



MERTON
COLLEGE
OXFORD

J C R

STANDING ORDERS

Version: 17.08.2016

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1. GENERAL

- 1.1. The JCR President and IRO 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 III 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 hold Ordinary Membership of the JCR as defined in Article III of the Constitution.

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. 8.3.v.

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. Events Photographer
- x. Environment and Ethics Representative
- xi. Charities Representative

- xii. Access Representative
- xiii. Affiliated Organisations Representative
- xiv. Equal Opportunities Officer
- xv. Ethnic Minority and International Students' Representative
- xvi. Gender Equality Representative
- xvii. LGBTQ Representative
- xviii. Bar Steward
- xix. Sports Representative
- xx. Information Technology Officer
- xxi. Food Officer
- xxii. Punts, Kayaks & Bikes Officer (Admiral of the Fleet)
- xxiii. Careers Officer
- xxiv. Arts Representative
- xxv. Suspended Students Representative

3.2.4. Responsibilities of JCR Committee Members

3.2.4.1. General

- i. 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.
- ii. 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.
- iii. Producing a written report at the end of each term, summarising all work undertaken and highlighting improvements to be made next term, to be emailed to the JCR by the JCR President by Friday of 10th Week.

- 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. Maintaining 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 or making information available to the IT Officer so they may do so.
- vii. If they have attended a meeting of a College committee, promptly submitting a written summary of the meeting to allow it to be read before the next JCR Committee meeting via the Website. This may be in the form of the official minutes and should contain a summary of all business transacted that is relevant to the JCR and its members, except any items designated confidential by the College. Confidential information should be passed directly to the JCR President.

3.2.4.2. **JCR President**

- i. Upholding and interpreting the Constitution and Standing Orders.
- ii. Supervising the JCR's affairs, including compiling and distributing 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 in accordance with 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 attending the meetings of the following: Governing Body, Joint Committee, Domestic Committee, Warden and Tutors' Committee, and Development 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 and Senior Members of the College.
- xiii. Acting as spokesperson and representative for the JCR and JCR Committee.
- xiv. Coordinating the upkeep and improvement of the MacKeith Room, TS Eliot Room, JCR and JCR Store Room.
- xv. Organising and coordinating Freshers' Week in association with the Executive Committee, including organising the circulation of the Freshers' Guide and International Students' Guide; producing a written report on Freshers' Week including recommendations for improvement.
- xvi. Organising and coordinating the Time Ceremony in association with the Executive Committee; producing a written report on the Time Ceremony, including recommendations for improvement.
- xvii. Regularly communicating progress on JCR issues to the JCR via email, at least once a week during Full Term.
- xviii. Maintaining and updating subscriptions to the JCR's mailing list.
- 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. Attending the meetings of the Junior Members Charities Committee (Appendix D).
- xxiii. Attending or appointing 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. and S.O. 8.3.
- iv. Posting notice of any Elections to be held at the Ordinary General Meeting (S.O. 4.10.3.2).
- v. Acting as Secretary to the General Meeting subject to 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 digital 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 Appendix B and maintaining the room database which is to be updated annually.
- ix. Attending the meetings of the Access Sub-Committee (S.O. 3.5.4.2).
- 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. Managing the JCR finances responsibly.
- 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 Junior Members Charities Committee (Appendix D).
- 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. Publishing a provisional termly budget in time for the first OGM, circulating it to the JCR mailing list at the same time as the agenda, and attaching a copy of the budget for the corresponding term from the preceding year. The Treasurer shall then take any questions from members about the contents at the meeting.
- x. The Treasurer should budget to maintain a general JCR reserve of £9000. In years when the reserve is less than £9000 the JCR Treasurer shall budget to restore at least 50% of the difference between the current balance and £9000 reserve, unless they bring a successful motion to the OGM outlining a different strategy. In years when the reserve is greater than £9000, in Trinity Term, the Treasurer, in association with the JCR President, shall look into spending at least 33% of the balance above £9000 on long-term improvements to the JCR room, the TS Eliot room and the MacKeith room and shall bring a motion to the JCR detailing the suggestions.

- xi. 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.

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. 4.8.5).
- iii. Acting as Returning Officer for all external elections requiring JCR assistance.
- iv. Producing and distributing all JCR publications and representing the College to student handbooks.
- v. Acting as Secretary to the Executive Committee (S.O. 3.3.3.3.).
- vi. Responsibility for the writing and publication of the weekly 'Merton News' and passing each copy thereof on to the College Archivist.
- vii. Publicising relevant and interesting events and information to the JCR via the main JCR noticeboard, and maintaining of said noticeboard.
- viii. Collecting of leavers' contact details by 6th Week of 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. Purchasing DVDs for the JCR, to a maximum cost of £100 per term, before the second OGM of each term, and placing those DVDs in the relevant storage space in the library.
- xiv. Compiling and sending out a JCR newsletter via email, twice weekly during Full Term and at their discretion outside Full 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. Liaising with the JCR President to assist in the production of the term card before Wednesday of 1st Week of the relevant term.
- iii. The organisation of social events during Freshers' Week in 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 Deputy Principal of Postmasters for any such events to take place, and seeking approval for the draft JCR term card in 0th week.
- v. Agreeing between themselves as to which has signatory status for the entertainment account.
- vi. Controlling entertainment finances and the entertainment chequebook in liaison with the Treasurer.
- vii. Maintaining and publishing accounts in liaison with the Treasurer.

3.2.4.7. **Welfare Officers**

- i. Attending the Peer Support training sessions and providing a confidential listening service to members of the JCR including weekly drop-in sessions during Full Term.
- 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 safety 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 once 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 and female sanitary products for the JCR.
- xi. Attending Affiliated Organisations' welfare representative forums, and relevant welfare seminars.
- xii. Arranging and running welfare excursions throughout the year in addition to events organised by the Entertainment Representatives.

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, including the running of academic feedback sessions.
- 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, including regular drop-in sessions.
- 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 regular entertainment events.

3.2.4.10. **Events Photographer**

- i. Taking photographs at JCR entertainment events of those present, including all pre-BOP events and other one-off events organized by the Entertainment Representatives.
- ii. Liaising with the Sports Representative to arrange for photographs to be taken of all Merton sports teams, at least once, over the duration of the year.
- iii. Liaising with other student groups in College to take photographs of events that encompass a full range of activities to represent College life.
- iv. Liaising with the Information Technology Officer to ensure suitable photographs are sent to them to keep the JCR website up to date.
- v. Promptly publicising photographs taken in a means accessible to all members of the JCR, including, but not exclusively, sharing the photographs on the Merton College JCR Photography Facebook page.
- vi. Maintaining an archive of JCR photographs for future reference and use.
- vii. Respecting the requests of any members of the JCR either not to have their photograph taken by the Events Photographer or to veto and remove from publication any photograph that they are in.

3.2.4.11. **Environment and Ethics Representative**

- i. Promoting and organising environmentally friendly practices within the College.
- ii. Encouraging and advising students to make individual decisions to lessen their environmental impact.
- iii. Encouraging and advising the College to make environmentally conscious changes.
- iv. Promoting and organising ethical practices within the College, such as ethical buying, supporting local businesses and markets and volunteering.
- v. Advising the JCR and JCR Committee on environmental issues.
- vi. 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.
- vii. Overseeing, in conjunction with the MCR Environment rep, the Merton Bank sale in Freshers' Week. This involves collecting unwanted materials (specified in handover materials), storing them over the long vacation, the sale itself and keeping the storage room tidy.
- viii. Moderating the online Facebook trading page 'Merton Swap' and advertising it to members of the College.

3.2.4.12. **Charities Representative**

- i. The organisation of the yearly charities ballot to decide the two charities that the Junior Members will support for that year, besides the two permanent Junior Members' charities.
- ii. The co-ordination and execution of charitable appeals and events within College.
- iii. Liaising with the University RAG society through the relevant RAG officer and attending relevant meetings of affiliated organisations.
- iv. Convening and co-chairing a meeting of the Junior Members Charities Committee at least once a term (Appendix D).
- v. Publicising the Junior Members' Charities Sponsorship Fund.

- vi. Promotion and development of the JCR's links with the two permanent Junior Members' charities, The Icolyn Smith Foundation and the Wolvercote Young Peoples' Trust, as well as the two charities chosen yearly.
- vii. Sending regular emails to the JCR with information about charitable events and opportunities, gathered from University and College wide sources.
- viii. Organising the termly Charity Formal and liaising with the College kitchen staff to do so.

3.2.4.13. **Access Representative**

- i. Encouraging applications 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 once a term (S.O. 3.5.4.2).
- iii. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of Target Schools or admissions related issues.
- iv. Forwarding information on access-related events and issues to the JCR on a regular basis via e-mail.
- v. Liaising with the Schools Liaison and Access Officer to organise and support access initiatives in the College, including coordinating the Student Ambassadors for schools visits and access events.

3.2.4.14. **Affiliated Organisations Representative**

- i. Advancing the interests of the JCR to organisations to which the JCR is affiliated 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 if JCR assistance is required.
- 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. Updating the JCR website, no later than 48 hours after the meeting has concluded, giving details of how the JCR's representatives voted at the meeting on each motion, and detailing any other noteworthy matters arising from the meeting.

