



MERTON  
COLLEGE  
OXFORD

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J C R

# STANDING ORDERS

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## 1. GENERAL

- 1.1. The JCR President and Information Officer shall maintain an up-to-date Master Copy of the Constitution, Standing Orders and Appendices which shall be available for the consultation of JCR Members.
- 1.2. These Standing Orders shall supplement and not overrule the Constitution. In the event of any conflict between the Standing Orders and the Constitution, the Constitution shall take precedence.

## 2. MEMBERSHIP

- 2.1. Membership shall be as described in Article III of the Constitution.
- 2.2. Under Article V of the Constitution, every member of the JCR has the right to opt out of that membership. Opting out will entitle the optee to no financial reimbursement. Re-joining the JCR may be achieved by written petition to the JCR President who has no right to refuse Membership to those falling into any of the eligibility categories detailed in Article III of the Constitution.

## 3. COMMITTEES

- 3.1. All members of the JCR Committee or any JCR Sub-Committees or Standing Committees must be Members of the JCR.

### 3.2. **The JCR Committee**

- 3.2.1. The JCR Committee may have amongst its number Associate Members appointed by a motion at a General Meeting and removable thereby. Associate members are expected to attend, and may speak at, meetings of the JCR Committee, but they may not vote in them. They may also receive the minutes of those meetings. Primarily present in an

informative and advisory capacity, they do not have any of the general responsibilities towards the JCR described below, bar attendance at meetings, and any decision of the JCR Committee or General Meeting cannot be binding upon them.

3.2.2. Every Member of the JCR Committee shall have the right to speak in the section of the Ordinary General Meeting designated as "Committee Business" in S.O. 8.4.iv.

3.2.3. **Composition**

- i. JCR President
- ii. Vice-President
- iii. Treasurer
- iv. Information and Returning Officer
- v. Two Entertainment Representatives
- vi. Male and Female Welfare Officers
- vii. Academic Affairs Representative
- viii. Two Deputy Entertainment Representatives
- ix. Environment and Ethics Representative
- x. Charities Representative
- xi. Access Representative
- xii. Affiliated Organisations Representative
- xiii. Equal Opportunities Officer
- xiv. International Students' Representative
- xv. Gender Equality Representative
- xvi. LGBTQ Representative
- xvii. Bar Steward
- xviii. Sports Representative
- xix. Information Technology Officer
- xx. Food Officer
- xxi. Punts, Kayaks & Bikes Officer (Admiral of the Fleet)
- xxii. Careers Officer
- xxiii. MCR President

### 3.2.4. **Responsibilities of JCR Committee Members**

#### 3.2.4.1. **General**

- i. With respect to Article IX of the Constitution, co-operation and assistance with major and general tasks are expected of every Committee Member above and beyond the specific remit of their position.
- ii. Attending all General Meetings, as well as Committee, Executive Committee, Sub-Committee, and Standing Committee Meetings pertaining to their position. The Secretary to the Meeting must be notified of any expected absence before the start of the Meeting.
- iii. As required by the JCR President, attending meetings of Affiliated Organisations, voting on behalf of the JCR, and reporting back to the JCR where appropriate. Members of the Committee may present a written report of their tenure of office to the Ordinary General Meeting on relinquishing their post or the Election of their successor (whichever is the sooner).
- iv. Arranging a handover meeting with their successor where relevant information and any archives pertaining to the position shall be handed over and a discussion of ongoing business shall take place, as well as writing a handover document including at least a list of duties and regular tasks as well as summaries of the state of current projects.
- v. The condition of any College or JCR property which their position places in their charge.
- vi. Updating the parts of the JCR website relevant to their position.

#### 3.2.4.2. **JCR President**

- i. The upholding and interpretation of the Constitution and Standing Orders.
- ii. The overall supervision of the JCR's affairs, including the compilation and distribution of a JCR Calendar of the term's notable events and deadlines.
- iii. Supervising JCR Committee members in the conduct of their duties.
- iv. Chairing the General Meeting under S.O. 8.7.
- v. Convening and chairing the Emergency and Extraordinary General Meetings when required (S.O. 8.2).

- vi. Convening and chairing meetings of the JCR Committee at least four times a term.
- vii. Convening and chairing meetings of the Executive Committee at least eight times a term, and compiling the agenda for these meetings.
- viii. Communicating JCR policy to the College, including attendance at the meetings of the following: Governing Body, Joint Committee, Domestic Committee, Warden and Tutors Meeting, Development Committee and Garden Committee.
- ix. Advancing the interests of the JCR or of any of its Members (on request) to the relevant College authorities.
- x. Communicating the College's policies to the JCR.
- xi. Advancing the interests of the JCR externally to the Presidents' Committee and, in association with the Affiliated Organisations Representative, any organisation to which the JCR chooses to affiliate itself under S.O. 11.
- xii. Cultivating favourable relations between Junior, Middle and Senior Members of the College.
- xiii. Acting as spokesperson and representative for the JCR and JCR Committee.
- xiv. The upkeep and improvement of the MacKeith Room, TS Eliot Room, JCR and JCR Store Room.
- xv. The organisation and co-ordination of Freshers' Week in association with the Executive Committee, including organising the circulation of the Freshers' Guide and International Students' Guide; the production of a written report on Freshers' Week including recommendations for improvement.
- xvi. The organisation and co-ordination of the Time Ceremony in association with the Executive Committee; the production of a written report on the Time Ceremony, including recommendations for improvement.
- xvii. Regularly communicating the progress on JCR issues to the JCR via email, at least once a week.
- xviii. Maintaining and updating subscriptions to the JCR's maillist.
- xix. Maintaining and updating an archive of the JCR's affairs for the year, and updating the 'knowledge bank.'
- xx. Negotiating with the College Authorities over Battels levels in conjunction with the JCR Treasurer, and informing the General Meeting about the progress of such negotiations.

- xxi. Attending the Peer Support training sessions and providing a confidential listening service to members of the JCR.
- xxii. Attend or appoint a JCR representative for the Garden Committee.

#### 3.2.4.3. **Vice-President**

- i. Assisting or representing the JCR President wherever necessary.
- ii. Publicising the time and venue of the Ordinary General Meeting subject to S.O. 8.5.1.
- iii. Setting and posting the Agenda for the Ordinary General Meeting according to S.O. 8.5.
- iv. Posting notice of any Elections to be held at the Ordinary General Meeting (S.O. 4.9.3.2).
- v. Acting as Secretary to the General Meeting under S.O. 8.8.
- vi. Posting notice of the resolution of all Motions within 48 hours of the close of the General Meeting (S.O. 8.8.4).
- vii. Retaining a file of all General Meeting Agendas and Minutes for future reference, in association with the IT Officer.
- viii. Liaising with college over accommodation, including conducting the Room Ballot according to the procedure set out in S.O. 10 and conducting a room survey.
- ix. Attending the meetings of the Access Sub-Committee (S.O. 3.5.4.3).
- x. Organising Interview Weeks and Open Days in liaison with the relevant College authorities, Committee Members, and interested members of the JCR.
- xi. Organising the JCR photo early in Trinity Term.

#### 3.2.4.4. **Treasurer**

- i. The responsible management of the JCR finances.



- ii. Negotiating with the College Authorities over Battels levels in conjunction with the JCR President, and informing the General Meeting about the progress of such negotiations.
- iii. Advising the JCR Committee and Executive Committee on financial matters.
- iv. Attending the meetings of the Charities Sub-Committee (S.O. 3.5.4.2).
- v. Attending the meetings of the Ball Committee if existent.
- vi. Ensuring maintenance of electrical equipment for which the JCR is responsible.
- vii. Publishing annually details of any affiliations and subscriptions of the JCR to any external organisation.
- viii. Publishing the JCR accounts each term prior to the second Ordinary General Meeting of term. Compiling condensed annual accounts suitable for presentation to the College Authorities.
- ix. The Treasurer should budget to maintain a general JCR surplus of £9000. In years when the surplus is less than £9000 the JCR Treasurer should budget to restore at least 50% of the difference between the current and £9000 surplus, unless they bring a successful motion to the OGM outlining a different strategy. In years when the surplus is greater than £9000, in Trinity term, the Treasurer, in association with the JCR President, should look into spending at least 33% of any surplus above £9000 on long-term improvements to the JCR room and/or the TS Eliot room and/or the McKeith room and will bring a motion to the JCR detailing the suggestions.
- x. At the start of an academic year, the incumbent JCR Treasurer shall be responsible for auditing the annual accounts of the previous JCR Treasurer and of any other budgets devolved to members of the JCR Committee. The incumbent JCR treasurer shall report their findings to the JCR at the first OGM of the subsequent term. A copy of the audited accounts shall be kept in the JCR store room as well as archived digitally to be handed over to the successor.
- xi. Publishing a termly budget in time for the first OGM on Sunday of 2nd week, circulating it to the JCR mailing list and taking any questions from members about its contents at the meeting.

### 3.2.4.5. **Information and Returning Officer**

- i. Acting as Returning Officer (see S.O. 4.1) for all JCR Elections and By-Elections, and thereby ensuring their fair and democratic organisation according to the regulations set out in S.O. 4.
- ii. Chairing of Hustings (S.O. 4.7.5).
- iii. Acting as Returning Officer for all external elections requiring JCR assistance or participation.
- iv. The production and distribution of all JCR publications and representation of the college to student handbooks.
- v. Acting as Secretary to the Executive Committee (S.O. 3.3.1.1).
- vi. Responsibility for the writing and publication of the weekly 'Merton News' and passing each copy thereof on to the College Archivist.
- vii. Publicising of relevant and interesting events and information to the JCR via the main JCR noticeboard, and maintenance of said notice-board.
- viii. Collection of leavers' contact details by 6th week Trinity term.
- ix. Arranging the publication of a yearbook, leavers' hoodies, and related items, to be distributed to leavers before the end of Trinity term.
- x. In conjunction with the JCR President, ensuring that all relevant JCR documentation is retained for the benefit of future Executive Committees, with copies also being passed to the College Archivist, and encouraging all sports captains and college society presidents to do the same.
- xi. Organising, publicising and hosting the JCR bar quiz four times a term, and publicising any MCR bar quizzes to the JCR.
- xii. Compiling contact details for the Christmas address list, and sending it to those on the list by the end of Michaelmas term.
- xiii. The purchase of particular DVDs for the JCR, to a maximum cost of £100 per term, before the 2nd OGM of each term, and the placing of those DVDs in the relevant storage space in the library.
- xiv. Compiling and sending out a JCR newsletter via email, twice weekly during term and at their discretion outside of term, and updating content of the JCR website where appropriate.

#### 3.2.4.6. **Entertainment Representatives**

- i. The conception, planning, organisation, publicising and execution of events for the entertainment of all Members of the JCR in liaison with the Deputy Entertainment Representatives.
- ii. The production, distribution and financial approval of the associated term card before Wednesday of First Week of the relevant term.
- iii. The organisation of social events during Freshers' Week in particular liaison with the Executive Committee.
- iv. Any required liaison with the College authorities before, during or after events, including seeking permission in advance from the Principal of Postmasters for any such events to take place, and seeking approval for the draft JCR termcard in 0th week.
- v. Agreement between themselves as to which has signatory status for the Entertainment account.
- vi. Control of Entertainment finances and the Entertainment chequebook in liaison with the Treasurer.
- vii. Maintenance and publication of accounts in liaison with the Treasurer.
- viii. Consulting the Deputy Entertainment Representatives in the compilation of the termcards, and encouraging the Deputy Entertainment Representatives to propose their own ideas for Entertainment events.

#### 3.2.4.7. **Welfare Officers**

- i. Attending the Peer Support training sessions and providing a confidential listening service to members of the JCR.
- ii. Providing information about professional welfare services available from the University or elsewhere in Oxford.
- iii. The collation and provision of information on College and University hardship funds.
- iv. The promotion of the welfare and security of JCR Members.

- v. Liaison with appropriate welfare-related authorities in and out of college.
- vi. Convening and chairing meetings of the Welfare Sub-Committee at least twice a term (S.O. 3.5.4.1).
- vii. Advising the JCR, JCR Committee and Executive Committee on welfare issues.
- viii. The provision of the weekly JCR tea.
- ix. Organising the JCR parenting scheme.
- x. Managing the purchase and provision of sexual health related items for the JCR.
- xi. Attending Affiliated Organisations' Welfare representative forums, and relevant welfare seminars.

