

The Constitution
*of the Junior Common Room
of Worcester College, Oxford*



As last amended on Sunday of Fourth Week of Hilary Term, 2026

*Initially ratified on Thursday of Fourth Week of Hilary Term, 2026,
adopted immediately but not yet approved by Governing Body.*

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Updated in 2026 by the JCR committee. Please contact the JCR President at jcr.president@worc.ox.ac.uk for any comments or questions about style, format, intention, or about how best to write amendment.

Part 1: Preamble

Article 1: Name and Purpose

- (i) The name of the unincorporated association herein shall be “The Junior Common Room of Worcester College, Oxford”, hereinafter referred to as “the JCR”.
- (ii) The aims of the JCR shall be:
 - (1) to effectively represent the interests of undergraduate Junior members of Worcester College, Oxford (hereinafter “the College”) to the governing body and all other relevant authorities outside the College, both within and outside of the University of Oxford (hereinafter “the University”), through the Oxford University Student Union;
 - (2) to provide facilities and services to maintain and improve college life of Junior Members of the College;
 - (3) to actively promote equality and fairness amongst Junior members of the College; and
 - (4) to foster good relations between the JCR and wider community through charitable projects.

Article 2: Membership Eligibility

- (i) There shall be three types of membership of the JCR: Full Membership, Graduate Membership and Honorary Membership. Hereinafter, the term “Member” shall include “Full Member” and “Graduate Member” only.
- (ii) All undergraduate Junior Members of the College shall be entitled to Full Membership. All graduate Junior members of the College shall be entitled to Graduate Membership.
- (iii) In this constitution, “undergraduate” includes undergraduate Visiting Students and fourth-year scientists, while “graduate” does not. Similarly, “graduate” includes fourth-, fifth- and sixth year medics and graduate Visiting Students, while “undergraduate” does not.
- (iv) Any person entitled to Full Membership shall automatically become a Full Member. Any person entitled to Graduate Membership shall automatically become a Graduate Member.
- (v) Any Member has the right to opt out of membership. This may be done by giving written notice to the Dean by the end of the first week of any term. Those entitled to Membership who opt out shall still be eligible to use services and facilities provided by the JCR. As stated in Section 22 (2) (c) of the Education Act 1994: “students who exercise that right [to opt out] should not be unfairly disadvantaged, regarding the provision of services or otherwise, by reason of their having done so.”
- (vi) Any person or entity may be granted Honorary Membership by an Ordinary Motion. Honorary Membership may also be removed by an Ordinary Motion.

Article 3: Rights of Membership

- (i) All members of the JCR shall be entitled to the following rights:
 - (1) The right to attend, speak at, and vote at all General Meetings, subject to the provisions of 23.
 - (2) The right to vote in Referenda amending the Constitution.
 - (3) The right to propose Motions for discussion at General Meetings.
 - (4) The right to use any facilities and services provided by the JCR.
- (ii) Full members of the JCR (and only Full Members) shall be entitled to the following additional rights:
 - (1) The right to vote in all Elections and Referenda.
 - (2) The right to candidature for any elected position, subject to the eligibility requirements in article 14.

Article 4: Affiliations

- (i) In accordance with Part II of the Education Act 1994, any organisation to which the JCR is affiliated shall be listed here in paragraph 22, alongside details of any subscription or similar fee paid or proposed to be paid and of any donation made or proposed to be made. The addition or removal of affiliated institutions shall require a Constitutional Motion, brought forward according to the standard procedure in Article 27.
- (ii) The JCR is affiliated to the following organisations:
 - (1) The Oxford University Student Union (“Oxford SU”)

Article 5: Interpretation

- (i) None of the foregoing provisions within this article shall preclude:
 - (1) a Junior Member of the college from exercising their right to make a complaint as set out in Article 37 and such published College procedures as apply, including, but not limited to the Student Handbook; or
 - (2) a court of competent jurisdiction from determining any dispute as to the interpretation of any rule of the JCR Constitution insofar as it is alleged that there has been an error of law which cannot be remedied within internal dispute procedures or by recourse to the Office of the Independent Adjudicator for Higher Education.
- (ii) This Constitution, with the exception of Appendix 1, serves as the written constitution of the JCR in accordance with Part II of the Education Act 1994.
- (iii) This Constitution shall be subject to the sole interpretation of the JCR Executive Committee.

- (iv) If there is a disagreement within the Executive Committee about the interpretation of this Constitution, the decision of the President shall be final.
- (v) If any member of the JCR Committee disagrees with the interpretation of the Executive Committee, the decision may be overturned by a two-thirds majority vote of the JCR Committee.