3.2.4.15. **Equal Opportunities Officer**

- i. Advancing the interests of students with mental, physical and other health issues or disabilities within the College and in the University.
- ii. Advancing any other matters of equality which do not fall under the remit of other members of the Equality Sub-Committee 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 group as described above and addressing it should it arise.
- v. The coordination within College of all external schemes pertaining to students affected by the issues outlined above.
- vi. Aiding the Vice President with the organisation of Open Days with a view to encouraging applications from students affected by the issues outlined above.

- vii. Attending meetings of the Welfare Sub-Committee (S.O. 3.5.4.1)
- viii. Attending meetings of the Equality Sub-Committee (S.O. 3.5.4.3).

3.2.4.16. **Ethnic Minority and International Students' Representative**

- i. Advancing 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 Vice President 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. Organising the international parenting scheme, in coordination with the Welfare Officers.
- 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. 3.5.4.3).

3.2.4.17. **Gender Equality Representative**

- i. Promoting gender equality within the College and the University.
- ii. Attending the Peer Support training sessions.
- iii. Providing a confidential listening service to members of the JCR.
- iv. Promoting awareness 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. Assisting the Vice President 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. 3.5.4.3).

3.2.4.18. **LGBTQ Representative**

- i. Advancing 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. Promoting awareness, understanding and acceptance of queer sexualities and genders
- vi. Supporting within College external schemes pertaining to LGBTQ students.
- vii. Attending meetings of the Welfare Sub-Committee (S.O. 3.5.4.1).

- viii. Attending meetings of the Equality Sub-Committee (S.O. 3.5.4.3).
- ix. Ensuring that, as far as possible, there is a Merton presence at all external committees convened by Affiliated Organisations for the consideration and advancement of LGBTQ issues.
- x. Organisation of social events to promote links with other colleges.

3.2.4.19. **Bar Steward**

- i. Liaising with, and helping, the Bar staff.
- ii. Maintaining all JCR facilities in the Bar area and the MacKeith Room.
- iii. Updating the Jukebox at least once each academic year.
- iv. Maintaining the Merton JCR Bar Steward's tankard.

3.2.4.20. **Sports Representative**

- i. Acting as Junior Treasurer of 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. Attending meetings of the Sports and Grounds Sub-Committee.
- v. Liaising with the captains of all College sporting associations and representing their interests to the JCR Committee.
- vi. Acting as spokesperson for the JCR on all sports-related issues.
- vii. Arranging a JCR sports day in Trinity Term in association with the Executive Committee, subject to financial approval.
- viii. Liaising with College to organise Sports Dinner, and overseeing the awarding of Haigh Ties at the dinner.

- ix. Ensuring there are adequate supplies to use the darts, table tennis and pool facilities.
- x. Proposing a motion in the first OGM of Trinity Term to donate an appropriate amount of money, approved by the JCR, to the annual Blues Sports Fund.

3.2.4.21. **Information Technology Officer**

- i. Liaising with the relevant College Officers concerning the provision of IT facilities and the College Intranet.
- ii. Updating and improving the JCR Website.
- iii. Maintaining an up-to-date copy of the Standing Orders on the Website in association with the President and IRO.
- iv. Maintaining and improving the server side of the JCR Website.
- v. Advising the JCR and the JCR Committee on Information Technology related matters.
- vi. Supporting the JCR Committee with use of the JCR Website and other JCR IT, and offering inductions to all new members of the JCR Committee.

3.2.4.22. **Food Officer**

- i. Liaising between the JCR and the Chef and College kitchen staff.
- ii. Further improving College food.
- iii. Organising the three 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 Representative 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 planning special meals on how to liaise with Hall (e.g. subject dinners, special formals, Arts Fest).
- xi. Maintaining and updating the Food Book, while ensuring any overly offensive material is removed.
- xii. Arranging at least three Family Formals per term.

3.2.4.23. **Punts, Kayaks, and Bikes Officer (Admiral of the Fleet)**

- i. The upkeep and availability of all 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 in 0th week of Michaelmas Term.
- v. Collecting fines for damage to, or misuse of all JCR punts and kayaks.
- vi. Acting as a point of contact for all bike-related issues in College.

3.2.4.24. **Careers Officer**

- i. Providing information related to careers and postgraduate opportunities to the JCR, including sending a regular careers email to the JCR containing information from the Oxford University Careers Service and other sources.
- ii. Maintaining and updating the careers noticeboard.
- iii. Maintaining and expanding links with the Oxford University Careers Service.

- iv. Being involved in the organisation of careers-related events
- v. Liaising with the Development Office.
- vi. Fulfilling duties as a member of the Careers Service's Careers Ambassador Programme and, if required, liaising with any members of the Programme who are students at Merton in the provision of careers information.

3.2.4.25. **Arts Representative**

- i. Being the first point of contact for all matters relating to arts and culture and promoting the flourishing of artistic and cultural endeavour within the JCR.
- ii. Ensuring the appointment of a president of the Merton College drama group, The Merton Floats, and monitoring the financial stability of the society.
- iii. Ensuring the appointment of a president of the Merton College Fine Art Society, and monitoring the financial stability of the society.
- iv. Ensuring the appointment of a president of the Merton College Music Society, and monitoring the financial stability of the society.
- v. Having responsibility for the JCR Arts Budget.
- vi. Ensuring that theatrical productions are staged within College on a regular basis.
- vii. Assist the Merton Floats president in appointing a producer and director, who may not be the same person, for each production to take place under the aegis of that society within College.
- viii. Offering practical help and advice to drama cuppers teams as required.
- ix. Maintaining a supply of artists' materials for painting and drawing in the JCR store for the use of the Merton College Fine Art Society.
- x. Acting as president of Merton Arts Fest and arranging appropriate events throughout 4th Week of Trinity Term.
- xi. Liaising with the IRO to ensure the election of a treasurer and secretary to assist with the running of Merton Arts Fest.

- xii. Arranging Mertonbury music festival to take place on Sundial Lawn on the Saturday of 4th Week, Trinity Term.
- xiii. Representing the JCR in attending all meetings of the College Sub-Committee for Pictures, Historic Chattels and Works of Art (College Pictures Committee).
- xiv. Arranging opportunities for members of the JCR to display their works of art around College, including liaising with the College Pictures Committee to arrange regular exhibitions of student work in the Savile Room.
- xv. Liaising with the Merton College Music Society, Kodaly Choir and Fidelio Orchestra to publicise events, and arrange venues for regular concerts.

3.2.4.26. **Suspended Students Representative**

- i. Representing the interests and needs of suspended and returning in Common Room meetings and other College activities.
- ii. Being aware of and provide information when requested on current College policies for suspended students and lobby for changes to these where necessary.
- iii. Liaising with members of College staff such as the Chaplain and Senior Tutor on matters concerning suspended students.
- iv. Working and liaising with other parties that may be involved in supporting suspended students, such as SusCam, the Student Advice Service, and the JCR Welfare, Equal Opportunities, and Academic Affairs Representatives.

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 Information and Returning Officer, the committee Secretary, prior to the meeting. All members of the Committee have the right to contribute to the Agenda.
- 3.2.5.4. The following business should be transacted:
- i. Summary of business transacted at the previous Committee Meeting
 - ii. Matters arising
 - iii. Notices
 - iv. Executive Committee Business (see S.O. 3.3.3.7)
 - v. Committee Business
 - vi. Relevant business from College committees
 - vii. Designating Representatives for upcoming College committees
 - viii. Sub-Committee (see S.O. 3.5.1.3) and Standing Committee (see S.O. 3.4.1.4) Business
 - ix. Any other business
- 3.2.5.5. The Executive Committee shall present a report of recent business as in S.O. 3.3.3.7, omitting the details of any confidential business. Business designated as confidential by the Executive Committee shall be mentioned only briefly, although an item's confidentiality may be queried by any Committee member.
- 3.2.5.6. All JCR representatives on College committees and sub-committees shall deliver a short verbal report on business conducted there to the JCR Committee. The JCR Committee shall have the right to ask short factual questions, and to request that the short verbal report be delivered to the OGM.
- 3.2.5.7. The Chair shall list all upcoming College committee meetings on which the JCR has representation. If the JCR place is not assigned to a specific Committee member or Sub-Committee or the designated individual is unable to attend, the Committee shall select an individual to represent the JCR. If a vacancy arises and the Committee is not due to meet before the College committee meeting, this shall be the responsibility of the JCR President. All JCR representatives on College committees

and Sub-committees shall be selected from among the members of the JCR Committee.

- 3.2.5.8. The Committee Secretary shall record business transacted and shall, on request, send by email a summary of business transacted at the most recent JCR Committee meeting, excluding any confidential information, to any JCR member.
- 3.2.5.9. 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.
- 3.2.5.10. Any member of the JCR may observe silently at a JCR Committee meeting, except in the case of matters requiring confidentiality, which may be reserved for members of the Committee.
- 3.2.5.11. 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.
- 3.2.5.12. 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. The review, and if necessary overturning, of any decision made by the Executive Committee or any Sub-Committees.
- 3.2.6.2. The taking of steps or decisions necessary to further the aims of the JCR as set out in Article II of the Constitution.

3.3. 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, but only the JCR President and Entertainment Representatives shall have access to the area used to store alcoholic beverages.