#### 3.2.4.8. **Academic Affairs Representative**

- i. Improving academic relations, practices and regulations within both the College and the University.
- ii. Liaising with the library staff concerning issues pertaining to Members of the JCR.
- iii. Attending meetings of the Library Committee and reporting back to the JCR.
- iv. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of Academic Affairs or related issues and reporting back to the JCR.
- v. Acting as a contact point between Members of the JCR and the College on the subject of academic feedback.
- vi. Promoting and supporting initiatives organised by the College aimed at giving additional academic support to students.
- vii. Encouraging use of the parenting scheme and graduate mentoring scheme as sources of academic advice.
- viii. Attending the Peer Support training sessions and providing a confidential listening service to members of the JCR.
- ix. Attending meetings of the Welfare Sub-Committee.
- x. Co-ordinating and providing support to the Subject Presidents.
- xi. Co-ordinating the Subject Teas in Freshers' Week in conjunction with the Subject Presidents.

- xii. Liaising with the College over academic-related activities in Freshers' Week, including the Library Inductions.
- xiii. Liaising with the Academic Office over the organisation of the Freshers' Study Skills Sessions, the Exam Forum for First-Years and the Finalists' Forum.
- xiv. Acting as a contact point for students whose collections have not been returned by the end of 4th week.
- xv. Updating the lists of Subject Presidents and Society Presidents and informing the Academic Office of when the holders of these positions change.

#### 3.2.4.9. **Deputy Entertainment Representatives**

- i. Aiding the Entertainment Representatives in the execution of JCR Entertainment events, with a full commitment as first port of call for assistance – including, when applicable, assisting in the organisation and execution of Freshers' Week events.
- ii. Assisting in the running of BOPs, pre-BOP events, and other weekly Entertainment events.
- iii. Contributing to the conceptualisation and realisation of Entertainment events, including from entirely their own initiatives, provided that they act with the full authorisation of the Entertainment Representatives.
- iv. At the hustings of Deputy Entertainment Representatives, the two candidates with the highest number of votes shall be elected. Each JCR member will still only have the right to one vote.

#### 3.2.4.10. **Environment and Ethics Representative**

- i. The promotion and organisation of environmentally friendly practices within the College.
- ii. Advising the JCR and JCR Committee on environmental issues.
- iii. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of environmental issues including OUSU's Environmental and Ethics meetings.
- iv. Promoting Fair-trade within College.

#### 3.2.4.11. **Charities Representative**

- i. The organisation of the termly charities ballot.
- ii. The co-ordination and execution of charitable appeals and events within College, including an annual RAG Week.
- iii. Liaising with the university RAG society and attending relevant meetings of affiliated organisations.
- iv. Convening and chairing a meeting of the Charities Sub-Committee at least once a term.
- v. Publicising the JCR's Slush Fund.
- vi. Promotion and development of the JCR's links with Advantage Africa and the Wolvercote Young Peoples' Trust.

#### 3.2.4.12. **Access Representative**

- i. Encouraging more applicants to the College and to Oxford University, and encouraging a greater awareness of access related issues among all Members of the College.
- ii. Convening and chairing the Access Sub-Committee at least twice a term (S.O. 3.5.4.3).
- iii. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of Target Schools or admissions related issues.

#### 3.2.4.13. **Affiliated Organisations Representative**

- i. Advancement of the interests of the JCR to organisations affiliated to under S.O. 11, in association with the JCR President.
- ii. Reporting the results of these organisations' meetings to the General Meeting as requested.

- iii. Advising the JCR and the JCR Committee on issues relating to Affiliated Organisations or organisations proposed for affiliation.
- iv. Maintaining files of correspondence from Affiliated Organisations.
- v. Publicising the availability of resources and information concerning, and provided by, Affiliated Organisations.
- vi. Assisting the Information and Returning Officer in elections relevant to Affiliated Organisations.
- vii. Emailing the JCR three days before an Affiliated Organisation's legislative meeting or, failing that, as soon as the agenda is available, with the agenda for the meeting and a brief, objective summary of the motions to be debated.
- viii. Emailing the JCR, no later than 48 hours after the meeting has concluded, giving details of how Merton's representatives voted at the meeting on each motion, and detailing any other noteworthy matters arising from the meeting.

#### 3.2.4.14. **Equal Opportunities Officer**

- i. Advancement of the interests of students with mental, physical and other health issues and/or disabilities within the College and in the University.
- ii. Advancement of any other matters of equality which do not fall under the remit of other members of the equality subcommittee including, but not limited to religious or class-related issues.
- iii. Providing a confidential listening service to members of the JCR.
- iv. Acting to prevent discrimination or prejudice of any kind against any minority as defined above and addressing it should it arise.
- v. The co-ordination within college of all external schemes pertaining to students affected by the issues outlined above.
- vi. Aiding the VP with the organisation of Open Days with a view to encouraging applications from students affected by the issues outlined above.
- vii. Ensuring that, as far as possible, there is a Merton presence at all external committees convened by Affiliated Organisation for the consideration and advancement of issues relating to the issues outlined above.
- viii. Attending meetings of the Welfare Sub-Committee (S.O. 3.5.4.1)

- ix. Attending meetings of the Equality Sub-Committee (S.O. 3.5.4.4).

#### 3.2.4.15. **Ethnic Minority and International Students' Representative**

- i. Advancement of the interests of ethnic minority and international students within the college and the university.
- ii. Acting to prevent race- or nationality-based discrimination or prejudice of any kind and addressing it should it arise.
- iii. Attending the Peer Support training sessions
- iv. Providing a confidential listening service to members of the JCR.
- v. Aiding the VP with the organisation of Open Days with a view to encouraging applications from minority groups and international students.
- vi. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of issues relating to ethnic minorities or international students and reporting back to the JCR on any issues arising.
- vii. Setting up the International Parents' Scheme, in co-ordination with the Welfare Reps.
- viii. Writing and editing the International Freshers' Guide.
- ix. Organising, with the Executive Committee, a programme for international students during the weekend before the official Freshers' Week.
- x. Providing information and support about, and lobbying for better provision of, services relevant to international students, such as finance, funding, vacation residence and storage.
- xi. Attending meetings of the Welfare Sub-Committee (S.O. 3.5.4.1).
- xii. Attending meetings of the Equality Sub-Committee (S.O. 3.5.4.4).

#### 3.2.4.16. **Gender Equality Representative**

- i. Promoting gender equality within the college and the university.
- ii. Attending the Peer Support training sessions.



- iii. Provide a confidential listening service to members of the JCR.
- iv. Promote awareness about issues of sexual health and sexual consent.
- v. Acting to prevent gender-based discrimination or prejudice of any kind and addressing it should it arise.
- vi. Aiding the VP with the organisation of Open Days with a view to promoting gender equality among applicants.
- vii. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of Gender Equality and reporting back to the JCR on any issues arising.
- viii. Attending meetings of the Welfare Sub-Committee (S.O. 3.5.4.1).
- ix. Attending meetings of the Equality Sub-Committee (S.O. 3.5.4.4).

#### 3.2.4.17. **LGBTQ Representative**

- i. Advancement of the interests of lesbian, gay, bisexual, transgender, queer and questioning students within the College and in the University.
- ii. Attending the Peer Support training sessions.
- iii. Providing a confidential listening service to members of the JCR.
- iv. Promoting awareness about issues of sexual health and sexual consent.
- v. The co-ordination within College of all external schemes pertaining to LGBTQ students.
- vi. Attending meetings of the Welfare Sub-Committee (S.O. 3.5.4.1).
- vii. Attending meetings of the Equality Sub-Committee (S.O. 3.5.4.4).
- viii. Ensuring that, as far as possible, there is a Merton presence at all external committees convened by Affiliated Organisation for the consideration and advancement of LGBTQ issues.
- ix. Organisation of social events to promote links with other colleges.

#### 3.2.4.18. **Bar Steward**

- i. Liaising with, and helping, the Bar staff.
- ii. Maintaining of all JCR facilities in the Bar area and the MacKeith Room, including the Jukebox and games machines.

#### 3.2.4.19. **Sports Representative**

- i. Acting as Junior Treasurer to the Amalgamated Clubs.
- ii. Attending the termly meetings of the Amalgamated Clubs.
- iii. Representing the interests of the JCR as a whole, and of JCR associations individually, to the Amalgamated Clubs.
- iv. Liaising with the captains of all college sporting associations and representing their interests to the JCR Committee.
- v. Acting as spokesperson for the JCR on all sports-related issues.
- vi. Arranging a JCR sports day in Trinity term in association with the Exec, subject to financial approval.

#### 3.2.4.20. **Information Technology Officer**

- i. Liaison with the College Computing Officer concerning the provision of IT facilities.
- ii. Updating and improving the JCR website. Maintaining an up-to-date copy of the Standing Orders on the website.
- iii. Advising the JCR and the JCR Committee on Information Technology related matters.

#### 3.2.4.21. **Food Officer**

- i. Liaising between the JCR and the Chef and College kitchen staff.
- ii. Further improving College food.
- iii. Organising the 3 JCR Christmas Dinners and May Morning Breakfast.

- iv. Ensuring the upkeep of the JCR kitchen, to include checking, on a weekly basis, the presence and state of all JCR kitchen equipment and washing supplies, but excluding the cleaning of said equipment.
- v. Liaising, in conjunction with the JCR President, with college authorities on any issues relating to the JCR kitchen.
- vi. Liaising with the Domestic Bursar on the issue of dietary requirements.
- vii. Helping to organise the Sports Dinner with the Sports Rep and Charity Formals with the Charities Representative.
- viii. Organising Halfway Hall with College in mid Hilary term.
- ix. Organising a termly JCR Black-Tie Formal.
- x. Advising other JCR members on holding special meals on how to liaise with Hall (e.g., subject dinners, special formals, arts fest).

#### 3.2.4.22. **Punts, Kayaks, and Bikes Officer [Admiral of the Fleet]**

- i. The upkeep and availability of the JCR punts during Trinity Term.
- ii. Organising, publicising and policing the procedure for booking punts.
- iii. The upkeep and availability of kayaks during term time.
- iv. Removing the punts from the water at the end of Trinity Term.
- v. Maintaining the JCR bikes, making repairs at the start of each term and as necessary throughout the term.
- vi. Publicising and organising the booking system for the JCR Bike Scheme.

#### 3.2.4.23. **Careers Officer**

- i. Providing information related to careers and postgraduate opportunities to the JCR.
- ii. Maintaining and updating the Careers noticeboard.

- iii. Maintaining and expanding links with the Oxford University Careers Service, and sending a regular Careers Email to the JCR containing information from this and other sources.
- iv. Being involved in the organisation of a specific career event
- v. Liaising with the Development Office.
- vi. Fulfilling duties as a member of the Careers Service's Careers Ambassador Programme and, if required, liaise with any student or college members of the Programme who are students at Merton in the provision of careers information.

#### 3.2.4.24. **MCR President**

- i. The MCR President shall have the same rights as an Associate Member of the JCR Committee (S.O. 3.2.1).

#### 3.2.5. **Procedure**

- 3.2.5.1. The Committee shall meet before each JCR OGM, and additionally at the discretion of the President.
- 3.2.5.2. The JCR Committee shall be convened and chaired by the JCR President; in their absence, the Vice President, or failing that the Treasurer, shall chair the meeting.
- 3.2.5.3. The Agenda shall be compiled at the start of the meeting; submissions can also be sent to the Vice President prior to the meeting. All members of the Committee have the right to contribute to the Agenda.
- 3.2.5.4. Business should be transacted in the following order:
  - i. Minutes of the previous Committee Meeting
  - ii. Matters arising
  - iii. Notices
  - iv. Executive Committee Business (see S.O. 3.3.3.7)
  - v. Committee Business
  - vi. Sub-Committee (see S.O. 3.5.1.4) or Standing Committee (see S.O. 3.4.2.6) Business

- vii. Agenda
- viii. Any other business

3.2.5.5 The Information and Returning Officer shall, on request, send by email a summary of business transacted at the most recent JCR Committee Meeting.