Article 6: Amendment and Review

- (i) The Constitution may only be amended by a Constitutional Motion, requiring a two-thirds majority in a Referendum, in accordance with article 27.
- (ii) The Officer's Mandates in Appendix 1 may be amended by a vote of the JCR Committee.
- (iii) The Constitution, with the exception of Appendix 1, shall be subject to review by the Governing Body every three years, beginning in Hilary Term 2029, in accordance with Part II of the Education Act 1994. Any changes suggested by the Governing Body must still be passed by a Constitutional Motion.

Part 2: The JCR Committee

Article 7: JCR Committee Officers

- (i) There shall be an elected JCR Committee to conduct the business of the JCR.
- (ii) The JCR Committee shall consist of the following Committee Officers:
 - (1) President
 - (2) Vice-President and Treasurer
 - (3) Secretary
 - (4) Academic Affairs and Careers Officer ("Academic Affairs and Careers Rep")
 - (5) Access and Admissions Officer ("Access Rep")
 - (6) Arts Officer ("Arts Rep")
 - (7) Charities Officer ("Charities Rep")
 - (8) Class Act Officer ("Class act Rep")
 - (9) Computing Officer ("Computing Rep")
 - (10) Editor of the Woosta Source
 - (11) Entertainment Officer ("Entz Rep")
 - (12) Entertainment Secretary ("Entz Sec")
 - (13) Entertainment Treasurer ("Entz Treasurer")
 - (14) Entertainment Ticketing Officer ("Entz Ticketing")
 - (15) Environment and Ethics Officer ("E&E Rep")
 - (16) Faiths and Beliefs Officer ("Faith Rep")
 - (17) Food and Bar Officer ("Food & Bar Rep")
 - (18) Freshers' Representative ("Freshers' Rep")

- (19) Gender Equality Officer
 - (20) Housing and Internal Affairs Officer (“Housing Rep”)
 - (21) International Students’ Representative (“International Rep”)
 - (22) Junior Treasurer of the Amalgamated Clubs (“Sports Rep”)
 - (23) LGBTQ+ Representative
 - (24) Racial and Ethnic Minorities Representative (“RAE Rep”)
 - (25) Social Media Officer (“Social Media Rep”)
 - (26) Sports Communication Officer Mascot (“Mascot”)
 - (27) Suspended Students’ Representative (“Suspended Students’ Rep”)
 - (28) Students with disabilities’ Representative (“Disabilities Rep”)
 - (29) Visiting Students’ Representative (Visiting Students’ Rep”)
 - (30) Welfare Officer (“Welfare Rep”)
 - (31) Welfare Officer, *of a different gender to the first* (“Welfare Rep”)
- (iii) The Executive Committee shall consist of the President, Vice-President and Treasurer, and Secretary.

Article 8: Sub-Committee and Sub-Committee Officers

- (i) There shall be a Freshers’ Week Sub-Committee consisting of the Freshers’ Representative and the following elected Sub-Committee officers:
 - (1) Freshers’ Week Treasurer (“Freshers’ Treasurer”)
 - (2) Freshers’ Week Design Officer (“Freshers’ Arts Rep”)
 - (3) Freshers’ Week Entertainment Officer (“Freshers’ Entz Rep”)
 - (4) Freshers’ Week Welfare Officer (“Freshers’ Welfare Rep”)
- (ii) The Freshers’ Week Sub-Committee shall be chaired by the Freshers’ Representative.
- (iii) The directives of the Freshers’ Week Sub-Committee shall be to organise Freshers’ Week each year and to ensure new Members have an exciting and smooth introduction to College life.
- (iv) Representatives from the Freshers’ Week Sub-Committee are not mandated to attend JCR committee meetings after Michaelmas term.
- (v) There shall be an Entertainment Sub-Committee (“Entz Sub-Committee”) consisting of the Entertainment Officer, the Entertainment Secretary, and the Entertainment Treasurer.
- (vi) The Entertainment Sub-Committee shall be chaired by the Entertainment Officer.
- (vii) The directive of the Entertainment Sub-Committee shall be to organise entertainment events for the benefit of Members throughout the academic year.

Article 9: Terms of Office

- (i) JCR Committee members shall hold office for three consecutive terms. Timings for hustings of roles are at the behest of the Secretary.
- (ii) Welfare Officers should be husted in Hilary to allow time for training. Secretary should also be husted in Hilary so that there is not an entirely new executive

committee at once. The Freshers' Committee should be husted in Hilary, so they have time to plan events.