3.3.2. Responsibilities

3.3.2.1. The day-to-day administration of the JCR.

3.3.2.2. Providing for the welfare, entertainment, facilities and other business of the JCR.

3.3.2.3. Assisting the JCR President and other members of the Executive Committee in the execution of their duties.

3.3.2.4. Implementing resolutions of the General Meeting and the JCR Committee to the best of their ability.

3.3.2.5. 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.v.

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 to any JCR member 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 both the JCR Committee and 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. The EAT shall also be formed as a Standing Committee if any electoral appeal is made, as outlined under S.O. 4.
- 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 Resolution, 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 (S.O. 3.2.1) 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-Committee and Standing Committee Business" (S.O. 3.2.5.4.viii).

3.4.2. Procedure

- 3.4.2.1. If a Chair has not been elected or appointed in the Founding Resolution 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 Resolution.
- 3.4.2.3. If a Secretary has not been elected or appointed in the Founding Resolution then the Committee members must elect a Secretary from within their own number. The Secretary shall record business transacted and maintain 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

- 3.4.3.1. The Standing Committee shall have such powers as the General Meeting deems necessary for the fulfilment of its mandate. The powers of the EAT are outlined under S.O. 4.12.

3.5. **Sub-Committees**

3.5.1. **General**

- 3.5.1.1. The General Meeting may institute such Sub-Committees as are deemed necessary for the execution of JCR business by passing a motion in accordance with Article XIII of the Constitution in order to amend the Standing Orders to reflect that Sub-Committee's creation.
- 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. The General Meeting must be informed of any changes to the membership of a Sub-Committee by the Committee Chair.
- 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. This Chair shall bring important issues to the attention of the JCR Committee during the section of the JCR Committee Meeting designated "Sub-Committee and Standing Committee Business" (S.O. 3.2.5.4.viii). The identity of the Chair shall be specified by the Standing Orders relating to that Sub-Committee.
- 3.5.1.4. The Sub-Committee shall be directly responsible to the JCR Committee and the General Meeting.

3.5.2. **Procedure**

- 3.5.2.1. Meetings shall be convened by the Committee Chair on their initiative unless dictated otherwise by the Standing Orders relating to that Sub-Committee.

- 3.5.2.2. The Sub-Committee shall appoint a Secretary from within its own number to record business transacted and maintain 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**

- 3.5.3.1. The Sub-Committee shall operate primarily in to advise and assist 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. Co-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 once a term.
- iii. The Sub-Committee shall include the two Welfare Officers, the Equal Opportunities Officer, the Gender Equality Representative, the International Students' Representative, the LGBTQ Representative, and any volunteering JCR members approved by the Chair.

3.5.4.2. **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 discussion of both current and future access initiatives.
- ii. The Access Sub-Committee shall meet at least once a term.
- iii. The Sub-Committee shall include the Access Representative, the Vice President, the Equal Opportunities Officer, the Information and Returning Officer, and any volunteering JCR members approved by the Chair.

3.5.4.3. **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 minorities of any kind. To this end, the Sub-Committee shall ensure that, as far as possible, there is a Merton presence at all external committees and campaigns convened by Affiliated Organisations for the consideration and advancement of issues relating to the issues outlined above.
- ii. The Equality Sub-Committee shall always meet in advance of 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. 3.2.4.5.) 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 by any Candidate shall result in the IRO, or their substitute, removing the guilty Candidate from the ballot paper.
- 4.3. The IRO or their substitute is answerable to the General Meeting for any judgement made on this basis.
- 4.4. No Candidate shall take part in any part of the administration of the Election procedure.
- 4.5. **Eligibility for Candidature**
 - 4.5.1. Any person holding Ordinary 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, or where applicable, Sub-Committees or Standing Committees, subject to the following clauses.
 - 4.5.2. Each position is to be held by one person only.
 - 4.5.3. 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.
 - 4.5.4. 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 two-thirds majority.
 - 4.5.5. All Candidates must adhere to the rules pertinent to the position for which they are standing concerning Manifestos and Hustings.
- 4.6. **Schedule of Nominations, Hustings and Elections**

4.6.1. 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.

4.6.2. **Michaelmas Term**

4.6.2.1. *2nd Ordinary General Meeting*

- i. Access Representative

4.6.2.2. *3rd Ordinary General Meeting*

- i. Affiliated Organisations Representative
- ii. Events Photographer
- iii. Two Deputy Entertainment Representatives

4.6.2.3. *4th Ordinary General Meeting*

- i. Charities Representative
- ii. Environment & Ethics Representative

4.6.3. **Hilary Term**

4.6.3.1. *1st Ordinary General Meeting*

- i. Sports Representative
- ii. Equal Opportunities Representative

4.6.3.2. *2nd Ordinary General Meeting*

- i. Arts Representative
- ii. Punts, Kayaks & Bikes Officer

4.6.3.3. *3rd Ordinary General Meeting*

- i. Information Technology Officer
- ii. Events Photographer
- iii. Two Deputy Entertainment Representatives

4.6.3.4. *4th Ordinary General Meeting*

- i. Electoral Appeals Officer

4.6.4. **Trinity Term**

4.6.4.1. *1st Ordinary General Meeting*

- i. LGBTQ Representative

4.6.4.2. *2nd Ordinary General Meeting*

- i. Ethnic Minority and International Students' Representative
- ii. Suspended Students Representative

4.6.4.3. *Presidential Election*

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

4.6.4.4. *Other Executive Committee Elections*

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

4.6.4.5. *3rd Ordinary General Meeting*

- i. Food Officer
- ii. Gender Equality Representative
- iii. Events Photographer
- iv. Two Deputy Entertainment Representatives

4.6.4.6. *4th Ordinary General Meeting*

- i. Bar Steward

ii. Careers Officer

4.6.5. 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. Should another By-Election occur, S.O. 4.11.1. shall apply.

4.6.6. The IRO shall publicise the opening of nominations for Presidential and Executive Elections no fewer than five days before they open.

4.7. **Manifestos**

4.7.1. Manifestos shall be required for the Presidency or positions on the Executive Committee only.

4.7.2. The IRO shall solicit Manifestos no fewer than two weeks prior to the closure of nominations.

4.7.3. Manifestos must have been received by the IRO prior to the closure of nominations and be accompanied by a relevant tutor's written or emailed permission for the Candidate to stand.

4.7.4. Each Manifesto should be in A4 format and must contain a photograph of the Candidate. The IRO should receive three paper copies of each Manifesto as well as a digital copy.

4.7.5. One paper Manifesto should be placed in the College archive; a digital copy should be placed on the JCR Website for the future reference of the JCR.

4.7.6. The IRO shall prominently display two copies of the Manifestos of all Candidates within 24 hours of the closure of nominations. Copies of the Manifesto should also be posted on the JCR Website within 24 hours of the closure of nominations.

4.7.7. Manifestos may not contain any defamatory material.

4.7.8. Manifestos may not refer to or show symbols of any political organisation, unless a Candidate is demonstrating their suitability for the role in question due to skills acquired through involvement with such organisations.

4.7.9. The IRO shall ensure that Manifestos remain displayed until the close of Polling.

4.8. **Hustings**

- 4.8.1. 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.
- 4.8.2. All Candidates must attend and take part in Hustings except under exceptional circumstances at the discretion of the IRO.
- 4.8.3. 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 due to take place.
- 4.8.4. Hustings for positions on a Standing Committee requiring Election by the Founding Resolution thereof shall be held during the section of the General Meeting designated 'Hustings and Elections' (S.O. 8.3.ix).
- 4.8.5. 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.
- 4.8.6. All questions must be put to the Chair of Hustings at whose discretion any question may be disallowed on the grounds of irrelevance, malice or partiality.
- 4.8.7. All questions must be addressed to all Candidates.
- 4.8.8. Immediately prior to Elections to JCR Committee positions (but not JCR Executive Committee positions), the incumbent will be expected to give a brief summary of their experience in the role.
- 4.8.9. 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 Hustings.

4.9. **Canvassing**

- 4.9.1. All Candidates for Committee positions are entitled to Canvass and produce election publicity material.

- 4.9.2. Election publicity material may not contain any defamatory material.
- 4.9.3. Election publicity material may not reference or show symbols of any political organisation, unless a Candidate is demonstrating their suitability for the role in question due to skills acquired through involvement with such organisations.
- 4.9.4. 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. 4.9.
- 4.9.5. No election publicity material is allowed within sight of the Ballot Box on the day of Polling with the exception of the Manifestos posted by the IRO.

4.10. **Polling**

4.10.1. **General**

- 4.10.1.1. Only members of the JCR may vote in JCR Elections.
- 4.10.1.2. 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 in the JCR for the duration of Polling a guide to the voting procedure. The IRO shall also notify via email 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 to take place. The IRO shall send such members a further email up to 24 hours before the start of Polling, providing the web address of the relevant online voting system and a guide to the voting procedure.
- 4.10.1.3. Postal Votes shall not be accepted, except that 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.
- 4.10.1.4. All Elections shall include the option to re-open nominations (RON).
- 4.10.1.5. No member shall be obliged to use any or all of the votes at their disposal.
- 4.10.1.6. A Candidate may withdraw from the Election at any time up until the beginning of Polling.

