing Order.
iii. This procedural motion is also to be used if the meeting believes that the Chair is conducting the meeting contrary to the provisions of this Constitution after a Point of Order has been raised to that effect.

c. That the motion be split and voted on in parts (as clearly specified)

i. This procedural motion allows groups of clauses to be voted on separately and if more than one clause is not passed, the motion can be passed without them.

33. The following procedural motions shall require a simple majority if there is an objection, otherwise it is takes effect immediately:

a. That the meeting move to a vote on the current business

i. If an objection is heard, then only one speech for and one against moving to vote will be heard, each lasting no longer than a minute.
ii. If no objection is heard, then the meeting proceeds to hear a concluding speech in favour and against the motion before the JCR.
iii. If successful, the procedure in §47 shall be followed and votes on pre-submitted motions and Standing Policy Motions will be held via an online form after the meeting

b. That the meeting adjourn for a time specified

i. This is to be used either for short breaks of no longer than five minutes.
ii. If objected to, a short speech for and against is permitted of up to one minute each.

34. The following procedural motions shall require a speech for and against before a two third majority vote passing:

a. That the meeting close

i. This is for when it is likely that there is too much business for one meeting to deal with properly.

ii. This will be automatically tabled by either the Returning Officer or another committee member after the meeting has lasted one hour and a half.

iii. If passed, all remaining business falls and is added to the start of the agenda for the next General Meeting.

b. That a member of a meeting be ejected from the meeting, for the duration of the current meeting

i. This procedural motion may also be proposed by other full ordinary members present and passed should the meeting deem there to be a substantial reason why a member should be removed from the meeting.

c. That speeches be limited to a specific length of time

i. This length of time specified must be at least one minute for normal speeches and closing speeches no less than two minutes.

35. The following procedural motions shall require one full member to request it, and then shall be taken immediately:

a. To hold a secret ballot

i. The Returning Officer (or a person appointed by them) shall distribute one paper ballot per full JCR member present and shall collect and count these at the earliest convenient opportunity during the meeting.

ii. The paper ballots are to be destroyed immediately after the end of the meeting in a manner approved by the Environment and Ethics Officer.

iii. The Returning Officer (or agreed delegate) shall not allow the contents of any JCR Members ballot paper to become known to any other member of the JCR or other person.

36. Procedural motions may not be put on procedural motions, except for a secret ballot on not putting a motion or the chair being challenged.

37. Amendments may be submitted at any time during the meeting, except after the meeting has formally moved to a vote, or if amendments are forbidden under §54 of the Constitution.

    a. An amendment may be "accepted as friendly" by the proposer of the motion and will then automatically be incorporated into the motion as appropriate.

    b. If not "accepted as friendly", the meeting will proceed to debate the amendment at hand until it moves to a vote. Amendments must pass a simple majority vote to be incorporated into the motion.

    c. An amendment may be made to an amendment, but only if accepted as friendly by the proposer and the written version of the original amendment is updated to reflect this.

    d. An amended motion will be voted as a whole, unless the meeting asks for specific clauses to be voted on "by parts" (§35c of this Standing Order).

Orders Regarding the Discussion of Motions

38. The proposer or seconder must be present for their motion to be discussed else the motion shall be moved to the end of the agenda. Should neither be present at the second attempt to discuss the motion in the meeting, it is “not put” and may only be resubmitted to a future General Meeting.

39. After the title is read by the Chair, either the proposer or seconder shall give a short speech in proposition of the motion.

40. Following the proposition speech, the Chair shall invite members to ask the proposer or seconder to answer the questions they have about the motion. The Chair shall be expected to encourage concise questions and ensure points of discussion are avoided at this point.

41. After questions have finished, the Chair shall open a discussion where they invite members raising their hand to each give a speech on the motion. The Chair shall be expected to ensure that the discussion is conducted in an orderly manner, which includes inviting members to speak in a balanced and neutral way.

42. If a question is asked about the motion during the discussion, the proposer/seconder shall have the right to respond with an answer, but otherwise they shall be treated the same as other members when the Chair selects speakers.

43. The Chair or any other member may put a procedural motion to “move to vote” at any time in accordance with §36a of this Standing Order. Should this pass, then the proposer, seconder or a member of their choosing shall have a right to give a concluding speech for the motion being debated, which shall be responded to by a speech in opposition - if a member requests to do so - or the next motion is moved (as determined by §47 of this Standing Order Table).

44. Voting on motions pre-submitted under Article §56b and Standing Policy motions shall be via an online form as provided for by e. to i. below. Voting on all other motions shall be by a show of hands as provided for by a. to d. below or via a secret ballot as set out in §38a of this Standing Order.

    a. Once voting has started on a motion no JCR member entering the room may participate in the vote or subsequent recounts.

    b. A simple majority shall be achieved when the ‘yes’ votes exceed the ‘no’ votes. Abstentions shall be recorded as null votes. The Chair and minute taker shall be recorded as null votes. Only in the event of a tie may the Chair vote and this is the casting vote.

    c. If there is a clear majority on a show of hands, the Chair may take this as the result without the need for a full count, provided that there is no objection from the floor. Otherwise the Chair, Secretary and Returning Officer shall fully count the votes.

    d. Up to two recounts may be requested and the result shall be the decision which is reached at least twice.

    e. For pre-submitted motions and Standing Policy Motions, the Secretary shall produce an anonymous online voting form with the options ‘yes’, ‘no’ and ‘abstain’.

f. A simple majority shall be achieved when the ‘yes’ votes exceed the ‘no’ votes. Abstentions shall be recorded as null votes.

g. This Online form should be available immediately after the draft minute for said meeting is released and should be available for 48 hours. The Secretary shall ask members to certify, before voting, that they either were present for the relevant discussion or have read the relevant sections of the draft minutes.

h. The Secretary shall endeavour to bring the draft minutes to the attention of members before they vote.

i. If a secret ballot is requested for a pre-submitted motion, as per Standing Order §38a, the above procedure (e. to h.) shall be followed by the Returning Officer instead.

45. The Secretary shall fully minute the discussion of motions, record the results of votes, and where counted, note the number of votes in favour, against and any abstentions.

Orders Regarding Any Other Business

46. In Any Other Business, anything of interest to members which has not already been covered in the meeting may be discussed and voted on. When this is over, the Chair shall call the meeting closed.

Orders Regarding Online Meetings

47. An online meeting shall only be held should it not be legally possible to do so, for example because of laws limiting social interaction, or if the Secretary or another Official required to attend is legally unable to, for example because of self-isolation requirements.
48. If a meeting is moved online, the following shall apply, and overrule any previous articles of the Standing Orders:
    a. All members must mute their microphones when not speaking.
    b. Any remarks, objections, questions, procedural motions or points that would usually be raised to the Chair, or through showing a hand, shall be raised in the chat.
    c. If a ratification, Emergency Charities Motion or a procedural motion that "the motion be not put" requires voting, it shall be reserved for an online ballot after the meeting, to be held in conjunction with voting on motions.
    d. Any other voting, which would usually be carried out by a show of hands within the meeting, shall be held via voting in the chat or, if requested, an immediate online ballot.
    e. If a secret ballot is requested, an immediate online ballot will be held, administered solely by the Returning Officer.

STANDING ORDER TABLE TWO: ROLES OF JCR OFFICIALS

The key words "MUST", "MUST NOT", "REQUIRED", "SHALL", "SHALL NOT", "SHOULD", "SHOULD NOT", "RECOMMENDED", "MAY", and "OPTIONAL" in this Standing Order are to be interpreted as described in RFC 2119. (https://tools.ietf.org/rfc/rfc2119.txt)

1. Should any Officer listed below run for or possess any position on the listed bodies OR any of the following positions, they will be deemed to have automatically resigned, and will trigger a By-Election in accordance with Standing Order Table Three B. This will be enforced by the JCR Returning Officer, of if the position is vacant, the JCR Secretary.

I. Oxford Union Executive Committee (President, Librarian, Treasurer, Secretary)
II. Oxford Union Executive Committee Elect (President-Elect, Librarian-Elect, Treasurer-Elect, Secretary-Elect)
III. Oxford Union Standing Committee
IV. Oxford Union Standing Committee Elect
V. Oxford Union Senior Appointed Team
VI. Oxford Union Secretaries Committee (shall only apply to JCR Exec Committee positions)
VII. Oxford Union Senior Access Officer

2. The Officer role descriptions are as follows;

a. The President:

I. Shall oversee the general running of the JCR and the JCR General Committee.
II. Must ensure careful adherence to the Constitution, noting the duty to enforce sections of it in the Preamble. This includes reading Charity Commission, NUS and Oxford SU guidance on political campaigning.
III. Should attend all College Committees considered as relevant to the JCR's interests as stated in the Preamble, although this responsibility may be partially delegated. More generally, the President shall represent the views of all JCR members to college.
IV. Shall act as the main contact point for all College departments and staff, except where otherwise delegated to other Officers.
V. Should coordinate with the Alumni and Development Office, providing feedback, students' perspectives, and working with them for the benefit of JCR members.
VI. Must ensure the responsible and suitable use of the JCR mailing list, although this may be partially delegated to the JCR Secretary
VII. Should attend the formal meeting of JCR and/or MCR Presidents (PresCom) organised by Oxford SU.
VIII. Shall attend meetings of the SU Conference of Common Rooms, or in absence shall delegate the Vice-President, or failing this, the Secretary, to do so.
IX. Will lead an annual review of JCR Facebook group membership with other administrators - each 0th week of Michaelmas Term - to remove alumni who graduated more than one year ago.
X. Shall, with the Secretary, be responsible for managing the JCR SharePoint, including overseeing the uploading of documents, and the removal and addition of JCR Officers.

b. The Vice President:

I. Shall assist the President in the conduct of their duties as and when requested. They shall adopt the full Presidential role requirements for periods where the President role falls vacant or when they are given the role of Senior Officer (see §29).

II. Should attend all relevant College Committees as defined for the President. By agreement with the President and only if necessary, attendance may be split between the President and Vice President.

III. Shall aid the President by meeting with each Officer at least once each term to discuss their goals and any issues they are facing in their roles.

IV. Must conduct the allocation of accommodation to JCR members and oversee room regrading (in accordance with the procedures set out in Standing Order Table 6). Shall Chair the Room Review Sub-Committee when formed.

