MERTON COLLEGE OXFORD

JCR

Standing Orders

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Contents

Contents i

Introduction to the Standing Orders iv

I Standing Orders 1

1 General 2
1.1 Interpretation and records . . . 2
1.2 Membership . . . 2
1.3 Data Protection . . . 3

2 Committees 4
2.1 General . . . 4
2.2 The Executive Committee . . . 5
2.3 The JCR Committee . . . 6
2.4 Sub-Committees . . . 8
2.5 Standing Committees . . . 9
2.6 Permanent Sub-Committees of the Executive Committee . . . 10
2.7 Resignation and removal . . . 11

3 Role Descriptions 13
3.1 The Executive Committee . . . 13
3.2 The JCR Committee . . . 13
3.3 Non-Committee Officers . . . 14
3.4 President . . . 14
3.5 Vice President . . . 15
3.6 Treasurer . . . 16
3.7 Access and Equal Opportunities Representative . . . 16
3.8 Academic Affairs Representative . . . 18
3.9 Welfare Officers . . . 19
3.10 Entertainment Representatives . . . 20
3.11 Affiliated Organisations and Careers Representative . . . 20
3.12 Arts and Culture Representative . . . 21
3.13 Charities Representative . . . 22
3.14 Disabled Students' Representative . . . 23
3.15 Environment Representative . . . 23
3.16 Ethnic Minority Students' Representative . . . 24
3.17 Food and Bar Representative . . . 24
3.18 Gender Equality Representative . . . 25
3.19 International Students' Representative . . . 26
3.20 LGBTQIA+ Representative . . . 26
3.21 Publications and Social Media Officer . . . 27
3.22 Sports and Recreation Representative . . . 27
3.23 Suspended Students' Representative . . . 28
3.24 Events Photographer . . . 29
3.25 Subject Presidents . . . 30
3.26 Information Technology Officer . . . 34

3.27 Social Backgrounds Representative . . . 34
3.28 Welfare Helpers . . . 35
3.29 Transgender Representative . . . 35
3.30 First-Year Students' Representative . . . 36

4 Elections **37**
4.5 Returning Officer . . . 37
4.6 Eligibility for Candidature . . . 38
4.7 Schedule of Nominations, Hustings and Elections . . . 38
4.8 Manifestos . . . 38
4.9 Hustings . . . 39
4.10 Canvassing . . . 40
4.11 Polling . . . 40
4.12 By-Elections . . . 43
4.13 Terms of Office . . . 43
4.14 Complaints . . . 44

5 Referenda **45**
5.6 Organisation . . . 45
5.7 Campaigning . . . 46
5.8 Voting . . . 46
5.9 Complaints . . . 47

6 The General Meeting **48**
6.1 General . . . 48
6.2 Convention of General Meetings . . . 48
6.3 Order of business: Ordinary General Meeting . . . 49
6.4 Order of business: Extraordinary General Meeting . . . 49
6.5 Agenda: Ordinary General Meeting . . . 49
6.6 Agenda: Emergency and Extraordinary General Meetings . . . 50
6.7 The Chair of the General Meeting . . . 51
6.8 The Secretary to the General Meeting . . . 51
6.9 Motions: All General Meetings . . . 52
6.10 Procedural Motions . . . 54

7 Room Ballot **56**

8 Finances **57**
8.1 Records and day-to-day administration . . . 57
8.2 Budgets and reserves . . . 57
8.3 Accountablility . . . 58
8.4 Delegation and financial controls . . . 59

9 External Affiliations **61**

10 Complaints **62**
10.5 Processes . . . 62
10.6 JCR Complaints . . . 63
10.7 Election and Referendum Complaints . . . 64
10.8 Confidentiality Requirements . . . 67

11 Emergencies **68**

II Appendices **69**

A Definitions **70**

B Internal Definitions **72**

C Room Ballot **73**
C.1 Room Ballot . . . 73
C.2 Room Choosing . . . 75

D The Charities and Arts Sponsorship Funds **77**
D.1 The Charities Sponsorship Fund and Junior Members Charities Committee . . . 77
D.2 The Arts Sponsorship Fund . . . 78

E The Charities Ballot **80**

F Single Transferable Vote (STV) Instructions **81**
F.1 General description of the count . . . 81
F.2 Detailed instructions for the count . . . 81

G The Merton Winter Ball **87**
G.1 General Regulations . . . 87
G.2 Election and appointment of the Committee members . . . 87
G.3 Procedure and chains of command . . . 89
G.4 Responsibilities of the Ball Executive . . . 89
G.5 Responsibilities of the Directors . . . 89
G.6 Responsibilities of all Committee members . . . 90
G.7 Dismissal of Committee members and members of the Director's teams . . . 90
G.8 Finance . . . 90

IIIMemoranda **92**

M Memoranda **93**
M.1 JCR-MCR BOP Security Cost Sharing . . . 93
M.2 JCR-MCR Games Room Maintenance Fee . . . 93

Introduction to the Standing Orders

This document is typeset in LaTeX.
Changes to these Standing Orders may be made by a motion at an Ordinary General Meeting of the JCR. Get in touch with the President, jcr.president@merton.ox.ac.uk for more information on their interpretation and content.

Part I

Standing Orders

1 General

NB: This is an Agreed Standing Order

1.1 Interpretation and records

1.1.1 The definitions given in Appendix A shall apply for the interpretation of all Standing Orders. For the purposes of interpretation, footnotes do not form part of the Standing Orders.

1.1.2 The Executive Committee shall be responsible for maintaining an up-to-date master copy of the Constitution and Standing Orders, which shall be published on the JCR Website. The content shall only be amended in accordance with the Constitution.

1.1.3 For the purposes of the Constitution, consequential renumbering and updating of references shall not be amendment and may be performed at the discretion of the Executive Committee.

1.1.4 Appendices shall have force only to the extent that they are given force by one or more references to each Appendix in the Standing Orders. Amendment of an Appendix shall be considered as an amendment of the applicable reference or references in the Standing Orders.

1.2 Membership

1.2.1 In accordance with Article **??** of the Constitution and this Standing Order, a person who is eligible to be an Ordinary Member or Honorary Member has the right to not be a Member.

1.2.2 No later than Sunday of the second Week of Michaelmas Term each year, the Vice President shall give notice to Members of the right provided in S.O. 1.2.1.

1.2.3 A person may exercise the right referred to in S.O. 1.2.1 at any time, by indicating in writing, addressed to the Vice President, that the person does not wish to be a Member.

1.2.4 A person who previously exercised the right provided in S.O. 1.2.1 may revoke the exercise of that right and become a Member at any time, by indicating in writing, addressed to the Vice President, that the person revokes the person's previous indication and now wishes to be a Member.

1.2.5 In accordance with the Constitution, a person who has exercised the right provided in S.O. 1.2.1 retains the right of appropriate access to the services and facilities provided by the JCR. Such a person is entitled to use all Common Room facilities and to participate in the JCR's social, cultural, artistic, welfare, charitable and sporting activities, subject to reasonable restrictions, but is not entitled to enjoy the other rights and privileges enjoyed by Members under the Constitution.

1.2.6 The Vice President shall maintain a register of Members, including an email address at which the Member can be contacted.

1.2.7 The Executive Committee is responsible for ensuring that the Vice President fulfils the duties given in S.O. 1.2 and may reallocate them if necessary. Such a reallocation must be clearly communicated to the Members, including through the General Meeting.

1.3 Data Protection

1.3.1 The Executive Committee shall maintain an information asset register, of all personal data held by, or on behalf of, the JCR. The Executive Committee shall identify and document the lawful basis on which personal data is processed.

1.3.2 The Executive Committee shall establish and monitor appropriate procedures to protect the security of the all personal data held and processed by the JCR, or on the JCR's behalf.

1.3.3 The Executive Committee shall establish and publicise appropriate procedures to allow individuals to access any personal data of theirs which the JCR controls and to exercise any other rights that they may have in relation to personal data.

2 Committees

NB: This is an Internal Standing Order

2.1 General

2.1.1 The Committees of the JCR are:

i. the JCR Committee,

ii. the Executive Committee,

iii. Standing Committees, and

iv. Sub-Committees.

2.1.2 All Committees shall operate in accordance with this Standing Order.

2.1.3 The positions of Chair and Secretary shall never be held by the same individual.

2.1.4 Appendices B (Internal Definitions) and G (Merton Winter Ball Standing Committee) shall have binding effect.

2.1.5 Chair of the Committee

2.1.5.1 Every Committee shall have a Chair. The Chair shall be responsible for convening meetings on their own initiative (unless the Standing Orders or Founding Resolution require otherwise) and for coordinating the work of the Committee.

2.1.5.2 The requirement to have a Chair may be satisfied by having two co-Chairs, and all references to the Chair shall be construed accordingly.

2.1.5.3 If the Chair is not determined by the Standing Orders or Founding Resolution, then the Committee members shall elect a Chair from within their own number.

2.1.5.4 If the Chair is absent from a meeting and the Standing Orders do not provide otherwise, then the members of the Committee shall appoint one of their own number to act as Chair for the meeting.

2.1.6 Secretary to the Committee

2.1.6.1 A Committee may have a Secretary. The Secretary shall record business transacted and maintain a file on the work of the Committee, including formal minutes of meetings if applicable. If a Committee does not have a Secretary, it shall be collectively responsible for fulfilling the duties of the Secretary.

2.1.6.2 If the Secretary is not determined by the Standing Orders or Founding Resolution, then the Committee members may elect a Secretary from within their own number.

2.1.6.3 If the Secretary is absent from a meeting and the Standing Orders do not provide otherwise, then the members of the Committee shall appoint one of their own number to act as Secretary for the meeting.

2.1.6.4 The Secretary shall make minutes and other records of the Committee available to any Ordinary Member on request, unless such disclosure would be prejudicial to the interests of the JCR.

2.1.6.5 Liaising with the Chair, the Secretary shall compile the Agenda. All members of the Committee shall have the right to contribute to the Agenda for each meeting, by submission in advance or at the start of the meeting.

2.1.7 Further procedure

2.1.7.1 If a member of the Committee wishes, a vote on any issue shall be taken, with the decision made by simple majority. There is one vote per position on the Committee. The Chair has casting vote. No proxy votes or absentee votes will be accepted.

2.1.7.2 Any Member may make a proposal to the Committee.

2.1.7.3 Any Member may be invited to attend and speak at a Committee meeting by resolution of the Committee, or on the initiative of the Chair. If there is good reason to believe that it would be in the interests of the JCR, any other person may be invited to attend and speak at a Committee meeting by resolution of the Committee, or on the initiative of the Chair. Only members of the Committee may vote.

2.2 The Executive Committee

2.2.1 All members of the Executive Committee shall have access to the JCR Store Room, but only the President and Entertainment Representatives shall have access to the area used to store alcoholic beverages.

2.2.2 Procedure

2.2.2.1 The President shall act as the Chair to the Executive Committee.

2.2.2.2 The Chair shall convene meetings of the Executive Committee weekly in Full Term and more frequently at their discretion.

2.2.2.3 The Vice President shall act as Secretary to the Executive Committee.

2.2.2.4 A report of all business transacted by the Executive Committee since the last meeting shall be made to the JCR Committee or General Meeting on request.

2.2.2.5 The General Meeting shall have the power to review decisions of the Executive Committee, and may issue Directions in accordance with Article **??**.

2.2.3 Responsibilities

2.2.3.1 The general control and management of the administration of the JCR, in accordance with the Constitution and Standing Orders.

2.2.3.2 The day-to-day administration of the JCR under the supervision and coordination of the President

2.2.3.3 The day-to-day administration of the JCR under the supervision and coordination of the President

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

2.2.3.5 Assisting the President and other members of the Executive Committee in the execution of their duties and deputising as appropriate.

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

2.2.3.7 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. 2.3.2.1.iv.

2.2.3.8 Supervising the work of the JCR Committee and all Officers.

2.2.3.9 Supervising the work of any Officer for which they are the Designated Officer.

2.2.3.10 The carrying out by individuals of such further duties that the Executive Committee determines.

2.2.4 Powers

2.2.4.1 The Executive Committee shall be responsible for the general control and management of the administration of the JCR and shall have all lawful powers necessary or convenient for that purpose, subject to the restrictions of the Constitution and Standing Orders, including the restriction of any powers to Members.

2.2.4.2 The Executive Committee shall have all of the powers laid out in Article **??**. But, in accordance with that Article, the Executive Committee shall not take any action or make any decision unless it is satisfied that any liabilities which are likely to result will be met out of the JCR's assets or covered by suitable insurance. The Executive Committee may determine general criteria for sufficient satisfaction annually or more frequently.

2.3 The JCR Committee

2.3.1 Procedure

2.3.1.1 The JCR Committee shall meet at least once each Term. The Committee Chair shall convene a meeting in advance of the first OGM of each Term and must convene further meetings at the request of the Executive Committee or five JCR Committee members.

2.3.1.2 The JCR Committee shall be convened and chaired by the Committee Chair.

2.3.1.3 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. 2.2.2.4.)

v. Committee Business

vi. Relevant business from College committees

vii. Designating Representatives for upcoming College committees

viii. Sub-Committee (see S.O. 2.4.2.1) and Standing Committee (see S.O. 2.5.2.1) Business

ix. Any other business

2.3.1.4 The Executive Committee shall present a report of recent business as in S.O. 2.2.2.4, 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 member of the JCR Committee.

2.3.1.5 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.

2.3.1.6 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 JCR 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 JCR Committee is not due to meet before the College committee meeting, this shall be the responsibility of the President. All JCR representatives on College committees and sub-committees shall be selected from among the members of the JCR Committee.

2.3.1.7 Any Member 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.

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

2.3.1.9 For each Non-Executive member of the JCR Committee, there shall be one or more Designated Officers, who are members of the Executive Committee and are responsible for supervising the Officer in carrying out their duties.

2.3.2 Responsibilities

2.3.2.1 Each member of the JCR Committee shall undertake the following responsibilities.

i. Attending all General Meetings and JCR Committee meetings, as well as Sub-Committee and Standing Committee meetings pertaining to their position. The relevant Secretary must be notified of any expected absence before the start of the meeting.

ii. Acting in accordance with the Constitution and Standing Orders at all times whilst executing their office.

iii. As required by the President, attending meetings of Affiliated Organisations, voting on behalf of the JCR, and reporting back to the JCR where appropriate.

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 Vice President so they may do so.

vii. Carrying out their duties in accordance with the decisions of the Executive Committee.

viii. Whilst acting *ex officio*, acting in accordance with the resolutions of the General Meeting, except in extraordinary circumstances, in which case they must justify their conduct to the next OGM.

2.3.3 Powers

2.3.3.1 The power to request information from the Executive Committee in accordance with S.O. 2.3.1.4.

2.3.3.2 Such further powers as are necessary to fulfil their responsibilities in accordance with the Constitution and Standing Orders.

2.3.4 Associate Members and the Committee Chair

2.3.4.1 The JCR Committee may have amongst its number Associate Members, appointed by a motion at a General Meeting and removable thereby or determined by Standing Order. 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. Associate Members must be members of the College.

2.3.4.2 The Committee Chair of the JCR Committee shall be the President.

2.3.4.3 The Chair of any Standing Committee or Sub-Committee shall be an Associate Member, unless they are a member of the JCR Committee.

2.4 Sub-Committees

2.4.1 General

2.4.1.1 In accordance with Article **??**, the Executive Committee may establish Sub-Committees to support its work; any such Sub-Committee shall have a clearly defined mandate lasting not more than one year. The Founding Resolution shall clearly specify the mandate of the Sub-Committee, the length of time for which it shall operate and any powers delegated to it in accordance with Article **??**. The Executive Committee shall present the Founding Resolution to the next OGM.

2.4.1.2 In accordance with Article **??**, the General Meeting may establish permanent Sub-Committees by Standing Order. The General Meeting shall do this by amending S.O. 2.6. The Executive Committee must consent to the delegation of any powers to such a Sub-Committee, and retain the right to amend or withdraw such a delegation in accordance with Article **??**.

2.4.1.3 All members of Sub-Committees are required to attend all meetings and fulfil all responsibilities of membership.

2.4.2 Responsibilities

2.4.2.1 The Sub-Committee shall be directly responsible to the Executive Committee and shall provide full and timely reports of its acts and proceedings to the Executive Committee, via the Chair. The Executive Committee shall provide regular reports to the JCR Committee and the General Meeting on the work of its Sub-Committees.

2.4.2.2 The Sub-Committee shall carry out its mandate to the best of its ability, in accordance with the decisions of the General Meeting and the Executive Committee.