- (iii) The Visiting Students' Rep should be husted in Michaelmas to allow visiting students who are only in College for a year to run.
- (iv) The remaining roles are husted at the behest of the Secretary who makes sure that people serve for three consecutive terms and aims to fill as many roles as possible.
- (v) The official handover must be completed by tenth week of the term in which the next Representative was elected, before their term officially starts.
- (vi) Handovers shall consist of the outgoing officer sending a 'handover document' to their successor, detailing the responsibilities of the role. Documents should also be sent to the Secretary, so that a bank of reference can be kept. If no previous rep has provided a handover document for the role, then the incumbent rep should prepare one for their successor.
- (vii) Every Election shall be for the term of office beginning the following term, with the exception of the Welfare Officers who shall start the following Michaelmas Term, and the Visiting Students' Rep, who shall start immediately.
- (viii) Officers may take their successor to Committee of Sub-Committee Meetings or other relevant events or may let their successor begin to undertake certain parts of their role if they wish before they leave office, as part of their successor's training.

Article 10: Resignation

- (i) Any Officer may resign at any point by sending a written notice of resignation to the Secretary. A By-Election shall follow in accordance with Article 20.
- (ii) If any Committee Officer is absent, without prior apology, at three Committee Meetings in any one term, a vote shall be held amongst Committee members concerning the maintenance of their position.
- (iii) Any Officer who suspends their studies shall be deemed to have resigned.

Article 11: Accountability

- (i) All Officers are accountable to the Committee and ultimately to all Full Members of the JCR.
- (ii) No Officer shall enter into an agreement, contractual or otherwise, which binds the JCR, without the specific prior mandate of the Committee.
- (iii) If an Officer acts inappropriately, wilfully disregards any part of the Constitution, or fails to fulfil their mandates, intentionally or through negligence, two forms of censure are available:
 - (1) Letter of Censure
 - (2) Motion for Removal from Office
- (iv) A Letter of Censure may be issued by two-thirds majority vote of the JCR Committee. Such a Letter shall outline the reasons for its issue and shall be published

to all Members. No vote may be held to issue a Letter of Censure without first giving the Officer in question an opportunity to be heard by the Committee.

- (v) A Motion for Removal from Office may be proposed as an Ordinary Motion calling a Referendum on the matter. If the motion is passed, a Referendum shall be held requiring a two-thirds majority to successfully remove the Officer. The Officer in question shall be given the opportunity to speak during the debate of the motion.

Article 12: Decisions

- (i) Any matter concerning the operation of the JCR and not explicitly provided for in this Constitution shall be decided as follows:
 - (1) if the matter falls clearly and completely within the remit of a particular Officer's mandates and does not affect other Officers, the matter may be decided by that Officer (subject to the restriction in paragraph (ii));
 - (2) if the matter does not fall clearly and completely within the remit of a Particular Officer's mandates, but does fall clearly and completely within the remit of a particular Sub-Committee's directives and does not affect other Officers, the matter may be decided by a simple majority vote of that Sub-Committee; or
 - (3) if the matter does not fall clearly and completely within the remit of a particular Officer's mandates or a particular Sub-Committee's directives, or affects other Officers, the matter shall be (and any matter *may* be) decided by a simple majority vote of the JCR Committee, or, and only if no disagreement arises, by the President, Vice-President and Treasurer, or Secretary, with the President being made aware.
- (ii) Any Sub-Committee Officer making a decision under paragraph (i) (1) should first consult with their Sub-Committee, and in the event of disagreement, the matter shall be decided by a simple majority vote of the Sub-Committee.
- (iii) Any decision not made by the JCR Committee may always be overturned by a two-thirds majority vote of the JCR Committee.
- (iv) Any decision taken by the JCR Committee shall only be valid if taken with a formal vote at a properly constituted Committee Meeting in accordance with Article 22.

Article 13: Mandates of JCR Officers

- (i) Every elected Officer shall:
 - (1) Attend all JCR Committee Meetings and attend at least one General JCR Meeting each term;
 - (2) if unable to attend a JCR Committee Meeting, apologies should be sent at appropriate notice to the Secretary. The chair of the meeting can discuss matters on their behalf;
 - (3) attend General Meetings of College Committees when appropriate and possible;

- (4) if unable to attend a General Meeting of College Committees, the Officer shall inform the JCR Executive Committee, one of whom will attend in their stead;
 - (5) be fully responsible to the JCR for their actions in their official capacities;
 - (6) be available to do duty shifts, which may include the role of sober representative, as the Fresher and Entertainment Sub-Committees require;
 - (7) act as Returning Officer or Presiding Officer in an Election or Referendum if called upon to do so by the JCR Committee; and
 - (8) only use any services paid for by the JCR for JCR matters.
- (ii) Further mandates of individual officers will be set out in Appendix 1.