V. Shall oversee the creation and management of the Freshers' Week Sub-Committee.

VI. Shall be responsible for and shall fill in for the Facilities Rep(s) and the Stash Rep(s).

c. The Secretary:

I. Shall maintain the JCR's Constitution and assist the President in ensuring that it is adhered to, as well as checking that the requirements set out in §3 have been fulfilled. This includes reading Charity Commission, NUS and Oxford SU guidance on political campaigning.

II. Shall minute JCR General Meetings, which should be distributed to all members along with a link to online voting for the motions, within 24 hours of the meeting.

III. Shall make the minutes of all Committee and Subcommittee meetings available to members upon request.

IV. Must keep a record of all individuals who have opted-out of JCR membership.

V. Shall store all of the JCR's files and records across their tenure, creating a file (or electronic folder) for the year containing these, and, with the President, shall be responsible for managing the JCR SharePoint, including overseeing the uploading of documents, and the removal and addition of JCR Officers. These files are to include all minutes of College Committees the JCR has representation on.

VI. Shall collect and maintain, prior to an election for an Officer role, the associated handover document from the previous Officer.

VII. Must ensure that all Trustees of the JCR have signed the necessary documentation, keeping a record of these for the duration of their tenure.

VIII. Shall ensure the JCR Office is maintained in good order, handing relevant folders to the College Archivist when deemed appropriate.

IX. Must keep JCR Standing Policy up to date and accessible on the JCR Website, removing expired items and proposing motions to remove completed items as appropriate.

X. Should maintain a record of the names and contact details of all JCR Officers, Reps, and Sports Captains, as well as College staff positions. This will be transferred to the newly elected Secretary in Hilary Term.

XI. Shall be responsible for the PRAT Rep(s).

XII. Shall attend and minute the Student Equality Forum.

d. The Treasurer:

I. Must pay particular attention to - and adhere to - all Constitutional requirements under sections Application of Income and Property, Finance and Accounts, Standing Order Table Seven (JCR Account Audit Process) and the JCR Reimbursement Guidelines.

II. Must formulate and present the annual Budget at the first Ordinary General Meeting of Hilary Term, outlining all proposed budget areas, their new allocations, their allocations last year, the expenditure and income last year, as well as the overall allocated expenditure totals relative to expected income.

III. Shall work to maintain a strong working relationship with the College Finance Office to ensure the receipt of the expected Income.

IV. Should maintain an accessible, ongoing record of all JCR spending online.

V. Should ensure that, as far as possible, budget allocations are not exceeded. where this is unavoidable, the Treasurer will propose a budget amendment to increase the sum of the particular area before reimbursement is made except that, if the budget allocation is reached during a vacation, the reimbursement may take place and the budget amendment proposed retrospectively. A budget amendment is not needed if the guaranteed income for that budget area would cover the outgoing payment.

VI. Must publish at the start of Trinity and Michaelmas terms a “mini-budget” showing the approved budget areas, their allocation and the proportion spent thus far.

VII. Shall report, at the start of each Meeting or in their Officer report, the state of the Financial Motions and Charity Budget to the JCR.

VIII. Must keep a record of all charities and their details which have been paid out of Charity Budget for the Budget year.

IX. Must commission a full independent examination in accordance with Standing Order Table 7 for the Summer Ball Accounts, where applicable, before they are presented to the Finance Bursar.

X. Shall contact all JCR Societies to ensure they maintain accurate and well-organised records of all expenditure to facilitate reimbursement, and ensure JCR funds are only being used by JCR Societies to further the JCR’s purposes.

XI. Shall ensure that the Punt Rep has all of the information they need to negotiate, set up and run the Annual ‘Punt Club’ of St. John’s College.

XII. Shall publicise the opt-out nature of all JCR levies prior to the start of each term.

XIII. Shall be responsible for the Punt Rep, meeting with them at least once per term.

XIV. Shall fill in for the Punt Rep if a vacancy arises.

e. The Academic Affairs Officer:

I. Shall assist members of the JCR with academic-related problems they may have.

II. Shall work with the Senior Tutor to run the Academic Feedback Process each Hilary term, producing a thematic report based on subject reports.

III. May organise study skills sessions and/or revision sessions for JCR members, as deemed appropriate.
IV. Shall arrange careers talks from alumni each term, from a broad range of fields.
V. Shall liaise with the Oxford Careers Service and organise careers guidance sessions.

f. The Access and Admissions Officer:

I. Shall work with the College Schools Liaison Officer and Tutor for Admissions to coordinate and promote the Student Ambassador Scheme (SAS) and other initiatives for access to the College.
II. Must undertake SAS training at the first available opportunity, if not already an Ambassador.
III. Shall, with the assistance of the General Committee when required, maintain and update the Alternative Prospectus for distribution at college open days and/or on the JCR website.
IV. Shall be present for the interview period in December following their term of office.
V. Will assist with open days wherever possible, and shall organise the annual school visit road trip, normally in 9th week Trinity term.
VI. Shall advertise all available College and university scholarships to the JCR and represent the JCR when Reach Scholarships are being decided by the university.
VII. Should liaise with the College web officer to help organise photo shoots, and act as a point of contact between the College Web Officer and the JCR.
VIII. Should attend relevant Oxford SU meetings.

g. The Domestic Officers:

I. Shall organise:
   A. two Guest Dinners each term in liaison with College staff;
   B. a JCR Desserts event in 8th week each term;
   C. the termly distribution of free domestic items (e.g. toothpaste).
II. Shall manage the JCR Airbed Scheme, liaising with the lodge as necessary and ensuring the beds are maintained.
III. Will liaise with College on domestic issues, such as accommodation, maintenance work, cleaning, laundry rooms and vending machines, excluding condom machines.
IV. Shall represent the JCR's views on food provision to College, notably in working on areas such as improving food quality, especially for vegetarian, vegan, and allergy-specific food requirements.

h. The Entertainment Officers:

I. Shall organise:
   A. at least three Bops per term, except in Trinity term where at least two shall be held before the College "Events ban";

B. supervision for the duration of all internally held Bops in the form of ‘Bop Angels’, enlisting the help of the JCR General Committee where slots are unfilled;

C. at least one non-Bop event per term.

II. Shall sit on the Freshers’ Week Sub-Committee, responsible for:

A. the negotiation for, selling and distribution of club tickets for at least 2 nights during the week;

B. providing assistance for any further Entz events, as requested by the Vice President.

III. Must keep in good order the JCR cupboard in the Kendrew Events Room, carefully maintaining any JCR owned equipment. May use discretion as to the lending of any equipment to JCR members.

IV. Shall lead an annual clear-out of the Kendrew Events Room cupboard, assisted by the JCR General Committee.

V. Set up and tidy up all events, assisted by the JCR General Committee when required.

VI. Shall endeavour to have at least one social partnered with other JCRs each term, including bops and formal swaps.

i. The Environment and Ethics Officer:

I. Shall work to introduce changes and policies to both the JCR and college to implement and maintain environmentally friendly and ethical policies.

II. Shall work to maintain the criteria that enables the annual renewal of the Fairtrade Status awarded to College by the Fairtrade foundation.

III. Shall organise:

A. at least 2 brunches, teas or picnics per term;

B. at least 1 additional event per term.

IV. Should attend relevant Oxford SU meetings and encourage involvement with campaigns related to the environment and ethics around Oxford.

j. The Equality and Diversity Officer:

I. Shall organise and direct efforts to address issues of inequality within college, liaising with the College Equalities Officer.

II. Shall organise and chair the Equality and Diversity Sub-Committee at least once per term.

III. Must represent and support the views of all E&D groups within the JCR, especially on any College or university committees on which this Officer sits.

IV. Must attend the termly Student Equality Forum, also encouraging attendance of the E&D Reps.

V. Must attend the termly Equality Committee, designating an E&D Rep to attend in their place when unable to.

VI. Shall coordinate and assist with the organisation of intersectional events each term with the E&D Reps. They should also support other E&D Officers in their work where necessary.

VII. Shall, where there is a vacancy for Women*'s Officer or any of the E&D Reps:

  A. endeavour to fulfil the duties of these Officers as far as reasonably practicable;

  B. in conjunction with the President, appoint other Officers or JCR members to vacant E&D positions where necessary and with discretion, being sensitive to the needs of that E&D group when doing so. The JCR must be updated when such appointments are made.

VIII. Must attend the termly Student Equality Forum and run an Equalities Week in Hilary term.

IX. Should attend relevant Oxford SU meetings and encourage involvement with campaigns surrounding equality and diversity around Oxford.

X. Should oversee and/or organise at least one E&D social per term in addition to the formal dinners put on by college.

XI. Shall organise, together with the relevant E&D Rep(s) and the corresponding officer in the MCR, the Equality and Diversity dinners put on by the college in Hilary Term.

k. The Sports Officer

I. Shall act as the contact point for all the sports teams in college and may promote their achievements with a weekly Sports News update.

II. Shall assist College with the organisation of the annual sports dinner.

III. Shall liaise with college about the maintenance and improvement of sports and exercise facilities.

IV. Shall report to the JCR Vice President and meet with them at least once per term. Shall also keep the MCR Vice President informed.

V. Maintain an up to date list of Sports Captains and Details.

VI. Lead Oversight and Maintenance of communal College Sports Equipment.

VII. Maintain a Register of Team Kit on a 3-year Cycle.

VIII. Publish of Training Times on JCR Webpage.

IX. Shall organise an annual Sidney Sussex Cambridge Exchange.

X. Shall be responsible for, shall fill in for and shall meet at least once per term with Sports Reps and Bike Rep.

XI. Shall be responsible for deciding on funding for beverages for JCR supporters semi-final and above games of college sports teams.

XII. Shall act as a liaison point between sports captains and the college, for instance when sports teams have not been reimbursed properly.

l. The IT Officer:

I. Shall be responsible for the management and development of the JCR website.

II. Shall conduct a review of the website's content, with the assistance of Officers and Reps, in the Hilary term following election.

III. Shall work to ensure the timely upload of all JCR documents to the website and use it to form an archive of significant publications.

IV. Should work to update content, as requested by Officers or Reps, as soon as possible.

V. Shall be responsible for the running of the Laptop and IT Equipment Loan Schemes, ensuring all equipment is returned and accounted for.

VI. Shall ensure compliance with relevant data protection legislation and provide guidance to new Officers on their responsibilities when collecting personal data.

VII. Should aim to offer assistance in answering technical computer problems, directing students to the College or University IT Office where necessary.

VIII. Shall attend Printer Repair training sessions organised by College IT staff and work with college to ensure printers are repaired as soon as possible when out of use.