3.2.5.6 If a Member of the Committee wishes, a vote on any issue shall be taken. There is one vote per position on the Committee. The Committee Chair has casting vote. No proxy votes or absentee votes will be accepted.

3.2.5.7 Any Member of the JCR may observe silently at a JCR Committee Meeting.

3.2.5.8 Any Member of the JCR may be invited to speak at a JCR Committee Meeting by resolution of the Committee or on the initiative of the Committee Chair.

3.2.5.9 It shall be in the power of the General Meeting to review, and if necessary overturn, a JCR Committee decision.

### 3.2.6. **Powers**

3.2.6.1. 3.2.6.1 The right, of the Committee as a whole, to spend up to £500, provided each purchase has the full consent of the Treasurer.

3.2.6.2. The review, and if necessary overturning, of any decision made by the Executive Committee or any Sub-Committees.

3.2.6.3. The taking of steps or decisions necessary to further the aims of the JCR as set out in Article II of the Constitution.

## 3.3. **The Executive Committee**

### 3.3.1. **General**

3.3.1.1. The Executive Committee of the JCR shall consist of the JCR President (as Committee Chair), Vice-President, Treasurer, Information and Returning Officer (as Committee Secretary), the two Entertainment Representatives, the Male and Female Welfare Officers, and the Academic Affairs Representative.

3.3.1.2. All Members of the Executive Committee shall have access to the JCR Store Room, although only the JCR President and Entertainment Representatives shall have

access to the third room.

### **3.3.2. Responsibilities**

- i. Ensuring the day-to-day administration and advancement of the JCR.
- ii. Ensuring the smooth running of the JCR, its entertainments, facilities and other business. Assisting, in the first instance, the JCR President and other Members of the Executive Committee in the execution of their duties.
- iii. Implementing resolutions of the General Meeting and/or the JCR Committee to the best of their ability.
- iv. Arranging a further, group, handover session between the outgoing and incoming Executive Committees prior to the latter taking up office. This shall supplement and not replace the personal handover required in S.O. 3.2.4.1.iv.
- v. Producing a written report at the end of each term, summarising all work undertaken and highlighting improvements to be made next term; to be e-mailed to the JCR by the JCR President by Friday of 10th week.

### **3.3.3. Procedure**

- 3.3.3.1. The Committee Chair shall convene meetings of the Executive Committee weekly in full term and more frequently at their discretion.
- 3.3.3.2. The Agenda shall be compiled by the JCR President at the beginning of the meeting. All members of the Executive Committee have the right to contribute to the Agenda.
- 3.3.3.3. The Information and Returning Officer shall act as Secretary to the Executive Committee, and shall on request send via email a summary of business transacted during the most recent meeting of the Executive Committee.
- 3.3.3.4. If a Member of the Executive Committee wishes, a vote on any issue shall be taken. There is one vote per position on the Executive Committee. The Committee Chair will not vote, unless needed to resolve a tie
- 3.3.3.5. Any Member of the JCR Committee may make a proposal to the Executive Committee.
- 3.3.3.6. Any Member of the JCR may be invited to attend and speak at an Executive Committee Meeting by resolution of the Committee, or on the initiative of the Committee Chair.

- 3.3.3.7. A report of all business transacted by the Executive Committee since the last committee meeting shall be made to the JCR Committee at the subsequent JCR Committee Meeting in the section of the Meeting designated "Executive Committee Business" (S.O.3.2.5.4.iv).
- 3.3.3.8. It shall be in the power of either the JCR Committee or the General Meeting to review, and if necessary overturn, an Executive Committee decision.

#### 3.3.4. **Powers**

- 3.3.4.1. The right (of the Executive Committee as a whole) to spend up to £300, provided each purchase has the full consent of the Treasurer.
- 3.3.4.2. The taking of steps or decisions necessary to further the aims of the JCR as set out in Article II of the Constitution.

### 3.4. **Standing Committees**

#### 3.4.1. **General**

- 3.4.1.1. The General Meeting shall have the power to appoint a Standing Committee with a specific mandate to be carried out within a predetermined period of time of no longer than one year.
- 3.4.1.2. The Standing Committee should carry out its mandate to the best of its ability.
- 3.4.1.3. Membership is to be decided by appointment in the founding motion, by election by the General Meeting, or by a mixture of the two. Any elections must follow the procedure elaborated in S.O. 4.
- 3.4.1.4. The Chair of the Standing Committee, whether elected, or appointed by the General Meeting, or elected from within the Committee, shall be an Associate Member of the JCR Committee for the lifetime of the Standing Committee. The Chair shall give a report of business transacted by the Standing Committee at meetings of the JCR Committee during the section of the Meeting designated "Sub and Standing Committee Business" (S.O. 3.2.6.4.vi).

### 3.4.2. **Procedure**

- 3.4.2.1. If a Chair has not been elected or appointed in the founding motion then the Committee Members must elect a Chair from within their own number.
- 3.4.2.2. Meetings shall be convened by the Committee Chair on their initiative unless dictated by the Committee's founding motion.
- 3.4.2.3. If a Secretary has not been elected or appointed in the founding motion then the Committee Members must elect a Secretary from within their own number. The Secretary shall record business transacted and retain a file on the work of the Committee.
- 3.4.2.4. The Agenda of a Standing Committee Meeting shall be decided upon at the beginning of the meeting. All members of the Committee have the right to contribute to the Agenda.
- 3.4.2.5. The Standing Committee shall act only in order to fulfil its mandate and shall cease to exist once its purpose has been fulfilled.
- 3.4.2.6. The Standing Committee shall be directly responsible to the General Meeting.
- 3.4.2.7. The Chair shall present a written report of all findings and proposals to the General Meeting after the fulfilment of the mandate of the Committee.
- 3.4.2.8. If a Member of the Standing Committee wishes, a vote on any issue shall be taken which may be recorded on request. There is one vote per position on the Standing Committee. The Committee Chair has the casting vote.
- 3.4.2.9. Any Member of the JCR may make a proposal to the Standing Committee.
- 3.4.2.10. Any Member of the JCR may be invited to speak at a Standing Committee Meeting by resolution of the Committee or on the initiative of the Committee Chair.

### 3.4.3. **Powers**

The Standing Committee shall have such powers as the General Meeting deems necessary for the fulfilment of its mandate.



### **3.5. Sub-Committees**

#### **3.5.1. General**

- 3.5.1.1. A General Meeting may institute such Sub-Committees as are deemed necessary for the execution of JCR business.
- 3.5.1.2. Membership of any Sub-Committee is voluntary unless required by the duties of a JCR position, and lasts for one year from the date of first attendance at the Committee, but may continue longer or be curtailed by formal notice given to the Committee Chair. All members of Sub-Committees are required to attend all meetings and fulfil all responsibilities of Membership.
- 3.5.1.3. Every Sub-Committee must have a Member of the JCR Committee among its number who is responsible for Convening and Chairing the Sub-Committee. The Chair shall bring important issues to the attention of the JCR Committee during the section of the JCR Committee Meeting designated "Sub and Standing Committee Business" (S.O. 3.2.6.4.vi). The identity of the Chair shall be decreed by the founding motion.
- 3.5.1.4. The Sub-Committee shall be directly responsible to the JCR and to the JCR Committee.

#### **3.5.2. Procedure**

- 3.5.2.1. Meetings shall be convened by the Committee Chair on their initiative unless dictated otherwise by the founding motion.
- 3.5.2.2. The Sub-Committee should appoint a Secretary from within its own number to record business transacted and retain a file on the work of the Committee.
- 3.5.2.3. The Agenda of the Sub-Committee Meeting shall be compiled by the Secretary at the beginning of the meeting. All Members of the Sub-Committee have the right to contribute to the Agenda.
- 3.5.2.4. If a Member of the Sub-Committee wishes, a vote on any issue shall be taken which may be recorded on request. There is one vote per position on the Sub-Committee. The Committee Chair has casting vote.
- 3.5.2.5. Any Member of the JCR may make a proposal to the Sub-Committee.
- 3.5.2.6. Any Member of the JCR may be invited to speak at a Sub-Committee Meeting by resolution of the Committee or on the initiative of the Committee Chair.

### 3.5.3. **Powers and Responsibilities**

- 3.5.3.1. The Sub-Committee shall operate primarily in an advisory and assisting role to the Chair of the Sub-Committee.
- 3.5.3.2. All Sub-Committee Powers and Responsibilities stem from those of the Committee Chair.

### 3.5.4. **Existing Sub-Committees: Their Aims and Composition**

#### 3.5.4.1. Welfare

- i. Chaired by the Male and Female Welfare Officers, this shall be a forum for the exchange of ideas for the improvement of the welfare and safety of Members of the JCR.
- ii. The Welfare Sub-Committee shall meet at least twice a term.
- iii. The Sub-Committee shall include as many Members of the JCR as volunteers, alongside the two Welfare Officers, the Equal Opportunities Officer, the Gender Equality Representative, the International Students' Representative, and the LGBTQ Representative.
- iv. The Sub-Committee shall appoint a JCR Member of the opposite gender to the current LGBTQ Representative. This Member shall assist the LGBTQ Representative in the fulfilment of sections iii-v of their mandate.

#### 3.5.4.2. Charities

- i. Chaired by the Charities Representative, this Sub-Committee shall be responsible for distributing the money in the JCR Slush Fund once a term to those applicants deemed deserving of financial support for their charitable projects, according to a scheme of criteria to be agreed upon at the first meeting of the Charities Sub-Committee.
- ii. The Charities Sub-Committee shall meet at least once a term.
- iii. The Sub-Committee shall include the Charities Representative (as chair), the Environment and Ethics Representative, the Treasurer, and two volunteers

appointed by the chair of the sub-committee.

3.5.4.3. Access

- i. Chaired by the Access Representative, this Sub-Committee shall be responsible for assisting the Access Representative in encouraging applications to the College and the University from institutions and groups with little experience of doing so and is a forum for the exchange of ideas on this subject.
- ii. The Access Sub-Committee shall meet at least twice a term.
- iii. The Sub-Committee shall include many Members of the JCR as volunteers, alongside the Access Representative, the Vice President, the Equal Opportunities Officer, and the Information and Returning Officer.

3.5.4.4. Equality

- i. Chaired by the Equal Opportunities Representative, this Sub-Committee shall be responsible for promoting equal opportunities within the college and the university and preventing any discrimination or prejudice against any minority of any kind.
- ii. The Equality Sub-Committee shall meet always before College Equality Committee meetings and at least once a term.
- iii. The Equality Sub-Committee shall agree on two representatives to send to the termly College Equality Committee meeting, based on how relevant the various agenda items are to their role.
- iv. The Equality Sub-Committee shall organise and support college in organising events promoting awareness of equality matters.
- v. The Sub-Committee shall include the Gender Equality Representative, the Equal Opportunities Representative, the Ethnic Minority and International Students' Representative and the LGBTQ Representative.

## 4. ELECTIONS

- 4.1. The Information and Returning Officer (S.O. 3.2.5.5.i) is responsible for overseeing the free and fair conduct of all JCR Elections and procedures relating to them. In the absence or candidature of the IRO, their duties shall be taken over by the President, the Vice-President or the Treasurer in that order.
- 4.2. The contravention of any of the rules for Elections shall result in the IRO removing the guilty Candidate from the ballot paper. The IRO is answerable to the General Meeting for any judgement made on this basis.
- 4.3. No Candidate shall take part in any part of the administration of the Election procedure.

#### **4.4. Eligibility for Candidature**

- 4.4.1. Any person holding Membership of the JCR as defined in Article III of the Constitution shall be eligible to stand for Election to any post on the JCR Committee, Sub or Standing (where applicable) Committees, subject to the following clauses.
- 4.4.2. Each position is to be held by one person only.
- 4.4.3. No Candidate is permitted to stand for more than one Executive Committee post in the same Election. The Presidential Election and Executive Committee Elections shall be deemed to be separate elections in the application of this standing order.
- 4.4.4. No Member of the Executive Committee may stand for re-Election or Election to another Executive Committee post except with the approval of their candidacy by resolution of the General Meeting with a 2/3rd majority.
- 4.4.5. All Candidates must adhere to the rules pertinent to the position for which they are standing concerning Manifestos and Hustings.