2.4.3 Powers

2.4.3.1 The Sub-Committee shall have such powers as are necessary to operate in accordance with the Standing Orders and such powers as are delegated to it in accordance with Article **??**. All Sub-Committee Powers and Responsibilities stem from those of the Committee Chair.

2.5 Standing Committees

2.5.1 General

2.5.1.1 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.

2.5.1.2 The Standing Committee shall carry out its mandate to the best of its ability, in accordance with the decisions of the General Meeting.

2.5.1.3 Membership is to be decided by appointment in the Founding Resolution. The Chair (or if there are co-Chairs, one of the co-Chairs) must be an Ordinary Member.

2.5.1.4 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. 2.3.1.3.viii).

2.5.2 Responsibilities

2.5.2.1 The Standing Committee shall be directly responsible to the General Meeting and the Chair shall provide regular reports to the General Meeting and to the JCR Committee.

2.5.2.2 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.

2.5.3 Powers

2.5.3.1 The Standing Committee shall have such powers as are necessary to fulfil its mandate, arising from the powers of the General Meeting in accordance with S.O. 2.5.4.2.

2.5.3.2 The Standing Committee exists primarily to support the General Meeting and shall have only the powers necessary for that purpose, unless the Executive Committee delegates powers in accordance with Article **??**.

2.5.3.3 The Standing Committee shall act only in order to fulfil its mandate and shall cease to exist once its purpose has been fulfilled.

2.6 Permanent Sub-Committees of the Executive Committee

2.6.1 The following permanent Sub-Committees of the Executive Committee shall be established, in accordance with Article **??**.

2.6.2 Where relevant, volunteering Members approved by the Chair hold membership of the Sub-Committee for one year from the date of first attendance at the Committee, unless this is curtailed in accordance with S.O. 2.7.

2.6.3 Equality Sub-Committee

2.6.3.1 Chaired by the Access and Equal Opportunities Representative, this Sub-Committee shall be responsible for promoting equality within the College and the University and acting to prevent discrimination or prejudice of any kind, in accordance with Article **??** of the Constitution. 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.

2.6.3.2 The Equality Sub-Committee shall always meet in advance of College Equality Committee meetings and at least once a term.

2.6.3.3 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.

2.6.3.4 The Equality Sub-Committee shall organise and support College in organising events promoting awareness of equality matters.

2.6.3.5 Subject to the availability of spaces and S.O. 3.9.2(xiv), members of the Equality Sub-Committee are encouraged to be Peer Support trained.

2.6.3.6 The members of the Sub-Committee shall be the Gender Equality Representative, the Access and Equal Opportunities Representative, the International Students' Representative, the Ethnic Minorities Students' Representative, the Disabled Students' Representative, the Social Backgrounds Representative, the LGBTQIA+ Representative and the Transgender Representative.

2.6.4 Welfare Sub-Committee

2.6.4.1 Co-chaired by the Welfare Officers, this shall be a forum for the exchange of ideas for the improvement of the welfare and safety of Undergraduates.

2.6.4.2 The Welfare Sub-Committee shall meet at least once in each Term.

2.6.4.3 The members of the Sub-Committee shall be the two Welfare Officers, the two Welfare Helpers, the Access and Equal Opportunities Representative, the Gender Equality Representative, the International Students' Representative, the LGBTQIA+ Representative, the Transgender Representative, the Disabled Students' Representative, the Ethnic Minorities Students' Representative, the Social Backgrounds Representative, the Suspended Students' Representative, and any volunteering Members approved by the Chair.

2.6.4.4 Subject to the availability of spaces and S.O. 3.9.2(xiv), members of the Welfare Sub-Committee are encouraged to be Peer Support trained

2.7 Resignation and removal

2.7.1 Any Office-Holder may resign at any time in accordance with Articles **??** and **??**.

2.7.2 Motions of no confidence

2.7.2.1 The General Meeting may pass a motion of no confidence in any Office-Holder by Special Resolution. The General Meeting shall not pass such a motion unless:

i. the Office-Holder concerned has been given notice in writing at least 96 hours in advance of the meeting that the motion is to be proposed, specifying the reasons for the proposed removal from office;

ii. the Office-Holder has been afforded a reasonable opportunity of being heard by or, at the option of the Office-Holder, of making written representations to the General Meeting; and

iii. the Ordinary Members have been given notice at least 48 hours in advance of the meeting that the motion is to be proposed.

2.7.2.2 If passed by the General Meeting, a motion of no confidence must be ratified before it takes effect. Immediately a motion of no confidence in an Office-Holder is ratified, they shall cease to hold the designated office and any other offices that they hold by virtue of that office.

2.7.2.3 Ratification of a motion of no confidence in a Trustee to remove them from the Executive Committee shall be by Referendum, in accordance with S.O.5. The passing of such a motion of no confidence by the General Meeting shall be considered a call for a Referendum.

2.7.2.4 Ratification of any other motion of no confidence shall be by the Chair of the General Meeting approving the Minutes of the General Meeting at which the motion passed as a true and fair record.

2.7.3 Executive Fiat

2.7.3.1 The Executive Committee may suspend any Office-Holder for up to one week of Full Term in any given Term and such further periods out of Full Term as may be necessary. The Executive Committee shall not suspend an Office-Holder unless:

i. the Office-Holder concerned has been given notice in writing at least 96 hours in advance of the meeting that the suspension is to be proposed, specifying the reasons for the proposed removal from office;

ii. the Office-Holder has been afforded a reasonable opportunity of being heard by or, at the option of the Office-Holder, of making written representations to the Executive Committee; and

iii. the decision is taken at a meeting and the Trustees have been given notice at least 48 hours in advance of the meeting that the suspension is to be proposed.

2.7.3.2 Immediately the Executive Committee gives notice to an Office-Holder that they have been suspended, the Office-Holder shall be relieved of the relevant duties and responsibilities and shall be prohibited from purporting to act in that office, subject to S.O. 2.7.3.3.

2.7.3.3 If a Trustee is suspended, they retain the right to attend, speak and vote at meetings of the Executive Committee and its Sub-Committees, subject to the Constitution and Standing Orders.

2.7.3.4 For the avoidance of doubt, a Trustee has a Conflict of Interest in deciding on their own suspension.

2.7.3.5 Where an Office-Holder has a Designated Officer, the Executive Committee shall not suspend that Office-Holder without the approval of the Designated Officer, unless the Executive Committee is convinced that it is necessary to do so.

2.7.4 Auto-resignation due to inactivity

2.7.4.1 Where a JCR Committee member is absent, without giving prior notice of a reasonable reason for their absence, from more than one OGM in a Term, they shall be deemed "inactive" and shall be notified in writing by the Vice President within three days of the OGM during which they became inactive due to their absence.

2.7.4.2 If an inactive member makes an appeal within 48 hours of being notified, a meeting of the inactive member, the President, the Vice President, and one of the Welfare Officers shall take place to hear explanations for why the inactive member failed to attend OGMs or give notice of their absence. If the three aforementioned Trustees agree unianimously that the following conditions are fulfilled, the inactive member may retain their role:

i. the reasons for absense are legitimate, and

ii. the inactive member will henceforth fulfil their role as according to the relevant Standing Orders.

2.7.4.3 Unless an inactive member is allowed to retail their role under S.O. 2.7.4.2, the Vice President shall append to the agenda for the next OGM a motion of no confidence in the inactive member if they are a Trustee, and otherwise the inactive member shall cease to hold their JCR Committee role, which will become vacant.

3 Role Descriptions

NB: This is an Internal Standing Order

3.1 The Executive Committee

3.1.1 The Executive Committee shall be composed of the following members.

i. President

ii. Vice President

iii. Treasurer

iv. Access and Equal Opportunities Representative

v. Academic Affairs Representative

vi. Two Welfare Officers

vii. Two Entertainment Representatives

3.1.2 The two Entertainment Representatives and Welfare Officers shall be elected by Joint Election, except that a By-Election for a single Entertainment Representative or Welfare Officer shall be by Individual Election. For the avoidance of doubt, all other members of the Executive Committee shall be elected by Individual Election.

3.2 The JCR Committee

3.2.1 The JCR Committee shall be composed of the following members.

i. Members of the Executive Committee

ii. Affiliated Organisations and Careers Representative

iii. Arts Representative

iv. Charities Representative

v. Disabled Students' Representative

vi. Environment Representative

vii. Ethnic Minority Students' Representative (BME Representative)

viii. Food and Bar Representative

ix. Gender Equality Representative

x. International Students' Representative

xi. LGBTQIA+ Representative

xii. Transgender Representative

xiii. Publications and Social Media Officer (Walter de Merton)

xiv. Sports and Recreation Representative (Admiral of the Fleet)

xv. Suspended Students' Representative

xvi. Social Backgrounds Representative

xvii. Information Technology Officer

3.2.2 The Secretary to the JCR Committee shall be the Vice President.

3.3 Non-Committee Officers

3.3.1 The JCR shall have the following non-Committee Officers.

i. Returning Officer

ii. Events Photographer

iii. Subject Presidents

3.4 President

3.4.1 The President shall be responsible for the general operation of the JCR and working to coordinate its internal and external affairs.

3.4.2 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the President shall include those listed below.

i. Upholding the Constitution and Standing Orders and raising with the Executive Committee any disputes in relation to their interpretation.

ii. Supervising the JCR's affairs, including compiling the JCR term card in conjunction with the Vice President.

iii. Supervising the Executive Committee Officers in the conduct of their day-to-day duties.

iv. Acting as the Chair of the General Meeting, in accordance with S.O. 6.7.

v. Convening and chairing meetings of the Executive Committee at least eight times a term, and compiling the agenda for these meetings, in accordance with S.O. 2.2. and Article **??**.

vi. 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.

vii. Advancing the interests of the JCR or of any of its Ordinary Members (on request) to the relevant College Authorities. Communicating the College's policies to the JCR.

viii. Advancing the interests of the JCR externally to the Presidents' Committee and, in association with the Affiliated Organisations and Careers Representative, any organisation to which the JCR chooses to affiliate itself under S.O. 9.

ix. Cultivating favourable relations between Junior and Senior Members of the College.

x. Acting as spokesperson and representative for the JCR and JCR Committee.

xi. Coordinating the upkeep and improvement of the MacKeith Room, TS Eliot Room, JCR Room and JCR Store Room.

xii. 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.

xiii. Organising and coordinating the Time Ceremony in association with the Executive Committee; producing a written report on the Time Ceremony, including recommendations for improvement.

xiv. Regularly communicating progress on JCR issues to the JCR via email, at least once a week during Full Term.

xv. Maintaining and updating subscriptions to the JCR's mailing list.

xvi. Maintaining and updating an archive of the JCR's affairs for the year, and updating the 'knowledge bank'.

xvii. Negotiating with the College Authorities over Battels levels in conjunction with the Treasurer, and informing the General Meeting about the progress of such negotiations.

xviii. Attending the meetings of the Junior Members' Charities Committee (Appendix D).

xix. Attending or appointing a JCR representative for the Garden Committee.

xx. Acting as the Designated Officer for the Affiliated Organisations and Careers Representative.

3.5 Vice President

3.5.1 The Vice President shall be responsible for supporting the President in the coordination of JCR activities and maintaining JCR records, except financial records.

3.5.2 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Vice President shall include those listed below.

i. Assisting or representing the President as required.

ii. Acting as Secretary to the General Meeting subject to S.O. 6.8. and Article **??** on behalf of the Executive Committee.

iii. Retaining a digital file of all General Meeting Agendas and Minutes for future reference, on behalf of the Executive Committee.

iv. Acting as Secretary to the Executive Committee subject to S.O. 2.2.

v. Acting as Secretary to the JCR Committee subject to S.O. 2.3.

vi. Liaising with College over accommodation, including conducting the Room Ballot according to the procedure set out in Appendix C and maintaining the room database which is to be updated annually.

vii. Organising the JCR photo early in Trinity Term.

viii. Publicising relevant and interesting events and information to the JCR via appropriate means, and maintaining the JCR noticeboard.

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 President, ensuring that all relevant JCR documentation is retained for the benefit of future Executive Committees and other JCR Committee members, and encouraging all sports captains and College society presidents to do the same. Copies of significant JCR documents should also be passed to the College Archivist, in accordance with relevant JCR policy.

xi. After appropriate consultation with Members on their preferences, purchasing video games or further controllers compatible with the JCR's Nintendo Switch, to a maximum cost of £100 per term and placing those games in the JCR TV Room.

xii. Compiling and circulating the JCR term card before 1st Week of each term, in conjunction with the President.

xiii. Seeking approval for the draft JCR term card in 0th week from the Deputy Principal of Postmasters and any other relevant college authorities.

xiv. Acting as the Designated Officer for the Publications and Social Media Officer, the Environment Representative, and the Information Technology Officer.

3.6 Treasurer

3.6.1 The Treasurer shall be responsible for the day-to-day management of the JCR's finances, by and with the consent of the Executive Committee in accordance with Article **??** of the Constitution and S.O. 8., and advising the JCR on financial matters.

3.6.2 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Treasurer shall include those listed below.

i. Managing the JCR finances responsibly.

ii. Negotiating with the College Authorities over Battels levels in conjunction with the 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. Ensuring maintenance of electrical equipment for which the JCR is responsible.

vi. At the start of an academic year, the incumbent Treasurer shall be responsible for auditing the annual accounts of the previous Treasurer and of any other budgets devolved to members of the JCR Committee. The incumbent 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.

vii. Acting as the Designated Officer for the Charities Representative and the Sports and Recreation Representative.

3.7 Access and Equal Opportunities Representative

3.7.1 The Access and Equal Opportunities Representative shall be responsible for promoting and advancing equality within the JCR, College and University and working to coordinate all access-related activities.

3.7.2 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Access and Equal Opportunities Representative shall include those listed below.

i. Encouraging applications to the College and to the University, and encouraging a greater awareness of access-related issues among all members of the College.

ii. Working proactively to advance equality for all members of the College, within the College in general and the JCR specifically, and acting to prevent discrimination or prejudice of any kind, in accordance with Article **??** of the Constitution.

iii. Organising open days, offer holder days, and related events such as summer schools in liaison with the relevant college authorities, committee members, and interested Ordinary Members.

iv. Liaising with the relevant College officer to organise and support access initiatives in the College, including coordinating the Student Ambassadors for schools visits and access events.

v. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of Target Schools or admissions-related issues.

vi. Coordinating the representation of the JCR to the College on matters of equality, including liaising with individuals in the JCR and the College, as appropriate.

vii. Convening and chairing the Equality Sub-Committee at least once a term (S.O. 2.6.3).

viii. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4)

ix. Forwarding information on access-related events and issues to the JCR on a regular basis via email.

x. Advancing matters of equality that do not fall under the remit of other members of the Equality Sub-Committee including, but not limited to, religious issues.

xi. Providing a confidential listening service to Undergraduates.

xii. Acting as the Designated Officer for the Disabled Students' Representative, the Ethnic Minority Students' Representative, the Gender Equality Representative, the International Students' Representative, the LGBTQIA+ Representative, the Transgender Representative, the Social Backgrounds Representative and the First-Year Students' representative.

xiii. Sharing information on access-related events, news, and general outreach media on the public, student-run, JCR access Instagram page.

xiv. Using the JCR access Instagram page to communicate with current and prospective students in an appropriate manner on access and equality-related subjects.

xv. Recruiting student ambassadors at the Merton college Freshers' fair in 0th Week of Michaelmas Term.

3.8 Academic Affairs Representative

3.8.1 The Academic Affairs Representative shall be responsible for advancing all aspects of academic-related liaison and cooperation between the JCR and College and acting to address all relevant academic issues for Undergraduates.

3.8.2 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Academic Affairs Representative shall include those listed below.

i. Improving academic relations, practices and regulations within both the College and the University.

ii. Liaising with the library staff concerning issues pertaining to Undergraduates.

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 the JCR Academic Forum.

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 meetings of the Welfare Sub-Committee.

ix. Co-ordinating and providing support to the Subject Presidents.

x. Co-ordinating the subject teas in Freshers' Week in conjunction with the Subject Presidents in conversation with the timings of tutor meetings and library tours.

xi. Liaising with the College over academic-related activities in Freshers' Week, including the library inductions.

xii. Liaising with the Academic Office over the organisation of the Freshers' Study Skills Sessions, the Exam Forum for First-Years and the Finalists' Forum with the subject presidents and Senior Tutor.

xiii. Acting as a contact point for students whose collections have not been returned by the end of 4th Week and liaising with the Academic Office to update students on the status of their collections.

xiv. Updating the lists of Subject Presidents and society presidents and informing the Academic Office of when the holders of these positions change.

xv. Acting as the Designated Officer for the Subject Presidents.

xvi. Overseeing the conducting of Subject President elections in accordance with SOs 3.25.3, 3.25.4, 3.25.5 and 3.25.6.

xvii. Undertaking any such obligations as imposed by the operation of the 'Merton Initiative for the Funding of Subject Societies' ('MIFSS') in accordance with SOs 3.25.8 and 3.25.9.

xviii. Passing on information related to careers and postgraduate opportunities to the JCR.