IX. Shall upload minutes from each JCR General Meeting to the website upon circulation by the Secretary.

m. The Welfare Officers:

I. Must complete the 30-hour Peer Support Training Course run by the University Counselling Service.

II. Shall work to encourage good mental and physical wellbeing, especially through signposting to available services, and only insofar as they are able to do so with the training they receive.

III. Shall endeavour to meet with the Head of Student Wellbeing regularly, the frequency as decided between the Head of Student Wellbeing and the Welfare Officers in their first meeting, to discuss welfare issues.

IV. Shall organise:

   A. weekly welfare walks – assisted by the other Peer Supporters – and any additional drop-ins appropriate throughout the year;

   B. at least three Welfare Lunches per term open to all JCR members which, where oversubscribed, should be allocated on a random basis;

   C. Either 2 Men's Welfare Brunches in Kendrew Café OR 2 Men's Welfare Lunches, determined by the following conditions:

      a. If College provides more than 2 Welfare Brunches in Kendrew Café, then 2 Men's Welfare Brunches. Remaining Welfare Brunches should be used as General Welfare Brunches, open to all JCR members. Where oversubscribed, places should be allocated on a random basis.

      b. If College provides 2 Welfare Brunches in Kendrew, then 2 Men's Welfare Brunches. Where oversubscribed, places should be allocated on a random basis.

c. Otherwise, 2 Men's Welfare Lunches, to ensure that there is always some provision for men's mental health and/or welfare. Where oversubscribed, places should be allocated on a random basis.

d. Men's Welfare Brunches shall be brunches that occur in Kendrew Café from 11:30am to 1:30pm on Saturdays of Weeks 3 and 7 every term, and are open to JCR members who identify as men or minority genders.

e. The following clauses follow editing rules set out in Standing Order Table Nine §8:

i. Standing Order Table Two: §2(m), IV, C

ii. Standing Order Table Two: §2(m), IV, C, i

iii. Standing Order Table Two: §2(m), IV, C, ii

iv. Standing Order Table Two: §2(m), IV, C, iii

v. Standing Order Table Two: §2(m), IV, C, iv

vi. Standing Order Table Two: §2(m), IV, C, v

D. at least four TW Tea events per term;

E. the annual College Marriages ceremony in Trinity Term.

V. Shall distribute contraceptive and other welfare supplies such that all JCR members may have both easy and anonymous access to these.

VI. Shall organise reimbursement for the purchase of the following items by JCR members, within five working days of the request:

A. STI testing kits;

B. panic alarms up to the value of £10; and

C. medic alert tags/bands up to the value of £20.

VII. May organise the provision of carnations during exam periods and care packages to finalists - or any other scheme - as is deemed feasible.

VIII. Will sit on the Freshers' Week Sub-Committee. Shall:

A. assist with the welcoming of JCR Freshers;

B. allocate at least one college parent to each incoming fresher or returning suspended student who is re-entering their first year of studies

IX. Should attend relevant Oxford SU training sessions and relevant meetings.

X. Shall be responsible for the Welfare Rep(s).

n. The Women*'s Officer:

I. Must represent and support the views of all women and transfeminine members in the JCR, especially on any College or university Committees on which this Officer sits.

II. Shall organise the offering of free organic sanitary products to all JCR members three times a term, as part of the JCR Sanitary Product Scheme. This scheme also includes the organisation of reimbursement for the purchase of menstrual cups/reusable sanitary pads by a JCR member, within five working days of the request.

III. Shall organise reimbursement for the purchase of the following items by JCR members, within five working days of the request:
   A. emergency contraceptives (i.e. morning after pills); and
   B. pregnancy tests.

IV. Shall organise at least two Women's and Minority Gender's (WMG) Lunches per term which, where oversubscribed, should be allocated on a random basis

V. Shall promote the annual college Women's Dinner and contribute to the organisation in liaison with the MCR Women's Officer(s).

VI. Shall reinforce the place of women through social events and societies. Should also ensure Women's Gym Hours are adhered to, to a reasonable extent. If no one comes forward to organise the college Feminist Society, the Women*'s Officer should run and organise events for the Feminist Society. At least one event during their tenure should be intersectional in nature.

VII. Should sit on the Women's Network Steering Group Committee, working with them to organise events and representing the views of the JCR.

VIII. Shall be responsible for the Women's E&D Rep(s).

o. The Returning Officer:

I. Shall be responsible for ensuring the fair and free running of JCR elections and referenda.

II. Shall oversee the running of hustings, or nominate a suitable replacement, including taking and distributing minutes

III. Shall ensure careful adherence to the Constitution, noting the duty to enforce sections of it in the Preamble.

IV. Shall have interpretive power over any element of the Constitution relating to elections, referenda, or complaints.

V. Must organise and oversee secret ballots, when requested, in JCR meetings.

VI. Shall normally oversee all Complaints Procedures, as outlined in Standing Order Table 5.

VII. Shall fulfill the obligations outlined in the Constitution pertaining to the ratification of Reps, Officer resignations, Motions of Challenge and No Confidence, and complaints arising from the Housing Ballot.

VIII. Shall nominate a JCR member of their choosing as their temporary replacement if they are temporarily unable to fulfill their constitutional duties.

p. The Arts Officer:

I. Shall assist the Arts Week Committee with the delivery of Arts Week in the HT they take office

II. Shall lead the preparations for Arts Week in the HT following their term, including:

A. Preparing an Arts Week Report for TT Promotion of the Arts Committee
B. Liaising with the MCR as appropriate
C. Booking rooms in advance
D. Appointing an Arts Week Committee over the summer vac
E. Preparing an Arts Week draft Budget and Timetable for MT Promotion of the Arts Committee

III. Shall liaise with college officers as appropriate to grow art and culture within the JCR
IV. Shall attend the termly Promotion of the Arts Committee
V. Shall maintain an accurate inventory of the JCR Arts Collection, and ensure a rolling cycle of repairs takes place
VI. Shall supervise the distribution of JCR Arts into student rooms, and develop a management system to take note of each item and where it is housed
VII. Shall report to the JCR Vice President and meet with them at least once per term
VIII. Shall ensure the JCR-maintained Dolphin Picture Gallery room is kept in good order and liaise with the porters to operate a fair room booking system which prioritises JCR members over non-members

q. The Charities Officer:

I. Shall be responsible for liaising with and promoting external charities in the Oxford area and beyond.
II. Shall work with the treasurer to manage the Charities Budget.
III. Shall organise at least one fundraising event each term.
IV. Shall organise a charity swap event in Trinity Term, at which students may donate unwanted items for reuse by other students, with any remaining items donated to charity.
V. Advertise and administer the Charities Polls, including the nominations poll and the final poll, in cooperation with the Treasurer.

r. The Publicity Officer

I. Shall manage the JCR Instagram Account, ensuring that content appropriate to both current and prospective students is updated regularly.
II. Shall promote the JCR's activities to a wide range of stakeholders, including but not limited to prospective students and alumni.
III. Shall co-ordinate with other JCR officers to advertise JCR elections, meetings, events and post introductions to officers.
IV. Work with JCR Sub-Committees, including but not exclusive to the Freshers' Week Committee, Arts Week Committee and the Ball Committee to promote their activities.
V. Shall liaise and collaborate with external organisations and other colleges' JCRs as necessary.
VI. Should manage all other social media accounts held by the JCR ensuring appropriate content provision, with the exception of the JCR Facebook group and the JCR website.
VII. Shall be responsible for and shall fill in for the Social Media Reps.

3. The Representative (Rep) role descriptions are as follows;

a. The Bike Rep(s):

I. Shall manage the JCR/MCR Bike Scheme, including maintaining an up-to-date list of its members, and all equipment.

II. Should keep a JCR bicycle tool kit available for use by JCR members.

III. Shall report to the Treasurer and meet with them at least once per term.

b. The Stash Rep(s):

I. Shall organise stash orders at least once every Michaelmas Term, donating profits to the JCR charity budget.

II. Shall report to the Vice-President and meet with them at least once per term.

c. The Facilities Rep(s):

I. Shall be responsible for the maintenance of the Games Room, Bar Extension/JCR Lounge, TV Room, DVD Room and Editing Suite. This includes organisation of equipment replacement where necessary.

II. Shall facilitate the smooth running of the TV and DVD Room, overseeing any booking processes. This does not extend to personally tidying the room following use by other JCR members.

III. Shall maintain all JCR owned camera and recording equipment, managing any requests for the loan of equipment.

IV. Shall report to the Domestic Officers and meet with them at least once per term.

d. The Person Responsible for Alcohol and Treats (PRAT) Rep(s):

I. Shall be responsible for the provision of refreshments at JCR General Meetings, normally including a selection of pizza, alcohol, and non-alcoholic beverages.

II. Shall advertise for and facilitate (where interest is expressed by JCR members) those who wish to cook for JCR meetings. This includes:

  A. directing the JCR member to means for reimbursement; and

  B. factoring in such expenditure into the PRAT budget.

III. Shall report to the Secretary.

e. The Social Media Rep(s):

I. Shall manage the JCR Instagram Account, ensuring that content appropriate to both current and prospective students is updated regularly.

II. Should manage the JCR Twitter Account by, for example, providing live tweets of JCR General Meetings and JCR events.

III. May create and update a yearly St John's College Freshers' Week Snapchat filter.

IV. Should manage all other social media accounts held by the JCR ensuring appropriate content provision, with the exception of the JCR Facebook group.

V. Should organise a photo of the entire JCR at least every three years in Trinity Term.

VI. Shall report to the President and meet with them at least once per term.

f. The Sports Rep(s):

I. Shall assist the Sports Officer in their duties, which could include:

A. Assisting with the organisation of the annual sports dinner.

B. Acting as a liaison with Sports Teams

C. Promoting the use of the gym, sports grounds and the fitness classes in college

D. Assisting in the annual Sidney Sussex Exchange

E. Assisting in the publication of sports results

F. Assisting with maintenance of kit lists, captains lists, and training time publications

G. Assisting in any other duties as mandated by the JCR Sports Officer

II. Shall report to the JCR Sports Officer

g. The Punt Rep:

I. Shall negotiate, set up and run the Annual 'Punt Club' of St. John's College

II. Shall communicate with the IT Officer to ensure that the Punt Club information and sign up is available online

4. The Equality and Diversity Representative (Reps) role descriptions are as follows:

a. All E&D Reps:

I. Shall endeavour to attend all JCR meetings, especially those with discussion or agenda items relevant to their E&D Group.