#### **4.5. Schedule of Nominations, Hustings and Elections**

- 4.5.1. Nominations for a JCR Committee or Standing Committee (when required by the Founding Resolution) position shall close immediately before the Hustings for the position are held in the General Meeting.

##### **4.5.2. Michaelmas Term**

- 4.5.2.1. *2nd Ordinary General Meeting*

- i. Access Representative

4.5.2.2. *3rd Ordinary General Meeting*

- i. Affiliated Organisations Representative
- ii. Two Deputy Entz Representatives

4.5.2.3. *4th Ordinary General Meeting*

- i. Charities Representative
- ii. Environmental Representative

4.5.3. **Hilary Term**

4.5.3.1. *1st Ordinary General Meeting*

- i. Sports Representative
- ii. Equal Opportunities Representative

4.5.3.2. *2nd Ordinary General Meeting*

- i. Punts, Kayaks & Bikes Officer

4.5.3.3. *3rd Ordinary General Meeting*

- i. Information Technology Officer
- ii. Two Deputy Entz Representatives

4.5.3.4. *4th Ordinary General Meeting*

- i. Electoral Appeals Tribunal

4.5.4. **Trinity Term**

4.5.4.1. *1st Ordinary General Meeting*

- i. LGBTQ Representative

4.5.4.2. *2nd Ordinary General Meeting*

- i. Ethnic Minority and International Students' Representative

4.5.4.3. *Presidential Election*

- i. Nominations and Manifestos by Sunday 3rd Week
- ii. Hustings 3rd Week
- iii. Polling Friday 3rd Week

4.5.4.4. *Other Executive Committee Elections*

- i. Nominations and Manifestos by Sunday 4th Week
- ii. Hustings 4th Week
- iii. Polling Friday 4th Week

4.5.4.5. *3<sup>rd</sup> Ordinary General Meeting*

- i. Food Officer
- ii. Gender Equality Representative
- iii. Two Deputy Entz Representatives

4.5.4.6. *4<sup>th</sup> Ordinary General Meeting*

- i. Bar Steward
- ii. Careers Officer

4.5.5. The only exceptions to the above schedule shall be where a by-election is held in either of the two OGMs prior to the scheduled date of election for JCR Committee positions. In this event, the post will next be husted and elected in its scheduled place the following academic year, or should another by-election occur, in which case 4.10.1 shall apply.

4.5.6. The IRO shall be expected to publicise the opening of nominations for Presidential and Executive elections no fewer than five days before they open.

**4.6. Manifestos**

- 4.6.1. Manifestos shall be required for the Presidency or positions on the Executive Committee only.
- 4.6.2. The IRO shall solicit Manifestos no fewer than two weeks prior to the closure of Nominations.
- 4.6.3. Manifestos must have been received by the IRO prior to the closure of Nominations and be accompanied by a relevant tutor's written permission for the Candidate to stand.
- 4.6.4. Each manifesto should be in A4 format and must contain a photograph of the candidate. The IRO should receive four copies of each manifesto; one of these should be designated for the college archive, and another for the future reference of the JCR.
- 4.6.5. Manifestos may not contain any defamatory material, or reference to, or symbol of, any political organisation.
- 4.6.6. The IRO shall prominently display copies of the Manifestos of all Candidates within 24 hours of the closure of nominations; original Manifestos must be retained by the IRO. Copies of the manifesto should also be posted on the Merton JCR website within 24 hours of the closure of nominations.
- 4.6.7. The IRO shall ensure that Manifestos remain displayed until the close of Polling.

#### **4.7. Hustings**

- 4.7.1. Hustings shall be a forum for the questioning and examination of Candidates on issues pertaining to the position for which they are standing for the purpose of judging fairly the merits of all Candidates.
- 4.7.2. All Candidates must attend and take part in Hustings except under exceptional circumstances at the discretion of the IRO.
- 4.7.3. Hustings for the Presidency or positions on the Executive Committee shall be held between the close of Nominations and the beginning of Polling. The time and location of Hustings for the Presidency or Executive Committee shall be publicised by the IRO no fewer than 72 hours before they are to take place.
- 4.7.4. Hustings for positions on a Standing Committee requiring Election by the Founding Resolution thereof shall be held following the Debate of Motions in the General Meeting (S.O. 8.3.ix).

- 4.7.5. The IRO shall act as Chair of Hustings and maintain an atmosphere of order and fairness. In the absence of the IRO, Hustings shall be Chaired by the JCR President, Vice-President or Treasurer in that order.
- 4.7.6. All questions must be put to the IRO at whose discretion any question may be disallowed on the grounds of irrelevance, malice or partiality.
- 4.7.7. All questions must be addressed to all candidates.
- 4.7.8. Immediately prior to elections to JCR Committee positions (but not JCR Executive positions), the incumbent will be expected to give a brief summary of their experience in the role. In the event of the incumbent being absent, a written submission should be sent to the IRO before the meeting in which the position is to be elected. The candidates will then be asked to come forward and introduce themselves, prior to questioning.

#### **4.8. Canvassing**

- 4.8.1. All Candidates for Committee positions are entitled to canvass and produce Election publicity material.
- 4.8.2. Election publicity material may not contain any defamatory material or reference to, or symbol of, any political organisation.
- 4.8.3. All Election publicity material is subject to the scrutiny of the IRO. If necessary, the IRO shall remove any such material found to be in contravention of S.O. 4.8.
- 4.8.4. No Election publicity material is allowed within sight of the Ballot Box on Polling day with the exception of the manifestos posted by the IRO.

#### **4.9. Polling**

##### **4.9.1. General**

- 4.9.1.1. Only Members of the JCR may vote.
- 4.9.1.2. For Elections to the Presidency or Executive Committee, the IRO shall publicise the date and venue of Polling no fewer than five days before it is to take place. The IRO shall post therein throughout the duration of Polling a guide to the procedure of voting. The IRO shall also notify via e-mail Members on a year abroad, or who are



suspended from their studies, of the date of Polling, and of the online voting system to be used, no fewer than five days before Polling is due to take place. The IRO shall send such Members a further e-mail within 24 hours of the start of Polling, providing the web address of the relevant online voting system and a guide to the procedure of voting.

4.9.1.3. Members of the JCR who are on a year abroad, or who are suspended from their studies, may vote in elections to the Presidency and Executive Committee using a secure, secret online voting system chosen by the IRO, but postal votes shall not be accepted.

4.9.1.4. All Elections shall include the option to re-open nominations (RON).

4.9.1.5. No Member shall be obliged to use any or all of the votes at their disposal.

4.9.1.6. A Candidate may withdraw from the Election at any time up until the beginning of Polling.

#### 4.9.2. Executive Committee Elections

4.9.2.1. For Elections to the Presidency or Executive Committee, the IRO shall publicise the date and venue of Polling no fewer than five days before it is to take place. The IRO shall post therein throughout the duration of Polling a guide to the procedure of voting.

4.9.2.2. Elections to the Presidency or Executive Committee shall be by secret ballot; Polling shall be open from 8.30am to 8.30pm.

4.9.2.3. The IRO shall enlist scrutineers to supervise the Election on Polling Day. Scrutineers may explain the completion of the Ballot Paper but shall not, whilst supervising polling, advise or instruct any JCR Member concerning the casting of their vote.

4.9.2.4. The procedure for the election of the members of the executive committee except the Entz Representatives shall be by Alternative Vote as set out below:

- i. Voting shall be by the system of a single alternative vote and must be in order of preference, expressed numerically with 1 expressing the first preference, 2 the second preference and so on for as many preferences as the voter wishes to express or until there are no other preferences.
- ii. The ballot shall list all candidates in alphabetical order of their surname, and RON which always appears last.

- iii. Any indication of a vote for a candidate expressed, where it is the only indication so expressed, shall be deemed as a first preference vote for the aforementioned candidate.
- iv. Any deliberate mark written outside a box counts as a spoilt paper and hence invalidates that paper.
- v. Voters shall be entitled to exchange an accidentally invalidated ballot paper for a new ballot paper with the scrutineers, prior to putting any ballot paper in the ballot box.
- vi. First Preferences shall be counted for all Candidates, discarding any votes that are spoilt, blank or void. The option to re-open nominations (RON) shall be treated in the same way as a Candidate.
- vii. If no Candidate has more than 50% of the valid votes cast, the Candidate with the fewest First Preferences shall be excluded and their votes redistributed according to the subsequent Preference.
- viii. Votes redistributed under 4.9.2.4.6 shall be counted at their full value. Papers which do not express a further Preference shall be excluded.
- ix. Stages 4.9.2.4.5, 4.9.2.4.6 and 4.9.2.4.7 shall be repeated until one Candidate (or RON) has over 50% of the remaining votes or there is only one Candidate remaining. This Candidate shall be declared Elected.
- x. Should RON gain over 50% of the valid votes at any stage of the counting procedure then the procedure detailed in S.O. 4.9.2.7 shall be followed.
- xi. In the event of a tie, the Candidate with the highest number of First Preferences shall be declared Elected. If a tie is still the result, then the Candidate with the greatest number of Second Preferences shall be declared Elected, and so on. Once all of the Preferences have been taken into account, should there still be a tie then a second Election shall be held following the procedure to be followed in the event of a RON victory (S.O. 4.9.2.7).

4.9.2.5. The procedure for the election of the Entz Representatives shall be by Single Transferable Vote as set out below:

- i. Voting shall be by the system of a single alternative vote and must be in order of preference, expressed numerically with 1 expressing the first preference, 2 the second preference and so on for as many preferences as the voter wishes to express or until there are no other preferences.

- ii. The ballot shall list all candidates in alphabetical order of their surname, and RON which always appears last.
- iii. Any indication of a vote for a candidate expressed, where it is the only indication so expressed, shall be deemed as a first preference vote for the aforementioned candidate.
- iv. Any deliberate mark written outside a box counts as a spoilt paper and hence invalidates that paper.
- v. Voters shall be entitled to exchange an accidentally invalidated ballot paper for a new ballot paper with the scrutineers, prior to putting any ballot paper in the ballot box.
- vi. The Droop Quota shall be calculated to be  $\left( \frac{\text{Total Valid Poll}}{\text{Seats} + 1} \right) + 1$
- vii. First Preferences shall be counted for all Candidates, discarding any votes that are spoilt, blank or void. The option to re-open nominations (RON) shall be treated in the same way as a Candidate.
- viii. At the first count, if no one candidate satisfies the quota, the candidate with the fewest votes shall have their votes reallocated by second preference. The Droop Quota shall be recalculated to account for any used ballot papers.
- ix. When one candidate has an equal number of or more votes than the droop quota, he or she shall be deemed to be elected. The surplus votes (i.e. those above the quota) shall be redistributed; this shall be done as a proportion of the whole of their votes using whole numbers only.
- x. Stages 4.9.2.5.vi - 4.9.2.5.ix shall be repeated until the second Entz Representative has been elected.
- xi. Should RON gain over the Droop Quota at any stage of the counting procedure then the procedure detailed in S.O. 4.9.2.7 shall be followed.
- xii. In the event of a tie, the Candidate with the highest number of First Preferences shall be declared Elected. If a tie is still the result, then the Candidate with the greatest number of Second Preferences shall be declared Elected, and so on. Once all of the Preferences have been taken into account, should there still be a tie then a second Election shall be held following the procedure to be followed in the event of a RON victory (S.O. 4.9.2.7).

- 4.9.2.6 Votes shall be counted by the IRO, who shall enlist at least two members of the Executive Committee to assist in the counting.
- 4.9.2.7 Results of the Presidential or Executive Committee Elections shall be announced in Front Quad within 3 hours of the close of polling, except in extraordinary circumstances.
- 4.9.2.8 If RON wins in the case of the Presidency or an Executive Committee position, Nominations shall re-open for a period of three days, Hustings shall occur on the fourth day and Polling will be held seven days after the original Election. All rules concerning the content and display of Manifestos and the conduct of Hustings and Polling shall be adhered to.
- 4.9.2.9 If no candidate stands by close of nominations, RON shall be deemed to have won.