Part 3: Elections and Referenda

Article 14: Eligibility for Election

- (i) With the exception of the position of Suspended Students' Representative and Visiting Students' Representative, only Full Members of the JCR who are matriculated undergraduates currently engaged in a course of study at the University shall be eligible for election to a JCR position.
- (ii) The following persons shall be eligible for election to the position of Suspended Students' Representative:
 - (1) Full Members of the JCR who are matriculated undergraduates currently engaged in a course of study at the University; and
 - (2) matriculated Undergraduates who were previously Full Members for at least one full term, have suspended their studies and will resume their studies prior to the start of their term of office as Suspended Students' Representative.
- (iii) The following persons shall be eligible for election to the position of Visiting Students' Representative:
 - (1) Visiting students who are enrolled for three consecutive terms.
- (iv) No Full Member may simultaneously hold, or be a candidate for, two or more elected positions.
- (v) No Full Member can serve on the Executive Committee more than once.

Article 15: Oversight of Elections and Referenda

- (i) For every Election there shall be a Returning Officer and a Presiding Officer.
- (ii) For every Referendum there shall be a Presiding Officer.
- (iii) The Returning Officer shall be an elected Officer and shall be presumed to be the Secretary unless the JCR Committee decides otherwise.
- (iv) The Presiding Officer shall be an elected Officer and shall be presumed to be the Computing Officer unless the JCR Committee decides otherwise.

- (v) The Returning Officer for an Election shall be responsible for the administration of that Election.
- (vi) The Presiding Officer for an Election or Referendum shall be responsible for collecting and publishing votes in that Election or Referendum, as detailed by Articles 18 And 21.
- (vii) In Elections, the Returning Officer shall have the power:
 - (1) to disqualify any candidate for electoral misconduct under Article 19;
 - (2) to disqualify any candidate not eligible for election under Article 14;
 - (3) to disqualify any candidate, they believe to have behaved in a manner otherwise unacceptable or contrary to the aims of the JCR (such a disqualification must be approved by a two-thirds majority of the JCR Committee); and
 - (4) to make any relevant decisions about the conduct of the Election not otherwise provided for in the Constitution.
- (viii) In Referenda, the Presiding Officer shall have the power to make any relevant decisions about the conduct of the Referendum not otherwise provided for in the Constitution.
- (ix) The Returning Officer or the Presiding Officer may be removed from their position, or any disqualifications may be reversed, by a two-thirds majority vote of the JCR Committee.

Article 16: Nominations

- (i) All nominations for candidates for an Election shall be submitted via email to the Returning Officer by midnight on the Saturday preceding the Election. The Returning Officer shall make all Full Members aware of this deadline.
- (ii) If no nominations have been received for a particular position, then the Returning Officer shall extend the deadline for that position first by twenty-four hours, and if still no nominations have been received, they shall extend the deadline and reschedule Hustings and the Election for that role as they see fit.
- (iii) Nominations shall include a poster, that includes a Proposer and a Seconder.
- (iv) For Presidential elections, candidates may provide a poster and a manifesto.
- (v) Nominations must include one and only one candidate to be valid.
- (vi) No current Officer, nor any person who is not a Full Member of the JCR may propose or second a candidate for an elected position.
- (vii) The Returning Officer shall at the earliest opportunity make the candidates' manifestos available by posting them, usually on the JCR Facebook Group.

Article 17: Hustings

- (i) The time and location for Hustings will be chosen by the Returning Officer and communicated to the JCR.