II. Shall endeavour to submit a written report to the Secretary so that it may be sent out with the agenda at each Ordinary General Meeting, else they shall be invited to deliver a verbal report at that Meeting, if deemed feasible.

III. Must represent and promote the interests of all those who identify as part of their E&D Group in the JCR, including to College when requested by the Equality & Diversity Officer.

IV. Must attend the JCR Equalities Sub-Committee and the termly College Equalities Forum.

V. Shall maintain any social media groups associated with their E&D Group, including the controlling of access where they are closed/secret groups.

VI. Should attend relevant Oxford SU meetings and be involved with relevant campaigns in Oxford.

VII. Shall all - excepting the Women's E&D Rep - report to the Equality & Diversity Officer.

A. The Women's Reps shall report to the Women*'s Officer.

b. All E&D Reps, with the exception of the Suspended Students (SS) Rep(s):

I. Shall organise at least one event per term related to their role.
II. Shall work to maintain a strong community within college for members of their E&D Group.
III. Should assist the Access & Admissions Officer to promote applications from students that are part of their E&D Group.
IV. E&D Reps should run one lunch per term open to all JCR members identifying with their representing minority group which, where oversubscribed, should be allocated on a random basis

c. The Class E&D Rep(s) - no additional responsibilities

d. The Disabilities E&D Rep(s) - no additional responsibilities

e. The Ethnic Minorities E&D Rep(s):

I. Shall contribute to the organisation of the annual College BME Dinner.

f. The International Students E&D Rep(s):

I. Shall aid with the reception and settling in of all JCR International Freshers, including being a point of contact to try to answer any problems they may have when coming to Oxford. While not required to be present in person, this role should put in place arrangements for a social for international students arriving on Saturday -1st week of Michaelmas.
II. Shall organise the termly International Dinner in liaison with College Hall & Kitchen staff.

g. The LGBTQ+ E&D Rep(s):

I. Shall manage the Gender Expression Fund, maintaining the anonymity of those who use it.

h. The LGBTQ+/Minority Gender E&D Rep(s):

I. Shall advocate for students who are transgender, non-binary, gender non-conforming, or have any other minority gender identity.
II. Shall liaise with the LGBTQ+ Rep(s) in ensuring that the events and lunches which they organise consider the specific needs of students of a minority gender identity. Some events and lunches might be considered to serve both communities.
III. Shall dedicate particular effort to lobbying College to adopt policies which create a safe environment in which students of a minority gender identity can thrive.
IV. Shall be in charge of managing the Gender Expression Fund and helping students access it. If the position is not filled, this task will be handled instead by the LGBTQ+ Rep(s) as occurred before the creation of the Minority Gender Rep(s) position.

i. Suspended and Part Time Students Rep(s):

I. Shall liaise with College to improve conditions before, during, and after suspension of a student, in relation to room ballot, key fob access, mailing lists, event access, and any other issues faced by Suspended Students.
II. Shall act as a support for students going into suspension, during suspension and when they return.
III. Shall liaise with College to improve conditions for students during the application process to study part time, and during their studies, in relation to room ballot, mailing lists, event access, college families, fee waivers and any other issues faced by Part Time Students.
IV. Shall act as a support for students before, during, and after their application to study part time, and when they are studying part time.

j. Women's Rep and Gender Equality Rep:

I. Reporting to the Women*'s Officer, are two reps: the Women's Rep and the Gender Equality Rep
II. These positions are open to anyone who identifies with that role
III. The role of the Women's and Gender Equality reps are to support the organising of events, facilitate the JCR Sanitary Product Scheme and the maintenance of the Women's and Minority Gender's Lunches
IV. In organising their own events, the Women's and Gender Equality reps have equal access to the budgets controlled by the Women*'s Officer, aside from in the instance where they have separate budgets allocated to them
V. Due to the nature of their role, any event organised in conjunction, or supported by the Women's and Gender Equality Reps constitutes as them completing their duty to organise at least one event per term related to their role, as highlighted in Section 3b I of Standing Order

k. Welfare Rep(s):

I. Shall help to set up and disassemble equipment for different Welfare events.
II. Shall help in the running of welfare events, without the need to provide pastoral or peer support.
III. Shall report to the Welfare Officers.

5. The following are general duties for JCR officials;

a. Officers and Reps:

I. Shall ensure they are familiar with items of Standing Policy and work to further the aims of these.
II. Must take care to ensure that JCR property is not lost, damaged, or misplaced when it is under their responsibility.
III. Must cooperate with the Treasurer in their reimbursement requests and budget expenditure.
IV. Must ensure that a Handover Document is produced or updated prior to leaving their post and shall work to facilitate the handover of any ongoing projects to their replacement.

b. Officers and Reps, excluding E&D Reps:

I. Shall endeavour to attend all JCR meetings, providing a reason for any planned absence to the Secretary in advance of the meeting.

II. Must submit a written report to the Secretary so that it may be sent out with the agenda at each Ordinary General Meeting, else they shall be required to deliver a verbal report at that Meeting.

STANDING ORDER TABLE THREE A: THE ELECTION OF JCR OFFICERS (MAIN ELECTIONS)

Interpretation

1. In accordance with §91, the Returning Officer may, upon consultation with the President and only in exceptional circumstances, vary any requirement in this Table or the following Table 3B prefaced by "normally".

Qualification to stand for election

2. Any full member of the JCR may stand for election as any Officer as defined by this Constitution, except:
    a. Candidates for the position of Women*'s Officer must identify wholly or partly as a woman or transfeminine.
    b. Candidates for the position of Domestic Officers must run in pairs.
    c. Candidates for the position of Entertainment Officers must run in pairs or triples.
    d. One of the three Welfare Officer positions shall be reserved for members who identify as a woman or a minority gender.
    e. One of the three Welfare Officer positions shall be reserved for members who identify as a man or a minority gender.
    f. The Returning Officer who is ineligible.
    g. Members who have already nominated for another position in the same set of elections.
    h. Members who have any position on the following bodies OR any of the following positions are ineligible for nomination to any JCR Officer position:
        I. Oxford Union Executive Committee (President, Librarian, Treasurer, Secretary)
        II. Oxford Union Executive Committee Elect (President-Elect, Librarian-Elect, Treasurer-Elect, Secretary-Elect)
        III. Oxford Union Standing Committee
        IV. Oxford Union Standing Committee Elect
        V. Oxford Union Senior Appointed Team
        VI. Oxford Union Senior Access Officer
    i. In addition, members who hold a position on the Oxford Union Secretaries Committee are ineligible for nomination for JCR Exec roles.
    j. Members who are Treasurers of a financial beneficiary of the JCR are ineligible for nomination to be JCR Treasurer.

Nominations

3. Any full member qualified to stand for election under §2 of this Table may only nominate themselves by expressing their intention to stand with a manifesto, in a format prescribed by the Returning Officer, during the appropriate nominations period §4 of this Table.

4. The nominations period for the election of Officers shall normally run according to the following timetable:
    a. The nominations period for the election of the President, Vice President, Treasurer and Secretary shall open at 12 noon on the Sunday of 3rd Week of Michaelmas Term.
    b. The nominations period for the election of all other Officers (except the Returning Officer) shall open at 12 noon on the Sunday of 6th Week of Michaelmas Term.
5. Nominations in §4 of this Table shall always close one week after opening.

Polling

6. Polling shall normally be conducted by an online voting system, determined in advance by the Returning Officer.
    a. If at any time an appropriate online voting system is unavailable, the election shall instead be conducted by a secret paper ballot.
7. Voting and counting of votes shall normally be conducted under the Single Transferable Vote system (STV).
8. Polls conducted as a paper ballot under §6a of this Table must at all times be supervised by two full members of the JCR who are not candidates, and who shall normally be the Returning Officer.
    a. Ballots in such polls may not be counted by candidates.
    b. The Poll Room shall be made a neutral space without campaign materials, except the official manifesto booklet of candidates, for the duration of the polling hours.

Notice of Poll

9. After the close of the nominations period, the Returning Officer shall circulate the names and manifestos of members who have successfully nominated ("candidates") to JCR members via the JCR mailing list.
10. The Returning Officer shall issue a Notice of Poll no less than three days before polling is due to take place, which must:
    a. Be circulated to JCR members via the JCR mailing list
    b. Specify the date and hours of polling
    c. Specify whether the ballot shall be conducted by an online or paper ballot (§6a)
    d. The location of the Poll Room containing the ballot box, where applicable.
    e. The voting system being used.
11. The times that polls can open and close on are subject to the following conditions:
    a. Polls must be held during full term.
    b. Polls must be held within one week of the close of the nominations period.
    c. Polls conducted as a secret paper ballot must not open earlier than 7am, should not normally close later than 9pm and must remain open for at least 10 hours.
    d. Polls for an online election shall be open from 7am on the first day of the election to 48 hours later.

Withdrawal of Candidates

12. Candidates may withdraw their nomination before the manifesto booklet is circulated, or within 24 hours of it being circulated, but only with approval from the Returning Officer who should confirm that no malpractice led to this decision being taken.
13. Candidates may withdraw after this period under exceptional circumstances only, but only at the discretion of the Returning Officer who may rule that the candidate will remain in contention.

Hustings

14. Prior to the opening of the nomination period, the Returning Officer shall arrange for hustings to take place and invite all candidates to attend, subject to the following conditions:
    a. Hustings must take place at St John's College, Oxford, normally in an accessible location and manner.
    b. Hustings shall normally take place no more than three days before polls open
    c. Hustings shall not be held within 24 hours of nominations being closed.
15. Hustings shall normally be chaired by the Returning Officer or, if neither the Returning Officer or the Acting Returning Officer is available, by a willing member of the JCR General Committee in residence who is not themselves a candidate.
    a. Each candidate present at hustings shall be entitled to make a speech, subject to a time limit determined by the Returning Officer.
    b. Questions to candidates from members will be addressed to the Chair, who will invite candidates to answer in a random order.
    c. The Chair may veto any irrelevant or unduly offensive questions.
    d. Questions may be asked in a candidate's absence.
    e. The chair should take minutes and distribute them with the opening of polls

Campaigning

16. The Returning Officer shall, at their discretion, circulate and enforce any necessary restrictions or guidelines on the format and scope of candidates' election campaigns, including spending limits and specific use of posters, online services and social media.
    a. Facebook Campaign Pages and posters on public noticeboards in college will always be permitted methods of campaigning.