#### 4.9.3 JCR Committee or Standing Committee Elections

- 4.9.3.1. Elections shall be by show of hands, in the absence of the Candidates, at an Ordinary General Meeting of the JCR immediately following the Hustings for the relevant position (S.O. 8.3.ix). Counting shall be by the IRO, the Chair of the General Meeting and the Secretary to the General Meeting. A Secret Ballot may be requested, through the Procedural Motion "Secret Ballot" (S.O. 8.10.1.iii); the procedure then followed is as laid out under S.O.s 8.9.5 and 8.10.1.iii, except that no Postal Votes shall be allowed.
- 4.9.3.2. For Elections to the JCR Committee, the Vice President shall post notice of the positions to be Elected at the same time as the Agenda for the relevant Ordinary General Meeting is posted.
- 4.9.3.3. The Candidate with the most votes shall be deemed Elected.
- 4.9.3.4. A RON victory or a tie in the Election shall result in the re-opening of Nominations. A further Election shall be held at the next OGM.

#### **4.10. By-Elections**

##### 4.10.1. JCR Committee

Should a JCR Committee position become vacant a By-Election shall be held at the

following Ordinary General Meeting. The By-Election shall be conducted according to the rules of a normal Election to the JCR Committee as set out in S.O. 4.9.3.

#### 4.10.2. Executive Committee

- 4.10.2.1. Should an Executive Committee position become vacant the IRO shall supervise the holding of a By-Election within a week.
- 4.10.2.2. Nominations shall be opened immediately that the IRO is formally informed that the position is vacant. The IRO should post notice of this situation within three hours. Nominations will remain open for three days.
- 4.10.2.3. All Candidates must meet the eligibility criteria set out in S.O. 4.4 and require Manifestos adhering to the rules of content and display set out in S.O. 4.6.3-7. Canvassing in accordance with S.O 4.8 is allowed.

#### 4.11. Complaints

- 4.11.1. The Electoral Appeals Tribunal (EAT) exists as a sub-committee to ensure that appeals and complaints relating to elections and hustings are handled in a fair and impartial manner.
- 4.11.2. The EAT shall be composed of three JCR members, none of whom can hold any Committee or Executive Committee positions while they are currently on the EAT. In the event of a member being elected to the Committee, they must stand down from the EAT.
- 4.11.3. The previous JCR President and previous IRO shall automatically be elected as members of the EAT unless they choose to stand down. In such a case, the automatic members of the EAT will be filled by the previous Vice President, the previous Treasurer, or either welfare rep in that order, until the two automatic positions have been filled. The EAT shall then reach three members by husting at OGMs.
- 4.11.4. If either of the automatic members are on a year abroad then they are automatically passed over and it shall be passed on to one of the other previous years' committee in the order Vice President, Treasurer or Welfare Rep
- 4.11.5. Any complaint or appeal against any JCR election must be submitted in writing to a member of the EAT no later than 72 hours after results have been announced by the

IRO. The complainant must also notify all EAT members by e-mail that a complaint has been made.

- 4.11.6. Within a week of the complaint being submitted to the EAT, a formal investigation must be carried out and a report presented to the next OGM, which shall propose measures to be taken. In the event of a disagreement within the EAT, the opinion of each member shall be noted in the report.
- 4.11.7. The EAT shall have complete access to all election records, manifestos, and other election documentation during their investigation.
- 4.11.8. The OGM will vote on the measures proposed by the EAT. These will be limited to declaring a result invalid and/or to call a new Election for the post(s) concerned in accordance with the procedure for a by-election set out in S.O. 4.10.2, but the OGM shall have no power to declare a new result.
- 4.11.9. The OGM shall not be able to pass any measure not originally proposed by the EAT.

## 5. TERMS OF OFFICE

- 5.1. For all other positions, tenure of office is from the date of election until the next scheduled Election except in the case of the Executive Committee.
- 5.2. Tenure of office for the Executive Committee is for one academic year from the beginning of Sunday 10th Week Trinity Term, although the public handover of duties shall take place after Any Other Business in the first Ordinary General Meeting of Michaelmas Term.

## 6. RESIGNATION

- 6.1. Any Member of the JCR Committee or any Sub or Standing Committees may Resign by written notice to the relevant committee chair at any time. Resignation from any other position may be by simple declaration.
- 6.2. Any written notice of Resignation shall be read to the relevant Committee in full, and also to the subsequent General Meeting if the Resignation is from the JCR Committee. In the latter case, the Chair of the General Meeting shall have the authority to omit part or all of the Resignation notice only if the reading of such would cause the discomfort of the person who has Resigned.

- 6.3. Resignation of a Member of the JCR Committee, Executive Committee or a Standing Committee requires the immediate institution of a By-Election (see S.O. 4.10).

## 7. DISMISSAL

- 7.1. Article XI of the Constitution states that "any Member of the JCR Committee, Standing or Sub-Committees may be dismissed for dereliction of duty or for having acted in a manner which discredits the JCR." The mechanisms for such apply to all of the Committees described in Article XI and are set out below:

- i. Presidential Fiat whereby the JCR President may Dismiss any Member of the JCR Committee, Executive Committee, Standing or Sub Committees with immediate effect. This Dismissal will lapse unless confirmed by a 2/3 majority at a General Meeting held within five days.
- ii. Chair's Fiat whereby the Committee Chair may Dismiss a Member of the relevant Committee with immediate effect. This Dismissal will lapse unless confirmed by a 2/3 majority at a General Meeting held within five days.
- iii. Committee Fiat whereby 2/3 of the relevant Committee may Dismiss any Member of the Committee with immediate effect. The vote must be recorded. This Dismissal will lapse unless confirmed by a 2/3 majority at a General Meeting held within five days.
- iv. Two Votes of Censure (S.O. 8.10.1.viii), each requiring a simple majority vote at different General Meetings whereby the Committee Member is expected to Resign.
- v. One Motion of No Confidence whereby the General Meeting may dismiss a Member of the JCR Committee, Executive Committee, Sub or Standing Committees by a 2/3 vote at a General Meeting.

- 7.2. Dismissal of a Member of the JCR Committee, Executive Committee or a Standing Committee requires the immediate institution of a By-Election (see S.O. 4.10).

## 8. THE GENERAL MEETING

## **8.1. General**

- 8.1.1. Only Members of the JCR have the right to attend, speak and Vote at General Meetings. At the discretion of the Chair, Strangers may be permitted to observe. Strangers may never Vote.
- 8.1.2. The positions of Chair and Secretary to the General Meeting shall never be held by the same individual.
- 8.1.3. All business of the General Meeting shall be subject to all procedural motions.
- 8.1.4. The Quorum of the General Meeting is 30 members. The General Meeting shall be assumed to be quorate unless a Quorum Count is requested under S.O. 8.10.1.i.
- 8.1.5. Quorum Requirements
  - 8.1.5.1. If there are fewer than and not including 20 people present at a General Meeting, each Motion may only release up to and including £50. If there are more than and including 20 people present, but fewer than and not including 35 people at a General Meeting, each Motion may only release up to and including £200. If there are more than and including 35 people present at a General Meeting, each Motion may release more than £200.
  - 8.1.5.2. The provisions of Standing Order 8.1.5.1 shall only come into effect if a count is requested by any Member prior to, but not during, a vote on the second reading of the Motion.
  - 8.1.5.3. Where a Motion that seeks to release more monies than there are Members present to do so and a count of Members had been requested according to 8.1.5.2, this Motion may pass according to the provisions of (the new 8.9.5.8), but the Treasurer can only release funds according to the provisions of 8.1.5.1.

## **8.2. Convention of General Meetings**

- 8.2.1. Ordinary General Meetings shall be held four times each term, on the Sundays of Second, Fourth, Sixth, and Eighth Week.
- 8.2.2. Emergency General Meetings may be called by the JCR Committee or Executive Committee at their discretion. The decisions of an Emergency General Meeting shall lapse unless confirmed by the passing of the Minutes at the subsequent Ordinary General Meeting.
- 8.2.3. An Extraordinary General Meeting must be called on presentation of a petition of no fewer than 30 JCR Members to the JCR President. The petition must call for the Debate of



a particular Motion stated at its head. The meeting must be held within 48 hours of the receipt of the petition at the responsibility of the JCR President. The decisions of an Extraordinary General Meeting shall lapse unless confirmed by the passing of the Minutes at the subsequent Ordinary General Meeting.

### **8.3. Order of business: Ordinary General Meeting**

- i. Minutes of the previous Ordinary General Meeting.
- ii. Matters Arising from the Minutes of the previous Ordinary General Meeting.
- iii. Ratification of the Minutes of the previous Ordinary General Meeting.
- iv. President's Business.
- v. Committee Business.
- vi. Ratifications of any Dismissals or Minutes of Emergency or Extraordinary General Meetings held since the previous Ordinary General Meeting.
- vii. Questions to the JCR Committee.
- viii. Any Other Business.
- ix. Hustings and Elections.
- x. First Reading of the Motions.
- xi. Motions.

### **8.4. Order of Business: Emergency or Extraordinary General Meetings**

- i. First Reading of the Motion.
- ii. Debate on the Motion.
- iii. Final Reading of the Motion.
- iv. Vote.

### **8.5. Agenda: Ordinary General Meeting**

- 8.5.1. The Vice-President shall publicise Ordinary General Meetings around the College no fewer than five days before they are to be held.

- 8.5.2. Motions must reach the Vice-President's in writing by 6pm on the Wednesday preceding the Meeting.
- 8.5.3. The Vice-President shall decide the order of the Motions and prominently display the Agenda for the Meeting by 12:00pm on the Thursday preceding the Meeting.
- 8.5.4. All Members of the JCR shall receive a copy of the Agenda.
- 8.5.5. Emergency Motions must reach the Vice-President in writing by 6pm on the day of the Meeting and may be added to the Agenda of the Meeting at the discretion of the Vice President. Emergency Motions should deal only with urgent or unforeseen business having occurred since the closure of the deadline for standard Motions.
- 8.5.6. In exceptional circumstances, the Chair of the Ordinary General Meeting may, at their own discretion, accept Emergency Motions at any point up to and during the Meeting.
- 8.5.7. The Chair of the Meeting may change the order of Motions on the Agenda.
- 8.5.8. The Vice-President may refuse a Motion on the grounds that it contains defamatory material or contains substantively the same material as a Motion proposed previously in the term (except Motions requiring the assent of two consecutive Ordinary General Meetings) or a the same meeting. The Vice President must report to the Ordinary General Meeting the reasons for refusing a motion if challenged on the issue in "Questions to the JCR Committee" (S.O. 8.3.vii). At the discretion of the Chair a Vote may be held to decide whether the Motion shall be placed on the Agenda; resolution is by simple majority Vote and the Chair shall have the Casting Vote.

## **8.6. Agenda: Emergency and Extraordinary General Meetings**

- 8.6.1. Each Emergency or Extraordinary General Meeting may consider one issue only.
- 8.6.2. The Motion before an Extraordinary General Meeting or the topic before an Emergency General Meeting shall be publicised at least 24 hours in advance of the Meeting.

## **8.7. The Chair: All General Meetings**

- 8.7.1. The JCR President shall be Chair of the General Meeting. In their absence the Chair shall be taken by the Treasurer, Information Officer, or either Welfare Officer in that order.

- 8.7.2. The Chair shall be responsible for the smooth running of the General Meeting, maintaining order, preserving an atmosphere of consideration, and ensuring that the Constitution and Standing Orders are respected.
- 8.7.3. Anyone wishing to speak must indicate their desire by raising their hand. The Chair will decide the order of priority in speaking.
- 8.7.4. The Chair may disallow questions on the grounds of irrelevancy or unfairness.
- 8.7.5. The Chair may interrupt debate on the Floor in order to play an inquisitorial role in the Debate.
- 8.7.6. The Chair shall have the right to caution any person at the General Meeting for disruptive conduct.
- 8.7.7. The Chair shall have the Casting Vote in all eventualities.
- 8.7.8. The Chair shall be sole interpreter of the Constitution and Standing Orders, subject to the Procedural Motions (S.O. 8.10).
- 8.7.9. Should the Chair be placed in a position of conflict of interest in Debate, they must relinquish the Chair. The Chair shall then be taken (excepting the cases specifically referred to in S.O. 8.9.1.2 and S.O. 8.9.2.4) by the Treasurer, Information Officer or either Welfare Officer in that order.