3.9 Welfare Officers

3.9.1 The Welfare Officers shall work together to support the welfare needs of Undergraduates.

3.9.2 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Welfare Officers shall include those listed below.

i. Attending the Peer Support training sessions and providing a confidential listening service to members of the JCR, by weekly drop-in sessions during Full Term or any other method by which the service can be adequately provided.

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 Undergraduates.

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. 2.6.4).

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 events throughout the year in addition to events organised by the Entertainment Representatives.

xiii. Acting as the Designated Officers for the Suspended Students' Representative and the two Welfare Helpers.

xiv. Choosing the members of the JCR Committee to be Peer Support trained, in liaison with the JCR Committee, with consideration to which members of the JCR Committee are likely to find Peer Support training most helpful and the overall composition of those being Peer Support trained, including consideration of gender, sexuality, ethnic background, social background, home/international status, faith, disability, and visibility in College life.

xv. Arranging appropriate welfare provisions at BOPs conducted by the Entertainment Representatives. This includes, but is not limited to, sober supervision and the recruitment of others for such purposes ('BOP Angels'), ensuring access to non-alcoholic beverages at BOPs, provision of quiet and rest spaces, and providing food.

3.10 Entertainment Representatives

3.10.1 The Entertainment Representatives shall work together to support and organise social, cultural and recreational activities and events for Members and their guests.

3.10.2 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Entertainment Representatives shall include those listed below.

i. The conception, planning, organisation, publicising and execution of events for the entertainment of all members of the JCR.

ii. Informally designating, if appropriate, certain willing Ordinary Members to assist with the operation of events.

iii. Circulating an electronic term card to the JCR via email and social media before the beginning of each relevant term.

iv. The organisation of social events during Freshers' Week in liaison with the Executive Committee.

v. 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, in liaison with the President and Vice President where appropriate.

vi. Controlling entertainment finances in liaison with the Treasurer.

vii. Acting as the Designated Officers for the Arts Representative, the Food and Bar Representative and the Events Photographer.

3.11 Affiliated Organisations and Careers Representative

3.11.1 The Affiliated Organisations and Careers Representative shall manage the JCR's relationship with any Affiliated Organisations, attending meetings and representing the views of the JCR as appropriate.

3.11.2 In each Academic Year, the Scheduled Election of the Affiliated Organisations and Careers Representative shall take place in the third OGM of Michaelmas.

3.11.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Affiliated Organisations and Careers Representative shall include those listed below.

i. Advancing the interests of the JCR to organisations to which the JCR is affiliated under S.O. 9, in association with the President.

ii. Reporting the results of these organisations' meetings to the General Meeting as requested.

iii. Once a year, hosting a 'Careers Day' Event at Merton, with support from the President and/or the Academic Affairs representative.

iv. Maintaining relations with the Merton Society and, when invited, attending meetings.

v. Supporting the Subject Society Presidents to organise alumni talks

vi. Liaising with the Development Office on the behalf of the JCR, alongside the President.

vii. Advising the JCR and the JCR Committee on issues relating to the Merton Society, Affiliated Organisations or organisations proposed for affiliation.

viii. Maintaining files of correspondence from Affiliated Organisations and the Merton Society.

ix. Publicising the availability of resources and information concerning, and provided by, Affiliated Organisations or the Merton Society.

x. Assisting the Information and Returning Officer in elections relevant to Affiliated Organisations if JCR assistance is required.

xi. Emailing the JCR three days before an Affiliated Organisation's or the Merton Society'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.

xii. 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.

3.12 Arts and Culture Representative

3.12.1 The Arts Representative shall be responsible for promoting and advancing artistic and cultural activities and endeavour within the JCR.

3.12.2 In each Academic Year, the Scheduled Election of the Arts Representative shall take place in the first OGM of Hilary.

3.12.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Arts Representative shall include those listed below.

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. Assisting 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. Coordinating Merton Arts Fest and arranging appropriate events throughout a single week of Trinity Term.

xi. Arranging Mertonbury music festival to take place on Sundial Lawn on the Saturday of Arts Fest Week.

xii. Representing the JCR in attending all meetings of the College Sub-Committee for Pictures, Historic Chattels and Works of Art.

xiii. 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.

xiv. Liaising with the Merton College Music Society, Kodaly Choir and Fidelio Orchestra to publicise events, and arrange venues for regular concerts.

3.13 Charities Representative

3.13.1 The Charities Representative shall be responsible for organising and promoting fundraising activities for charitable causes within the JCR and the College.

3.13.2 In each Academic Year, the Scheduled Election for the Charities Representative shall be in the fourth OGM of Michaelmas.

3.13.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Charities Representative shall include those listed below.

i. The organisation of the yearly charities ballot in accordance with Appendix E 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 People's 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.

ix. Maintaining the JCR Food Bank in the Pidge Room and publicising it in emails to the JCR.

3.14 Disabled Students' Representative

3.14.1 The Disabled Students' Representative shall be responsible for representing and advancing the interests of Undergraduates with mental, physical and other health issues or disabilities within the JCR, the College and the University.

3.14.2 In each Academic Year, the Scheduled Election for the Disabled Students' Representative shall be in the first OGM of Trinity.

3.14.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Disabled Students' Representative shall include those listed below.

i. Working to improve accessibility on college property.

ii. Acting to prevent discrimination or prejudice on the grounds of disabilities and acting to address it should it arise.

iii. Signposting and promoting resources available to students with mental and physical health issues across the university.

iv. Working to improve provisions made for students with learning difficulties within and around college.

v. Managing the JCR events (BOPs, JCR-specific formals, and other events at the discretion of the Disabled Students' Representative and the Executive Committee) pre-booking system for students with disabilities or other accessibility-related issues, (not including non-examination academic commitments or social commitments).

vi. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

vii. Attending meetings of the Equality Sub-Committee (S.O. 2.6.3).

3.15 Environment Representative

3.15.1 The Environment Representative shall be responsible for promoting awareness of environmental issues in the JCR, the College and the University and advancing the interests of the Ordinary Members in those matters..

3.15.2 In each Academic Year, the Scheduled Election for the Environment Representative shall be in the fourth OGM of Michaelmas.

3.15.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Environment Representative shall include those listed below.

i. Promoting and organising environmentally friendly practices within the College, including ethical buying and supporting local businesses.

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. Advising the JCR and JCR Committee on environmental issues.

v. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of environmental issues.

vi. 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.

vii. Moderating the online Facebook trading page 'Merton Swap' and advertising it to members of the College.

3.16 Ethnic Minority Students' Representative

3.16.1 The Ethnic Minority Students' Representative shall be responsible for representing and advancing the interests of ethnic minority students within the JCR, the College and the University.

3.16.2 In each Academic Year, the Scheduled Election for the Ethnic Minority Representative shall be in the second OGM of Trinity.

3.16.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Ethnic Minority Students' Representative shall include those listed below.

i. Acting to prevent race-based discrimination or prejudice of any kind and addressing it should it arise.

ii. Promoting awareness about issues of racial equality.

iii. Supporting within College external schemes pertaining to ethnic minority students.

iv. Aiding the Access and Equal Opportunities Representative with the organisation of Open Days with a view to encouraging applications from minority groups students.

v. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

vi. Attending meetings of the Equality Sub-Committee (S.O. 2.6.3).

vii. Organising social events to promote links with other colleges.

3.17 Food and Bar Representative

3.17.1 The Food and Bar Representative shall be responsible for working to coordinate all JCR business related to food, drink and any related services provided by the JCR or the College.

3.17.2 In each Academic Year, the Scheduled Election for the Food and Bar Representative shall be in the first OGM of Hilary.

3.17.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Food and Bar Representative shall include those listed below.

i. Liaising between the JCR and the Chef, College kitchen staff, and Bar staff.

ii. Further improving College food.

iii. Organising the JCR Christmas Dinners.

iv. Organising and or assisting the Entertainment Representatives with the May Morning Breakfast.

v. Organising Halfway Hall with College in mid-Hilary Term.

vi. Organising a termly JCR Black Tie Formal.

vii. Helping to organise the Sports Dinner with the Sports and Recreation Representative and Charity Formals with the Charities Representative.

viii. Organising, publicising and hosting a regular JCR bar quiz, and publicising any MCR bar quizzes to the JCR.

ix. Liaising, in conjunction with the President, with College Authorities on any issues relating to the JCR kitchen.

x. Liaising with the Domestic Bursar on the issue of dietary requirements.

xi. Advising other Undergraduates planning special meals on how to liaise with Hall (e.g. subject dinners, special formals, Arts Fest).

xii. 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.

xiii. Maintaining and updating the Food Book, while ensuring any overly offensive material is removed.

xiv. Maintaining the Merton JCR Food and Bar Representative's tankard.

xv. Maintaining all JCR facilities in the Bar area and the MacKeith Room.

xvi. Maintaining, in liaison with the Treasurer, the relevant music solutions in the College Bar.

3.18 Gender Equality Representative

3.18.1 The Gender Equality Representative shall be responsible for advancing and representing the interests of Undergraduates within the JCR, the College and the University, insofar as these interests arise from, or are related to, the gender of Undergraduates.

3.18.2 In each Academic Year, the Scheduled Election of the Gender Equality Representative shall be in the third OGM of Trinity.

3.18.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Gender Equality Representative shall include those listed below.

i. Promoting gender equality within the College and the University.

ii. Promoting awareness of sexual health and sexual consent.

iii. Acting to prevent gender-based discrimination or prejudice of any kind and addressing it should it arise.

iv. Assisting the Access and Equal Opportunities Representative with the organisation of Open Days with a view to promoting gender equality among applicants.

v. 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.

vi. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

vii. Attending meetings of the Equality Sub-Committee (S.O. 2.6.3).

3.19 International Students' Representative

3.19.1 The International Students' Representative shall be responsible representing and advancing the interests of international Undergraduates within the JCR, the College and the University.

3.19.2 In each Academic Year, the Scheduled Election for the International Students' Representative shall be in the second OGM of Trinity.

3.19.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the International Students' Representative shall include those listed below.

i. Acting to prevent nationality-based discrimination or prejudice of any kind and addressing it should it arise.

ii. Aiding the Access and Equal Opportunities Representative with the organisation of Open Days with a view to encouraging applications from international students.

iii. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of issues relating to international students and reporting back to the JCR on any issues arising.

iv. Organising the international parenting scheme, in coordination with the Welfare Officers.

v. Writing and editing the International Freshers' Guide.

vi. Organising, with the Executive Committee, a programme for international students during the weekend before the official Freshers' Week.

vii. Providing information and support about, and lobbying for better provision of, services relevant to international students, such as finance, funding, vacation residence and storage.

viii. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

ix. Attending meetings of the Equality Sub-Committee (S.O. 2.6.3).

3.20 LGBTQIA+ Representative

3.20.1 The LGBTQIA+ Representative shall be responsible for representing and advancing the interests of members of the LGBTQIA+ community who are current Undergraduates within the JCR, the College and the University.

3.20.2 In each Academic Year, the Scheduled Election for the LGBTQIA+ Representative shall be in the first OGM of Trinity.

3.20.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the LGBTQIA+ Representative shall include those listed below.

i. Attending the Peer Support training sessions.

ii. Providing a confidential listening service to Undergraduates.

iii. Promoting awareness about issues of sexual health and sexual consent.

iv. Promoting awareness, understanding and acceptance of queer sexualities and genders.

v. Supporting within College external schemes pertaining to LGBTQIA+ students.

vi. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

vii. Attending meetings of the Equality Sub-Committee (S.O. 2.6.3).

viii. 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 LGBTQIA+ issues.

ix. Organisation of social events to promote links with other colleges.

3.21 Publications and Social Media Officer

3.21.1 The Publications and Social Media Officer shall be responsible for working to manage and coordinate all JCR business related to JCR-based publications and its outward image on Social Media.

3.21.2 Two candidates may opt run jointly for this role and shall be treated as if they were one candidate for the purposes of the election. If they are elected, the role shall be held, jointly, by both. A By-Election shall only be held if no incumbent Members remain.

3.21.3 In each Academic Year, the Scheduled Election for the Publications and Social Media Officer shall be in the final OGM of Hilary.

3.21.4 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Publications and Social Media Officer shall include those listed below.

i. Responsibility for the writing and distribution of a JCR Publication containing amusing and interesting content for the enjoyment of all JCR members.

ii. Managing and maintaining the Merton JCR JCR TikTok account, producing quality content that puts Merton on the map.

iii. Managing the Walter de Merton Twitter account, providing quality content (including but not limited to live-tweeting hustings) for its followers.

iv. Generally managing and improving the outward image of the JCR across all relevant Social Media platforms.

v. Collating and passing on photos and any other requested content to the college development office and alumni communications when requested.

vi. Responsibility for writing (or editing and improving the previous year's) Freshers guide over the Trinity vac, working with the President and College to produce a useful, engaging, and preferably entertaining document.

3.22 Sports and Recreation Representative

3.22.1 The Sports and Recreation Representative shall be responsible for promoting and advancing sporting activities and recreation and leisure within the JCR.

3.22.2 In each Academic Year, the Scheduled Election for the Sports and Recreation Representative shall be in the third OGM of Hilary.

3.22.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Sports and Recreation Representative shall include those listed below.

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.

xi. With the MCR Admiral of the Fleet, commission the College Boatman to carry out an annual overwinter inspection of the fleet, and commission any subsequent works and/or repairs.

xii. Attend a 'Regulations Working Group' each Hilary Term as convened by the MCR Admiral of the Fleet.

xiii. Organise the removal of the punts from the river during 0^{th} week Michaelmas Term.

xiv. With the MCR Admiral of the Fleet, upkeep of the punts whilst on the river, including bailing rainwater from the punts as needed.

xv. Publicising the booking procedure for the fleet, and advertising the reguations and protocols for its use.

xvi. With the MCR Admiral of the Fleet, organising replacement of lost or damaged equipment year-round.

xvii. Acting as a point of contact for all bike-related issues in College.

xviii. Wearing the Admiral's hat at all General Meetings, and the safeguarding and maintenance of aforementioned hat.

3.23 Suspended Students' Representative

3.23.1 The Suspended Students' Representative shall be responsible for representing and advancing the interests of suspended and returning Undergraduates in the JCR, the College and the University.

3.23.2 In each Academic Year, the Scheduled Election for the Suspended Students' Representative shall be in the second OGM of Trinity.

3.23.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Suspended Students' Representative shall include those listed below.

i. Being aware of and provide information when requested on current College policies for suspended students and lobby for changes to these where necessary.

ii. Attending the Peer Support training sessions.

iii. Providing a confidential listening service to Undergraduates.

iv. Liaising with members of College staff such as the Chaplain and Senior Tutor on matters concerning suspended students.

v. Working and liaising with other parties that may be involved in supporting suspended students, such as SusCam, the Student Advice Service, the Welfare Team within College and the Access and Equal Opportunities and

vi. Academic Affairs Representatives.

vii. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

3.24 Events Photographer

3.24.1 The Events Photographer shall be responsible for the taking, editing and publication of photographs and other documentary material at JCR events.

3.24.2 In each term, the Scheduled Election for the Events Photographer shall be in the third OGM.

3.24.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Events Photographer shall include those listed below.

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 Vice President 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 group.

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.

viii. Managing and maintaining the Merton JCR Instagram account, including uploading submissions from Ordinary Members. Operating the account under an opt out procedure while remaining in accordance with point vii.

3.25 Subject Presidents

3.25.1 There shall be a Subject President for each of the following subject groups.

i. Biochemistry
ii. Biology
iii. Chemistry
iv. Classics
v. Economics and Management
vi. English
vii. History
viii. Law
ix. Mathematics & Computer Science
x. Medicine
xi. Modern Languages
xii. Music
xiii. Philosophy, Politics and Economics
xiv. Physics

Ordinary Members who study joint schools shall be deemed to part of every subject group that their degree encompasses.

3.25.2 Role of Subject Presidents

Each Subject President shall support the Academic Affairs Representative as the representative of all Ordinary Members in that subject group. They shall protect and further the academic interests of all Ordinary Members and endeavour to foster and maintain a vibrant and active community within their subject.