Voting Eligibility and Proxy Voters

17. All full members of the JCR are entitled to vote in all elections, unless provided otherwise by this Constitution and with the following caveats:
    a. Only full members who identify wholly or partially as a woman and/or as transfeminine may vote in any ballot for the election of a Women*'s Officer.

18. Where an election is held as a paper ballot in accordance with §6a of this Table, any member who cannot reasonably be expected to attend a designated polling place while polls are open (“absent voter”) shall be entitled to appoint another member (“proxy voter”) to cast a proxy vote on their behalf, provided that:
    a. The Returning Officer is informed, in writing, of the absent voter’s choice of proxy voter at least 12 hours before polls open;
    b. The Returning Officer is satisfied that the member so appointed consents to acting as a proxy voter;
    c. The proxy voter is not already acting as a proxy voter for any other member;
    d. The proxy voter is not a candidate, a member of the incumbent JCR General Committee, any elected Officer who has not yet taken office or the Returning Officer.

Re-Open Nominations

19. “Re-Open Nominations” or “RON” shall appear on all ballots for the elections of Officers, as if it were a candidate.
20. If there is only one candidate nominated, then they shall need to obtain two-thirds of the votes cast in order to be elected otherwise Re-Open Nominations shall be elected. Only a simple majority will be required in the cases of elections for Women*'s Officer.
21. In the event that Re-Open Nominations is elected, the Returning Officer shall arrange for a by-election to be held as soon as is practicable to fill the vacant post, in accordance with Standing Order Table 3B.

Results

22. The Returning Officer has sole discretion to order a full or partial recount of votes.
23. The Returning Officer must declare the results of a vote as soon as is practicable via the JCR mailing list, normally no later than noon on the second weekday after polls have closed.
24. The Returning Officer must keep the results of any poll, including cast ballots in the case of a paper ballot, secure until at least 48 hours after the results have been declared in accordance with §24 of this Table, or until any electoral complaints made under Standing Order Table 5, have been resolved.

Electoral Malpractice

25. In accordance with Article §93 of this Constitution, the following shall constitute electoral malpractice regardless of whether an election cycle is currently in progress and may result in disqualification from standing for election or voting in any election or referendum held under this Constitution:
    a. Attempted or actual interference with the online polling system or ballot box, including deliberately hindering an eligible member from casting their ballot.
    b. Impersonation of another voter.
    c. Attempted or actual intimidation or bribery to secure or hinder the nomination of any member as a prospective candidate or the election of any candidate.

d. Removing manifestos, posters, or other electoral material in an attempt to influence the outcome of any election.
e. Canvassing in the poll room or loitering outside it for the same purpose.
f. The dissemination, in print, speech or online, of unsubstantiated statements regarding the integrity or candidature of any candidate, including publication of statements concerning potential candidates before the close of nominations.
g. Canvassing voters or advertising the candidature of any prospective candidate before the close of the nominations period.
h. Endorsing a candidate while being themselves a candidate (a 'slate').
i. Canvassing or advising voters to vote for a particular candidate by the Returning Officer, any incumbent member of the JCR General Committee (who is not themselves a candidate), the Executive Committee-elect.
j. Advising particular potential candidates to run or not or to misrepresent a role to potential candidate(s) to affect their decision to nominate by incumbent members of the JCR General Committee or any elected Officer who has not yet taken office.
k. Deliberate and/or malicious contraventions of the provisions of the Constitution as they apply to elections.
l. Frivolous or malicious allegations of electoral malpractice.
m. Failure to report electoral malpractice.

26. Allegations of electoral malpractice shall be made and resolved only through the JCR Complaints Procedure, in accordance with Standing Order Table 5. This shall not prejudice any legal action for fraudulent representations or defamatory statements unrelated to the candidates conduct during the campaign.

STANDING ORDER TABLE THREE B: THE ELECTION OF JCR OFFICERS (BY-ELECTIONS)

Circumstances in which a by-election may be held

1. The by-election procedure laid out in this Table is to be invoked in the following circumstances where:
   a. No candidate is elected as President, Vice President, Treasurer or Secretary in the Michaelmas election -
      i. A by-election shall be held alongside the Michaelmas election of Officers.
   b. No candidate is elected for other Officer positions in the Michaelmas election -
      i. A by-election shall be held between Wednesday of 1st Week and Saturday of 2nd Week of Hilary Term (or as soon as practicable in Michaelmas term).
   c. An Officer resigns, is removed from office or is otherwise unable to fulfil their duties as an Officer -
      i. A by-election shall be held as soon as practicable, but at least three weeks after they were originally elected.
   d. An Officer expects not to be in residence for the following academic year -
      i. That Officer shall give notice to the Returning Officer, before Thursday of 0th Week of Trinity full term where possible, that they expect not to be in residence for the following academic year.
      ii. Once such notice is given it cannot be rescinded, and an Officer's term will be considered to expire at noon on Saturday of 8th week of Trinity full term.
      iii. A by-election shall be held between Sunday of 5th Week and Friday of 8th Week of Trinity Term.
   e. A petition of 50 full members is presented to the Returning Officer asking to recall a named Officer(s) -
      i. A by-election shall be held as soon as practicable, and until the result is declared the named Officer(s) will remain in their positions.
      ii. A recall petition may only be presented between 3rd week Hilary Term and 6th week Trinity Term and anonymous additions to the petition may be made by any full member to the Returning Officer should they prefer to not write their name on a physical petition.
   f. No candidate is elected at the first by-election -
      i. A second by-election shall be held, normally at least three weeks after.
   g. No candidate is elected at the second by-election -
      i. In this circumstance only, the Returning Officer will oversee a third by-election of eligible candidates (§2 in Standing Order Table 3A) conducted by secret ballot of eligible full JCR members (§11 in Standing Order Table 3A) in a General Meeting following short hustings.
      ii. The provision above may be repeated at future General Meetings until a candidate is elected.

Procedures for By-Elections

2. A by-election held in accordance with this Table shall be conducted as if it were an election held under Standing Order Table 3A, unless this Table provides otherwise.
3. By-election nominations shall open a period of one week and normally no more than two weeks before the by-election is held.
4. No member may be a candidate in a by-election held in Trinity Term in fifth week or later if they are not in residence of St John's College, Oxford for the following Michaelmas Term.
5. For an Officer position which must be occupied by multiple people (under a subsection of §23) and they must all run together (under Standing Order Table 3A §2b.-c.), and either 1c. or 1e. occur, or 1d. occurs with all Officers not in residence for the following academic year, then a by-election is held for the role.
    a. Candidates for the replacement must run in groups of the sizes permitted by Standing Order Table 3A §2b.-c..
    b. The Officer(s) still in office remain in office until the time at which the new Officers start holding office under §19.
6. If, for such a role that must be filled by between n and m, $2 \leq n \leq m$ people, 1d. occurs with k Officers $k \geq 1$, remaining in residence for the following academic year, then the Returning Officer shall ask the remaining Officer(s) which of the following they wish to occur, and shall hold a by-election (or not) as requested:
    a. A by-election is held, to be filled by at least one and between n - k and m - k people, to join the remaining Officer(s). If $n - k \geq 2$, then candidates in this by-election must run in groups.
    b. A by-election is held for the role as a whole, to be filled by between n and m people, running together, to replace all the Officers.
    c. No by-election is held: the remaining Officer(s) hold(s) the role for that Michaelmas, potentially with less than n Officers in the role.

STANDING ORDER TABLE FOUR: HOLDING A REFERENDUM

Interpretation

1. A referendum held under this Table shall be subject to the same procedure as an election held under Standing Order Table 3A, except where this Table provides otherwise.

Calling a Referendum

2. A referendum shall only be held under the following circumstances:
    a. A motion resolving that a referendum on a specified question or topic should be held is passed at a General Meeting.
    b. A petition requesting that a referendum be held, signed by at least 50 full members of the JCR, is presented to the Returning Officer.
    c. At a JCR General Committee meeting attended by at least half of said Committee, a majority of those present resolve that a referendum should be held.

Wording of a Referendum Question

3. The wording of a referendum question shall be drafted by the Returning Officer and the President, provided that:
    a. The question does not significantly alter the spirit or scope of the original resolution or petition as defined in §2 of this Table;
    b. The question is unbiased and not leading;
    c. The final wording is approved by simple majority at a meeting of the General Committee attended by at least half of the members of said Committee. The meeting shall continue until both the President and Returning Officer, along with a simple majority of the meeting agree on the appropriate referendum question.
    d. Within 48 hours of a petition (§2b of this Table) or a General Meeting resolution (§2a of this Table) being presented or passed, the JCR General Committee shall meet and §3c of this Table will be required.
4. Referendum questions shall be framed such that the available responses are either “Yes” or “No” and no other voting options will be presented except “Abstain”.
5. Each referendum shall contain a brief accompanying “implications note”, written by the Returning Officer and approved by the President, of no more than 200 words outlining in neutral terms why the referendum has been called and what the implications of the referendum are for the JCR in neutral and factual terms.

Notice of Poll

6. The Returning Officer shall issue a Notice of Poll which must:
    a. Be circulated as soon as possible, ideally immediately, after the close of the JCR General Committee which has approved the referendum question.
    b. Contain the referendum question;
    c. Contain the responses that will be available on the ballot.
    d. Contain the accompanying “implications note”.
    e. Contain the notice for the Referendum Debate.
7. Should there be insufficient time to complete the referendum procedures as laid out in this Table before the end of full term or during a vacation, the Notice of Poll shall be issued at the start of the following term. The end of Trinity Term shall be an exception in that no referendum procedures may be initiated after the end of Sunday 8th week.

Debate

8. A “Referendum Debate” shall be called by the Returning Officer, and the question to be put in the referendum shall be debated along with its implications, subject to the following conditions:
    a. The Referendum Debate must take place at least 24 hours before polls officially open.

b. The debate shall be publicised via the JCR mailing list with at least 3 days' notice being given.

c. All discussion at said Referendum Debate shall be limited to substantive issues relevant to the referendum question.

d. There shall be no vote or resolution at such a Referendum Debate.

e. The Chair shall normally be the Returning Officer.

Polling

9. The Returning Officer shall specify the precise date and time on which referendum polls open and close, subject to §11 of Standing Order Table 3A and also the following:

    a. Polls must open at least 36 hours, and no more than 10 days, after a Notice of Poll has been circulated in accordance with §11 of Standing Order Table 3A.

Results

10. The result of a referendum shall be determined by a simple majority, in accordance with the plurality voting system ("first past the post").