## **8.8. The Secretary: All General Meetings**

- 8.8.1. The Vice President shall act as Secretary to the General Meeting. In their absence, the Information Officer, Treasurer or either Welfare Officer shall take over secretarial duties in that order.
- 8.8.2. The Secretary shall be responsible for reading the Minutes, keeping a true and fair record of the business of the General Meeting, reading Motions, compiling Amendments, and counting and recording Votes.
- 8.8.3. Should the Secretary be placed in a position of conflict of interest in Debate they must relinquish secretarial duties. They shall be taken over by the Information Officer, Treasurer or either Welfare Officer in that order.
- 8.8.4. The Secretary shall be responsible for publishing the Minutes within 48 hours of the close of the relevant General Meeting.

## **8.9. Motions: All General Meetings**

### **8.9.1. General**

- 8.9.1.1. All Motions require a named Proposer and named Secunder who are Members of the JCR, and are present at the meeting. In their absence a Proposer and/or Secunder may be appointed by the Chair.
- 8.9.1.2. Motions may be both proposed and seconded by the JCR Committee or the executive committee. In this case, two representatives shall be chosen from the committee or executive committees to speak in proposition. If the chair (usually the President) or secretary (usually the Vice President) are chosen to speak, then they shall be replaced as chair/secretary as described in 8.7.1 and 8.8.1.
- 8.9.1.3. Unless otherwise prescribed by the Constitution or Standing Orders, a simple majority Vote of those present at the General Meeting shall be sufficient to pass all Motions.
- 8.9.1.4. Hereinafter, the Proposer, Secunder to the Proposition, Opposer and Secunder to the Opposition shall be referred to as "the Speakers".

### **8.9.2. Procedure of the First Reading**

- 8.9.2.1. There will be a First Reading of all of the Motions before the General Meeting to establish If there is any opposition to them. For this purpose an Amendment counts as opposition. Short factual questions may be accepted at the discretion of the Chair.
- 8.9.2.2. If there is no opposition to a Motion, it shall be passed immediately *nemine contradicente*.
- 8.9.2.3. In the event of opposition to a Motion, an Opposer and a Secunder to the opposition shall be appointed from the Floor by the Chair.
- 8.9.2.4. The JCR Committee or Executive Committee as bodies may oppose any Motion. The JCR President will act as spokesperson for either body and as such must leave the Chair; The duties of the Chair shall be assumed by a competent member from the floor according to the order described in SO 8.7.1.

### **8.9.3. Procedure of the Debate**

- 8.9.3.1. The Proposer of the Motion or Amendment shall have the right to begin the Debate with a speech, followed by the Opposer, the Secunder to the Proposition and the Secunder to the Opposition. The Chair shall have the right to curtail speeches longer than five minutes in duration.
- 8.9.3.2. The Debate shall then pass to the Floor where, when recognised by the Chair, Members may make observations, propose questions to one or more of the Speakers or propose an Amendment under S.O. 8.9.4.
- 8.9.3.3. All input from the Floor is at the discretion of the Chair who shall decide the order of speaking and whether any questions may be disallowed on the grounds of irrelevance or unfairness.
- 8.9.3.4. Any Member speaking may, at their discretion, accept points of information.
- 8.9.3.5. Once the Chair is satisfied that no new or useful information remains to be offered to debate, the Chair shall invite the Opposer and then the Proposer to present a speech of Summation immediately before the Vote is taken.

#### 8.9.4. Amendments

- 8.9.4.1. An Amendment may be proposed at any point either during the First Reading of the Motion or its Debate up until the point of speeches of Summation.
- 8.9.4.2. Debate upon the Motion is suspended immediately an amendment to the Motion is proposed.
- 8.9.4.3. Amendments require both a Proposer and a Secunder, both of whom are Members of the JCR.
- 8.9.4.4. Amendments may not change the issue with which the Motion is concerned.
- 8.9.4.5. The specific wording of the Amendment must be immediately decided upon and will be read by the Secretary to the General Meeting.
- 8.9.4.6. The Proposer and Secunder of the Motion to be Amended may accept the Amendment; in this eventuality the normal course of Debate is resumed immediately.
- 8.9.4.7. If the Amendment is not accepted, the Proposer and Secunder of the Motion shall be recognised by the Chair as Opposer, and Secunder to the Opposition, to the Amendment, and the Amendment will be debated according to S.O. 8.9.3 and Voted upon according to the procedure laid down in S.O. 8.9.5.

- 8.9.4.8. Further Amendments to the Motion cannot be proposed until a Vote has taken place on the current Amendment.
- 8.9.4.9. The wording of the Amendment may be changed, at any point prior to Voting on the Amendment, at the discretion of the Proposer of the Amendment.
- 8.9.4.10. All Amendments supported by a majority Vote of those present shall become part of the Motion.
- 8.9.4.11. The Proposer and/or Secunder of the Motion shall have the right to withdraw their support from the Motion as amended. The Chair may appeal to the Floor for another Proposer and Secunder who then assume control of the Amended Motion.

#### 8.9.5. Voting

- 8.9.5.1. The Secretary and the IRO shall count the number of Members present for the purposes of SO 8.1.5, if requested to by any member according to the provisions of Standing Order 8.1.5.2.
- 8.9.5.2. Immediately prior to the Vote, the Secretary shall read in full the Motion or Amendment or explain fully the issue on which the Vote is to be held.
- 8.9.5.3. For the purposes of the Standing Orders, a Vote shall be said to have begun when the Secretary has begun the process described in S.O. 8.9.5.1.
- 8.9.5.4. Voting shall by default be by show of hands.
- 8.9.5.5. Counting shall be by the Chair, the Secretary to the General Meeting and the IRO.
- 8.9.5.6. No proxy Voting shall be permitted.
- 8.9.5.7. No postal votes of any kind shall be permitted.
- 8.9.5.8. A Motion will be said to have passed if and only if it receives more votes in favour than against.

#### **8.10. Procedural Motions**

- 8.10.1. Unless stated to the contrary below, the following Procedural Motions may be put at any General Meeting at any point within the Meeting by any Member except the Chair:

- i. *Quorum Count*: the Quorum Count shall proceed automatically if allowed by the Chair; the Quorum of the General Meeting is thirty Members; the General Meeting shall be assumed to be quorate unless a Quorum Count is requested; if found to be inquorate, the General Meeting shall adjourn for five minutes; if quoracy is still lacking after reconvening then this shall be recorded in the minutes and the Meeting shall proceed in an advisory capacity only; further Motions passed shall not become policy until the minutes of the inquorate Meeting are passed at the next Ordinary General Meeting.
- ii. *Challenge to the Ruling of the Chair*: the Proposer of this Motion must state what they think that the ruling should be; resolution is by simple majority Vote of those present.
- iii. *Secret Ballot*: requiring a simple majority Vote to pass, this Procedural Motion shall force any Vote in the process of being held, but having not yet begun, to be held by Secret Ballot. The conduct of the Secret Ballot shall be fair under the charge of the Secretary to the meeting and the IRO (Voting must be done through use of ballot papers). If possible the General Meeting should continue whilst the result of the Vote is determined.
- iv. *No Confidence in the Chair*: this requires the support of 2/3 of those present to be passed; if passed, the Chairperson shall vacate the Chair for the remainder of the Meeting; the Chair shall pass to the Treasurer, the Information Officer, either Welfare Officer, or a competent Member of the Floor, in that order.
- v. *Expulsion of Strangers*: pursuant to S.O. 8.1 and requiring a simple majority Vote to pass, Expulsion of Strangers shall result in all non-Members of the JCR being asked to leave the General Meeting.
- vi. *Expulsion of a Member*: any Member may be expelled from the Meeting for disruptive conduct with the support of 2/3 of those present
- vii. *Removal of Silent Observation*: any Member may propose this Procedural Motion in favour of any Stranger present at the General Meeting; requiring the support of a majority of those present. If passed, the Stranger in question shall be allowed to contribute to the Debate but not to Vote.
- viii. *Motion of Censure*: may be passed against any Member of the JCR Committee or Sub or Standing Committees requiring a simple majority Vote of those present to pass; after the passing of two Motions of Censure, the relevant Member is

expected to resign (see S.O. 7.1.iv). The Chair shall invite the Committee Member to explain their conduct before a Vote is held on the Motion.

- ix. *Adjournment*: A Member may move that the meeting be adjourned until a specific time; Adjournment requires the support of 2/3 of those present and a decision on when the Meeting shall be reconvened.
- x. *Deferral*: by simple majority Vote, a Motion on the Agenda of an Ordinary General Meeting may be Deferred to the subsequent Ordinary General Meeting; Motions before Emergency or Extraordinary General Meetings may not be Deferred.
- xi. *Voting in Parts*: requiring a simple majority Vote to pass, this Procedural Motion shall force the Meeting to Debate and Vote upon the Motion under consideration in the Parts in which it was submitted; Voting in Parts does not force the Meeting to Move to a Vote.
- xii. *Vote by Physical Division*: requiring a simple majority Vote to pass, this Procedural Motion shall force any Vote in the process of being held, but having not yet begun, to be held by Physical Division.
- xiii. *Move to a Vote*: requiring a simple majority Vote to pass, Move to a Vote will force debate to be curtailed and the General Meeting to proceed directly to speeches of Summation and then to a Vote.

8.10.2. Procedural Motions shall be taken in the order of precedence as they appear above.

8.10.3. The Chair shall be obliged to hear any Procedural Motion put and the Proposer's reasons for proposition.

8.10.4. The Chair shall have the right to disallow all Procedural Motions except S.O. 8.10.1.iv "No Confidence in the Chair" and S.O. 8.10.1.ii "Challenge to the Ruling of the Chair".

8.10.5. All debate shall be suspended immediately that a Procedural Motion is Proposed

8.10.6. When a Procedural Motion is put and allowed by the Chair, the Chair shall repeat the Procedural Motion which shall then take precedence over all other business except a Procedural Motion higher in the order of precedence. After the Proposer has stated their reasons, the Chair may appoint an opposer to the motion at their discretion except in the case of "Motion of Censure", where the procedures under SO 8.10.1.xii apply, and "Move to a Vote" where there shall be no opposition.



## 9. FINANCE

- 9.1. The JCR Finances shall be a matter of public record and shall be conducted in a responsible and accountable fashion. The JCR Treasurer shall be responsible for all financial matters of the JCR subject to Article X of the Constitution.
- 9.2. The JCR Treasurer shall be responsible for managing the accounts of Merton College JCR, ensuring that expenditure from these accounts is appropriate for the purpose of representing and furthering the interests of JCR Members.
- 9.3. Cheques against any bank accounts except the Entertainments Account shall require the signature of the JCR Treasurer.
- 9.4. The JCR Treasurer shall be responsible for the allocation of money to the Entertainment Account; expenditure from the Entertainments Account shall be approved, and any cheques countersigned, by the Entertainment Treasurer and the JCR Treasurer.
- 9.5. There shall be no expenditure in excess of £500 without the consent of the General Meeting.
- 9.6. There shall be no expenditure in excess of £300 without the consent of the JCR Committee.
- 9.7. The JCR Treasurer may be called to account for any expenditure or movement of moneys during the section of the Ordinary General Meeting entitled "Questions to the JCR Committee" (S.O. 8.3.vii).
- 9.8. Accounts for the previous term shall be presented to the First Ordinary General Meeting of each term.
- 9.9. The JCR will decide upon an appropriate amount of money to donate to the annual Blues Sports Fund through a motion proposed in the 1<sup>st</sup> OGM of Trinity term by the JCR Sports Rep.

## 10. ROOM BALLOT AND ALLOCATION

### 10.1. **General**

- 10.1.1. The Room Ballot and subsequent Allocation shall be fair and be respectful of the relative needs of the Members of the JCR.
- 10.1.2. All stages of the Room Ballot process shall be under the charge of the Vice-President.

10.1.3. The JCR President, the two Welfare Officers and the Vice President shall receive priority rooms in the main College grounds.

## **10.2. Room Ballot**

10.2.1. The overall order of choice on the Final Room Ballot shall consist of Fourth Year Ballot at the top (with respect to S.O. 10.3.5), followed by the Third Year Ballot, with the Second Year Ballot at the bottom.