4.10.2. Executive Committee Elections

- 4.10.2.1. 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 in the JCR for the duration of Polling a guide to the voting procedure.
- 4.10.2.2. Elections to the Presidency or Executive Committee shall be by secret ballot. Polling shall be open from 8.30am to 8.30pm.
- 4.10.2.3. The IRO shall enlist scrutineers to supervise the Election on the day of Polling. 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.
- 4.10.2.4. The procedure for the election of the members of the Executive Committee except the Entertainment 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 they have no further preferences.
 - ii. The ballot shall list all Candidates in alphabetical order by surname, and RON which always appears last.
 - iii. Any indication of a vote for a Candidate, where there is only one such indication, shall be deemed a first preference vote for that Candidate.
 - iv. Any deliberate mark made on a ballot paper outside a box invalidates that ballot paper, which shall be considered spoilt.
 - v. Voters shall be entitled to exchange an accidentally spoilt ballot paper for a new ballot paper with the scrutineers, before putting any ballot paper in the ballot box.
 - vi. Each Candidate's first preference votes shall be counted, 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 preference votes shall be excluded and their votes redistributed according to the subsequent preference.
- viii. Votes redistributed under vii shall be counted at their full value. Ballot papers which do not express a further preference shall be excluded.
- ix. Stages vi, vii and viii 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. 4.10.2.8. 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. If the result is still a tie once all the preferences have been taken into account, RON shall be deemed to have won and a second Election shall be held following the procedure detailed in S.O. 4.10.2.8.

4.10.2.5. The procedure for the election of the Entertainment 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 Candidates.
- ii. The ballot shall list all Candidates in alphabetical order by surname, and RON which always appears last.
- iii. Any indication of a vote for a Candidate, where there is only one such indication, shall be deemed a first preference vote for that Candidate.
- iv. Any deliberate mark made on a ballot paper outside a box invalidates that paper, which shall be considered spoilt.

- v. Voters shall be entitled to exchange an accidentally spoiled ballot paper for a new ballot paper with the scrutineers, prior to putting any ballot paper in the ballot box.
- vi. The count shall be conducted in accordance with the ERS97 system explained in Appendix H.
- vii. If RON is amongst the Candidates deemed elected, the result of the election shall be annulled and the procedure in S.O. 4.10.2.8. shall be followed.

4.10.2.6. Votes shall be counted by the IRO, who shall enlist at least two members of the Executive Committee to assist in the counting.

4.10.2.7. 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.

4.10.2.8. If RON wins in the case of the Presidency or an Executive Committee position, nominations shall re-open for a period of three Term-time Days, Hustings shall occur on the fourth Term-time Day and Polling shall be held seven Term-time 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.

4.10.2.9. If no Candidate stands by close of nominations, RON shall be deemed to have won.

4.10.3. JCR Committee or Standing Committee Elections

4.10.3.1. 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 (part ix as set out in S.O. 8.3). 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. 8.9.5. and S.O. 8.10.1.iii.

4.10.3.2. For Elections to the JCR Committee, the Vice President shall publicise the positions to be elected at the same time as the Agenda for the relevant Ordinary General Meeting is publicised.

4.10.3.3. The Candidate with the most votes shall be deemed Elected, except in the case of Election of the Deputy Entertainment Representatives, where the two Candidates

with the highest number of votes shall be elected. Each JCR member shall still only have the right to one vote.

4.10.3.4. 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.

4.10.3.5. If no Candidate stands by close of nominations, RON shall be deemed to have won.

4.11. By-Elections

4.11.1. JCR Committee

4.11.1.1. 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. 4.10.3.

4.11.2. Executive Committee

4.11.2.1. Should an Executive Committee position become vacant the IRO shall supervise the holding of a By-Election within seven Term-time Days.

4.11.2.2. Nominations shall be opened immediately that the IRO is formally informed that the position is vacant. The IRO shall inform all Ordinary Members of the JCR of this situation within three hours. Nominations shall remain open for three Term-time Days.

4.11.2.3. All Candidates must meet the eligibility criteria set out in S.O. 4.5. and provide Manifestos adhering to the rules of content and display set out in S.O. 4.7. Canvassing in accordance with S.O 4.9. is allowed.

4.12. Complaints

4.12.1. The Electoral Appeals Tribunal (EAT) shall be formed as a Standing Committee to ensure that appeals and complaints relating to Elections and Hustings are handled in a fair and impartial manner.

- 4.12.2. There shall be an Electoral Appeals Officer, elected annually by husting at an OGM in accordance with S.O. 4.10.3.
- 4.12.3. The EAT shall be composed of three JCR members, none of whom may hold any Committee or Executive Committee position while they are on the EAT. In the event of a member being elected to the Committee, they must stand down from the EAT.
- 4.12.4. Two positions on the EAT shall be filled automatically by the previous JCR President and previous IRO unless they choose to stand down or are on a year abroad. In such a case, the automatic positions on the EAT will be filled by the previous Vice President, the previous Treasurer, the previous Academic Affairs Representative, either of the two previous Welfare Officers, or either of the two previous Entertainment Representatives in that order, until the two automatic positions have been filled. The third position on the EAT shall be filled by the Electoral Appeals Officer.
- 4.12.5. Any complaint or appeal against any JCR Election must be submitted in writing to the Electoral Appeals Officer no later than 72 hours after results have been announced by the IRO. The Electoral Appeals Officer shall identify the two other members of the EAT within 24 hours of receiving the complaint and the Standing Committee shall be formed. The Founding Resolution of the Standing Committee shall be to investigate all complaints or appeals received by the Electoral Appeals Officer no later than 72 hours after results have been announced by the IRO.
- 4.12.6. 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.
- 4.12.7. The EAT shall have complete access to all election records, Manifestos, and other election documentation during their investigation.
- 4.12.8. The General Meeting shall vote on the measures proposed by the EAT. These shall be limited to declaring a result invalid and calling a new Election for the post or posts concerned in accordance with the procedure for a By-Election set out in S.O. 4.11, but the General Meeting shall have no power to declare a new result.
- 4.12.9. The General Meeting may only pass a measure originally proposed by the EAT.

5. TERMS OF OFFICE

- 5.1. For the JCR Committee, 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 of 10th Week Trinity 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, at the Chair's discretion.
- 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. 4.11.).

7. DISMISSAL

- 7.1. Article IX 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 IX and are set out below:
- i. Presidential Fiat whereby the JCR President may dismiss any member of the JCR Committee, Executive Committee, Standing Committees or Sub-Committees with immediate effect. This dismissal will lapse unless confirmed by a two-thirds majority at a General Meeting held within five Term-time Days.
 - ii. Chair's Fiat whereby the Committee Chair may dismiss a member of the relevant Committee with immediate effect, except *ex officio* members of that committee. This dismissal will lapse unless confirmed by a two-thirds majority at a General Meeting held within five Term-time Days.
 - iii. Committee Fiat whereby two-thirds of the relevant Committee may dismiss any member of the Committee with immediate effect, except *ex officio* members of that committee. The vote must be recorded. This dismissal will lapse unless confirmed by a two-thirds majority at a General Meeting held within five Term-time Days.
 - iv. Two Votes of Censure, 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, the Executive Committee, any Sub-Committee or any Standing Committee by a two-thirds majority vote at a General Meeting.
- 7.2. The 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. 4.11.).

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 or the motion under consideration seeks to release more than £200. In the latter case, a Quorum Count shall be called by the Chair immediately before the Vote on the motion.

8.2. **Convention of General Meetings**

- 8.2.1. Ordinary General Meetings shall be held four times each term, on the Sundays of 1st, 3rd, 5th and 7th Week.
- 8.2.2. Emergency General Meetings may be called by the JCR Committee or Executive Committee at their discretion.
- 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 and this is the responsibility of the JCR President.

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. 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 in writing by 6pm four days before the meeting.
- 8.5.3. The Vice President shall decide the order of the motions and publicise the Agenda for the meeting by 12pm three days before the meeting.
- 8.5.4. All members of the JCR shall receive a digital copy of the Agenda.
- 8.5.5. Emergency motions must reach the Vice President in writing at least three hours before the start 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 at 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 by the Vice President.

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, IRO, Academic Affairs Representative, either Welfare Officer, or either Entertainment Representative 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, reading motions 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 shall 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 President shall be sole interpreter of the Constitution and Standing Orders, subject to the Procedural Motions (S.O. 8.10.) and Article XI of the Constitution.
- 8.7.8. Should the Chair be placed in a position of conflict of interest in Debate, they must relinquish the Chair for the duration of that Debate (until opposition is withdrawn or a Vote is taken). 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 and Returning Officer, Academic Affairs Representative, either Welfare Officer, or either Entertainment Representative in that order. The original Chair may return afterwards.

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 and Returning Officer, Academic Affairs Representative, Treasurer, either Welfare Officer or either Entertainment Representative 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, 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 for the duration of that debate (until opposition is withdrawn or a Vote is taken). They shall be taken over by the IRO Academic Affairs Representative, Treasurer, either Welfare Officer or either Entertainment Representative in that order. The original Secretary may return afterwards.
- 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 Seconder who are members of the JCR, and are present at the meeting. In the absence of the named Proposer or Seconder, a replacement may be appointed by the Chair.
- 8.9.1.2. Motions may be both proposed and seconded by the Executive Committee. In this case, two representatives shall be chosen from the Executive Committee to speak in proposition. The duties of the Chair shall be assumed by a competent JCR Committee member from the floor.
- 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, Seconder to the Proposition, Opposer and Seconder to the Opposition shall be referred to as "the Speakers".
- 8.9.1.5. The section of the General Meeting entitled "Motions" as set out in S.O. 8.3.xi. shall follow the procedures for First Reading, Debate, Amendments and Voting described below.