STANDING ORDER TABLE FIVE: COMPLAINTS PROCEDURE

Introduction

1. Members should read Article §97 before triggering the Complaints Procedure. Incidents of harassment or other serious offences should be directed straight to the Senior Dean or Junior Deans.
2. All details of the complaints will be kept strictly confidential between the involved parties. In communications with the JCR, the complainant(s) and the complainee should not be named, unless the Returning Officer, the complainant and the complainee (informal resolution); or the complaints panel (formal resolution) unanimously agree that this is absolutely necessary.

Making a Complaint

3. A complaint can be made by sending an email entitled "CONFIDENTIAL COMPLAINT" to the Returning Officer including:
    a. A full, clear description of the concerns and the circumstances of any dissatisfaction or alleged impropriety,
    b. the remedy sought (such as an informal settlement, recommendation of an alteration to the JCR's working practices, motion of censure or no confidence, annulment or recount of an election, disqualification from election candidature or voting rights, and overturning an unconstitutional motion).

Complaints Chair

4. The Complaints Chair, and general arbiter of the complaints process, will normally be the Returning Officer.
5. A member shall be considered unsuitable should any of the following disqualifying criteria apply. If they:
    a. Are the complainant (unless this is the Returning Officer themselves putting an allegation of electoral malpractice as part of their duty), or (one of) the JCR Officer(s) or part of the JCR Committee(s) subject of the complaint (hereafter referred to as the "complainee");
    b. Have a sufficiently cordial, hostile or otherwise proximate relationship with the complainant or complainee such that neutrality is endangered;
    c. Are presented with any conflict of interest in dealing with the complaint;
    d. For any other reason feel they will be unable to maintain impartiality and neutrality.
6. If, upon reading the complaint, the Returning Officer is disqualified, they shall outline the complaint to the Officer next in line in Article §21 starting with the President unless they know them to be unsuitable (§5 of this Table).
    a. An Officer may immediately be excused upon hearing the complaint outline if disqualified by §5 of this Table.

   b. When the Returning Officer finds an Officer who is not immediately disqualified, they shall cede the Chair to them and forward the email, deleting their copy.
   c. If upon reading the full complaint they find themselves disqualified, the new Chair shall follow the same process until a suitable Chair is found. If no Officer is suitable, §10 of this Table shall be used as a last resort to find a suitable Chair.

Stage One: Informal Resolution

7. The Chair shall contact the complainee, inviting them to respond to the original complaint via them. A dialogue mediated by the Chair may continue until the complaint is informally resolved. Parties involved in this should work constructively to avoid unnecessary formal proceedings.
8. Complaints move to formal resolution (Stage Two) where:
   a. The Chair considers a complaint inappropriate for Stage One with election/referenda related complaints always forming such a case.
   b. The complainant provides reasons requesting Stage Two following dialogue.

Stage Two: Forming the Complaints Panel

9. Panels of three willing full members will be formed on a case by case basis and be expected to consider all information fairly, without bias. Three willing reserve panel members should be nominated in case of an appeal.
10. Within three days, the Chair will nominate any willing members that they do not believe to be disqualified by §5 of this Table after outlining the complaint to form the Panel with the following priority:
    a. Ex-Complaints Chairs and Panellists, ordered by experience.
    b. Ex-Returning Officers, ordered by tenure length.
    c. Former Officers ordered by a sensible criterion;
    d. Current Officers by Article §21 (excluding the President).
    e. Current Reps by Article §22.
11. If a nominated Panellist believes that any of §5 of this Table applies to them after receiving the full complaint copy, they should inform the Chair and be excused.

Stage Two: Formal Resolution

12. Once formed, the Panel should normally, unless in exceptional circumstances, reach a formal resolution within one week.
13. The Panel shall attempt to form a complete understanding including:
    a. Accepting statements from the complainant, complainee and their responses to each other's statement.
    b. Inviting relevant third parties to provide testimony.
    c. Asking follow-up questions based on statements.
14. Once the Panel has considered all the facts, they must decide by simple majority whether the complaint is wholly justified, partially justified, or unjustified.

15. If the complaint is wholly or partially justified, the Panel must consider an effective and proportionate resolution, which needs not be the remedy sought by the complainant.
16. The Chair will create an anonymised summary of the Panel's decision (pending appeal), forward it to the Secretary for reading at the next General Meeting and provide a more detailed explanation of the Panel's reasoning to the complainant and complainee.
17. The complainee shall have the right to a hearing (in-person or online) before the complaints panel. They shall also have the right to object to the appointment of a maximum of two members of the Complaints Panel.
18. The Chair of the Complaints Panel should notify the JCR President that a formal complaints procedure has been initiated. Thereafter, there should be no official communication between members of the JCR Committee and panel members, the complainant(s) or the complainee, pending a decision of the complaints panel.
19. The complainee should under no circumstances be threatened with unconditional remedies, e.g. asked to resign from a position, before the panel has reached a final decision.

Stage Three: Appeal

20. The formal resolution of Stage Two shall be binding on the JCR. The complainee must be made aware of their right to appeal the decision of the complaints panel on procedural or constitutional grounds. All appeals must be made within 72 hours.
21. The three reserve Panellists will be immediately forwarded all relevant documents and shall come to a formal resolution on the appeal within 48 hours.
22. If the appeal is wholly or partially justified, the original decision may be overturned should the Appeal Panellists decide that the formal resolution was unreasonable as a result. No further appeals shall be heard.

Housing Ballot Complaints

23. The procedures of this Standing Order Table shall also be applied to complaints in relation to the housing ballot. Such complaints shall be resolved in accordance with the Formal Resolution Procedure laid out above.
24. Additional provisions for housing ballot complaints procedures shall be that:
    a. None of the panel members shall be in the same year as the complainant (if feasible).
    b. The Chair of the Complaints Panel shall contact the Vice President to obtain all relevant documentation from the Accommodation Office.

Conclusion

25. If a motion of censure or no confidence remains as the formal resolution after any appeals have been considered, the original Chair will bring it to the next General Meeting of the JCR, seconded by the next most senior original Panellist ordered by §10 of this Table.

26. The motion will respect the anonymity of the complainant and any other relevant parties but will name the complainee. It shall also provide a summary of the Panel's findings and reasons for censure/no confidence.
27. All Panellists will respect the decision of the panel and shall not seek to undermine any outcome that it deems appropriate, including those mentioned under §20 of this Table.

STANDING ORDER TABLE SIX: ROOM BALLOT

Concerning Room Regrading

1. The Vice President may alter the JCR grade of any room via a Housing Motion. Grade changes made by Housing Motion may not be appealed.
2. If the Vice President is reviewing all JCR rooms in College, they must regrade rooms in a uniform manner based on procedure decided in consultation with the Room Review Sub-Committee.
3. If the Vice President is reviewing JCR rooms individually, they must regrade rooms in accordance with the procedure adopted by the most recent uniform regrading exercise.
4. Any individual affected by a room regrade must be informed of the new JCR grade of their room and how this differs from their previous JCR grade, and be informed of their right to appeal, if applicable.
    1. Appeals may be made to the President who shall re-investigate and decide whether to overrule the Vice President's decision within five days. This will be final.
5. JCR members may apply for their room to be re-graded by submitting, in writing, an application to the Vice President, including the following details:
    1. Their staircase, room number, its JCR grade, and college grade.
    2. Why they believe that the grade given to their room is erroneous.
    3. Whether a downgrade or upgrade is being requested.
    4. Times at which the Vice President may view the room before Saturday noon.
6. The Vice President shall make their decisions as soon as is feasible, viewing all the rooms seeking regrading. Members must be informed of their right to appeal to the President under §4(1) above. Room regrading requests made after the 3rd week of the term in which the ballot is taking place will first take effect only for the following ballot.

Concerning the Ballots

7. There shall be five ballots held during Hilary term at appropriate dates decided by the Vice President, in the following order:
    1. <u>Housing Ballot</u> – available to all members in appropriate sized groups.
    2. <u>Executive Ballot</u> – for the JCR President, Vice President, Secretary, and Treasurer, in that order.
        a. Members may not defer their place on the Executive Ballot but may appear on the following year's ballot if they will be on a year abroad or will have suspended status for the following year. In that case, any former Executive Committee members will appear on the following year's Executive Ballot in the same respective order as above, but below the position of the current year's Treasurer.

   b. If several former Executive Committee members would otherwise have the same place on the Executive Ballot, the member serving most recently will rank higher on the ballot.

3. Finalist Ballot – for all unallocated second years, except those on four-year courses who write to the Vice President, before an appropriate deadline, decided and circulated by the Vice President, indicating that they wish to defer their Finalist Ballot privilege to the following year.
   a. Students who will be on a year abroad do not need to defer; their year abroad is automatically disregarded for the purposes of the room ballots.
   b. Members may only appear on the Finalist Ballot once, unless they occupied their room from the Finalist Ballot for no more than 12 weeks of full term (as defined in the Preamble) due to, for example, suspending or having to change rooms due to medical issues.
4. Remainder Finalist Ballot – for the remaining non-first years.
5. Remainder Freshers' Ballot – for the remaining first years.

8. If JCR members are not in residence during Hilary Term, the Vice President may choose to run the ballots in another appropriate term, subject to consultation with College and other members of the JCR Committee.
9. Students returning from suspended status for the following year shall be placed on a room ballot of their choice in consultation with the Vice President, while adhering to §7(3)(b.) of this Table.
10. The Finalist Ballot and Remainder Finalist Ballot will be ranked by the total score of the member's last two occupied rooms.
    1. If fewer than two rooms have been occupied, an average room score will be used as the second score. The average room score will be calculated using the most recent room occupied by everyone on the same ballot as the member in question. If that member has not previously been on a room ballot, then the average will be taken based on all JCR members' rooms from the previous room ballot.
    2. If more than two rooms have been occupied, rooms will be selected from the two most recent years that the member was in residence. For each year in which more than one room was occupied, the points from the room that was occupied for more of the year will count for the purposes of the room ballot. If several rooms were occupied for similar amounts of time during a year, the member may choose instead to take the average of those rooms' points, at the Vice President's discretion.

3. The Remainder Freshers' Ballot will be ranked only by their current room grades.
4. The ballot order will be ranked with the lowest scores first, but where there are tied scores, the Vice President will randomise the order of those members using a random number generator. The Returning Officer may scrutinise this process if they elect to do so.