10.2.2. A ballot of all forthcoming fourth years, with the exception of Classicists, Law Course II students and Modern Linguists, shall be drawn no later than Sunday 6th week Hilary term. Fourth year Modern Linguists, Classicists and Law Course II students may undertake to join the fourth year ballot by response to an e-mail sent by the Vice President in Hilary term. These students will be able to ballot with other incoming fourth years in that ballot. Failure to respond to the Vice President's e-mail will be treated as a desire to stay in their usual position. This does not prevent a fourth year who stays in the third year ballot from choosing a remaining room in a fourth year house, if one is left when they come to choose a room.

10.2.3. The order of choice in the Room Ballot for forthcoming 3<sup>rd</sup> and 4<sup>th</sup> year classicists, Law Course II students and modern linguists shall be determined in the following order:

1. The 2<sup>nd</sup> year ballot from the previous year shall be inverted.
2. Fourth year Modern Linguists shall be reinserted into the ballot at the position they would have occupied in their third year had they been in residence.

For example, if last year's 3<sup>rd</sup> year ballot was as follows:

1. Tim Smith  
William Pogge (removed linguist)
2. Francesca Rawls
3. Patty Green  
Eleanor Wild (removed linguist)  
Nicholas Poole (removed linguist)

Then William Pogge shall be given 2<sup>nd</sup> place, Eleanor Wild 5<sup>th</sup> place, and Nicholas Poole 6<sup>th</sup> place. They shall then be put back into this year's ballot in

the following manner:

Eg:

1. Sam Frost (normal 3<sup>rd</sup> year)
2. Emily Iversen (normal 3<sup>rd</sup> year)
- 2a. William Pogge (returning linguist)
3. Jack Miles (normal 3<sup>rd</sup> year)
4. Ann Law (normal 3<sup>rd</sup> year)
5. Vince Mint (normal 3<sup>rd</sup> year)
- 5a. Eleanor Wild (returning linguist)
6. Phil Saundry (normal 3<sup>rd</sup> year)
- 6a. Nicholas Poole (returning linguist)

Finally, their position relative to the other 3<sup>rd</sup> year at that position shall be determined by the toss of a coin. For example, if Tails is taken to mean that the returning linguist takes the normal 3<sup>rd</sup> year's position and all returning linguists come up Tails, then the room ballot should look like this:

1. Sam Frost (normal 3<sup>rd</sup> year)
2. Emily Iversen (normal 3<sup>rd</sup> year)
3. William Pogge (returning linguist)
4. Jack Miles (normal 3<sup>rd</sup> year)
5. Ann Law (normal 3<sup>rd</sup> year)
6. Vince Mint (normal 3<sup>rd</sup> year)
7. Eleanor Wild (returning linguist)
8. Phil Saundry (normal 3<sup>rd</sup> year)

9. Nicholas Poole (returning linguist)

3. Fourth year Classicists and Law Course II students shall be reinserted into the ballot at the position they would have occupied in their third year (but for S.O. 10.2.3.5) in a similar manner as above, their position relative to the other third year at that position being determined by the toss of a coin.
4. Undergraduates who have been out of residence for the preceding year and who are returning for the academic year to which the ballot relates as third years, shall be inserted at the ballot position they would have occupied in their third year had they not been out of residence.
5. Third year Modern Linguists and Law Course II students who are spending their third year out of residence shall be removed from the third year ballot.
6. Third Year Classicists shall be removed from their current Ballot positions and placed at the bottom of the third year ballot, a separate paper draw determining the respective positions of each member in that group.
7. Undergraduates who have been out of residence for the preceding year and who are returning for the academic year to which the Ballot relates as Second Years shall be inserted into the Ballot at their second year position.
8. Any undergraduate (such as EUMEL or Russian modern linguist) who takes a year abroad in their 2<sup>nd</sup> year will be treated as follows: they will be allowed to ballot with their friends in the first year, as if they were staying in college for their 2<sup>nd</sup> year. Their place in the 3<sup>rd</sup> year room ballot will therefore be determined by the inversion of the 2<sup>nd</sup> year ballot like regular undergraduates, as referred to in SO 10.2.3.1. For their 4<sup>th</sup> year, they will be included in the 4<sup>th</sup> year room ballot referred to in SO 10.2.2.

10.2.4. Forthcoming second years may enter the room ballot automatically as individuals or voluntarily in groups of up to six members.

10.2.5. The Vice President shall solicit for group entries to the Second Year Ballot, the deadline for which shall be Wednesday 6th Week, Hilary term at 6pm.

10.2.6. On Sunday 7th week, Hilary term, group and individual entries to the Second Year Ballot will be placed on the ballot in the order of their being drawn out of a hat which contains

one piece of paper for each individual or group. On each occasion that a group entry is drawn out, a separate paper draw will take place to determine the order in which the individual members of that group shall appear on the ballot.

10.2.7. The Final Room Ballot shall be prominently displayed within 24 hours of the drawing of the Second Year Ballot.

### **10.3. Room Choosing**

10.3.1. A list of the available rooms and floor plans thereof shall be displayed by Friday 8th week, Hilary term, subject to being made available by the Accommodation Manager and/or Estates Bursary.

10.3.2. Viewing of rooms shall take place as available during 1st and 2nd Week Trinity term.

10.3.3. Room choosing for fourth and third years shall take place in 3rd Week Trinity term.

10.3.4. Room choosing for second years shall take place in 5th Week Trinity term.

10.3.5. Fourth years, except fourth year classicists, lawyers and modern linguists, may only choose rooms in the houses which the JCR has designated as fourth year houses. Fourth year classicists, lawyers and modern linguists who have joined the fourth year ballot are also limited to choosing from the fourth year houses.

10.3.6. A Member may give permission for another Member to choose a room for them, subject to the Vice President being notified of such permission at least 24 hours prior to room choosing

10.3.7. Members intending not to live in college accommodation must notify the Vice President of this at least 24 hours prior to room choosing.

10.3.8. In the event that a Member does not attend room choosing, and they have not informed the Vice President that another Member will be choosing a room for them or that they are not intending to live in College accommodation, the Vice President shall choose what he or she considers to be the most suitable room on behalf of that Member.

10.3.9. In the event of a room becoming available after room choosing, this will be advertised to the JCR and the room will be made available to the person highest on the room ballot who wishes to move into that room.

## 11. AFFILIATED BODIES

- 11.1. By resolution of the General Meeting, the JCR may choose to affiliate itself to bodies external to the College.
- 11.2. The JCR President and Affiliated Organisations Representative shall, in the first instance, advance the interests of the JCR to these bodies. Any JCR Committee member may be requested to act as a third delegate by the JCR President and Affiliated Organisations Representative.
- 11.3. The Executive Committee shall submit a Motion to the second Ordinary General Meeting of Michaelmas term resolving to renew current affiliations. This Motion, listing the current affiliations, shall be voted on in parts and each part shall pass with a simple majority.
- 11.4. By petition of 20 or more Members, the question of continued affiliation to any particular organisation shall be decided upon by a Secret Ballot at the Ordinary General Meeting following the receipt of the petition.

## 12. COMPLAINTS

- 12.1. In accordance with the Education Act (1994), there shall be a three-level complaints procedure (S.O. 12.1.i-iii) to deal with complaints of the nature described in Article XII of the Constitution. These three stages should be followed in order, and only if the complaint is not dealt with to the complainant's reasonable satisfaction shall the complainant proceed to the next stage:
  - i. The Complaint shall be addressed in writing to the JCR President who shall take all steps possible to see that the complaint is fairly dealt with as soon as possible.
  - ii. The Complaint shall be addressed to the Principal of Postmasters (in his or her capacity as an independent person appointed by the Governing Body) who, by communication with the JCR Committee, shall try to resolve the issue.
  - iii. The Complaint shall be addressed to the Warden and Tutors' Committee through the Senior Tutor. Notification of the complaint reaching this stage must be given in writing to every member of the Executive Committee and to the Principal of Postmasters.

## APPENDICES

These appendices pertain to the Standing Orders and Constitution of Merton College Junior Common Room.

### APPENDIX A: MCR CONSTITUTION

This can be found on [www.mertonmcr.org](http://www.mertonmcr.org).

### APPENDIX B: DEFINITIONS

"Ball swap" - the procedure whereby a person associated with the running of the Ball receives right of admission to another Ball or event in return for one of the organisers of this latter event attending the Merton Ball free of charge.

"College" - Merton College, Oxford.

"Election" - Any Election or By-Election for an Executive Committee, JCR Committee or Standing Committee post.

"Founding Resolution" - The Motion instituting a Sub or Standing Committee.

"Full Term" - University Terms as stipulated in the current College Regulations.

"in College" - receiving tuition by or through the College; usually resident in College- owned accommodation.

"in Parts" - the Parts refer to the various clauses of the Motion under discussion.

"IRO" – Information and Returning Officer of the JCR, or any other member of the Executive Committee fulfilling that Officer's role.

"Postal Vote" - a Vote in either an Election or to resolve an issue before a meeting which has been cast prior to the occasion of the meeting or election by written petition to the person in charge of the conduct of the election or meeting.

"The Speakers" - the Proposer, Seconder to the Proposition, Opposer and Seconder to the Opposition of the Motion under discussion.

"University" - the University of Oxford, UK

## APPENDIX C: SUGGESTED FORMAT OF BALL COMMITTEE

### General regulations

1. The Ball Committee is a JCR Standing Committee. The Standing Orders governing the operation of the Ball Committee shall be the same as those set out for all Standing Committees (S.O. 3.4) unless expressly stated otherwise below.
2. There shall be a Merton College Winter Ball in Michaelmas Term once in every two years. Thus, there shall be a ball in the Michaelmas terms of 2015, 2017, 2019, and thereafter.
3. The Ball Committee shall exist to provide a self-financing and enjoyable Ball for the College.
4. The Ball Committee should act always in accordance with the spirit in which the Ball is intended and not seek to profit unfairly from their position.

### Election and appointment of the Committee members

#### *The Executive*

5. The Committee shall consist of the Ball Chair, Ball Secretary, and Ball Treasurer, all of whom are to be elected by secret ballot (see 8 below). These three (hereafter "the Ball Executive") shall be elected at least one year prior to the date on which the proposed Ball is to be held, and not less than 2 weeks before the end of the term in which the election occurs. (*I.e.* if a ball is to be held in Michaelmas 2016, the Ball Executive shall be elected by the end of 6<sup>th</sup> Week of Michaelmas 2015.)
6. The outgoing Ball Executive members will each write a short job description that will be circulated by the IRO when advertising for candidates.
7. The Ball Chair, Ball Treasurer, and Ball Secretary must receive written permission from their Tutors before being allowed to hust for any of the positions, and may not be on the JCR/MCR Executive Committee during their appointment.
8. The process for electing the Ball Executive shall be as for members of the JCR Executive Committee (S.O. 4), except that:
  - a. Before the hustings held by the IRO, each of the candidates will be interviewed (in public) by a panel consisting of (at their convenience): the JCR and MCR Presidents and/or Treasurers, Senior Treasurer (of the Ball; hereafter "the Senior Treasurer"), Domestic Bursar, members of the previous Ball Executive, and any other College official appointed by the JCR President. This panel shall consist of no more than 10 members.

#### *Other committee members*



9. The other members of the Ball Committee shall be appointed by vote of the Ball Executive in consultation with the Senior Treasurer and Domestic Bursar.
10. There shall be two rounds of appointments (which may, at the discretion of the Ball Executive, be advertised simultaneously).  
In the first:
  - Director of Marketing
  - Director of Food & Drinks
  - Director of Entertainment
  - Director of Production

In the second, officers for:

  - The Marketing Team:
    - Design
    - Ticketing and IT
    - Sponsorship
  - The Food & Drinks Team:
    - Formal Dining
    - Informal Food
    - Drinks and Bars
  - The Entertainment Team:
    - Music
    - Non-musical entertainment
  - The Production Team:
    - Marquees, lighting, stages, sound-systems (Production)
    - Cleaning, Toilets, Timetabling
    - Health & Safety, and Security
    - Decorations
11. Other members may be appointed to the Committee in an advisory capacity by the Ball Executive.
  - a. It is recommended that the JCR and/or MCR underwrite(s) the finances of the Ball (see 36 below). In such a circumstance, the JCR and/or MCR President(s) and Treasurer(s) will be invited to attend all meetings of the full Ball Committee.
  - b. College Officers may be invited to attend meetings of the Ball Committee, and copies of the minutes shall be sent (by default) to: the Senior Treasurer, the Deputy Principal of Postmasters, the Principal of Postmasters, the Domestic Bursar, and the Steward of the Senior Common Room.