8.9.2. Procedure of the First Reading

- 8.9.2.1. There shall be a First Reading of each 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 and no member present desires further discussion, it shall be passed immediately *nemine contradicente*.
- 8.9.2.3. In the event of opposition to a motion, an Opposer and a Seconder to the Opposition shall be appointed from the floor by the Chair.
- 8.9.2.4. The Executive Committee as a body may oppose any motion. The JCR President will act as spokesperson for the body and as such must leave the Chair; the duties of the Chair shall be assumed by a competent JCR Committee member from the floor.
- 8.9.2.5. In the event that there is no opposition to the motion but further discussion is desired by a Member, the Chair may take initial points and questions from the floor in accordance with S.O.8.9.3.2, S.O.8.9.3.3 and S.O.8.9.3.4.

- 8.9.2.6. This preliminary discussion shall end if there is opposition to the motion in accordance with S.O.8.9.2.3. and Debate shall begin.
- 8.9.2.7. The Chair may end the preliminary discussion by a call for opposition if they are satisfied that no new or useful information remains to be offered or if more than seven minutes have elapsed. If there is no opposition at this point, the motion shall be passed immediately *nemine contradicente*.

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 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, unless there is no opposition to the Amendment from any member of the JCR in attendance.

- 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, provided that there is no opposition from the floor; in this eventuality the normal course of debate is resumed immediately.
- 8.9.4.7. If the Amendment is not accepted, the Chair shall recognise an Opposer and Secunder to the Opposition, who may be the Proposer and Secunder of the motion 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 simple majority vote of those present shall become part of the motion.
- 8.9.4.11. The Proposer and 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. If either place cannot be filled, then the motion fails.

8.9.5. **Voting**

- 8.9.5.1. First, the Secretary shall read in full the motion or Amendment or explain fully the issue on which the Vote is to be held. A Vote shall be said to have begun when this process is complete.
- 8.9.5.2. Voting shall by default be by show of hands.
- 8.9.5.3. Counting shall be by the Chair, the Secretary to the General Meeting and the IRO.
- 8.9.5.4. No proxy voting shall be permitted.
- 8.9.5.5. No Postal Votes of any kind shall be permitted.

8.9.5.6. 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:

- 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 General Meeting and the IRO, and 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 two-thirds of those present to be passed; if passed, the member acting as Chair shall vacate the Chair for the remainder of the meeting; the Chair shall pass to the Treasurer, the Information and Returning Officer, the Academic Affairs Representative, either Welfare Officer, either Entertainment Representative or a competent member of the JCR Committee from 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 two-thirds 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. *Adjournment*: A member may move that the meeting be adjourned until a specific time; adjournment requires the support of two-thirds of those present.
- ix. *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.
- x. *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.
- xi. *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.
- xii. *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". The

Chair may only disallow a "Quorum Count" S.O. 8.10.1.i if such a count has been allowed to take place in the previous ten minutes.

8.10.5. All Debate shall be suspended immediately 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 Move to a Vote and Quorum Count where there shall be no Debate. All Procedural Motions except the Quorum Count and Move to a Vote may be debated in line with S.O. 8.9.3. if there is opposition, at the discretion of the Chair.

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 VIII 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 purposes laid out in Article II of the Constitution.
- 9.3. Cheques against any bank accounts except the entertainment 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 entertainment account shall be approved, and any cheques countersigned, by one of the Entertainment Representatives and the JCR Treasurer.
- 9.5. There shall be no expenditure in excess of £500 without the consent of the General Meeting.
- 9.6. 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).
- 9.7. Accounts for the previous term shall be presented to the First Ordinary General Meeting of each term and distributed via email to the whole JCR during each vacation.
- 9.8. The JCR Treasurer shall publicise a provisional termly budget at the start of each term as set out in S.O. 3.2.4.4.ix.

10. ROOM BALLOT AND ALLOCATION

- 10.1. The Room Ballot and subsequent Allocation shall be fair and be respectful of the relative needs of the members of the JCR.
- 10.2. All stages of the Room Ballot and Allocation process shall be under the charge of the Vice President.
- 10.3. The JCR President, the two Welfare Officers and the Vice President shall receive designated rooms in the College precinct.
- 10.4. The Room Ballot and Room Choosing shall be conducted as set out in Appendix B.

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. Any member of the JCR can request to act as a third delegate, subject to the approval of the JCR President.
- 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, with each part passing by a simple majority.
- 11.4. By petition of ten 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 to deal with complaints of the nature described in Article X 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 available 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 their 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: 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-Committee or Standing Committee.

"Freshers' Week" – 0th week of Michaelmas Term as defined by the University and the events for new students during that week.

"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.

"IT Officer" – Information Technology Officer

"Peer Support" – Providing a confidential listening service for members of the JCR with training administered by the College Junior Deans for Welfare.

"Postal Vote" - a vote cast prior to the occasion of an Election or to resolve an issue before a meeting made by written petition to the person in charge of the conduct of the Election or meeting.

"S.O." – Standing Order, usually an internal reference to a point in the Standing Orders.

"Term-time Days" – days during Full Term.

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

"University" - the University of Oxford, UK

"Website" or "JCR Website" – the website administered by the IT Officer, mertonejcr.org.

APPENDIX B: THE ROOM BALLOT AND ROOM ALLOCATION

1. Room Ballot

- 1.1. The overall order of choice on the Final Room Ballot shall consist of Fourth Year Ballot at the top (with respect to point 2.5 below), followed by the Third Year Ballot, with the Second Year Ballot at the bottom.
- 1.2. A ballot of all incoming fourth years, with the exception of Classicists, Law Course II students and Modern Linguists, shall be drawn no later than Sunday of 6th Week of Hilary Term. Incoming 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 email 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.
- 1.3. The order of choice in the Room Ballot for incoming third and fourth year classicists, Law Course II students and modern linguists shall be determined in the following order:
 - 1.3.1. The second year ballot from the previous year shall be inverted.
 - 1.3.2. 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 third 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 second place, Eleanor Wild fifth place, and Nicholas Poole sixth place. They shall then be put back into this year's ballot in the following manner:

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

Finally, their position relative to the other third 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 third year's position and all returning linguists come up Tails, then the room ballot should look like this:

1. Sam Frost (normal third year)
2. William Pogge (returning linguist)
3. Emily Iverson (normal third year)
4. Jack Miles (normal third year)
5. Ann Law (normal third year)
6. Eleanor Wild (returning linguist)
7. Vince Mint (normal third year)
8. Nicholas Poole (returning linguist)
9. Phil Saundry (normal third year)

- 1.3.3. 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 point 1.3.5.) 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.

- 1.3.4. 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 into the ballot at their third year position.
- 1.3.5. 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.
- 1.3.6. 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.
- 1.3.7. 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.
- 1.3.8. Any undergraduate (such as EUMEL or Russian modern linguist) who takes a year abroad in their second 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 second year. Their place in the third year room ballot will therefore be determined by the inversion of the second year ballot like regular undergraduates. For their fourth year, they will be included in the fourth year room ballot referred to in point 1.2.
- 1.4. Incoming second years may enter the room ballot automatically as individuals or voluntarily in groups of up to six members.
- 1.5. The Vice President shall solicit for group entries to the Second Year Ballot, the deadline for which shall be Wednesday 6th Week of Hilary Term at 6pm.
- 1.6. On Sunday of 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.
- 1.7. The Final Room Ballot shall be emailed to all members within 24 hours of the drawing of the Second Year Ballot.

2. Room Choosing

- 2.1. A list of the available rooms and floor plans, and photos where they exist, thereof shall be emailed to all members by Friday of 8th Week, Hilary Term, subject to being made available by the Accommodation Manager or Estates Bursary.
- 2.2. Viewing of rooms shall take place as available during 1st and 2nd Week of Trinity Term.
- 2.3. Room choosing for fourth and third years shall take place in 3rd Week of Trinity Term.
- 2.4. Room choosing for second years shall take place in 5th Week of Trinity Term.
- 2.5. 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.
- 2.6. 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.
- 2.7. Members intending not to live in College accommodation must notify the Vice President of this at least 24 hours prior to room choosing.
- 2.8. 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 they consider to be the most suitable room on behalf of that member.
- 2.9. 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.

APPENDIX C: FORMAT OF BALL COMMITTEE

1. General regulations

- 1.1. There shall be a Joint Standing Committee of the MCR and the JCR to be called The Ball Committee, the posts for which are open to both common rooms for general election. 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.
- 1.2. There shall be a Merton College Winter Ball in Michaelmas Term once in every three years. Thus, there shall be a ball in the Michaelmas Terms of 2016, 2019, 2022, and thereafter.
- 1.3. The Ball Committee shall exist to provide a self-financing and enjoyable Ball for the College.
- 1.4. 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.

2. Election and appointment of the Committee members

2.1. The Executive

- 2.1.1. 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 6th Week of Michaelmas 2015.)
- 2.1.2. The outgoing Ball Executive members will each write a short job description that will be circulated to all Junior Members of the College by the IRO of the JCR when advertising for candidates.

2.1.3. 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.