3.25.3 Duty to Conduct 'Qualifying Elections'

In addition to the duties enumerated in SO 3.25.7, the Subject President must organise, or ensure the organisation of, a qualifying election for their subject group in accordance with SOs 3.25.4, 3.25.5 and 3.25.6 in any term where no such election has occurred in that term nor in the previous two terms.

3.25.4 'Qualifying Elections': Requirements

An election shall be deemed to be qualifying for a given subject group if the Academic Affairs Representative is satisfied that the following conditions are met:

i. It is made clear to voters that the winner of the election shall be become Subject President if eligible and willing;
ii. All Ordinary Members in the subject group are able to vote and stand in the election, without being obliged to incur any expense or unreasonable inconvenience;

iii. All persons eligible to vote or stand in the election are members of the relevant subject group, Ordinary Member or otherwise;

iv. Any winner of the election is eligible and willing to become Subject President of the subject group; and

v. The occurrence and results of the election are reported to the Academic Affairs Representative promptly after it is held.

3.25.5 Replacement of Subject Presidents

A Subject President may leave office by giving written notice to the Academic Affairs Representative. When a Subject President leaves office, the Academic Affairs Representative shall appoint a replacement according to the following procedures:

i. If the outgoing Subject President of a given subject group has organised one and only one 'qualifying election' pursuant to the requirements of SOs 3.25.3 and 3.25.4 since their most recent appointment, and this election has produced a winner, the Academic Affairs Representative shall appoint the winner of this election to the Subject Presidency of that subject group.

ii. If the outgoing Subject President fails to nominate a 'qualifying election', and a qualifying election which produces a winner is reported to the Academic Affairs Representative within a period of 7 days of full term beginning on and including the day on which the Subject President leaves office, the Academic Affairs Representative shall immediately appoint the winner of this election to the Subject Presidency of that subject group.

iii. If the period of 7 days in SO 3.25.5.ii passes with no such 'qualifying election' being reported to the Academic Affairs Representative, the Academic Affairs Representative shall appoint to that Subject Presidency a willing Ordinary Member in that subject group having due regard to the views and opinions of the Ordinary Members in that subject group.

iv. The candidate with a majority of ballots in accordance with the procedures of each subject group will be deemed to have won.

v. A RON victory or a tie in the election shall result in the re-opening of nominations. A further 'qualifying election' must be held within 7 days.

vi. In the event of a RON victory or a tie in the subsequent 'qualifying election', the Academic Affairs Representative shall undertake consultations with the Ordinary Members of the subject group and the Subject President to appoint an incoming Subject President in accordance with the procedures established in SO 3.25.5.iii.

vii. Subject Presidents shall be appointed for a period in office terminating at the conclusion of Full Term of the third term following the term in which they were appointed.

3.25.6 Election of Subject Presidents: Miscellaneous Provisions

i. The conducting of elections shall remain the competence of each subject group. If assistance is required, the Academic Affairs Representative will work with Subject Presidents to assist with the implementation of the electoral procedure.

ii. The Academic Affairs Representative shall act as Returning Officer. To that end, each Subject President must submit to the Academic Affairs Representative the list of candidates running for election prior to the commencement of the election and, within 24 hours of the conclusion of an election, the result, including vote breakdowns for each candidate.

iii. For the avoidance of doubt, no Subject President may serve for a term of office longer than three consecutive University terms. This subsection has retroactive effect.

iv. This does not prevent an Ordinary Member from being reappointed for a second term of office.

v. All other subject group procedures for the conducting of elections remain operational insofar as they are not superseded by the contents of SOs 3.25.3, 3.25.4, 3.25.5 or 3.25.6.

3.25.7 Duties of Subject Presidents

In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of each Subject President shall include those listed below.

i. Liaising between Ordinary Members and Tutors.

ii. Seeking to ensure appropriate representation of Ordinary Members on the relevant Joint Consultative Committee (JCC) and promoting awareness of the JCC's work.

iii. As a more senior student, being willing to advise informally other students in their subject on matters relating to teaching provision within that subject and, where appropriate, raising issues with the Academic Affairs Representative. This should have the aim of supporting, but not replacing, the existing college parenting, welfare, and academic affairs systems.

iv. Organising or supporting the organisation of at least one subject-based academic event per year, including but not limited to, talks from academics, panel discussions, seminars, workshops, working tables, or visits to local establishments of relevance to the subject.

v. Organising or supporting the organisation of social events, such as Trinity Term garden parties.

vi. Ensuring the organisation of an annual subject dinner.

vii. Where appropriate, inviting graduate students, tutors, and where cleared with College, alumni within the subject to events, including the annual subject dinner.

viii. Organising the Freshers' Week events, such as subject teas, subject study skills sessions, subject tours, and library inductions, liaising with the Executive Committee, in particular, the Academic Affairs Representative, and library team where appropriate.

ix. Sending an email to all the incoming First-Years in their subject group informing them of their role as Subject President in the above capacities, by Sunday of 0th Week of Michaelmas Term.

x. Holding at least one meeting per year in which to acquire feedback from Ordinary Members. This feedback should be gathered into a short report and then presented to the Academic Affairs Representative.

xi. Administering and spending the funds from MIFSS allocated to their subject, in accordance with regulations emanating from the Bursary and the Academic Affairs Representative.

3.25.8 Funding of Subject Societies: Operation of System

i. There shall be a system for the provision of funds from College to Subject Societies, hereafter referred to as the 'Merton Initiative for the Funding of Subject Societies' (MIFSS). The first system shall operate from Hilary Term 2023 to Trinity Term 2023 inclusive, and thereafter, operate on an annual basis from Michaelmas Term to Trinity Term inclusive.

ii. The funding for each subject society (on an annual basis) shall be allocated in proportion to the number of each society. Those in joint schools will have their share split between their societies, except where students in joint schools prefer that their share is allocated to one society. In this case, the Academic Affairs Representative may use their discretion in determining the allocation of the share in conversation with the relevant students in joint schools.

3.25.9 Funding of Subject Societies: Guidance on Allocation of Funds

i. The Subject President may only spend the funds allocated in accordance with regulations issued from time to time by the Bursary or the Academic Affairs Representative.

ii. The Academic Affairs Representative shall ensure that the Subject Presidents are informed of any such regulations.

3.25.10 Definitions and Interpretations

i. Unless otherwise stated within SO 3.25, any references to 'Subject President' in the singular shall be taken to import the plural in the case of a co-presidency system.

ii. For the avoidance of doubt, funds under the MIFSS system are to be construed as 'college funds'.

iii. Unless otherwise stated, the terms in SO 3.25 are to be construed as detailed below. These definitions supersede any definitions to the contrary contained elsewhere within the Standing Orders.

'Ordinary Members' – for the avoidance of doubt, Ordinary Members includes only Undergraduate students.

'Qualifying election' – a 'qualifying election' is an election conducted pursuant to the requirements of SOs 3.25.3 and 3.25.4.

'Subject President' – unless any contrary intention appears, any references to the singular shall be construed as importing the plural too.

'Subject group' – for the avoidance of doubt, the subject groups are enumerated as follows, notwithstanding any other names they may be known by: Biochemistry; Biology; Chemistry; Classics; Economics and Management; English; History; Law; Mathematics and Computer Science; Medicine; Modern Languages; Music; Philosophy, Politics and Economics; Physics; and for the purposes of §3.25 does not include any other societies affiliated, formally or

otherwise, to the Subject Societies, including, but not limited to, the Merton College Music Society (MCMS) and the Merton College Poetry Society.

'Subject study skills session' refers to sessions introduced in Michaelmas Term 2018, to be hosted by the Subject President before the end of Week 2 of Michaelmas Term each year, for the giving of subject-specific feedback to first-year undergraduates, with regards to approaching the subject, effective methods of working, and for the answering of any questions.

3.26 Information Technology Officer

3.26.1 The Information Technology Officer shall be responsible for advancing and representing the interests of Undergraduates within the JCR, insofar as these interests arise from, or are related to, Information Technology

3.26.2 In each Academic Year, the Scheduled Election of the Information Technology Officer shall be in the fourth OGM of Hilary.

3.26.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Information Technology Officer shall include those listed below.

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. Attending the Information Technology Committee

iv. Maintaining an up-to-date copy of the Standing Orders on the Website in association with the President, on behalf of the Executive Committee.

v. Maintaining the server side of the JCR Website.

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.

3.27 Social Backgrounds Representative

3.27.1 The Social Backgrounds Representative shall have overall responsibility within the JCR to represent working class, low income, state comprehensive school-educated, and first-generation students, as well as care leavers and estranged students.

3.27.2 In each Academic Year, the Scheduled Election for the Social Backgrounds Representative shall be in the first OGM of Trinity.

3.27.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Social Backgrounds Representative shall include those listed below.

i. Promoting the welfare of working class, low income, state comprehensive school-educated, first generation, estranged and care leaver students at the college.

ii. Lobbying the college to better support these students, both financially and pastorally.

iii. Ensuring that both college and university resources and services that could be useful to them are well publicised and accessible to them.

iv. Assisting the Access & Equal Opportunities Representative with the organisation of Open Days with a view to promoting equality between people of different socioeconomic backgrounds among applicants

v. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4)

vi. Attending meetings of the Equality Sub-Committee (S.O. 2.6.3)

vii. Liaising with Oxford SU's Class Act campaign in order to keep up to date with and advertise the campaign's work as well as receive support and advice for the Officer's work in college.

viii. Working with other representatives within the Equality Sub-Committee in order to work towards common goals and collaborative initiatives in recognition of intersectional issues.

ix. Assisting the Access & Equal Opportunities Representative with the organisation and maintenance of a JCR community of students in receipt of grants, bursaries or other financial assistance.

3.28 Welfare Helpers

3.28.1 There will be two Welfare Helpers responsible for supporting and working with the two Welfare Reps in their tasks of a non-sensitive nature within the JCR, College, or the University.

3.28.2 The Welfare Helpers shall be elected to Office for the duration of one term. The Scheduled Election shall take place in the last OGM of every term. An individual may hold the role for multiple terms, but must be re-elected.

3.28.3 Welfare Helpers would not have access to data-sensitive information which is temporarily stored by the Welfare Officers.

3.28.4 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the two Welfare Helpers shall include those listed below:

i. Aiding the Welfare Officers in non-sensitive elements of their roles (including but not necessitating BOPs, Welfare tea, and Freshers' week)

ii. Conferring Ordinary members of the JCR to the Welfare Officers when required

iii. Signposting and promoting resources available to students with mental and physical health issues across the university.

iv. Management of any welfare social media accounts jointly with the Welfare Officers

v. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

3.29 Transgender Representative

3.29.1 The Transgender Representative shall be responsible for representing and advancing the interests of current genderqueer Undergraduates within the JCR, the College and the University.

3.29.2 In each Academic Year, the Scheduled Election for the Transgender Representative shall be in the first OGM of Trinity.

3.29.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the Transgender Representative shall include those listed below:

i. Attending the Peer Support training sessions.

ii. Providing a confidential listening service to Undergraduates.

iii. Promoting awareness about issues of sexual health and sexual consent.

iv. Promoting awareness, understanding and acceptance of queer genders.

v. Supporting within College external schemes pertaining to transgender students.

vi. Attending meetings of the Welfare Sub-Committee (S.O. 2.6.4).

vii. Attending meetings of the Equality Sub-Committee (S.O. 2.6.3).

viii. 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 transgender inclusion.

ix. Organisation of social events to promote links with other colleges.

3.30 First-Year Students' Representative

3.30.1 The First-Year Students' Representative shall be responsible for representing and advancing the interests of first-year undergraduates within the JCR, the College, and the University.

3.30.2 In each term, the Scheduled Election for the First-Year Students' Representative shall be in the second OGM.

3.30.3 In addition to any other responsibilities provided for by the Constitution and Standing Orders, the responsibilities of the First-Year Students' Representative shall include those listed below:

i. Acting to increase first-year attendance at OGMs.

ii. Acting to increase the accessibility of official JCR proceedings to first-year undergraduates by, where required, assisting with and looking over motions proposed by first-year undergraduates.

iii. Aiding the Access and Equal Opportunities Representative in the writing (or editing and improving the previous year's) Freshers' Guide (see Standing Order 3.7.2.xvi).

iv. Representing the JCR on external committees convened by Affiliated Organisations for the consideration and advancement of issues related to first-year undergraduates and reporting back to the JCR on any issues arising.

v. Contributing to and advising the Executive Committee on a programme for freshers during the official Freshers' Week.

vi. Providing information and support about, and lobbying for better provision of, services relevant to first-year undergraduates, including but not limited to finance, funding, vacation residence, and storage.

4 Elections

NB: This is an Agreed Standing Order

4.1 The Executive Committee shall take all reasonable steps to ensure that Elections of Officers are free, fair and properly conducted, including allowing the Returning Officer sufficient autonomy to fulfil their responsibilities independently.

4.2 No Candidate shall take part in any part of the administration of the Election procedure.

4.3 After an Election to the Executive Committee (including a By-Election), the Returning Officer shall produce a report on the conduct of the Election (or Elections) and submit it to the College (via the relevant College Officer), the Executive Committee and the General Meeting within twenty Term-Time Days of the Election (or Elections). Provided they remain an Ordinary Member, they shall present it to the next OGM after submission.

4.4 At the end of each Full Term, the Returning Officer shall produce a report on the conduct of the OGM Elections in that Term and submit it to the College (via the relevant College Officer), the Executive Committee and the General Meeting. Provided they remain an Ordinary Member, they shall present it to the first OGM of the subsequent Term.

4.5 Returning Officer

4.5.1 The Returning Officer shall be a Non-Committee Officer. For the avoidance of doubt, the office may be held in conjunction with any other office.

4.5.2 The Returning Officer is responsible for overseeing the free, fair and proper conduct of all Elections and procedures relating to them, under the supervision of the Executive Committee.

4.5.3 In the first instance, the Returning Officer shall be responsible for interpreting the Constitution and Standing Orders, insofar as they relate to Elections and Referenda. The Returning Officer shall ensure that any dispute in interpretation is referred to the Executive Committee, in accordance with Article **??**.

4.5.4 In the absence of the Returning Officer, the office shall be taken over by the President, the Vice President or the Treasurer in that order.

4.5.5 The Returning Officer shall attend all Ordinary General Meetings and shall update the General Meeting on their work and answer any relevant questions.

4.5.6 The Returning Officer shall never be a Candidate.

4.5.7 The Returning Officer shall be elected in an OGM Election in the third OGM of each Term, to serve for the duration of the following Term.

4.5.8 In the event that the elected Returning Officer leaves office before their term is due to end, an OGM Election shall be held at the next OGM to fill the position.

4.5.9 In the event that a Returning Officer is not elected at an OGM Election for the office (i.e. RON is deemed to have won), an OGM Election shall be held at the next OGM to fill the vacancy.

4.5.10 In addition to these duties, the Returning Officer shall have such further duties as may be required by the Standing Orders or reasonably required by the Executive Committee, provided that they do not actually or potentially conflict with the duties set out in this Standing Order.

4.6 Eligibility for Candidature

4.6.1 Subject to S.O. 4.5.6. and the following clauses, any Ordinary Member shall be eligible to stand for Election to any post on the JCR Committee, or where applicable, any seat on Sub-Committees or Standing Committees.

4.6.2 Each position is to be held by one person only.

4.6.3 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.

4.6.4 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 in advance by Special Resolution of the General Meeting.

4.6.5 All Candidates must adhere to the rules pertaining to the position for which they are standing concerning Manifestos and Hustings.

4.7 Schedule of Nominations, Hustings and Elections

4.7.1 Nominations for an office elected by OGM Election shall close immediately before Hustings for the position are held in the Ordinary General Meeting.

4.7.2 There shall be Scheduled Elections for every Non-Executive Officer of the JCR Committee.

4.7.3 The Scheduled Election shall not take place if a By-Election is held in either of the two OGMs prior to the meeting in which the Scheduled Election is due to occur.

4.7.4 In each Academic Year, for the Annual Election of the President, Hustings shall take place in the third week of Trinity Term and the Polling shall take place on Friday of the third week of Trinity Term.

4.7.5 In each Academic Year, for the Annual Elections of the other Executive Committee Positions, Hustings shall take place in the fourth week of Trinity Term and the Polling shall take place on Friday of the fourth week of Trinity Term.

4.7.6 The Returning Officer shall give notice of the opening of nominations for Presidential and Executive Committee Elections no fewer than five days before they open.