11. Officers and Reps will receive the following benefits due to their role:
    a. Non-executive JCR Officers, who will receive a one-time deduction of 15 points off their room ballot, and all JCR reps who will receive a one-time deduction 5 points off their room ballot.
    b. A 'one-time deduction' applies to the member's total points in that specific ballot, not to an individual room they select, and will not apply in future room ballots unless they are independently also eligible for a deduction in that future room ballot.
    c. This applies to all Officers and Reps who are in role at the time of the room ballot in Hilary Term.
    d. Officers and Reps may not ordinarily postpone this benefit to a future ballot. If an Officer or Rep (including Executive Officers) will be on a year abroad or will be suspended for the following year, or are entering the Housing Ballot, they may postpone their deduction until the following year's ballot.
    e. Officers who begin their role after the room ballot will receive the reduced points in the following year's room ballot.
    f. Officers and Reps (including Executive Officers) who serve less than two terms in their role may be subject to a complaints panel, unless they are resigning from their role due to health issues or are elected to fill a resigning member's role. In the latter case, they will receive half the deduction they would otherwise be entitled to (8 for an Officer, 3 for a Rep). Executive Officers filling a resigning Executive Officer's position will still be entitled to a place on the following Executive Ballot.
    g. Any member receiving a benefit due to their position in the JCR may receive only one benefit in a particular room ballot. Therefore, they will receive the privilege to enter the Executive Ballot, a 15 point Officer deduction, or a 5 point Rep deduction, but not more than one of these.
12. The ballot orders and the list of available rooms will be published to members before the room ballots take place, subject to minor revision. The Vice President should aim to do this at least a week before the ballots, but this may not be possible depending on when the required information is provided by College.
13. The Vice President should aim to give at least three days' notice for the specific time slots each member has to make their room choices. The Vice President must be told of proxies in advance where this is necessary and said requirement is circulated to JCR members. Members who miss their time will keep losing their place until they choose.

14. Room allocations cannot be swapped between JCR members directly. If a member later decides they wish to change their allocation to a room not yet taken, they may notify the Vice President in writing, who may, at their discretion, choose to allow the proposed room change.
15. If part-time students are not off-ballot, the process for selecting their accommodation will be decided mutually by the student, the Vice President, and College, in a way that is deemed to be as fair as possible.
16. Any hostility, bullying or intimidation associated with the ballots will not be tolerated.

Concerning the Housing Ballot

17. A list of available houses, their sizes, and the ballot time will be published to members before the Housing Ballot takes place. The Vice President should aim to do this at least a week before the ballots, but this may not be possible depending on when the relevant information is provided by College.
    a. The Vice President has complete discretion as to the division of various parts of college into units for inclusion on the Housing Ballot, however these must be confirmed by a Housing Motion if the units being re-designated are still available on ballot.
18. JCR members can form groups matching the size of the available houses. Each sends one representative on their behalf to the ballot, notifying the Vice President of their group size at the start.
19. The first round of the ballot will start with the largest available house size. Only groups that can fully fill that house size are considered.
    1. For each group size, the Vice President will rank these groups in a random order. The Returning Officer may scrutinise this randomisation process if they elect to do so.
    2. Groups will then choose their preferred house in that ranked order until none remains.
    3. The above process will repeat until the smallest house size has been completed.
    4. Groups unsuccessful in for their preferred house size may not participate in the choice of smaller house sizes in this first ballot round.
20. A second ballot will be held for any unfilled houses the following day, and groups may amicably reform themselves to fit those house sizes. After notifying the Vice President, the process outlined in §19 of this Table will be repeated.
21. Further iterations of the ballot may be held if necessary, and groups may withdraw from this process at any point and all who do so will feature on the appropriate room ballot.

STANDING ORDER TABLE SEVEN: JCR ACCOUNT AUDIT PROCESS

1. Trustees (Article §36) have a duty to ensure financial good order of the charity, and this procedure is designed to ensure that the legal obligation of an independent examination is adhered to.

Requirements for a JCR Auditor

2. Where the JCR Auditor position is unfilled, the JCR General Committee shall appoint willing and capable examiners to ensure that the position is filled.
   a. Anyone who served as an Officer or Rep since the last independent examination or has a conflict of interest which may jeopardise impartial and independent examination is ineligible for appointment.
   b. The JCR Auditor should be MCR members whenever possible, ideally with no previous membership of the JCR, or otherwise suitably independent individuals as outlined by Charities Commission Directions and guidance for examiners (CC32), Direction 2.

Duties of the Examined Treasurer

3. The JCR Auditor shall arrange a meeting with the examined Treasurer to read through this Standing Order to all agree that everyone fully understands its contents.
4. The JCR Auditor shall act continuously to validate transactions against the monthly release of bank statements, and the Treasurer is required to send regular account statements to the Auditor in good time. This includes all the bank statements, receipts, invoices, contracts and other materials accepted as evidence for reimbursements, transactions, income, and expenditure across their tenure as Treasurer.
   a. If since the last independent examination, a Treasurer resigned, then they too must fulfil their obligations under §3 and §4 of this Table, as well as any JCR General Committee members who have conducted transactions involving any JCR accounts since then.
   b. The submitted accounts include explanatory comments, where necessary, to make clearer any aspects which are irregular or may be unclear to the JCR Auditor.
   c. The examined members are required to give their full cooperation to the JCR Auditor and respect the independence of the exercise.

Contents of the JCR Account Audit Report

5. The JCR Auditor is required to produce a JCR Account Audit Report which is always to be presented for ratification to the first Ordinary General Meeting of each Hilary term at the end of their term.
6. The JCR Account Audit Report shall normally be structured as follows, but must be in accordance to The Charities (Accounts and Reports) Regulations 2008 and SORP 2005:
   a. Introduction
   b. Physical Evidence Comments
   c. Electronic Evidence Comments

d. Accounting Spreadsheet Comments
e. Comparison to Bank Statements
f. Recommendations for Treasurers
g. Recommendations for Future Independent Examiners
h. Concluding Statements

7. The JCR Auditor shall provide comments in their report addressing:
   a. The organisation of physical and electronic evidence presented to them, as well as its clarity in reference to the Reimbursement Guidelines. The number of receipts missing and of unusable or unsatisfactory quality should be noted, along with their reported value totals;
   b. The presentation of the accounting spreadsheet, in terms of how easy it was to examine and the adequacy of explanatory comments. All errors within the spreadsheet are to be recorded, and any spending/income recorded without any submitted evidence shall be noted too;
   c. The close comparison of the bank statements from all banks accounts in the JCR's name to the records of the account spreadsheet. Any transaction which does not have any evidence or records in the account spreadsheet must be clearly flagged;
   d. Any justifiable recommendations to future Treasurers and JCR Auditors:
      i. The JCR Auditor is responsible for asking factual questions to the examined Treasurer(s) to address any ambiguous aspects of the accounts or their concerns, while being careful to not undermine their independence.
      ii. The report should be written with a professional tone, remain rooted to the evidence at hand, and in cases where aspects of the accounts remain inadequately explained, the report shall simply set out the detailed, factual concerns of the JCR Auditor.

e. If necessary, a more detailed investigation into anything raised within their report may be requested by the JCR Auditor within the concluding statements, or separately to the JCR General Committee.

f. Should serious concerns be raised to the committee regarding the Treasurer's failure to meet their legal obligations, and these concerns fail to be addressed, the JCR Auditor may bring said concerns to the Secretary before any General Meeting of the JCR. At such a point, a no confidence motion in the Treasurer will be deemed to have been submitted by the Secretary, and seconded by the Returning Officer, even in the absence of one or both parties from the General Meeting

Completion of the Audit Process

8. The report must be ratified at a JCR meeting, and in the event that a report is rejected by the JCR meeting, it must be presented at each subsequent meeting with appropriate revisions until it is ratified.
9. Auditors' terms shall run for 1 year beginning at the start of Hilary term.
10. As with any JCR official, any Auditor may be subject to a motion of No Confidence submitted by any member of the JCR.

11. The examined Treasurer must make corrections to the account spreadsheet in light of the report within a week of it being ratified.
12. The completed accounts, final report, bank statements, physical and electronic evidence shall be stored in clearly labelled folder within the within the JCR Office or in suitable electronic form for future reference. The JCR Auditor shall be responsible for doing this under the direction of the Secretary.
13. Upon the passing of the Report in Hilary term, the completed accounts and reports from across the last year are to be presented to the college Finance Bursar for inspection.

STANDING ORDER TABLE EIGHT: APPOINTMENT TO JCR COMMITTEES AND SUB-COMMITTEES

Appointments to JCR Committees are to be carried out as follows:

a. The Summer Ball Committee:

I. In the academic year before the college ball, a special Summer Ball Committee shall be formed comprising of both JCR and MCR members within college, in consultation with college.

II. The JCR President, JCR Vice President, JCR Secretary, JCR Treasurer, MCR President and MCR President-elect shall normally assist the college's panel which appoints the "Summer Ball Committee Executive" positions of President, Vice President and Treasurer.

   (i) No-one shall be on the panel while also running for a Ball Executive (henceforth "Executive") position, so an Officer from the same common room shall replace them.

III. All Executive candidates will be interviewed having completed a nomination form beforehand. The panel should ask the same core questions to each candidate for a contested position.

   (i) Nominations shall normally open on Sunday 7th week of Hilary term and close after a week, with interviews across 8th week.

IV. The panel may choose to re-open nominations for any position or choose a candidate for a position they did not apply for, if it is decided that is in the best interests of the Summer Ball Committee.

   (i) The panel should attempt to complete the process of Executive appointments over the vacation if any nominations are re-opened.

V. Once the Executive is finalised and approved by Governing Body, the panel shall play no further role in the Summer Committee application process.

VI. The Chair of the Summer Ball Committee shall be the chosen President.

VII. The Executive shall form the Summer Ball Committee through an application process similar to this one, using past records as an example of potential roles and descriptions.

VIII. Each Executive member shall produce a handover document containing any financial, account, email, or contact, information relevant to the role, as well as anything the member believes would aid their successor, to give to the Secretary by the first day of Michaelmas full term following the Summer Ball.

b. The Arts Week Committee

I. In Michaelmas term, an Arts Week Committee shall be formed to organise the running of Arts Week in the following Hilary term.

II. The President, Vice President, Secretary, Treasurer and, if available, former Arts Week Chairs shall normally form the panel appointing the Arts Week Committee Chair.

(i) No-one shall be on the panel while also running to be Chair of the Arts Week Committee.