2.1.4. The process for electing the Ball Executive shall be as for members of the JCR Executive Committee (S.O. 4), except that 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 Treasurers, members of the previous Ball Executive, and any other junior member of the College appointed by the MCR and JCR Presidents. This panel shall consist of no more than 10 members. Before this interview takes place, the JCR and MCR Presidents shall consult the Senior Treasurer of the Ball (hereafter 'the Senior Treasurer') and the Domestic Bursar about issues arising from previous balls.

2.2. **Other committee members**

2.2.1. The other members of the Ball Committee, who shall be the Directors of Marketing, Food & Drinks, Entertainment, Production, and Health & Safety and Security shall be appointed by vote of the Ball Executive in consultation with the Senior Treasurer, Domestic Bursar, and MCR and JCR Presidents. Applications from members of either the MCR or JCR to join the Ball Committee are to be treated equally. The Ball Executive shall select the best-suited applicant for each committee position, and subject to that shall aspire to have equal representation of both common rooms in the Ball Committee.

2.2.2. Following their appointments, the Directors, excluding the Director of Health & Safety and Security who does not have a team, shall in turn appoint the members of their teams (hereafter 'Ball Officers') in the positions outlined below, subject to the approval of the Ball Executive. Ball Officers shall not be counted as members of the Ball Committee, and shall not attend Ball Committee meetings unless invited to do so by the Ball Chair.

2.2.3. The structure of the teams shall be as follows:

- 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)
 - Facilities and Timetabling
 - Decorations

2.2.4. Other members may be appointed to the Committee in an advisory capacity by the Ball Executive.

2.2.5. The JCR and MCR Presidents and Treasurers shall be invited to attend all meetings of the full Ball Committee.

2.2.6. The Senior Treasurer shall be invited to attend meetings of the Ball Committee and other College Officers may be invited at the Ball Executive's discretion. Copies of the minutes shall be sent by the Ball Secretary (by default) to: the Senior Treasurer, the Principal of Postmasters, the Deputy Principal of Postmasters, the Domestic Bursar, the Steward of the Senior Common Room, and the JCR and MCR Presidents.

3. Procedure and chains of command

3.1. The Directors of Marketing, Food & Drinks, Entertainment, and Production (hereafter "the Directors") shall have direct responsibility for those respective teams.

3.2. The Ball Executive shall receive a written report from each Director on at least a weekly basis.

3.3. All expenditures of over £100 must be authorised by the full Ball Committee and recorded in the minutes by the Ball Secretary.

4. Responsibilities of the Ball Executive

4.1. It is the responsibility of the Ball Chair to account for business transacted by the Ball Committee at the General Meetings of the MCR and JCR, or in their absence, another member of the Ball Executive.

- 4.2. The Ball Treasurer will prepare accounts each week in the term of the Ball to present to the Senior Treasurer, and for the Ball Chair to present to the JCR and MCR General Meetings.
- 4.3. The Ball Secretary shall record business transacted at meetings of the Ball Committee. These minutes shall be submitted to each and every General Meeting of the JCR and MCR for scrutiny and shall be circulated with the agenda by the JCR and MCR Vice Presidents.
- 4.4. It is the responsibility of the Ball Chair to seek formal permission to hold a ball from the Governing Body 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 and MCR Presidents shall make the application for permission in general terms.
- 4.5. 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.
- 4.6. 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 copies in the College Archive.

5. Responsibilities of the Directors

- 5.1. The outgoing Directors shall compile individual reports and submit them to the Ball Chair, for repository in the College Archive
- 5.2. The Directors shall manage their teams, holding meetings at least once a week during the term of the Ball and the term before.
- 5.3. All Directors shall work with the Ball Treasurer to set budgets for their team members, and shall be jointly responsible (with the Ball Treasurer) for making sure that team members adhere to their budgets.

6. Responsibilities of all Committee members

- 6.1. All outgoing members of the Committee shall produce reports to be deposited in the College Archive by the Ball Chair.

- 6.2. All members of the Committee and all Ball Officers 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 their team Director.

7. Dismissal of Committee members and members of Directors' teams

- 7.1. 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 MCR and JCR Presidents and the Senior Treasurer, dismiss a member of the Committee (not including the Ball Treasurer or Secretary).
- 7.2. Likewise, the Ball Chair may dismiss a Ball Officer with the agreement of both the Ball Treasurer and Ball Secretary, and in consultation with the Ball Officer's Director, the MCR and JCR Presidents and the Senior Treasurer.
- 7.3. The Ball Chair may suspend the Ball Treasurer and/or Ball Secretary, but only with the explicit agreement of the Senior Treasurer and the MCR and JCR Presidents. A motion of no confidence in the Ball Treasurer and/or Ball Secretary must be passed by General Meetings of both the JCR and MCR within 5 Term-time Days of their suspension by the Ball Chair to confirm their removal.
- 7.4. The Ball Chair may only be dismissed by the passage of a motion of no confidence passed in General Meetings of both the MCR and JCR.
- 7.5. 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.

8. Finance

- 8.1. The Ball Treasurer shall produce a provisional budget to be published for and presented to Ordinary General Meetings of the MCR and JCR six months before the Ball.
- 8.2. 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 and MCR

Executive Committees, 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%.

- 8.3. If money has been placed in the "roll-over fund" (see 38 below) as a result of the previous Ball this money shall be counted as income in the provisional budget.
- 8.4. A financial report on the Ball shall be presented to every Ordinary General Meeting of the MCR and JCR until the Ball has been held. (See 18 above.)
- 8.5. By default, the JCR and MCR shall underwrite the Ball; no money shall be paid out of JCR or MCR accounts for the Ball before the General Meetings have been informed.
- 8.6. It is suggested that an initial loan be made by both the JCR and MCR (through motions in the General Meetings) to cover early costs. The Ball Committee shall borrow an equal sum from both common rooms.
- 8.7. 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 MCR and JCR. Any loss incurred shall be split equally by the JCR and MCR.
- 8.8. 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 the Ball Treasurer's report.

APPENDIX D: THE CHARITIES SPONSORSHIP FUND AND JUNIOR MEMBERS CHARITIES COMMITTEE

1. The purpose of the Charities Sponsorship Fund (henceforth, the 'Sponsorship Fund') is to support Junior Members in the pursuit of charitable causes.
2. The Merton College Junior Members Charities Committee (henceforth 'the Charities Committee') shall have the authority to make donations from the Sponsorship Fund. For advice concerning applications to the Sponsorship Fund, Junior Members are referred to the Charities Representative of their respective Common Room.
3. The Charities Committee shall consist of the President, Treasurer, and Charities Representative of the JCR, and the same of the MCR, and shall meet at least once a term. The Charities Committee shall be co-chaired by the Charities Representatives of the JCR and MCR, and each Common Room shall have three votes. Quorum for a Charities Committee meeting shall be all six members present and voting. There shall be no abstentions from a vote, and an application requires more votes in favour than against to pass. JCR and MCR Representatives on the Charities Committee serve *ex officio* on said Committee and it shall be permissible for their votes to be directed by their respective Common Room according to its rules.
4. Applications for the Sponsorship Fund should be completed on the form available on the JCR website or from one of the Charities Representatives, and presented to that Charities Representative no later than two days before the Charities Committee meeting. The form shall be completed by the applicant, presented to the Charities Representative, and considered by the Charities Committee. The Charities Committee shall review its application and approval process annually in its meeting in Hilary Term.
5. The maximum amount that can be granted to any one Junior Member in any one application is £200, or in exceptional circumstances £500. Applications must show that other sources of funding are also being sought, and grants from the Sponsorship Fund may not be more than 50% of the total raised for the activity. The distribution of the Sponsorship Fund rests with the Charities Committee.
6. Extraordinary Meetings of the Charities Committee may be summoned by a simple majority resolution in the General Meeting of either the JCR or the MCR. There shall be two possible

reasons for an Extraordinary Meeting: a) to consider an urgent application, the timing of which results from no fault of the applicant or b) to reconsider an application rejected by the immediately preceding Charities Committee meeting. An Extraordinary Meeting shall run along the same lines as detailed in paragraph 3 of this Appendix.

7. Preference shall be given to those Junior Members who have not previously applied to the Sponsorship Fund over those who have, though there is no limit on the number of times a Junior Member may apply for grants from the Sponsorship Fund.
8. The Charities Representatives and the Treasurers shall be responsible for publishing termly accounts of Sponsorship Fund expenditure to their respective Common Rooms. The Charities Representatives shall request feedback material from successful applications to be posted on Common Room noticeboards to ensure Junior Members are aware of how Sponsorship Fund expenditure has been used.
9. This Appendix may only be altered with the approval of the General Meeting of both the JCR and the MCR.

APPENDIX E: THE CHARITIES BALLOT

1. The purpose of the Junior Members' Charities Ballot is to facilitate Junior Members donating to worthwhile causes.
2. Unless they choose to opt out, Junior 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.
3. The £10 shall be split equally (so that each cause receives £2.00 per normal donation) between:
 - The two permanent Junior Members' charities (Icolyn Smith Foundation and the Wolvercote Young People's Trust)
 - The Junior Members' two nominated charities being supported for the academic year
 - The Charities Sponsorship Fund
4. Any money assigned to the Sponsorship Fund that remains unallocated after the end of Full Term shall be divided equally between the other four charities.
5. The Charities Representatives shall contact all members of their Common Rooms to inform them of their option to opt-out of the termly charities levy with a deadline of Friday of 7th Week, to give sufficient time to inform the bursary. Any opt-outs shall be treated in complete confidence by the Charities Representatives.
6. During 6th Week of Michaelmas Term the Charities Representatives shall run a ballot to decide which two charities the Junior Members wish to support for the academic year. Nominations for the Ballot shall be requested from Sunday of 5th Week. The Charities Representatives shall publish a list of the nominated charities on Sunday of 6th Week. This shall include each charity's website address (if applicable), a brief summary of their work and any history of nomination by the Junior Members. Each Junior Member can vote for up to two charities. The ballot shall close on Saturday of 6th Week and the result shall be announced at the next General Meeting of each Common Room.
7. This Appendix may only be altered with the approval of the General Meeting of both the JCR and the MCR.