4.8 Manifestos

4.8.1 Manifestos shall be required only for Elections of the members of the Executive Committee.

4.8.2 The Returning Officer shall solicit Manifestos no fewer than two weeks prior to the closure of nominations.

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

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

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

4.8.6 The Returning Officer shall prominently display in College 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.

4.8.7 Manifestos must not contain any defamatory material.

4.8.8 Manifestos must 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.

4.8.9 The Returning Officer shall ensure that Manifestos remain displayed until the close of Polling.

4.9 Hustings

4.9.1 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.

4.9.2 All Candidates must attend and take part in Hustings except under exceptional circumstances at the discretion of the Returning Officer.

4.9.3 Hustings for the Elections of members of the Executive Committee shall be held between the closing of nominations and the beginning of Polling. The Returning Officer shall give notice to Ordinary Members of the time and location of Hustings for the Elections of members of the Executive Committee no less than 72 hours before they are due to take place.

4.9.4 Hustings for positions on a Standing Committee requiring Election by the Founding Resolution thereof shall be held during the designated General Meeting.

4.9.5 The Returning Officer shall act as Chair of Hustings and maintain an atmosphere of order and fairness.

4.9.6 All questions must be put through the Chair of Hustings at whose discretion any question may be disallowed on the grounds of irrelevance, malice or partiality.

4.9.7 All questions must be addressed to all Candidates.

4.9.8 Immediately prior to Elections to Non-Executive JCR Committee offices, the incumbent will be expected to give a brief summary of their experience in the role. In the event of the incumbent being absent, a written submission should be sent to the Secretary to the General Meeting before the meeting in which the Election is to be held for the office in question. The Candidates will then be asked to come forward and introduce themselves, prior to Hustings.

4.10 Canvassing

4.10.1 All Candidates are entitled to canvass and produce Election publicity material in accordance with the Constitution and Standing Orders.

4.10.2 Election publicity material must not contain any defamatory material.

4.10.3 Election publicity material must 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.

4.10.4 All Election publicity material is subject to the scrutiny of the Returning Officer. If necessary, the Returning Officer shall remove any such material found to be in contravention of S.O. 4.10.

4.10.5 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 Returning Officer.

4.10.6 Candidates must not spend money on canvassing (nor receive canvassing support of monetary value), except for any cost incurred by the printing of canvassing materials required by the Constitution and Standing Orders, or with the express authority of the Returning Officer.

4.10.7 Restrictions on Members

4.10.7.1 No Member shall take any action which might unfairly prejudice the outcome of the Election and the Returning Officer shall issue Guidance accordingly. The general principle is that no Member should communicate their opinion by a means which could not reasonably be used by any Member who wished to do so.

4.10.7.2 If necessary for the free, fair and proper conduct of the Election, the Returning Officer may require any Member to withdraw a statement that they have made or to apologise for an action that they have taken.

4.11 Polling

4.11.1 General

4.11.1.1 Only Ordinary Members may vote in Elections.

4.11.1.2 Postal Votes shall not be accepted, except that Ordinary Members who are on a year abroad, or who are suspended from their studies, may vote in Elections to the Executive Committee using a secure, secret online voting system chosen by the Returning Officer.

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

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

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

4.11.2 Executive Committee Elections

4.11.2.1 For Elections to the Executive Committee, the Returning Officer shall publicise the date and venue of Polling no fewer than five days before it is to take place. The Returning Officer shall post a guide to the voting procedure in a suitable place for the duration of Polling. The Returning Officer 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 Returning Officer 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.

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

4.11.2.3 The Returning Officer 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 Member concerning the casting of their vote.

4.11.2.4 Elections to the Executive Committee shall be either by Individual Election (for election to a single office) or by Joint Election (for election to two or more connected offices).

4.11.2.5 The procedure for the election of members of the Executive Committee by Individual Election 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 ballot papers 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 the ballot papers redistributed according to the subsequent preference.

viii. Ballot papers redistributed under vii shall continue to 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. 4.11.2.10. 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. 4.11.2.10.

4.11.2.6 The procedure for the election of members of the Executive Committee by Joint Election shall be by Single Transferable Vote as set out below:

i. Voting shall be by the system of a Single Transferable 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. Voters shall be entitled to exchange an accidentally spoilt ballot paper for a new ballot paper with the scrutineers, prior to putting any ballot paper in the ballot box.

v. The count shall be conducted in accordance with the ERS97 system explained in Appendix F.

vi. If RON is amongst the Candidates deemed elected, the result of the Election shall be annulled and the procedure in S.O. 4.11.2.10. shall be followed.

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

4.11.2.8 All Candidates and any member of the JCR Committee shall be entitled to observe the counting of the votes, provided that they do not interfere with the counting.

4.11.2.9 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.

4.11.2.10 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.

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

4.11.3 OGM Elections

4.11.3.1 Non-Executive Officers of the JCR Committee shall be elected by OGM Election.

4.11.3.2 Elections shall be by show of hands, in the absence of the Candidates, at an Ordinary General Meeting of the JCR after the Hustings. Counting shall be by the Returning Officer, the Chair of the General Meeting and the Secretary to the General Meeting. If requested by at least two Ordinary Members, present and voting, the Election shall take place by secret ballot.

4.11.3.3 The Returning Officer shall ensure that Ordinary Members are given suitable notice of the Elections.

4.11.3.4 The Candidate with the most votes shall be deemed elected.

4.11.3.5 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.

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

4.12 By-Elections

4.12.1 JCR Committee

4.12.1.1 Should a Non-Executive JCR Committee office become vacant an OGM Election shall be held at the following Ordinary General Meeting to fill the vacancy.

4.12.2 Executive Committee

4.12.2.1 Should an Executive Committee office become vacant, the Returning Officer shall supervise the holding of a By-Election within seven Term-time Days.

4.12.2.2 Nominations shall be opened immediately upon the Returning Officer being informed that the position is vacant. The Returning Officer shall give notice to all Ordinary Members of the vacancy within three hours of being informed. Nominations shall remain open for three Term-time Days.

4.12.2.3 All Candidates must meet the eligibility criteria set out in S.O. 4.6. and provide Manifestos adhering to the rules of content and display set out in S.O. 4.8. Canvassing in accordance with S.O 4.10. is allowed.

4.13 Terms of Office

4.13.1 Members of the Executive Committee shall be elected to serve for the subsequent Academic Year. In the event of a By-Election for an Executive Com-

mittee office after the Academic Year has begun, the person elected shall serve for the remainder of the Academic Year.

4.13.2 Non-Executive Officers of the JCR Committee shall be elected to serve serve until the next Scheduled Election.

4.14 Complaints

4.14.1 Complaints concerning Elections shall be dealt with in accordance with S.O. 10.

4.14.2 In addition to any other remedies, the following remedies shall be available to provide effective remedy for a Complaint concerning an Election.

i. Require a Candidate to apologise.

ii. Require a Member to withdraw or remove a statement or other publicity.

iii. Annul the result of an Election and require a By-Election to take place.

iv. For an Executive Committee Election, if the Polling has not yet completed, disqualify a Candidate from the Election.

4.14.3 Any remedy implemented must be proportionate for the purpose of ensuring that Elections are free, fair and properly conducted.

5 Referenda

NB: This is an Agreed Standing Order

5.1 The Returning Officer shall be responsible for overseeing all Referenda.

5.2 Every Referendum must be on a single issue of relevance to the JCR. The result of a Referendum shall be binding on the General Meeting and the Executive Committee, in accordance with Articles **??** and **??**, for two years. During that two year period, the result of the Referendum may only be overturned by Referendum.

5.3 A Referendum may be called by:

i. the General Meeting,

ii. the Executive Committee, or

iii. petition of thirty or more Ordinary Members, addressed to the Executive Committee via any Trustee, or

iv. Members in accordance with the procedure set out in S.O. 9.

5.4 The Executive Committee shall have the right to dismiss any call for a Referendum if a Referendum has been held in the previous year on an issue that is substantively the same. The Executive Committee must dismiss any call for a Referendum if the issue in question is not of relevance to the JCR.

5.5 A Referendum must consist of one or more questions, which shall be determined by the Returning Officer. After a Referendum, the Returning Officer shall produce a report on the conduct of the Referendum (or Referenda) and submit it to the College (via the relevant College Officer), the Executive Committee and the General Meeting within twenty Term-Time Days of the Referendum (or Referenda). Provided they remain an Ordinary Member, they shall present it to the next OGM after submission.

5.6 Organisation

5.6.1 If a Referendum is called in accordance with S.O. 5.3., the Returning Officer shall determine the precise wording of the question or questions, and the Polling Day. The Returning Officer shall give notice of the wording of any questions and answers and the Polling Day within seven Term-time Days of the Referendum having been called. In exercising these powers, the Returning Officer must act in accordance with the requirements of S.O. 5.6.

5.6.2 The Polling Day must be between seven and fourteen Term-time Days after the Referendum is called. Notice of the wording of any questions and the Polling Day must be given at least five Term-time Days in advance of the Polling Day.

5.6.3 If the Referendum concerns the JCR's continued affiliation to an External Organisation, then the question shall be as follows, where *organisation* is replaced with the name of the External Organisation. The available answers shall be "Yes", "No" and "Abstain". "The JCR is currently affiliated to *organisation*. Should it continue to be affiliated"

5.6.4 If the Referendum concerns ratification of a motion of no confidence, then the question shall be as follows, where *name* is the name of the individual concerned and *office* is the office that they hold. The available answers shall be "Ratify", "Reject" and "Abstain". "The JCR has no confidence in *name* as *office*. *Name* should be removed from office."

5.7 Campaigning

5.7.1 All Members have the right to campaign and produce publicity material in a Referendum in accordance with the Constitution and Standing Orders.

5.7.2 Members must not spend money on campaigning (nor accept campaigning support of monetary value), except for any cost incurred by the printing of publicity materials, or with the express authority of the Returning Officer.

5.7.3 The Returning Officer may issue further Guidance to ensure the free, fair and proper conduct of Referenda.

5.7.4 Restrictions on Members

5.7.4.1 No Member shall take any action which might unfairly prejudice the outcome of the Referendum and the Returning Officer shall issue Guidance accordingly. The general principle is that no Member should communicate their opinion by a means which could not reasonably be used by any Member who wished to do so.

5.7.4.2 If necessary for the free, fair and proper conduct of the Referendum, the Returning Officer may require any Member to withdraw a statement that they have made or to apologise for an action that they have taken.

5.8 Voting

5.8.1 Only Ordinary Members may vote in Referenda and every Ordinary Member shall be entitled to one vote in a Referendum.

5.8.2 Postal Votes shall not be accepted, except that Ordinary Members who are on a year abroad, or who are suspended from their studies, may vote in Referenda using a secure, secret online voting system chosen by the Returning Officer.

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

5.8.4 The Returning Officer shall publicise the date and venue of Voting no fewer than five days before it is to take place. The Returning Officer shall post a guide to the voting procedure in a suitable place for the duration of Voting. The Returning Officer shall also notify via email members on a year abroad, or who are suspended from their studies, of the date of Voting, and of the online voting system to be used, no fewer than five days before Voting is to take place. The Returning Officer shall send such members a further email up to 24 hours before the start of Voting, providing the web address of the relevant online voting system and a guide to the voting procedure.

5.8.5 Voting shall be open from 8.30am to 8.30pm on the Polling Day.

5.8.6 The Returning Officer shall enlist scrutineers to supervise the Referenda on the day of Voting. Scrutineers may explain the completion of the ballot paper but shall not, whilst supervising Voting, advise or instruct any Member concerning the casting of their vote.

5.8.7 Results of the Referenda shall be announced in Front Quad within three hours of the close of Voting, except in extraordinary circumstances.

5.9 Complaints

5.9.1 Complaints concerning Referenda shall be dealt with in accordance with S.O. 10.

5.9.2 In addition to any other remedies, the following remedies shall be available to provide effective remedy for a Complaint concerning a Referendum.

i. Require a Member to apologise for their campaigning activity.

ii. Require a Member to withdraw or remove a statement or other publicity.

iii. Annul the result of the Referendum.

5.9.3 Any remedy implemented must be proportionate for the purpose of ensuring that Referenda are free, fair and properly conducted.

6 The General Meeting

NB:This is an Internal Standing Order.

6.1 General

6.1.1 Only Ordinary Members have the right to attend, speak and Vote at General Meetings. Honorary Members may attend and speak at General Meetings, but may not Vote. At the discretion of the Chair, strangers may be permitted to observe. Strangers may never Vote.

6.1.2 The positions of Chair of and Secretary to the General Meeting shall never be held by the same individual.

6.1.3 All business of the General Meeting shall be subject to all Procedural Motions.

6.1.4 Any Ordinary Member may raise a point of order with the Chair at any time, provided the point of order is raised at an appropriate time. It is not appropriate to interrupt someone speaking with a point of order unless the point of order concerns what is being said.

6.1.5 Unless the Constitution and Standing Orders require otherwise, the General Meeting shall make decisions and resolutions by Ordinary Resolution on a motion at one meeting.

6.1.6 The Quorum of the General Meeting is 30 Ordinary Members. The Chair is responsible for ensuring that a Quorum is present.

6.2 Convention of General Meetings

6.2.1 Ordinary General Meetings shall be held four times each term, on the Sundays of 1st, 3rd, 5th and 7th Week and shall be convened by the Chair of the General Meeting.

6.2.2 In accordance with S.O. 6.2.3 and Article **??**, the Chair of the General Meeting shall convene an Extraordinary General Meeting if:

i. they are requested to do so by either the Executive Committee or the JCR Committee;

ii. they are requested to do so by the General Meeting; or

iii. they are requested to do so by petition of at least thirty Ordinary Members.

6.2.3 A request to convene an Extraordinary General Meeting must include the proposed Motion which is to be considered by the meeting. The Chair may refuse to convene a General Meeting when requested to do so if the Secretary would be entitled to reject the proposed Motion under Standing Order 6.5.10, or the Motion relates to a matter which could have been, or could be, dealt with at an OGM because it was reasonably foreseeable or not urgent. The Chair must refuse a request to convene a General Meeting if the Secretary would be required to refuse the proposed Motion under Standing Order 6.5.11.

6.2.4 If an Extraordinary General Meeting is requested, the Chair must ensure that Ordinary Members are given at least 24 hours notice of the meeting. The Chair shall convene the meeting within three Term-time Days of receiving the request unless the Constitution and Standing Orders require otherwise.

6.3 Order of business: Ordinary General Meeting

6.3.1 In Ordinary General Meetings, Business shall be transacted in the following order. In unusual circumstances, the Chair may exercise their discretion to vary this order.

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.

6.4 Order of business: Extraordinary General Meeting

6.4.1 In Extraordinary General Meetings, Business shall be transacted in the following order. In unusual circumstances, the Chair may exercise their discretion to vary this order.

i. First Reading of the motion.

ii. Debate on the motion.

iii. Final Reading of the motion.

iv. Vote.

6.5 Agenda: Ordinary General Meeting

6.5.1 The Secretary to the General Meeting shall give notice of Ordinary General Meetings to all Ordinary Members no fewer than five days before they are to be held, in accordance with Article **??**. The Chair of the General Meeting shall provide the Secretary with the information that they need in good time in order to do this.

6.5.2 Motions must reach the Secretary in writing by 6pm four days before the meeting.

6.5.3 For the first OGM of each Term, the Secretary shall add to the Agenda, under the business of the relevant Officer, the Accounts of the previous Term and the Budget for the coming Term (prepared in accordance with S.O. 8.3.3).

6.5.4 The Secretary shall decide the order of the motions and give notice of the Agenda for the meeting to the Ordinary Members by 12pm three days before the meeting.

6.5.5 All Ordinary Members shall receive a digital copy of the Agenda.

6.5.6 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. 6.3.1.v. and to submit any business they may have in advance.

6.5.7 Emergency motions must reach the Secretary 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 Secretary. Emergency motions should deal only with urgent or unforeseen business having occurred since the closure of the deadline for standard motions.

6.5.8 In exceptional circumstances, the Chair of the General Meeting may, at their own discretion, accept Emergency motions at any point up to and during the Meeting.

6.5.9 The Chair may change the order of motions on the Agenda.

6.5.10 The Secretary may refuse a Motion on the grounds that it

i. contains defamatory material, or

ii. contains substantively the same material as a Referendum in the same Academic Year or as a motion proposed previously in the term (except motions requiring the assent of two consecutive Ordinary General Meetings) or at the same meeting.

6.5.11 The Secretary must refuse a Motion if

i. it seeks to overturn the result of a Referendum held less than two years ago, other than by Referendum, or

ii. in the rational opinion of the Executive Committee, it commits the Trustees or the JCR collectively to actions which are *ultra vires* or otherwise unlawful.