- (ii) The Officer currently holding a position being husted for may set Challenges to be completed by all candidates for that position. Incumbent reps should communicate challenges with the candidates for their role after their announcement as contenders. The Challenges must be the same for all candidates for a particular position.
- (iii) Hustings shall be chaired by the President or Vice-President and Treasurer.
- (iv) The chair shall not attempt to influence the performance of candidates to their benefit or detriment. The Chair shall do all in their power to ensure that candidates are treated fairly.
- (v) It shall be the responsibility of the Chair to ensure Hustings is constitutional.
- (vi) Each position shall be husted for in turn, with the order decided by the Chair.
- (vii) The procedure for husting for each position shall be as follows:
 - (1) Each candidate shall be given up to two minutes to make an introductory speech, with the order determined beforehand in a random fashion.
 - (2) Each candidate shall then present their completion of any Challenges set to them, in the same order as of their speeches. The Returning Officer should administer the agenda fairly between candidates.
 - (3) The Officer currently holding the position being husted for may then ask the candidates questions. Each question shall be addressed to all candidates equally and shall not introduce any bias towards one or more candidates. Each candidate shall answer the question in turn, with the order being determined by the Chair and being different for each question.
 - (4) Questions for the candidates will then be taken from the audience by the Chair. Questions addressed to all candidates shall be answered by each candidate in turn in an order determined by the Chair and being different for each question. Questions may be addressed to individual candidates, however the Chair shall have the power to disallow the question or to put the question to all candidates.
- (viii) No candidate shall be obliged to speak or answer questions.

Article 18: Procedure for Elections

- (i) All Elections shall be conducted using a secure online voting system.
- (ii) In accordance with Article 3, only Full Members shall be entitled to vote in Elections.
- (iii) The Single Transferable Vote system, specifically the ERS97 STV system, shall be used for all Elections.
- (iv) In all Elections, the option “Re-Open Nominations” (“RON”) shall be included on the ballot. In the event of a winning vote for RON, nominations shall be re-opened and the Hustings and Election for that position held again, with all dates and times decided by the Returning Officer. If a candidate has lost an election due to more votes being given to “RON”, they may run again.
- (v) Polling on the day of the Election shall be open between 8:30 a.m. and 8:30 p.m.

- (vi) From midnight at the start of the day preceding an Election or Referendum to the time that polls close for that Election or Referendum, no Officer or candidate shall engage in public discussion, debate, or campaigning (to include arranging events) in relation to the Election or Referendum or any topics related to its content, other than the Presiding and/or Returning Officers, who may make public announcements solely for the purposes of administrating the Election or Referendum. Candidates failing to abide by this rule shall be immediately disqualified, and Officers failing to abide by this rule shall be held in negligence of the Constitution under Article 11.
- (vii) During the above time period, additionally no discussion, debate or campaigning in relation to the Election or Referendum (other than by the Presiding and/or Returning Officers for the reasons given above) shall be allowed on the JCR Facebook Group by any Member, and this shall be part of the Guidelines enforced by the Moderators under Article 36.
- (viii) The Computing Officer shall administer the online voting.
- (ix) The Computing Officer shall notify all Full Members when polls are open, detailing the positions being elected, how to vote, and when polls will close.
- (x) The Computing Officer shall notify all Full Members of the outcome of the Election at the earliest opportunity after polls have closed by posting the outcome of the Election, usually on the JCR Facebook Group.
- (xi) The outcome of the Election shall be verified by the Returning Officer.

Article 19: Electoral Conduct

- (i) All candidates for a position should be present at Hustings when the relevant position is husted for, unless they have a valid reason not to be. Any candidate who is absent without good reason shall be disqualified from the Election.
- (ii) Candidates for an elected position may not be sponsored by, or claim the support of, any political organisation or club. Candidates failing to comply by this rule shall be immediately disqualified from the Election.
- (iii) If a candidate has demonstrated no intention to consciously fulfil the mandates of the position for which they are a candidate, they shall be disqualified from the Election.
- (iv) Any act of bribery, harassment, coercion, or deceit on the part of a candidate shall render them disqualified from the Election.
- (v) Manifestos submitted may not include any reference to other candidates by name or include any libellous or otherwise unlawful statements. The Returning Officer shall refuse to publish any part of a manifesto not compliance with this rule and shall inform the candidate of any such decision taken.

Article 20: By-Elections

- (i) If an officer resigns or is removed from office, or if a new position on the Committee is created, there shall be a By-Election.

- (ii) The By-Election shall follow all provisions set out for Elections, except that the dates and times of the nominations deadline, of the Challenges deadline, of Hustings, and of the By-Election itself shall be decided by the Returning Officer.
- (iii) As most one week of Full Term shall pass between the date of resignation or removal of an Officer and the announcement of Hustings.
- (iv) The announcement of Hustings shall be given at least two days before the date of Hustings.
- (v) At least two days shall pass between Hustings and the By-Election.
- (vi) Until the results of the By-Election have been announced, the duties of the contested position shall be conducted by other Officers, as decided by the JCR Committee. No Officer shall be forced to conduct the duties of a resigned or removed Officer.
- (vii) The term of office of the winner of a By-Election shall normally start as soon as the result is announced and shall continue until the normal term of office of the resigned or removed Officer.
- (viii) In the event of a By-Election for the position of Welfare Officer, alternative provisions will be made by the JCR Committee.