APPENDIX F: JOINT COLLEGE/JCR PUBLICATIONS

1. A formal proposal should be put to the Senior Tutor and the Finance Bursar explaining both what funding is requested for the publication, and why. This needs to be submitted well in advance.
2. 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 Representative and the Schools' Liaison officer.
3. 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.
4. 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

1. General

1.1. The following subjects shall have a Subject President:

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

1.2. The President of a subject society shall support the Academic Affairs Representative as the representative of JCR members of the College in that subject. They shall protect and further the academic interests of those students and endeavour to foster and maintain a vibrant and active community within their subject.

1.3. 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.

1.4. Where appropriate, graduate students and tutors within the subject should be invited to the society's events.

1.5. 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.

2. Responsibilities

- 2.1. Where appropriate, serving as the Merton representative on the relevant Joint Consultative Committee (JCC).
- 2.2. Alerting other students to meetings of the JCC, canvassing opinions on issues to be raised, and feeding back from the JCC to students.
- 2.3. As a more senior student, be 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. This should have the aim of supporting, but not replacing, the exiting college parenting, welfare, and academic affairs systems.
- 2.4. Organising an annual subject dinner.
- 2.5. Organising the Freshers' Week events, such as subject teas, subject tours, and library inductions, liaising with the Executive Committee and library team where appropriate.
- 2.6. Organising other social events, such as Trinity Term garden parties or talks by academics.
- 2.7. Managing the finances of the subject society.
- 2.8. Send an email to all the incoming Freshers in their relevant subject (including any members outlined under 1.3) informing them of their role as Subject President in the above capacities. ***This should be completed by Sunday of 0th week of Michaelmas Term.***

3. Elections

- 3.1. The President shall hold the position for a period of one academic year.
- 3.2. 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.
- 3.3. Candidates shall self-nominate.

- 3.4. The outgoing Subject President will act as returning officer for the election, and is obliged to inform the incumbent Academic Affairs Representative of the timing of the election, and notify them of the eventual outcome.
- 3.5. The electorate will be all those students who are members of those societies, including those members referred to in 1.3.
- 3.6. Any electoral malpractice can be referred to the EAT committee.

4. Finances

- 4.1. Any requests for JCR money must be approved by the JCR Treasurer in advance.
- 4.2. These expenses may include, but are not limited to, light refreshments after talks which are open to all members of the JCR.
- 4.3. No expense claim can be above £20 and only two such claims will be possible per term
- 4.4. 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.
- 4.5. Dinners and other social events cannot be funded by the JCR.
- 4.6. The Subject President must raise the funds either from members in their subject group or from external sources.
- 4.7. All charges must be optional so that members can opt out from attending the events in their subject group.

Detailed STV Instructions – ERS97

These instructions are taken from *How to Conduct an Election by the Single Transferable Vote* (Third Edition 1997) which may be found in its entirety at <http://www.crosenstiel.webspace.virginmedia.com/stvrules/>

The sections shown below (4-6) are to be used for the conduct of JCR Elections by Single Transferable Vote. The other sections are informative and advisory and are either unnecessary or superseded by instructions in S.O.4.

This variation of STV is generally referred to as ERS97. The colour coding suggested is optional.

4. General description of the count

- 4.1. The count is divided into a number of stages. At the first stage the voting papers are counted to determine the total vote. They are then sorted according to their first preferences, and any papers which are invalid are removed. The total number of valid votes is then found and the quota calculated. Any candidates who have at least a quota of first preference votes are deemed elected at this stage.
- 4.2. Each subsequent stage of the count is concerned either with the transfer of surplus votes of a candidate whose vote exceeds the quota, or with the exclusion of one or more candidates with the fewest votes.
- 4.3. This procedure continues until either sufficient candidates have reached the quota to fill all the seats, or there is the same number of candidates left as unfilled seats.
- 4.4. These rules refer to the various forms published by the Electoral Reform Society. The use of these forms is optional, but where they are used, the various options should be made easier, particularly for those not experienced in conducting STV counts.
- 4.5. In the rules below, words in bold type indicate that there is a definition in the glossary (section 6).

5. Detailed instructions for the count

In a public election, it is necessary to include certain formalities, such as unsealing and opening the ballot boxes at the start, checking the number of papers in each and ascertaining that the candidates and their agents are content at the conclusion of each stage. For simplicity these have been omitted from these instructions.

5.1. First stage

- 5.1.1. Count all the voting papers to determine the total number of votes cast.
- 5.1.2. Sort the voting papers into **first preferences**, setting aside any **invalid papers**. Count the number of invalid papers, and subtract this from the total vote to get the **total valid vote**.
- 5.1.3. Check the sorting, and count the papers for each candidate into bundles, inserting a **counting slip** (green) in each bundle marked with the name of the candidate, the number of papers, and 'first stage'. For very small elections, the use of counting slips may be dispensed with.
- 5.1.4. Check the counting. Enter on each candidate's **vote record form** (yellow) the total number of first **preference votes**.
- 5.1.5. Copy the **candidates' votes** from the vote record forms onto a **result sheet** (white), and check that their total is the same as the total valid vote.
- 5.1.6. Calculate the **quota** by dividing the total valid vote by one more than the number of places to be filled. Take the division to two decimal places. If the result is exact that is the quota. Otherwise ignore the remainder, and add 0.01.
- 5.1.7. Considering each candidate in turn in descending order of their votes, **deem elected** any candidate whose vote equals or exceeds
 - (a) the quota, or
 - (b) (on very rare occasions, where this is less than the quota), the **total active vote**, divided by one more than the number of places not yet filled,
up to the number of places to be filled, subject to paragraph 5.6.2.
- 5.1.8. That completes the first **stage of the count**. Now proceed to section 5.2 below.

5.2. Subsequent stages

- 5.2.1. Each subsequent stage will involve either the distribution of a surplus, or, if there is no surplus to distribute, the exclusion of one or more candidates.
- 5.2.2. If one or more candidates have **surpluses**, the largest of these should now be transferred. However the transfer of a surplus or surpluses is deferred and reconsidered at the next stage, if the total of such surpluses does not exceed either:
 - (a) The difference between the votes of the two candidates who have the fewest votes, or
 - (b) The difference between the total of the votes of two or more candidates with the fewest votes who could be excluded under rule 5.2.5, and the vote of the candidate next above.
- 5.2.3. If one or more candidates have surpluses which have not been deferred, transfer the largest surplus. If the surpluses of two or more candidates are equal, and they have the largest surplus, transfer the surplus of the candidate who had the greatest vote at the first stage or at the earliest point in the count, after the transfer of a batch of papers, where they had unequal votes. If the votes of such candidates have been equal at all such points, the Returning Officer shall decide which surplus to transfer by lot.
- 5.2.4. The transfer of a surplus constitutes a stage in the count. Details of how to do this are in section 5.3. If, after completing the transfer, there are still any untransferred surpluses, and not all the places have been filled, proceed as in paragraph 5.2.2
- 5.2.5. If, after all surpluses have been transferred or deferred, one or more places remain to be filled, the candidate or candidates with the fewest votes must be excluded. Exclude as many candidates together as possible, provided that:
 - (a) Sufficient candidates remain to fill all the remaining places
 - (b) The total votes of these candidates, together with the total of any deferred surpluses, does not exceed the vote of the candidate next above.

If the votes of two or more candidates are equal, and those candidates have the fewest votes, exclude the candidate who had the fewest votes at the first stage or at the earliest point in the count, after the transfer of a batch of papers, where they had unequal votes.

If the votes of such candidates have been equal at all such points the Returning Officer shall decide which candidate to exclude by lot.

- 5.2.6. Details of how to exclude a candidate are given in section 5.4.
- 5.2.7. Exclusion of one or more candidates constitutes a stage in the count. If, after completing this, there are any surpluses to transfer, and not all the places have been filled, proceed as in paragraph 5.2.2. Otherwise proceed to exclude further candidates as in paragraph 5.2.5.

5.3 **Transfer of a surplus**

- 5.3.1. If a surplus arises at the first stage, select for examination all the papers which the candidate has received.
- 5.3.2. If a surplus arises at a later stage, because of the transfer of another surplus or the exclusion of a candidate or candidates, select only the last received **batch** of papers, which gave rise to the surplus.
- 5.3.3. Examine the selected voting papers and sort them into their **next available preferences** for **continuing candidates**. Set aside as **non-transferable papers** any on which no next available preference is expressed.
- 5.3.4. Check the sorting, count and bundle the papers now being transferred to each candidate, also any non-transferable papers. Insert a counting slip in each bundle marked with the stage number, the name of the candidate to whom the papers are being transferred, and the number of papers in the bundle.
- 5.3.5. Count the number of transferable papers and enter the number for each candidate on the vote record forms.
- 5.3.6. Prepare a **surplus form** (pink). Copy the number of papers for each candidate from the vote record forms to the surplus form, and check the total.
- 5.3.7. Calculate the total **value** of the **transferable papers**. If this exceeds the surplus, determine the **transfer value** of each paper by dividing the surplus by the number of **transferable papers**, to two decimal places, ignoring any remainder. If the total value does not exceed the surplus, the transfer value of each paper is its present value.