### **Procedure and chains of command**

12. The Directors of Marketing, Food & Drinks, Entertainment, and Production (hereafter “the Directors”) shall have direct responsibility for those respective teams.
13. The Director of Marketing shall report directly to the Ball Treasurer.
14. The Director of Entertainment shall report directly to the Ball Secretary.
15. The Directors of Food & Drinks and Production shall report directly to the Ball Chair.
16. All expenditures of over £100 must be authorised by the full Ball Committee and recorded in the minutes by the Ball Secretary.

### **Responsibilities of the Ball Executive**

17. It is the responsibility of the Ball Chair to account for business transacted by the Ball Committee to the JCR Committee, in their capacity as an Associate Member (S.O. 3.2.3).
18. The Ball Treasurer will prepare accounts each week in the term of the Ball to be presented to the Senior Treasurer by him, and to the JCR and MCR General Meetings by the Ball Chair.
19. The Ball Secretary shall record business transacted at meetings of the Ball Committee. The most recent of these will be submitted to each and every JCR General Meeting, to be circulated with the agenda by the JCR Vice President.
20. It is the responsibility of the Ball Chair to seek formal permission to hold a ball from the Warden and Tutors' Committee through the Principal of Postmasters and to seek approval for all subsequent arrangements when and if such permission is granted, unless the Ball Chair is elected later than in the timetable set out in 5 above, in which case the JCR President shall make the application for permission in general terms.
21. The outgoing Ball Chair shall deposit copies of all Ball Files with the College Archivist. The Ball Committee may consult this archive to help them with their duties.
22. The outgoing Ball Executive shall compile reports (including accounts) and submit them to the JCR, MCR, Senior Treasurer, and Domestic Bursar, as well as depositing a copies in the College Archive.

### **Responsibilities of the Directors**

23. The outgoing Directors shall compile individual reports and submit them to the Ball Chair, for repository in the College Archive
24. The Directors will manage their teams, holding meeting at least once a week during the term of the Ball and the term before.
25. All Directors shall work with the Treasurer to set budgets for their team members, and shall be jointly responsible (with the Treasurer) for making sure that they are adhered-to.

### **Responsibilities of all Committee members**

26. All outgoing members of the Committee shall produce reports to be deposited in the College Archive by the Ball Chair.
27. All members of the Committee shall be prepared to work soberly on the night of the Ball itself, and at any marketing or similar events related to the Ball, as requested by the Ball Chair or his/her team Director.

### **Dismissal of Committee members**

28. Unlike the Chair of a JCR Standing Committee, the Ball Chair may, with the agreement of both the Ball Treasurer and Ball Secretary, and in consultation with the JCR President and the Senior Treasurer, dismiss a member of the Committee (not including the Ball Treasurer or Secretary). The dismissed member may appeal against such a decision at the next General Meeting of the JCR, so long as that is within 7 term-time days.
29. The Ball Chair may suspend the Ball Treasurer and/or Ball Secretary, but only with the explicit agreement of the Senior Treasurer and JCR President. A motion of no confidence in the Ball Treasurer and/or Ball Secretary must be passed by a General Meeting of the JCR within 5 term-time days of their suspension by the Ball Chair.
30. The Ball Chair may only be dismissed by the passage of a motion of no confidence passed in a General Meeting of the JCR.
31. In the case of the dismissal of a member of the Ball Executive, and immediately thereupon, the IRO shall declare nominations open for a replacement. The process shall be as set out in 8 above, excepting that the timetable may be hastened at the discretion of the IRO. In any case, the nominations must be open for at least 48 hours. A dismissed member of the Ball Executive or Ball Committee shall be eligible to stand in the election.

## **Finance**

32. The Ball Treasurer shall produce a provisional budget to be published for and presented to an Ordinary General Meeting of the JCR six months before the Ball.
33. The provisional budget shall provide for a 10% safety net in expected expenditure. If over 90% of expected income is realised then, at the discretion of the JCR Executive Committee, one half of the Safety Net may be spent by the Ball Committee on the Ball. There must, therefore, at all times be a safety net of at least 5%.
34. If money has been placed in the "roll-over fund" (see 34 below) as a result of the previous Ball this money shall be counted as income in the provisional budget.
35. A financial report on the Ball shall be presented to every Ordinary General Meeting until the Ball has been held. (See 18 above.)
36. By default, the JCR shall underwrite the Ball; no money shall be paid out of a JCR account for the Ball before the General Meeting has been informed. It is suggested that a loan of £8,000 be made (through a motion in a General Meeting).
37. In the event of any loss made by the Ball, all benefits to the Ball Committee, including the selling of Ball swaps and assets of the Ball, shall be realised before any loss is incurred by the JCR.
38. In the event of any profit being made by the Ball, all surplus funds and remaining assets shall be entrusted to the College Bursary for the use of the next Ball Committee. This shall be called the "roll-over fund". Accounts of such funds and assets shall be included in Treasurer's report.

## APPENDIX D: THE SLUSH FUND

The purpose of the Slush Fund is to support JCR and MCR members in the pursuit of worthwhile causes. The following bodies shall have the authority to make donations from the Slush Fund: The General Meeting, the JCR Committee and the Charities Sub-Committee.

For advice concerning applications to the Slush Fund, members of the JCR are referred to the Charities Representative.

Applications for the Slush Fund should be completed on the application form, available on the JCR website or from the Charities Rep, and presented to the Charities Rep no later than two days before the Charities Sub-Committee Meeting. If possible, JCR members applying should attend the meeting and present their case. The General Meeting and the JCR Committee should only be referred to when the money is needed urgently, i.e., before the next Charities Sub-Committee Meeting. Any cases of controversy should be referred to the General Meeting.

The amount granted to any one member of the JCR in any one application that can be approved by the Charities Sub-Committee is £200. The JCR Committee can approve up to £500.

Applications must show that other sources of funding are also being sought, and grants from the Slush Fund will not be more than 50% of the total raised for the activity. The definition of 'worthwhile cause' lies in the first instance with the Charities Sub-Committee, as does the distribution of the Slush Fund. Dissatisfied applicants may appeal to the JCR Committee or the General Meeting.

Preference will be given to those JCR members who have not previously applied to the Slush Fund over those who have, though there is no limit on the number of times JCR members may apply for grants from the Slush Fund.

The Charities Rep and the Treasurer shall be responsible for publishing termly accounts of slush fund expenditure. The Charities Rep shall encourage feedback material from successful

applications to be posted on JCR notice boards to ensure JCR members are aware of how slush fund expenditure has been used.

## APPENDIX E: THE CHARITIES BALLOT

The purpose of the JCR Charities ballot is to facilitate JCR members donating to worthwhile causes.

Unless they choose to opt out, JCR members shall donate £10 through the Charities Ballot at the end of every term. This donation shall be charged through battels and appear in arrears.

The £10 shall be split equally (so that each cause receives £2.00 per normal donation) between:

- The two permanent JCR charities (Advantage Africa and the Wolvercote Young People's Trust)
- The JCR's two nominated charities being supported for the academic year
- The JCR Slush Fund
- Any money assigned to the Slush Fund that remains unallocated after the termly meeting of the Charities Sub-Committee shall be divided equally between the other four charities.

The Charities Rep shall pidge or e-mail every JCR member a Charities Ballot form by Sunday 8<sup>th</sup> Week each term. Using these forms JCR members can choose to increase or decrease their donation, opt out entirely of the ballot or specify which charities receive their donations. Any changes will be treated in complete confidence by the Charities Rep. Changes to an individual's donation can be made by returning the charities ballot form to the Charities Rep, making it clear as to how they wish their donation to be allocated. If JCR members do not return their Charities Ballot form to the Charities Rep by Friday 8<sup>th</sup> Week it shall be assumed they are happy to donate money as laid out in this Appendix.

During the 5<sup>th</sup> Week of Michaelmas term the Charities Rep shall run a ballot to decide which three charities the JCR wishes to support for the academic year. Nominations for the Ballot shall

be requested from Sunday 4<sup>th</sup> Week. The Charities Rep shall publish a list of all the nominated charities on Sunday 5<sup>th</sup> week. This will include each charity's web address (if they have one), a summary of their work and specify whether the JCR has previously nominated them as its yearly charity. Each JCR member can vote for up to three charities. The ballot will close on Saturday 5<sup>th</sup> Week and the results announced at the JCR meeting on Sunday 6<sup>th</sup> Week.

#### APPENDIX F: JOINT COLLEGE/JCR PUBLICATIONS

- a. A formal proposal should be put to the Senior Tutor and the Finance Bursar spelling out what funding is requested for the publication, and why. This needs to be submitted well in advance.
- b. For the publication of an Alternative Prospectus in particular, the funding required should be part of the SLAO's annual draft budget for the year. This will require extensive dialogue between the Access Rep and the Schools' Liaison officer.
- c. The JCR needs to contribute an appropriate level to the costs of publication. This will start from the position of a 50:50 split. If the JCR would like its contribution to be less than 50% in future, then a case for that needs to be presented to College. JCR members involved in the negotiation must also make sure that they receive concrete assurances of what College intend to contribute so that they cannot fluctuate their position at a later date.
- d. In cases where the Printer needs to be paid directly, the JCR needs to be prepared to pay the upfront costs for the publication, and to make suitable arrangements for this purpose with either the outgoing JCR Treasurer at the start of the summer or the new Treasurer after a handover date.

## APPENDIX G: SUBJECT PRESIDENTS

### **General**

The following subjects will have a Subject President:

- English
- Maths
- Classics
- Law
- Biology
- Physics
- Chemistry
- History
- PPE
- Economics and Management
- Medicine
- Modern Languages
- Music

The President of a subject society should act as the representative of junior members of the College in that subject. They will protect and further the academic interests of those students and endeavour to foster and maintain a vibrant and active community within their subject.

This would include the following responsibilities:

- Where appropriate, serving as the Merton representative on the relevant Joint Consultative Committee (JCC)
- Alerting other students to meetings of the JCC, canvassing opinions on issues to be raised, and feeding back from the JCC to students
- As a more senior student, being willing to advise informally other students in their subject on matters relating to teaching provision within that subject, and, where appropriate, raising issues with members of the JCR committee, College Tutors or the Senior Tutor
- Organising an annual subject dinner
- Organising the Freshers' Week events, such as Subject Teas, Subject Tours, and Library Inductions, liaising with the JCR Exec and Library Team where appropriate
- Organising other social events, such as Trinity term garden parties or talks by academics
- Managing the finances of the subject societies

Members who study joint schools can approach any of their relevant Subject Presidents and will be invited to the events of all the subject groupings which their degree incorporates. They will officially be members of all the subject societies that their subject encompasses.

Where appropriate, graduate students and tutors within the subject should be invited to the society's events. Obviously, the academic representation is confined exclusively to junior members.

These 'subject societies' are to be seen as completely distinct from the ordinary college clubs and societies, such as Merton College Music Society (MCMS) and the Neave Society. Those societies should continue to operate independently, but without any connection to the subject society.

### **Elections**

- The President shall hold the position for a period of one academic year
- Presidents should be chosen by a free and democratic election during the course of the academic year. This election may be held at any point within the year, according to the customs of the society
- Candidates will self-nominate



- The ballot will be conducted by e-mail
- The outgoing Subject President will act as returning officer for the election
- The electorate will be all those students who are members of those societies
- Any electoral malpractice can be referred to the EAT committee

## **Finances**

- Any requests for JCR money must be approved by the JCR Treasurer in advance
- These expenses can include but are not limited to:
  - Light refreshments after talks which are open to all members of the JCR
- No expense claim can be above £20 and only two such claims will be possible per term
- The JCR Treasurer will then refund the applications for expenses on provision of receipts at their own discretion. A motion will not need to be brought to an OGM.
- Dinners and other social events cannot be funded by the JCR
- The Subject President must raise the funds either from members in their subject group or from external sources
- All charges must be optional so that members can opt out from attending the events in their subject group