6.5.12 The Secretary 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. 6.3.1.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.

6.6 Agenda: Emergency and Extraordinary General Meetings

6.6.1 Each Extraordinary General Meeting may consider only one Motion.

6.6.2 The Secretary to the General Meeting shall give notice of the motion proposed at an Extraordinary General Meeting to the Ordinary Members at least 24 hours in advance of the Meeting.

6.7 The Chair of the General Meeting

6.7.1 The President shall be Chair of the General Meeting. In their absence, the Chair shall be taken by the Treasurer, Access and Equal Opportunities Representative, Academic Affairs Representative, either Welfare Officer or either Entertainment Representative in that order.

6.7.2 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.

6.7.3 Anyone wishing to speak must indicate their desire by raising their hand. The Chair shall decide the order of priority in speaking.

6.7.4 The Chair may disallow questions on the grounds of irrelevance or unfairness.

6.7.5 The Chair may interrupt debate on the floor in order to play an inquisitorial role in the Debate.

6.7.6 The Chair shall have the right to caution any person at the General Meeting for disruptive conduct.

6.7.7 During a General Meeting, the Chair shall be the sole interpreter of the Constitution and Standing Orders. The Chair must interpret within any interpretation made by the Executive Committee. The Executive Committee shall have the power to overturn an interpretation of the Chair.

6.7.8 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 by the Treasurer, Access and Equal Opportunities Representative, Academic Affairs Representative, either Welfare Officer or either Entertainment Representative in that order. The original Chair may return afterwards.

6.8 The Secretary to the General Meeting

6.8.1 The Vice President shall act as Secretary to the General Meeting. In their absence, the Academic Affairs Representative, Access and Equal Opportunities Representative, Treasurer, either Welfare Officer or either Entertainment Representative shall take over secretarial duties, in that order.

6.8.2 The Secretary shall be responsible for compiling the Agenda, reading the minutes, keeping a true and fair record of the business of the General Meeting (in accordance with Article **??**), compiling amendments, and counting and recording Votes.

6.8.3 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 Academic Affairs Representative, Access and Equal Opportunities Representative, Treasurer, either Welfare Officer or either Entertainment Representative in that order. The original Secretary may return afterwards.

6.8.4 The Secretary shall be responsible for publishing the minutes within 48 hours of the close of the relevant meeting.

6.9 Motions: All General Meetings

6.9.1 General

6.9.1.1 All motions require a named Proposer and named Seconder who are Ordinary Members, and are present at the meeting. In the absence of the named Proposer or Seconder, a replacement may be appointed by the Chair.

6.9.1.2 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.

6.9.1.3 Hereinafter, the Proposer, Seconder to the Proposition, Opposer and Seconder to the Opposition shall be referred to as "the Speakers".

6.9.1.4 The section of the General Meeting entitled "Motions" as set out in S.O. 6.3.1.xi. shall follow the procedures for First Reading, Debate, Amendments and Voting described below.

6.9.1.5 Parts of a motion are enforceable only if they are a resolution of the motion.

6.9.2 Procedure of the First Reading

6.9.2.1 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.

6.9.2.2 If there is no opposition to a motion and no member present desires further discussion, it shall be passed immediately *nemine contradicente*.

6.9.2.3 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. The Opposer and Seconder to the Opposition may be the same Ordinary Member.

6.9.2.4 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. 6.9.3.2, S.O. 6.9.3.3 and S.O. 6.9.3.4.

6.9.2.5 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.

6.9.2.6 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*.

6.9.3 Procedure of the Debate

6.9.3.1 The Proposer of the motion or Amendment shall have the right to begin the debate with a speech, followed by the Opposer, the Seconder to the Proposition and the Seconder to the Opposition. The Chair shall have the right to curtail speeches longer than five minutes in duration.

6.9.3.2 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. 6.9.4.

6.9.3.3 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.

6.9.3.4 Any member speaking may, at their discretion, accept points of information.

6.9.3.5 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.

6.9.4 Amendments

6.9.4.1 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.

6.9.4.2 Debate upon the motion is suspended immediately an Amendment to the motion is proposed.

6.9.4.3 Amendments require both a Proposer and a Seconder, both of whom are Ordinary Members, unless there is no opposition to the Amendment from Ordinary Member in attendance.

6.9.4.4 Amendments may not change the issue with which the motion is concerned.

6.9.4.5 The specific wording of the Amendment must be immediately decided upon and will be read by the Secretary to the General Meeting.

6.9.4.6 The Proposer and Seconder 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.

6.9.4.7 If the Amendment is not accepted, the Chair shall recognise an Opposer and Seconder to the Opposition, who may be the Proposer and Seconder of the motion and the Amendment will be debated according to S.O. 6.9.3 and Voted upon according to the procedure laid down in S.O. 6.9.5. As in S.O. 6.9.2.3. the Opposer and Seconder to the Opposition may be the same Ordinary Member.

6.9.4.8 Further Amendments to the motion cannot be proposed until a Vote has taken place on the current Amendment.

6.9.4.9 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.

6.9.4.10 All Amendments supported by a simple majority vote of those present shall become part of the motion.

6.9.4.11 The Proposer and Seconder 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 Seconder who then assume control of the amended motion. If either place cannot be filled, then the motion fails.

6.9.5 Voting

6.9.5.1 First, the Chair or 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.

6.9.5.2 Voting shall by default be by show of hands.

6.9.5.3 Counting shall be by at least two of the Chair, the Secretary to the General Meeting and the Returning Officer.

6.9.5.4 No proxy voting shall be permitted.

6.9.5.5 No Postal Votes of any kind shall be permitted.

6.9.5.6 In accordance with the Constitution, in the event of a tied Vote, the Chair shall have a second or casting vote.

6.10 Procedural Motions

6.10.1 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, or for up to half an hour if the Chair so determines; 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 the support of two Ordinary Members present and voting 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 Returning Officer, and Voting must be done either through use of ballot papers, or a method unanimously supported by all Ordinary Members present. If possible the General Meeting should continue whilst the result of the Vote is determined. Secret Ballot shall overrule Vote by Physical Division.

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 next suitable member according to S.O. 6.7.1.

v. *Expulsion of Strangers*: pursuant to S.O. 6.1.1 and requiring a simple majority vote to pass, Expulsion of Strangers shall result in all non-Members 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. *Refer to Referendum*: by simple majority vote, resolution of a motion on the agenda of the meeting may be determined by a Referendum rather than a Vote in the meeting, in accordance with Article **??** and S.O. 5.

xi. *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.

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

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

6.10.4 The Chair shall have the right to disallow all Procedural Motions except S.O. 6.10.1.iv "No Confidence in the Chair" and S.O. 6.10.1.ii "Challenge to the Ruling of the Chair". The Chair may only disallow a "Quorum Count" S.O. 6.10.1.i if such a count has been allowed to take place in the previous ten minutes and the Chair is reasonably satisfied that a Quorum is present.

6.10.5 All Debate shall be suspended immediately a Procedural Motion is proposed.

6.10.6 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. 6.9.3. if there is opposition, at the discretion of the Chair.

7 Room Ballot

NB: This is an Internal Standing Order.

7.1 The Room Ballot and subsequent Allocation shall be fair and be respectful of the relative needs of the members of the JCR.

7.2 All stages of the Room Ballot and Allocation process shall be under the charge of the Vice President.

7.3 The JCR President and Vice President and the two Welfare Officers shall have the option of receiving designated rooms in the College Precinct.

7.4 The Room Ballot and Room Choosing shall be conducted as set out in Appendix C.

8 Finances

NB: This is an Agreed Standing Order.

8.1 Records and day-to-day administration

8.1.1 The Executive Committee shall keep accounting records in respect of the JCR which:

i. are sufficient to explain all of the JCR's transactions;

ii. are such as to disclose, at any time, the financial position of the JCR at that time; and

iii. enable true and fair accounts to be prepared and examined from time to time.

8.1.2 The accounting records referred to in S.O. 8.1.1. must in particular contain:

i. entries showing from day to day all sums of money received and expended by the JCR and the matters in respect of which the receipt and expenditure takes place; and

ii. a record of the assets and liabilities of the JCR.

8.1.3 A copy of the annual financial report must be kept by both the Treasurer and the Vice President, and handed over to the incoming Treasurer and Vice President before they begin their term in office, as elected in accordance with the Standing Orders.

8.1.4 The Executive Committee shall monitor all expenditure and the maintenance of assets to ensure that the income and property of the JCR is applied appropriately.

8.1.5 On taking office, the Executive Committee shall audit the financial and accounting records produced by the previous Executive Committee.

8.1.6 The Executive Committee shall open and operate such bank and other accounts as it considers necessary, in accordance with Article **??** and S.O. 8.4.

8.1.7 In accordance with Article **??**, unless the Executive Committee determines otherwise, thus withdrawing or amending the delegation, the Treasurer shall be responsible for the day-to-day administration of the JCR's finances as laid out in S.O. 8.1. The powers and responsibilities of the Executive Committee in S.O. 8.1. shall be delegated to them, in accordance with S.O. 8.4, save that the Executive Committee remain responsible for the application of income and property, in accordance with Article **??**.

8.2 Budgets and reserves

8.2.1 For each Financial Year, the Executive Committee shall seek the approval of the College for the JCR's Annual Budget, following consultation with relevant Officers. The Executive Committee shall not authorise or incur expenditure in excess of 105% of the total planned expenditure in the Annual Budget, except to meet liabilities already incurred or with the express authority of the College or if it is necessary to do so.

8.2.2 The Executive Committee shall budget to maintain a reserve of at least 60% of the general operational income received for the previous Term. This is in order to offset the risk of unexpected costs, unplanned overspend or a reduction in income. In accordance with Article **??**, the Executive Committee may budget to maintain a larger reserve, in accordance with a written reserves policy.

8.2.3 If the level of reserves is below that determined in accordance with S.O. 8.2.2., the Executive Committee shall budget to restore at least 50% of the difference over the Financial Year, unless the General Meeting resolves to approve an alternative strategy. If the level of reserves is significantly above that determined in accordance with S.O. 8.2.2., the Executive Committee shall bring a proposal to the General Meeting to spend at least one-third of the excess on long-term improvements.

8.2.4 The Executive Committee shall ensure that the JCR is suitably insured against potential liabilities.

8.3 Accountablility

8.3.1 The JCR's finances shall be a matter of public record and shall be conducted in a responsible and accountable fashion. The Executive Committee shall be accountable to the General Meeting for all expenditure and movement of moneys. A presentation providing an overview of the annual finances must be given in the last OGM of the academic year by the Treasurer to the JCR.

8.3.2 The Executive Committee shall ensure that the income and property of the JCR is applied solely towards the promotion of the Objects, in accordance with Article **??**.

8.3.3 The Executive Committee shall provide the most recent Annual Accounts of the JCR to any person who requests them. If they request the accounts by a means other than suitable Electronic Means, the Executive Committee may require the payment of such reasonable fee as may be required in respect of the costs of complying with the request. The most recent annual accounts should also be available on the JCR website.

8.3.4 The Executive Committee shall ensure that termly Budgets and Accounts are submitted promptly to the JCR and to the College. The Budget for the upcoming Term and the Accounts for the previous Term shall be presented to the first OGM of each Term. The Annual Budget shall be presented to the first OGM after its approval.

8.3.5 Termly or more frequently, the Executive Committee shall designate one or more suitably independent Trustees who shall internally audit the financial and accounting records of the JCR produced for that period.

8.3.6 For each financial year, the Executive Committee must obtain the approval of the College for the JCR's budget.

8.3.7 For each Financial Year, the Executive Committee shall approve and submit Annual Accounts to the College, after all relevant records have been internally audited in accordance with S.O. 8.1.3. and S.O. 8.3.5. The Annual Accounts and a report on the activities of the JCR over the Financial Year and the main aims for the coming year shall be submitted to an OGM in Michaelmas Term.

i. This annual financial report must include a balance sheet, and report the monies held in all accounts in the name of the JCR, to include the JCR Charities account and the JCR account.

8.3.8 Unless an audit is required, for each Financial Year the Annual Accounts of the JCR shall be independently examined by an independent person who is reasonably believed by the Executive Committee to have the requisite ability and practical experience to carry out a competent examination of the accounts, in accordance with sections 144-161 of the Charities Act 2011.

8.3.9 All subscriptions paid to Affiliated Organisations shall be listed in the relevant termly Accounts, in accordance with S.O. 9. Similarly, for each Financial Year, the list of all Affiliated Organisations and subscriptions paid shall be included in the Annual Accounts.

8.3.10 The College has the right to inspect all of the financial and accounting records of the JCR on request. The Executive Committee is responsible for addressing such requests.

8.3.11 The Base Income is the capitation from the College received for that Term, unless the General Meeting determines otherwise.

8.4 Delegation and financial controls

8.4.1 In accordance with Article **??**, the Executive Committee may only delegate control of the JCR's finances or permit expenditure to be incurred on behalf of the JCR in accordance with the requirements of S.O. 8.4. Subject to this Standing Order, the Executive Committee may delegate such control or permit such expenditure in all ways allowed by the Constitution.

8.4.2 Where direct control of JCR funds is delegated, at least two Trustees must have access to the account in which it is kept and the approval of at least one Trustee must be given for any transfer out of the account.

8.4.3 Expenditure may only be made against an invoice presented to the JCR and expenditure made on the JCR's behalf may only be reimbursed against a receipt presented to the JCR, except in accordance with S.O. 8.4.8. The Executive Committee must retain copies of all such invoices and receipts.

8.4.4 A Trustee authorised by the Executive Committee may make expenditure, in accordance with a budget approved by the Executive Committee, or reimburse for such expenditure made on the JCR's behalf, up to a limit of 2% of the Term's Base Income for each distinct purchase or expense. Purchases listed on the same invoice are not distinct, neither are expenses listed on the same receipt. The Treasurer should usually be authorised in this fashion.

8.4.5 Subject to S.O. 8.4.4., all other expenditure and reimbursement requires the approval of the Executive Committee or, where control of funds is delegated to a Sub-Committee, the Sub-Committee.

8.4.6 The Executive Committee (and its Sub-Committees) shall not intentionally authorise or incur expenditure (except to meet liabilities already incurred or if it is necessary to do so) in any of the following ways without the express authority of the General Meeting.

i. On any single item not listed in the most recent termly Budget in excess of 5% of the most recent Term's Base Income.

ii. On any item listed in the Budget in excess of 115% of the planned expenditure for that item.

iii. In excess of 110% of the total planned expenditure of the most recent termly Budget.

8.4.7 The Executive Committee shall not budget more than 5% of the most recent Term's Base Income on expenses of the Executive Committee (and its Sub-Committees).

8.4.8 Authorising expenditure without receipts or invoices

8.4.8.1 Subject to the Constitution and Standing Orders, the Executive Committee (or, where relevant, a Sub-Committee) shall have the following powers.

8.4.8.2 The Executive Committee (or a Sub-Committee so authorised) may authorise donations to be made by way of subscription to an Affiliated Organisation in accordance with S.O. 9. or to a charitable cause to further the Objects, provided that the Committee is reasonably satisfied that the organisation in receipt of the donation is properly run and will apply the funds appropriately.

8.4.8.3 The Executive Committee (or a Sub-Committee so authorised) may make grants to Undergraduates or to support Undergraduates on the basis of a costed plan for the use of the funds in furtherance of the Objects and appropriate assurances and checks that the funds will be thus applied.

8.4.8.4 The Executive Committee may invest funds and delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

9 External Affiliations

NB: This is an Agreed Standing Order.

9.1 In accordance with Article **??**, the JCR may decide to affiliate to External Organisations for up to fourteen months by a Motion passed by the General Meeting or by Referendum. Such a decision must include a decision to introduce a regulatory document, approved as part of the same Motion or Referendum, governing how the JCR shall interact with the organisation, including any details of who should represent the JCR. Any such regulatory document is given binding force by this Standing Order and may be amended by a Motion passed by the General Meeting or by Referendum.

9.2 The Executive Committee must publish notice of any affiliation decision, stating the name of the organisation and details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made to the organisation. The Executive Committee shall ensure that such notice is given to the College (by sending it to the Senior Treasurer of the JCR and to the Senior Tutor for transmission to the Warden and Tutors' Committee) and to all Undergraduates.

9.3 The Executive Committee shall ensure a motion is submitted 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 requiring a simple majority to pass.

9.4 By petition of ten or more Ordinary Members, addressed to the Executive Committee via any Trustee, the question of continued affiliation to any External Organisation shall be decided by Referendum, in accordance with S.O.5.