- 5.3.8. Calculate the value to be credited to each candidate by multiplying the transfer value by the number of papers, check the totals, and enter these on the surplus form.
- 5.3.9. Copy the values to be credited, and the **non-transferable difference** arising from the neglected remainder, from the surplus form to the vote record forms and to the result sheet.
- 5.3.10. Add these values to the previous votes for each candidate, and add the non-transferable difference to the previous total of non-transferable votes, entering the figures onto the vote record forms and the result sheet.
- 5.3.11. Add up the new total number of votes on the result sheet, and check that this still equals the original total valid vote.
- 5.3.12. Complete the counting slips with the transfer value of each paper, and place the bundles of voting papers for each candidate with those previously received. In a small election, where counting slips are not being used, each ballot paper should be marked with its transfer value.
- 5.3.13. Considering each continuing candidate in turn in descending order of their votes, deem elected any candidate whose vote now equals or exceeds
 - (a) the quota, or
 - (b) the total active vote, divided by one more than the number of places not yet filled,up to the number of places remaining to be filled, subject to paragraph 5.6.2.

5.4. **Transfer of the votes of excluded candidates**

- 5.4.1. Take together all the bundles of papers which are currently credited to the candidate or candidates to be excluded, and arrange them in batches in descending order of transfer value. Check that the number and total value of the papers in each batch agrees with the numbers on the vote record forms and the result sheet. Prepare an **exclusion form** (blue).
- 5.4.2. First, take the batch of papers with the highest transfer value. Sort them according to the **next available preferences for continuing candidates**, and set aside as **non-transferable papers** any on which no next available preference is expressed.

- 5.4.3. Check the sorting, count and bundle the papers for each candidate and any non-transferable papers. Insert a counting slip in each bundle stating the stage, the name of the candidate to whom the papers are being transferred, the number of papers, and the transfer value of each paper. If counting slips are not being used, the transfer value should be marked on each paper.
- 5.4.4. Check the counting and enter the number of papers for each candidate and the number of non-transferable papers on the vote record forms.
- 5.4.5. Copy the number of papers to be transferred to each candidate and the number of non-transferable papers, from the vote record forms onto a column of the exclusion form, and check the total.
- 5.4.6. Determine the total value of the papers for each candidate and that of the non-transferable papers and check the total.
- 5.4.7. Copy the total values for each candidate from the exclusion form to the vote record forms, and place the bundles of voting papers for each candidate with those previously received.
- 5.4.8. If any papers have become non-transferable before any candidate has been deemed elected, recalculate the quota as in paragraph 5.1.6, ignoring the **non-transferable vote**.
- 5.4.9. Considering each continuing candidate in turn in descending order of their votes, deem elected any candidate whose vote now equals or exceeds
 - (a) the quota, or
 - (b) the total active vote, divided by one more than the number of places not yet filled,up to the number of places remaining to be filled, subject to paragraph 5.6.2.
- 5.4.10. Ensure that no further papers are given to candidates who are no longer continuing candidates because they have been deemed to be elected after transferring a batch of papers.
- 5.4.11. As in paragraph 5.4.2 and subsequently, sort and transfer each batch of papers in turn in descending order of transfer value, complete a column of the exclusion form for each batch, and deem candidates to be elected as appropriate.

- 5.4.12. After all the batches of papers have been transferred, the right hand (totals) column on the exclusion form should be completed and these totals checked against the vote record form(s) of the excluded candidate(s).
- 5.4.13. Copy the total values to be credited from the exclusion form to the vote record forms and to the result sheet, and add these to the previous totals for each candidate.
- 5.4.14. Copy the new vote for each candidate from the vote record forms onto the result sheet, and the new non-transferable vote from the exclusion forms onto the result sheet.
- 5.4.15. Add up the new total vote on the result sheet and check that this agrees with the original total valid vote.

5.5. **Completion of the count**

- 5.5.1. If a proposed exclusion of one or more candidates would leave only the same number of continuing candidates as there are places remaining unfilled, all such continuing candidates shall be deemed to be elected.
- 5.5.2. If, at any point in the count, the number of candidates deemed to be elected is equal to the number of places to be filled, no further transfers of papers are made, and the remaining continuing candidate(s) are formally excluded.
- 5.5.3. The count is now completed.
- 5.5.4. Declare elected all those candidates previously deemed to be elected.

5.6. **Notes**

- 5.6.1. Calculation of the total active vote may be simplified if the **Count Control Form** (beige) is used. This form enables the Returning Officer to keep a continuous check on the number of votes which are required for election of a candidate at any point in the count, by deducting the quotas (or actual votes if less) of the candidates deemed elected, and the total of non-transferable votes, from the total valid vote, to give the total active vote.
- 5.6.2. If, when candidates should be deemed elected under sections 5.1.7, 5.3.13 or 5.4.9, two or more have the same number of votes, and there are not sufficient places left for them all, then the one or more to be deemed elected shall be selected in descending order of votes at the first stage or at the earliest point in the count, after the transfer of a batch of

papers, where they had unequal votes. If, however, their votes have been equal at all such points, then none of them shall be deemed elected at that stage.

5.6.3. If a re-count is conducted where a decision has been determined by lot, and the relevant votes are still equal in the recount, the earlier determination shall still hold.

5.6.4. These rules refer to the various forms published by the Electoral Reform Society. The use of these forms is optional, but where they are used, the various options should be made easier.

6. **Glossary of terms** in alphabetical order

6.1. **Batch:** a bundle containing all the papers of one value in a transfer.

6.2. **Candidate's vote:** the value of voting papers credited to a candidate at any point in the count.

6.3. **Continuing candidate:** a candidate not yet deemed elected or excluded.

6.4. **Count Control form** (beige): a form designed to be used to keep a continuous note of the total active vote, and hence the vote required for election of a candidate at any point in the count.

6.5. **Counting slip** (green): a slip inserted with a bundle of voting papers, showing the stage at which the papers are transferred, the name of the candidate to whom they are transferred, the number of papers in the bundle, and the transfer value of each paper.

6.6. **Deemed elected:** status of a candidate who is elected subject to formal confirmation.

6.7. **Exclusion form** (blue): a form showing the distribution of batches of papers in descending order of transfer value from one or more excluded candidates to continuing candidates.

6.8. **First preference:** this is shown by the figure "1" standing alone against only one candidate on a voting paper; or the name or code of a candidate entered on a voting paper as first preference.

6.9. **Invalid paper:** a voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty.

- 6.10. **Next available preference:** the next **subsequent preference** in order, passing over earlier preferences for candidates already deemed elected or excluded. There is no next available preference where the next sequential preference for a continuing candidate is uncertain.
- 6.11. **Non-transferable difference:** the difference between the value of a surplus and the total new value of the papers transferred, which arises from ignoring the remainder when calculating the transfer values to two decimal places.
- 6.12. **Non-transferable paper:** a voting paper on which no next available preference for a continuing candidate is expressed, or on which any next available preference is void for uncertainty.
- 6.13. **Non-transferable vote:** the value credited as non-transferable at any point in the count.
- 6.14. **Quota:** the vote which, if attained by as many candidates as there are places to be filled, leaves at most a quota for all other candidates; the total valid vote divided by one more than the number of places to be filled, or a lesser value calculated as in paragraph 5.4.8.
- 6.15. **Result sheet (white):** a sheet showing the vote credited to each and every candidate, and the non-transferable vote at successive stages of the count.
- 6.16. **Stage of the count:** the determination of the first preference vote for each candidate (first stage)
 or the transfer of a surplus
 or the exclusion of a candidate, or two or more candidates at the same time, and the transfer of their votes.
- 6.17. **Subsequent preferences:** shown by the figures "2", "3", etc., standing alone against different candidates on a voting paper; or the names or codes of candidates entered in order on a voting paper as second, third, etc., preferences.
- 6.18. **Surplus:** the amount by which a candidate's vote exceeds the quota.
- 6.19. **Surplus form (pink):** A form showing the calculation of the transfer value and the distribution of transferable papers from a candidate deemed elected to continuing candidates.

- 6.20. **Total active vote:** the sum of the votes credited to all continuing candidates, plus any votes awaiting transfer.
- 6.21. **Total valid vote:** the total number of **valid voting papers**.
- 6.22. **Transfer value:** the value, being unity or less, at which a voting paper is transferred from an elected or an excluded candidate to a continuing candidate. Where counting slips are not used, it is recommended that this value be marked on each paper at the time of transfer.
- 6.23. **Transferable paper:** a voting paper which, having been allocated to a candidate, bears a next available preference for a continuing candidate.
- 6.24. **Valid voting paper:** a voting paper on which a first or an only preference is unambiguously expressed.
- 6.25. **Value:** the value of a voting paper is unity, or a lower value at which it was last transferred.
- 6.26. **Vote record form (yellow):** a form showing the vote credited to any one candidate, or showing the non-transferable vote, at successive stages of the count.