III. All Chair candidates will be interviewed having completed a nomination form beforehand. The panel should ask the same core questions to each candidate if the position is contested.

(i) Nominations shall normally open on Sunday 1st week of Michaelmas term and close after a week, with interviews across 2nd week.

(ii) Should no nominations be received, the panel may choose to re-open nominations with a timetable determined by the panel, or to not form the Committee.

IV. Once the Chair is chosen, the Chair may determine appointments to the Arts Week Committee as they see fit, however this should be a fair and transparent process.

V. The Chair shall produce a handover document containing any financial, account, email, or contact, information relevant to their role, as well as anything the Chair believes would aid their successor, to give to the Secretary by the last day of Hilary full term.

Appointments to JCR Sub-Committees are to be carried out as follows:

c. The Equality and Diversity Sub-Committee

I. Any person elected to the position of Equality and Diversity Officer, Access and Admissions Officer or Women*'s Officer shall be automatically appointed to the Sub-Committee for the duration of their term.

(i) Where there is no person appointed as Domestic Officer, the President may appoint any Official of the JCR to the Sub-Committee to serve as Chair.

II. Any person ratified as an Equality and Diversity (E&D) Rep shall be automatically appointed to the Sub-Committee for the duration of their term.

III. Any person elected to the position of Equality and Diversity Officer shall be the Chair of the Sub-Committee.

(i) Where there is no person in the position of Equality and Diversity Officer, the President may name any person appointed to the Sub-Committee to serve as Chair.

(ii) Where there is no person appointed to the committee the President shall serve as Chair.

IV. The Chair may invite any Official to attend a meeting of the Sub-Committee with the consent of a simple majority vote of the Sub-Committee, however this Official will not have voting rights.

d. The Freshers' Week Committee

I. That person elected to the position of Vice President shall be automatically appointed to the Committee and shall serve as Co-Chair.

(i) Where the position of Vice President is vacant, the President shall serve as Co-Chair.

II. The Committee shall consist of three Co-Chairs, one of whom is the JCR Vice President, as well as a Food Rep, Stash Rep, at least two Non-alcoholic Entz Reps, at least one of the JCR Welfare Officers, and at least one of the JCR Entz Officers

III. The Vice President shall run the appointment process for the Committee and may appoint to the Committee any JCR member in any additional roles that they see fit to create.

IV. Any person, other than those specified in §d II, shall be removed from the Committee after:

(i) The final day of Michaelmas full term.

(ii) Notification, from the Chair, of removal from the Committee.

e. The Room Review Sub-Committee

I. The Room Review Sub-Committee shall be formed and disbanded at the discretion of the Vice President, and the Vice President shall serve as Chair.

(i) Where the position of Vice President is vacant, and the Sub-Committee is formed, the President shall serve as Chair.

II. The Chair may appoint to the Sub-Committee any JCR member in any role that they see fit to create.

III. Any person, other than the Chair, shall be removed from the Sub-Committee after notification, from the Chair, of removal from the Sub-Committee.

STANDING ORDER TABLE NINE: REGARDING PROVISIONS FOR MEN'S MENTAL HEALTH

This Standing Order table was written in November 2022 after a month of long discussion on the issues of Men's Mental Health, Women's Concerns about men's-only spaces, and the provision of Men's Mental Health Spaces. This Standing Order Table is meant to provide the JCR's philosophy behind Men's Welfare Brunches as set out in §2(m), IV, C.

1. The JCR notes that the discussion took the following forms:
    a. The JCR held 2 4-hour-long JCR Forums on Men's Lunches, each attended by about 30 people.
    b. The JCR President and Women's Officer collected data from >70 JCR members, had direct conversations with >100 JCR members, and spent a few hundred hours in total discussing this issue with JCR Members, Fellows, and the MCR.
2. The following concerns were consistently brought up during discussions about men's-only spaces:
    a. Everyone in college needs better mental health support and more conducive welfare spaces.
    b. Men and women sometimes have different issues relating to mental health, including but not limited to, the issues experienced, the ways that mental health is discussed, and the best ways to create environments for these discussions.
        i. Particularly, there is a societal stigma around men's mental health and men who seek mental health support, which obstructs men from accessing the support they require.
    c. There is a need to highlight men's mental health in particular as it is serially underreported, underdiagnosed, and identified only when it is too late. We need to mitigate this as far as possible.
    d. Creating a men's-only space within a structure that has for the vast majority of its history been men's-only, and which shares a format with Women's Lunches undermines Women's Lunches, which represent a recognition of the historical underrepresentation of women in St John's College.
3. As such, it was unanimously agreed at the JCR Forum that men's mental health is a significant problem which the JCR and college needs to tackle, and that the JCR should create a space to facilitate conversations between men about their mental health, whilst minimising women's concerns by trying to optimise the space to focus on men's mental health.
4. Therefore, the following stipulations were made as requirements for the space:
    a. It must be clearly intended to be a space for mental health and/or welfare concerns.
    b. It must be something which has wide potential reach, and a low barrier to entry. It must therefore be some kind of meal.
    c. It must not alienate people by forcing conversation or anything similar on them; it must preserve a sense of comfort that is conducive to highly emotional discussions.
    d. It must be a space which invites the beginning of conversations, and must not be a "food grab".
    e. It must be a space which does not make women feel as though its establishment is in retaliation to Women's Lunches, and therefore must be different in format.

   f. It should, as far as possible, minimise the intimidation felt by women, especially given their personal experiences, and the culture of Oxford and society as a whole.
5. Over 10 hours of formal meetings, and 100s of hours of informal conversations has led to the following conclusion: Instead of Men's Lunches, there will be 2 Men's Welfare Brunches in Kendrew Café per term. The reasons for this are as follows:
   a. It is easy to differentiate Men's Welfare Brunches in Kendrew Café from Women's Lunches, which are not intended as a welfare space, and at a different time and venue.
   b. The Brunch aspect meets the requirement of it being a meal that you cannot skip during the course of your day (lunch substitute).
   c. The smaller tables in Kendrew add modularity and are conducive to small group discussions, which may make the setting more intimate, and people more comfortable to speak about their problems.
   d. Given that brunch happens on the weekend, people are less likely to rush off to do work, attend lectures, or go to tutorials or classes. This gives more time for conversations to breathe, and allows them to:
      i. Get started properly
      ii. Lead to proper and meaningful discussion
      iii. Establish relationships where conversations can be taken post-lunch.
6. As such, the following decision is **binding on the JCR**:
   a. **The Welfare Officers shall organise and run 2 Men's Welfare Brunches in Kendrew Café OR 2 Men's Welfare Lunches,** determined by the following conditions:
      i. If College provides more than 2 Welfare Brunches in Kendrew Café, then 2 Men's Welfare Brunches. Remaining Welfare Brunches should be used as General Welfare Brunches, open to all JCR members. Where oversubscribed, places should be allocated on a random basis.
      ii. If College provides 2 Welfare Brunches in Kendrew, then 2 Men's Welfare Brunches. Where oversubscribed, places should be allocated on a random basis.
      iii. Otherwise, 2 Men's Welfare Lunches, to ensure that there is always some provision for men's mental health and/or welfare. Where oversubscribed, places should be allocated on a random basis.
      iv. Men's Welfare Brunches shall be brunches that occur in Kendrew Café from 11:30am to 1:30pm on Saturdays of Weeks 3 and 7 every term, and are open to JCR members who identify as men or minority genders.
   b. General (non-gendered) Welfare Lunches, that are open to all JCR members must continue to take place so that nobody has to choose between a men's-only or women's-only space to get welfare support.
   c. Women's welfare/mental health events shall be organised by the Welfare Officers in collaboration with the Women's Officer, and shall not the take the form of a Brunch in Kendrew Café. Furthermore, no women's-only event shall take the form of a brunch in Kendrew Café. The JCR has and will continue to have the

requisite apparatus to provide this service, even without the option of a Brunch in Kendrew Café.

i. This is so that women's mental health provisions are not seen as retaliatory to men's lunches, and so that the spotlight that the JCR intends to shine on men's mental health as an issue is not undermined.

7. Motions that change, edit, replace, or remove Standing Table Order Nine (and/or its constituents) can only pass under the following conditions:
    a. A minimum of 120 people must vote on the motion, failing which, the motion will be deemed to have not passed.
    b. Any motions proposing changes to Standing Order Table Nine requires 2/3 of votes to pass. Any motion failing to meet this 'FOR' threshold shall be deemed to not pass.
8. Motions that change, edit, replace, or remove Standing Order Table Two §2(m), IV, C (and/or its constituents) and/or Article §51(c) can only pass under the following conditions:
    a. A minimum of 120 people must vote on the motion, failing which, the motion will be deemed to have not passed.
    b. Any motions proposing changes to Standing Order Table Two §2(m), IV, C (and/or its constituents) and/or Article §51(c) requires 2/3 of votes to pass. Any motion failing to meet this 'FOR' threshold shall be deemed to not pass.

STANDING ORDER TABLE TEN: CONCERNING THE CHARITIES BUDGET

1. The Charity budget shall consist of one third of the charity levy as collected from battels, and any additional money raised by fundraisers and stash drops.

Orders Regarding Charities Polls

2. Each Hilary term, the Charities Officer, in cooperation with the Treasurer shall run a two-stage Charities Poll process.
3. The first poll shall invite full members of the JCR to nominate charities to receive money from the Charity Budget. The Charities Officer shall publicise this poll to the JCR and keep it open for a reasonable period of time.
4. The Charities Officer shall compile the nominated charities into a shortlist for the second poll. A charity may only be included in the second poll if it is a registered charity in the UK and if the Charities Officer and Treasurer are satisfied that donating to it would be compatible with the JCR's charitable purposes and legal obligations.
5. The second poll shall be open to all full members of the JCR and shall ask members to vote for their preferred charities from the shortlist.
6. Following the close of the second poll, the three charities receiving the greatest number of votes shall receive the portion of the Charity Budget available for ordinary charitable donations in that term. The charity receiving the greatest number of votes shall receive 50%, the charity receiving the second-greatest number of votes shall receive 30%, and the charity receiving the third-greatest number of votes shall receive 20%.
7. If there is a tie affecting which charities are to receive donations, or affecting the order in which donations are to be allocated, the tied charities shall share equally the combined percentage allocation of the relevant places.

8. The Charities Officer shall announce the results of the Charities Poll to the JCR as soon as reasonably practicable thereafter.
9. The Treasurer shall make the donations in accordance with the results of the Charities Poll and shall keep records of these donations as required by this Constitution.