10 Complaints

NB: This is an Agreed Standing Order.

10.1 In accordance with the Education Act 1994, there shall be a complaints procedure to deal with complaints of the nature described in Article **??** of the Constitution.

10.2 Any Undergraduate or group of Undergraduates, hereinafter the Complainants, shall have the right to submit a Complaint regarding any of the matters referred to in Article **??**, in accordance with this S.O.

10.3 For any Complaint, the relevant process must be identified, in accordance with S.O. 10.5, and the stages outlined in this S.O. must be followed in order. Only if the Complaint is not dealt with to the satisfaction of all relevant parties shall any unsatisfied party have the right to appeal to the next stage.

10.4 Complaints must be dealt with fairly and promptly, and if a Complaint is upheld, there must be an effective remedy. The Executive Committee is responsible for overseeing the procedure, ensuring that robust processes are in place, and ensuring the implementation of an effective remedy where necessary (unless such a remedy is implemented by the College).

10.5 Processes

10.5.1 Before making a Complaint, any Undergraduate or group of Undergraduates may seek informal resolution of the matter by contacting the President or, if the matter relates to the President in a way that would make this inappropriate, any other Trustee. No one shall be obliged to seek informal resolution before making a Complaint.

10.5.2 Any Complaint which relates to Harassment shall be dealt with in accordance with the College's harassment procedure.

10.5.3 Any Complaint which relates to an Election or Referendum shall be dealt with in accordance with the procedure in S.O. 10.7.

10.5.4 Any other Complaint shall be dealt with in accordance with the procedure in S.O.10.6.

10.5.5 All parties to the the Complaint shall maintain appropriate confidentiality at all times, in accordance with S.O. 10.8.

10.5.6 The steps taken by the person or body investigating the Complaint may include (as appropriate):

i. meeting separately with the Complainants and any person who is a subject of the Complaint;

ii. interviewing individuals identified by any parties to the Complaint as having relevant evidence;

iii. speaking to other relevant people on a confidential basis;

iv. considering whether to request the taking of immediate interim action; obtaining further relevant information.

10.6 JCR Complaints

10.6.1 Initial Stage

10.6.1.1 In the first instance, the Complaint shall be submitted by email to a Trustee, hereinafter referred to as the Complaint Trustee, using the email address listed on the JCR Website and including the words "Formal Complaint" in the subject line. Unless there is good reason otherwise, the Complaint Trustee should be the Vice President.

10.6.1.2 The aim shall always be to conclude the Complaint within no more than ten working days during term time, and no more than twenty working days outside of term time, of the Complaint being submitted. If this is not possible then all parties to the Complaint shall be informed of the likely time frame and shall be notified of the progress no less than once a fortnight, by either the Complaint Trustee or the Complaint Panel.

10.6.1.3 If the Complaint Trustee determines that the Complaint is not well founded, then they may, giving reasons, dismiss the Complaint without appointing the Complaint Panel provided in S.O. 10.6.1.4. The Complainants may appeal against such a decision in accordance with S.O. 10.6.2.

10.6.1.4 Consulting with the Executive Committee as appropriate, the Complaint Trustee shall appoint a Complaint Panel, of between one and three persons, to investigate the Complaint. The Complaint Panel shall be a Sub-Committee of the Executive Committee. The Complaint Trustee may be a member of the Complaint Panel and at least one member of the Complaint Panel must be an Ordinary Member. Every member of the Complaint Panel must agree in writing to adhere to the confidentiality requirements in S.O. 10.8.

10.6.1.5 The Complaint Panel shall take such steps as they think necessary or appropriate to reach a decision on the outcome of the Complaint.

10.6.1.6 If the Complaint is made against a person or persons, the Complaint Panel shall inform them of the details of the allegations and provide them with the opportunity to provide any relevant evidence and make written and oral representations in their defence. Representations may not be made by another person on their behalf, even if that person is legally qualified.

10.6.1.7 In investigating the Complaint, the Complaint Panel may determine that a task should be undertaken by one or more members of the panel.

10.6.1.8 The Complaint Panel shall inform the Complaint Trustee, the Executive Committee (via the Chair), the Complainants and any person who is a subject of the Complaint by email of:

i. the conclusions they have reached having reviewed the evidence and whether the Complaint
   a) is upheld (in whole or in part), or
   b) is rejected (including, if appropriate, that the Complaint is unfounded and not made in good faith);

ii. any action that they recommend by way of effective remedy;

iii. the reasons for any such recommendation.

10.6.1.9 If the Complaint is upheld, the Executive Committee shall implement an effective remedy, having due regard to the conclusions and recommendations of the Complaint Panel.

10.6.2 Appeal stage

10.6.2.1 If, having completed the initial stage, the Complainants or any person against whom the Complaint was made does not accept the outcome of the Complaint, they may refer the issue to the Senior Treasurer of the JCR, to be dealt with in accordance with the Bylaws of the College. The Complaint Trustee must be informed by email if the issue is referred to the College.

10.6.2.2 A referral in accordance with S.O. 10.6.2.1. may only be made within five days of receiving the notification specified in S.O. 10.6.1.8. (or, if no part of the five days would fall within Full Term, within ten days of receiving the notification).

10.6.2.3 In accordance with the relevant procedures, the College shall have the power to overturn, uphold or alter the decision of the Complaint Panel at the initial stage.

10.6.2.4 If the Complaint is upheld, the Executive Committee and the College shall implement an effective remedy.

10.7 Election and Referendum Complaints

10.7.1 No Complaint may be submitted under this procedure more than 96 hours after the result of the relevant Election or Referendum is announced, unless new evidence becomes available. In any case, no Complaint may be submitted under this procedure more than two weeks after the result of the relevant Election or Referendum is announced.

10.7.2 Initial stage

10.7.2.1 In the first instance, the Complaint shall be submitted by email to the Returning Officer or, if the Complaint concerns the Returning Officer, to a suitable Trustee. The Complainants must use the email address listed on the JCR Website and include the words "Formal Complaint" in the subject line. The person to whom the Complaint is submitted is hereinafter referred to as the Complaint Officer.

10.7.2.2 The Complaint Officer shall undertake an initial investigation of the Complaint, to determine the relevant facts. The Complaint Officer shall have the power to require relevant Members to meet with them and to require a Member to give a prompt answer to any reasonable question.

10.7.2.3 If the Complaint Officer determines that the Complaint is not well founded, then they may, giving reasons, dismiss the Complaint. The Complainants may appeal against such a decision in accordance with S.O. 10.7.3.

10.7.2.4 Within 24 hours of receiving the Complaint, the Complaint Officer must take one of the following three actions.

i. Decide whether or not to uphold the Complaint and, if the Complaint is upheld, determine an effective remedy.

ii. Extend their investigation, but not beyond 48 hours after they received the Complaint.

iii. Direct the Executive Committee to appoint a Complaint Panel of two or three suitably independent persons to investigate the Complaint. The Complaint Panel shall be a Sub-Committee of the Executive Committee. The Complaint Officer may be a member of the Complaint Panel and at least one member of the Complaint Panel must be an Ordinary Member. Every member of the Complaint Panel must agree in writing to adhere to the confidentiality requirements in S.O. 10.8. The Complaint Panel shall aim to conclude within five days. If this is not possible then all parties to the Complaint shall be informed of the likely time frame and shall be notified of the progress no less than once a week, by either the Complaint Officer or the Complaint Panel.

10.7.2.5 In their investigation, the Complaint Officer or the Complaint Panel shall take such steps as they think necessary or appropriate to reach a decision on the outcome of the Complaint.

10.7.2.6 If the Complaint Officer has extended their investigation as permitted by S.O. 10.7.2.4(ii), the Complaint Officer must either reach a determination on the Complaint and any remedy, or direct the Executive Committee to appoint a Complaint Panel as described above within 48 hours of receiving the Complaint.

10.7.2.7 If the Complaint is made against a person or persons, the Complaint Officer or the Complaint Panel shall inform them of the details of the allegations and provide them with the opportunity to provide any relevant evidence and make written and oral representations in their defence. Representations may not be made by another person on their behalf, even if that person is legally qualified.

10.7.2.8 In investigating the Complaint, a Complaint Panel may determine that a task should be undertaken by one or more members of the panel.

10.7.2.9 The Complaint Officer or the Complaint Panel shall inform the Returning Officer, the Executive Committee (via the Chair), the Complainants and any person who is a subject of the Complaint by email of:

i. the conclusions they have reached having reviewed the evidence and whether the Complaint
   a) is upheld (in whole or in part), or
   b) is rejected (including, if appropriate, that the Complaint is unfounded and not made in good faith);

ii. any action that they recommend by way of effective remedy;

iii. the reasons for any such recommendation.

10.7.2.10 If the Complaint is upheld, the Complaint Officer or the Complaint Panel shall implement an effective remedy, in accordance with their conclusions and recommendations, assisted by the Executive Committee and Returning Officer as appropriate. For a Complaint regarding an Election, the remedies available shall include those listed in S.O. 4. and for a Complaint regarding a Referendum, the remedies available shall include those listed in S.O. 5.

10.7.3 Second Internal Stage

10.7.3.1 If the initial stage was conducted in a manner which was procedurally irregular or there is new evidence which could not previously have been considered (but not for any other reason), any party to the Complaint may appeal to the Executive Committee via any Trustee. The Complaint Officer must be informed if such an appeal is made.

10.7.3.2 An appeal from a decision of the Complaint Officer may only be made within 24 hours of receiving the notification specified in S.O. 10.7.2.9. An appeal from a decision of a Complaint Panel may only be made within five days of receiving the notification specified in S.O. 10.7.2.9. If the Executive Committee determines that the appeal is not well founded, then it may dismiss the Complaint.

10.7.3.3 The Executive Committee shall take such steps as they think necessary or appropriate to establish whether there are grounds for changing the determination made at the initial stage. The Executive Committee shall aim to conclude within five days. If this is not possible then all parties to the Complaint shall be informed of the likely time frame and shall be notified of the progress no less than once a week.

10.7.3.4 The Executive Committee shall inform the Returning Officer, the Senior Treasurer of the JCR, the Complainants and any person who is a subject of the Complaint by email of:

i. the conclusions they have reached having reviewed the evidence and whether the Complaint
   a) is upheld (in whole or in part), or
   b) is rejected (including, if appropriate, that the Complaint is unfounded and not made in good faith);

ii. any action that they recommend by way of effective remedy; the reasons for any such recommendation.

10.7.3.5 If the Complaint is upheld, the Returning Officer and Executive Committee (as appropriate) shall implement an effective remedy, having due regard to the conclusions and recommendations given in accordance with S.O. 10.7.3.4. For a Complaint regarding an Election, the remedies available shall include those listed in S.O. 4. and for a Complaint regarding a Referendum, the remedies available shall include those listed in S.O. 5.

10.7.4 Appeal to the College

10.7.4.1 If, having completed initial stage and, if applicable, the second internal stage, the Complainants or any person against whom the Complaint was made does not accept the outcome of the Complaint, they may refer the issue to the Senior Treasurer of the JCR, to be dealt with in accordance with the Bylaws of the College. The Returning Officer and the Executive Committee must be informed by email if the issue is referred to the College.

10.7.4.2 If appealing from a decision of the Complaint Officer, such a referral may only be made within 24 hours of receiving the notification specified in S.O. 10.7.2.9. In all other cases, a referral may only be made within five days of receiving the notification specified in S.O. 10.7.2.9. or S.O. 10.7.3.4. as applicable (or, if no

part of the five days would fall within Full Term, within ten days of receiving the notification).

10.7.4.3 In accordance with the relevant procedures, the College shall have the power to overturn, uphold or alter the decision of the Complaint Panel at the initial stage.

10.7.4.4 If the Complaint is upheld, the Executive Committee and the College shall implement an effective remedy. For a Complaint regarding an Election, the remedies available shall include those listed in S.O. 4. and for a Complaint regarding a Referendum, the remedies available shall include those listed in S.O. 5.

10.8 Confidentiality Requirements

10.8.1 All details of the administration and determination of a Complaint, and of the Complaint itself, shall be treated as confidential unless the individual or body presiding over the Complaint determines otherwise.

10.8.2 In judging the appropriate level of confidentiality, a balance must be struck between protecting the privacy of individuals and a level of transparency that maintains trust in the complaints process.

10.8.3 The Executive Committee shall ensure that a general summary of each Complaint received and whether it was upheld is published to the College and the Ordinary Members. This summary must not contain confidential information, in accordance with S.O. 10.8.1.

10.8.4 The identity of the Complainants should not normally be revealed outside of the process of investigating and determining the Complaint, although it may be necessary or appropriate to do so in some circumstances.

11 Emergencies

NB: This is an Agreed Standing Order

11.1 In the event that the JCR or any officer thereof is not reasonably able to satisfy an obligation or obligations imposed on them by the Constitution or Standing Orders due to unforeseen external circumstances, hereafter the "Obligations", the Executive Committee may negotiate with College an Emergency Waiver of the Obligations.

11.2 The Emergency Waiver shall state which Obligations it covers, the nature of the unforeseen external circumstances, a start time in the future, and may (but is not required to) specify either an end time at a fixed date in the future, or some other condition at which the waiver expires. Where possible it shall contain Alternative Obligations, that ensure that the aims of the original Obligations are achieved as best as is reasonably possible.

11.3 The Emergency Waiver shall have force if agreed to by the Executive Committee, College, and all Officers of the JCR subject to the Obligations, hereafter the Relevant Parties. In this case, while it remains in force, the Obligations are waived, and the Alternative Obligations shall have the same binding force as the original Obligations.

11.4 The Alternative Obligations may be amended or removed entirely by agreement of the Relevant Parties.

11.5 The Emergency Waiver may be rescinded by College at any time, giving reasonable notice to enable the JCR to resume compliance with the original Obligations, if in their opinion it is being misused.

11.6 The details of the Emergency Waiver, or any amendment thereto, or the cancellation thereof, shall be communicated to all members of the JCR as soon as practicable, and if possible at least 24 hours before the time at which this change comes into force.

11.7 Emergency Waivers affecting obligations in the Constitution shall only take force if the Constitution permits this.

11.8 Emergency Waivers shall not affect obligations under this Standing Order.

Part II

Appendices

A Definitions

A.1 "the Constitution" shall mean the constitution of Merton College Junior Common Room.

A.2 All the definitions in the Constitution shall apply in the Standing Orders.

A.3 The following terms shall have the meanings given within the Statutes and Bylaws of the College, or the College Handbook for Junior Members.

i. Junior Treasurer of the Amalgamated Clubs

ii. Senior Treasurer of the JCR

iii. Harassment

A.4 The following terms shall have the definitions given in the Statutes and Regulations of the University.

i.

A.5 The following definitions shall apply for the purposes of interpreting the Standing Orders.

Academic Year the period of approximately one year from Sunday of the tenth Week of Trinity Term through to Saturday of the ninth Week of Trinity Term

Accounts the termly Accounts prepared in accordance with S.O. 8.3.3.

Affiliated Organisation an External Organisation to which the JCR has affiliated in accordance with S.O.11.

Agenda the agenda for the meeting of a Committee or the General Meeting

Annual Accounts the accounts prepared in accordance with S.O. 8.3.4.

Appendix an appendix to the Standing Orders in accordance with S.O. 1.1.4.

Budget a termly Budget prepared in accordance with S.O. 8.3.3.

By-Election a by-election held in accordance with S.O. 4.

Candidate a candidate in an Election, in accordance with S.O. 4.6.

Chair the chair of a Committee or of the General Meeting

Committee a committee of the JCR specified in S.O.2.

Complaint a complaint submitted in accordance with S.O.10.

Financial Year the year running from 1 August to 31 July

Founding Resolution in relation to a Committee, the decision which established the Committee, except a Committee established by the Constitution or Standing Orders

Hustings Hustings for an Election in accordance with S.O. 4.9.

Individual Election an individual election in accordance with S.O. 4.11.2.

JCR Website the official website of the JCR, as designated by the Executive Committee

Joint Election a joint election in accordance with S.O. 4.11.2.

Manifesto a manifesto for an Election in accordance with S.O. 4.8.

OGM Ordinary General Meeting

OGM Election an Election that takes place in an OGM in accordance with S.O. 4.11.3.

Polling the period of polling for an Election in accordance with S.O. 4.11.

Postal Vote a vote cast by any means other than in person

Returning Officer the Officer described in S.O. 4.5.

RON re-open nominations, the candidate described in S.O.

Scheduled Election a scheduled OGM Election

Secretary the secretary to a Committee or to the General Meeting, in accordance with S.O. and S.O. 6.

S.O. Standing Order

Voting the period of voting in a Referendum in accordance with S.O. 5.8.

Warden and Tutors' Committee the committee so described in the By-laws of the College

Week a week of a Term, running from Sunday to Saturday; the first week of Full Term shall be the first Week and other Weeks shall be numbered accordingly

B Internal Definitions

B.1 The following definitions shall apply for the purposes of interpreting the Standing Orders.

Admiral of the Fleet the Sports and Recreation Representative.

Associate Member an associate member of the JCR Committee in accordance with S.O. 2.3.4.

BME Representative the Ethnic Minority Students' Representative.

Committee Chair the Officer designated as such in S.O. 2.3.4.

Freshers' Week noughth Week of Michaelmas Term

Memorandum any understanding between the JCR and another party constituting best practice

Office-Holder an Officer or a member of a Standing Committee or Sub-Committee

Record a document designated as a record by S.O. 11.

Room Ballot the room ballot administered in accordance with S.O. 7.

Subject President one of the Officers so described in S.O. 3.25.

C Room Ballot

C.1 Room Ballot

C.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.

C.1.2 A ballot of all incoming fourth years, with the exception of Law Course II students and Modern Linguists, shall be drawn by the end of Hilary Term. Incoming fourth year Modern Linguists 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.

C.1.3 The order of choice in the Room Ballot for incoming third and fourth year Law Course II students and Modern Linguists and incoming fourth year Classicists shall be determined in the following order:

i. The second year ballot from the previous year shall be inverted.

ii. 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)

iii. 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.

iv. 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.

v. 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.

vi. 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.

vii. 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.

viii. Undergraduates who have suspended their studies shall be inserted into the ballot which relates to their academic year, or they may undertake to resume their position in the ballot which relates to their matriculation year by response to an email sent by the Vice President in Hilary Term. In the case of the latter, for the following year, they shall be inserted into the ballot which relates to their academic year. Insertion into their academic year will be by random number generator or balloting as part of a group if appropriate to that year and before the usual deadlines.

ix. To insert by random number generator, the process shall be carried out as follows:

a) Identify the total number of students currently in the ballot (excluding any students due to be inserted into the ballot), N,

b) Choose a random number, k, between 1 and N + 1,

c) Insert the student into the kth position, moving lower students down.

x. The insertion of students by random number generator shall happen before the insertion of modern linguists, classicists and Law course II students. In the case of inserting more than one student, this process outlined in 1.3.10 shall be repeated with N increasing each time.

C.1.4 Incoming second years may enter the room ballot automatically as individuals or voluntarily in groups of up to six members.

C.1.5 The Vice President shall solicit for group entries to the Second Year Ballot in Hilary Term with a deadline communicated to the JCR at least 4 weeks prior.

C.1.6 By the end of 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.

C.1.7 The Final Room Ballot shall be emailed to all members within 24 hours of the drawing of the Second Year Ballot.

C.2 Room Choosing

C.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.

C.2.2 Viewing of rooms shall take place as available during 1st and 2nd Week of Trinity Term.

C.2.3 Room choosing for fourth and third years shall take place in 3rd Week of Trinity Term.

C.2.4 Room choosing for second years shall take place in 5th Week of Trinity Term.

C.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.

C.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.

C.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.

C.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.

C.2.9 The JCR President-elect and Vice President-elect shall choose whether or not they will reside in their designated rooms before the room choosing date applicable to them. Should this not be possible, they will be given the option to reside in the designated rooms after their room choosing. These rooms will be made available to the JCR as in C.2.10.

C.2.10 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.

D The Charities and Arts Sponsorship Funds

D.1 The Charities Sponsorship Fund and Junior Members Charities Committee

D.1.1 The purpose of the Charities Sponsorship Fund (henceforth, the "Sponsorship Fund") is to support Junior Members in the pursuit of charitable causes.

D.1.2 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.

D.1.3 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.

D.1.4 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.

D.1.5 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.

D.1.6 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.

D.1.7 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.

D.1.8 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.

D.1.9 The content of Section 1 of this Appendix may only be altered with the approval of the General Meeting of both the JCR and the MCR.

D.2 The Arts Sponsorship Fund

D.2.1 The purpose of the Arts Sponsorship Fund (henceforth, the "Arts Fund") is to support Junior Common Room Members in the promotion of artistic endeavors. Junior Common Room Members

D.2.2 The Merton College Junior Common Room Arts Committee (henceforth "the Arts Committee") shall have the authority to make donations from the Arts Fund. For advice concerning applications to the Arts Fund, JCR Members are referred to the JCR Arts and Culture Representative.

D.2.3 The Arts Committee shall consist of the President, Treasurer, and Arts and Culture Representative of the JCR, and shall meet in 5th Week. The Arts Committee shall be chaired by the Arts and Culture Representative of the JCR. Quorum for the Arts Committee meeting shall be all three 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 Representatives on the Arts 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.

D.2.4 Applications for the Arts Fund should be completed on the form available on the JCR website or from the Arts and Culture Representative, and presented to that Arts and Culture Representative no later than two days before the Arts Committee meeting by Sunday of 1st week. The form shall be completed by the applicant, presented to the Arts and Culture Representative, and considered by the Arts Committee. The Arts Committee shall review its application and approval process annually in its meeting in Hilary Term.

D.2.5 Applications should be made by JCR Members on behalf of a production or artistic project and should be made in conjunction with other JCR Members who are involved in the same project and requesting funding. Projects with more Merton JCR Members will be prioritised for funding. Preference shall be given to those Junior Members who have not previously applied to the Arts Fund over those who have, though there is a limit of one application per term on the number of times a JCR Member may apply for grants from the Arts Fund. The distribution of the Arts Fund rests with the Arts Committee.

D.2.6 Extraordinary Meetings of the Arts Committee may be summoned by the discretion of the JCR President, Treasurer or Arts and Culture Representative.

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 Arts Committee meeting. An Extraordinary Meeting shall run along the same lines as detailed in paragraph 3 of this Appendix.

D.2.7 The Arts and Culture Representatives and the Treasurers shall be responsible for publishing termly accounts of Arts Fund expenditure to their respective Common Rooms. The Arts and Culture Representative shall request feedback material from successful applications to be posted on Common Room noticeboards to ensure JCR Members are aware of how Arts Fund expenditure has been used.

D.2.8 This Appendix may only be altered with the approval of the General Meeting of the JCR.

E The Charities Ballot

E.1 The purpose of the Junior Members' Charities Ballot is to facilitate Junior Members donating to worthwhile causes.

E.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.

E.3 The £10 shall be split equally (so that each cause receives £2 per normal donation) between:

i. The two permanent Junior Members' charities (Icolyn Smith Foundation and the Wolvercote Young People's Trust)

ii. The Junior Members' two nominated charities being supported for the academic year

iii. The Charities Sponsorship Fund

E.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.

E.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.

E.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.

E.7 This Appendix may only be altered with the approval of the General Meeting of both the JCR and the MCR.

F Single Transferable Vote (STV) Instructions

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/index.html

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.

F.1 General description of the count

F.1.1 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.

F.1.2 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.

F.1.3 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.

F.1.4 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.

F.1.5 In the rules below, words in **bold type** indicate that there is a definition in the glossary (section 6).

F.2 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.

F.2.1 First stage

F.2.1.1 Count all the voting papers to determine the total number of votes cast.

F.2.1.2 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**.

F.2.1.3 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.

F.2.1.4 Check the counting. Enter on each candidate's **vote record form** (yellow) the total number of **first preference votes**.

F.2.1.5 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.

F.2.1.6 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.

F.2.1.7 Considering each candidate in turn in descending order of their votes, **deem elected** any candidate whose vote equals or exceeds:

i. the quota, or

ii. (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.

F.2.1.8 That completes the first stage of the count. Now proceed to section 5.2 below.

F.2.2 Subsequent stages

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. 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. 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. 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 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. Details of how to exclude a candidate are given in section 5.4. 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. Transfer of a surplus If a surplus arises at the first stage, select for examination all the papers which the candidate has received. 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. 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. 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. Count the number of transferable papers and enter the number for each candidate on the vote record forms. 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. 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. 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. 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. 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. Add up the new total number of votes on the result sheet, and check that this still equals the original total valid vote. 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. Considering each continuing candidate in turn in descending order of their votes, deem elected any candidate whose vote now equals or exceeds Transfer of the votes of excluded candidates 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). 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. 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. Check the counting and enter the number of papers for each candidate and the number of non-transferable papers on the vote record forms. 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. Determine the total value of the papers for each candidate and that of the non-transferable papers and check the total. 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. 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. 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. 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. 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. 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). 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. 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. Add up the new total vote on the result sheet and check that this agrees with the original total valid vote. Completion of the count 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. 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. The count is now completed. Declare elected all those candidates previously deemed to be elected. Notes 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. 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. 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. 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. Glossary of terms in alphabetical order Batch: a bundle containing all the papers of one value in a transfer. Candidate's vote: the value of voting papers credited to a candidate at any point in the count. Continuing candidate: a candidate not yet deemed elected or excluded. 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. 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. Deemed elected: status of a candidate who is elected subject to formal confirmation. 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. 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. Invalid paper: a voting paper on which no first or only preference is expressed, or on which any first preference is void for uncertainty. 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. 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. 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. Non-transferable vote: the value credited as non-transferable at any point in the count. 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. 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. 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. 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. Surplus: the amount by which a candidate's vote exceeds the quota. 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. Total active vote: the sum of the votes

credited to all continuing candidates, plus any votes awaiting transfer. Total valid vote: the total number of valid voting papers. 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. Transferable paper: a voting paper which, having been allocated to a candidate, bears a next available preference for a continuing candidate. Valid voting paper: a voting paper on which a first or an only preference is unambiguously expressed. Value: the value of a voting paper is unity, or a lower value at which it was last transferred. 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.

G The Merton Winter Ball

G.1 General Regulations

G.1.1 There shall be a Joint Standing Committee of the MCR and JCR to be called The Ball Committee, the posts for which are to be 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.

G.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 2022, 2025, 2028 and thereafter.

G.1.3 The Ball Committee shall exist to provide a self-financing and enjoyable Ball for the College.

G.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.

G.2 Election and appointment of the Committee members

G.2.1 The Executive

G.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 2022, the Ball Executive shall be elected by the end of 6th Week of Michaelmas 2021).

G.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 Returning Office of the JCR when advertising for candidates.

G.2.1.3 Candidates for the roles of Ball Chair, Ball Treasurer and Ball Secretary must receive written from their Tutors before being allowed to hust for any of the positions, and may not be on the JCR or MCR Executive Committee during their appointment.

G.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 Returning Officer, each of the candidates will be interviewed (in public) by a panel consisting of (at their convenience) the JCR and MCR Presidents and Treasurers, available members of the previous Ball Committee, and any other junior member of the College appointed by the JCR and MCR 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.

G.2.2 Other Committee members

G.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 (hereafter, "Section Directors" or "Directors") 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, if applications allow, to have equal representation of both common rooms in the Ball Committee.

G.2.2.2 Following their appointments, the Section Directors, in conjunction with the Executive Committee, will appoint the members of their teams in the positions outlined below.

G.2.2.3 "Committee members" are henceforth defined as all Executive Committee members, all Section Directors, and all appointed members of their teams.

G.2.2.4 The Structure of the teams shall be appointed according to need with a suggested structure being as follows:

- Health, Safety and Security Team:
  - Health and Safety
- The Marketing Team:
  - Design
  - Ticketing and IT
  - Sponsorship
- The Food & Drinks Team:
  - Food
  - Drink and Bars
- The Entertainment Team:
  - Music
  - Non-musical Entertainment
- The Production Team:
  - Marquees, lighting, stages, sound-systems (Production)
  - Facilities and Timetabling
  - Decorations

G.2.2.5 The JCR and MCR Presidents and Treasurers shall be invited to the bi-weekly meetings held between the Ball Executive and the Senior Treasurer and Domestic Bursar. They may also call for a meeting with the Ball Committee as necessary.

G.2.2.6 The Senior Treasurer, JCR President, and MCR President 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 Domestic Bursar, and the JCR and MCR Presidents.

G.3 Procedure and chains of command

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

G.3.2 The Ball Executive shall receive a spoken report from each Director on at least a weekly basis at the committee meeting or a written report in lieu.

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

G.4 Responsibilities of the Ball Executive

G.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 JCR and MCR, or in their absence, another member of the Ball Executive.

G.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.

G.4.3 The Ball Secretary shall record business transacted at meetings of the Ball Committee. By the passing of a motion at an Ordinary General Meeting, either the JCR or the MCR may request access to these minutes.

G.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.

G.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.

G.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.

G.5 Responsibilities of the Directors

G.5.1 The Directors shall manage their teams, holding meetings at least once a week during the term of the Ball and the term before.

G.5.2 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.

G.6 Responsibilities of all Committee members

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

G.6.2 All members of the Committee shall be prepared to work soberly on the night of the Ball itself, and at any marketing or similar events related to the Ball, as requested by the Ball Chair or their team Director.

G.7 Dismissal of Committee members and members of the Director's teams

G.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 JCR and MCR Presidents and the Senior Treasurer, dismiss a Section Director (not including the Ball Treasurer or Secretary).

G.7.2 Likewise, the Ball Chair may dismiss an appointed member of a Section Director's team with the agreement of both the Ball Treasurer and Ball Secretary, and in consultation with the member's Director, the JCR and MCR Presidents and the Senior Treasurer.

G.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 JCR and MCR Presidents.

G.7.4 The Ball Chair, Ball Secretary and Ball Treasurer may only be dismissed by the passage of a motion of no-confidence passed in General Meetings of both the JCR and MCR, along with the agreement of the Senior Treasurer.

G.7.5 In the case of the dismissal of a member of the Ball Executive, and immediately thereupon, the Returning Officer shall declare nominations open for a replacement. The process shall be as set out in 2.1. above, excepting that the timetable may be hastened at the discretion of the Returning Officer. 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.

G.8 Finance

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

G.8.2 The provisional budget shall provide for a 10% safety net in expected expenditure. If over 90% of expected income is realise then, at the discretion of the JCR and MCR Executive Committees, alongside the Senior Treasurer, 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%.

G.8.3 If money has been placed in the"roll-over fund" (see 8.8 below) as a result of the previous Ball, this money shall be counted as income in the provisional budget.

G.8.4 A financial report on the Ball shall be presented to every Ordinary General Meeting in the term of the Ball and the term beforehand to the JCR and MCR.

G.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.

G.8.6 It is suggested that an initial loan be made by both the JCR and MCR (through motions in their Ordinary General Meetings) to cover early costs. The Ball Committee shall borrow an equal sum from both common rooms.

G.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 JCR and MCR. Any loss incurred shall be split equally by the JCR and MCR.

G.8.8 In the event of any profit being made by the Ball, all surplus funds and remaining assets shall be for the use of the next Ball Committee. Accounts of such funds and assets shall be included in the Ball Treasurer's report.

Part III

Memoranda

M Memoranda

M.1 JCR-MCR BOP Security Cost Sharing

Agreed with MCR and approved by both JCR and MCR in HT23

M.1.1 The JCR and MCR commit to sharing the cost of BOP security in line with the formula outlined in this memorandum.

M.1.2 The MCR commits to covering $(25 + 0.5n)\%$ of BOP security costs incurred, where n is the average number of MCR members attending BOPs during one term with the maximum contribution from the MCR capped at 50%. The remaining costs are to be incurred by the JCR.

M.1.3 MCR contributions are to be calculated before start of term - attendance figures from the previous term will be used to calculate the contribution for the upcoming term. The MCR commits to sharing the exact figures used to calculate their final contributions with the JCR.

M.1.4 In return, the JCR guarantees that 25% of all available BOP tickets are to be made available for MCR members as early access tickets. These tickets will be released 24 hours in advance of the general ticket release and any unsold MCR tickets will be returned to the general pool.

M.1.5 If the college makes significant changes to the BOP booking system, this arrangement shall be amended.

M.2 JCR-MCR Games Room Maintenance Fee

Agreed with MCR and approved by both JCR and MCR in HT23

M.2.1 In order to enable the JCR to sustainably maintain the state of the Games Room (formally the Mackeith Room), the MCR agrees to pay the JCR a maintenance fee.

M.2.2 Commencing in Trinity Term 2023, the MCR commits to paying the JCR a termly maintenance fee of £246.

M.2.3 The arrangement outlined in this memorandum will remain in place for two academic years; the last term for which it will apply is Hilary Term 2025. In light of the experience of managing maintenance from these two years (in particular, the separation between projected and actual maintenance costs), the JCR and MCR should agree upon a new maintenance fee.