Article 21: Referenda

- (i) A referendum may be advisory or may by simple majority have any of the powers normally possessed by Ordinary Motions or Money Motions, or by two-thirds majority may have the power to remove an Officer or amend the Constitution.
- (ii) A Referendum on any question other than an amendment to the Constitution may be called by an Ordinary Motion with a two-thirds majority vote. A Referendum amending the Constitution may be called by a Constitutional Motion with a simple majority vote.
- (iii) In accordance with article 3, only Full Members shall be entitled to vote in Referenda, with the exception of referenda amending the Constitution, in which all Members shall have a vote.
- (iv) If a Referendum is called which either has potential cross-college impact or has the potential to affect graduate students in any substantial way, the MCR President and Vice-Presidents shall be notified at the earliest opportunity by the President, the Returning Officer, or the Presiding Officer.
- (v) All referenda shall be conducted using a secure online voting system.
- (vi) A summary of the debate on the corresponding Motion as well as the original Motion text shall be included with the question posed in any Referendum.
- (vii) Referenda shall be held on a day decided by the Returning Officer no more than seven days after the passing of the corresponding Motion, unless another date is specified in the Motion.
- (viii) The announcement of a Referendum shall be given by the Returning Officer no less than two days before the date of the Referendum using the Secretary's email.
- (ix) If a Referendum has more than two possible outcomes, the Single Transferable Vote system, specifically the ERS97 STV system, shall be used.

- (x) Polling on the day of the Referendum shall be open between 8:30 a.m. and 8:30 p.m.
- (xi) The Presiding Officer shall administrate the online voting.
- (xii) The Presiding Officer shall notify all Full Members when polls are open, detailing the context of the Referendum, how to vote, and when polls will close.
- (xiii) The Returning Officer shall notify all Full Members of the outcome of the Referendum at the earliest opportunity after polls have closed:
 - (1) emailing all Full Members of the outcome of the Referendum; and
 - (2) posting the outcome of the Referendum, usually on the JCR Facebook Group.
- (xiv) The outcome of the Referendum shall be verified by at least one other Committee Officer.

Part 4: Meetings

Article 22: Committee Meetings

- (i) The JCR Committee shall meet four times per term, where possible and necessary.
- (ii) The time and location of each Committee Meeting shall be decided and published by the Secretary with sufficient notice.
- (iii) Emergency Committee Meetings may be called by a member of the Executive Committee given at least 24 hours' notice. The attendance of Emergency Committee Meetings shall be non-compulsory.
- (iv) The President shall chair all Committee Meetings. If the President is absent at a Committee Meeting, then it shall be chaired by the Vice-President and Treasurer. If the Vice-President and Treasurer is also absent, then it shall be chaired by the Secretary.
- (v) In each Committee Meeting, Officers shall consider ways to fulfil their mandates and the aims of the JCR. Disagreements shall be settled by a simple majority vote of the Committee Officers present.
- (vi) The Chair shall vote only when a casting vote is required. Voting shall be conducted openly, and votes shall be counted by the Chair.
- (vii) Only current Officers or Members who have been elected to a position starting the next term may be present at Committee Meetings, except by invitation of the Chair.
- (viii) No Committee Meeting shall be properly constituted unless at least five Officers are present, including at least one of the Executive Committee.

Article 23: General Meetings

- (i) General Meetings shall normally be held on Sundays of second, fourth, sixth and eighth weeks every term, at a time decided and published by the Secretary.
- (ii) The Secretary shall notify all Members of the time and location of each General Meeting with sufficient notice.

- (iii) General Meetings shall deal with Motions proposed by Members and with any reports Officers wish to give to the JCR following the procedure outlined in article 29.
- (iv) All proposed Motions shall be submitted to the Secretary by midnight on the Friday preceding the General Meeting. The Secretary shall publish this deadline in advance. In the case of a postponed meeting, the deadline shall be set by the Secretary. Any Officers wishing to give a report at the General Meeting shall notify the Secretary of their intention to do so by this deadline.
- (v) All proposed Motions and the details of any reports to be made shall be sent to all Members by the Secretary (usually using the JCR Facebook) no less than 24 hours before the time of the General Meeting.
- (vi) The President shall chair all General Meetings. If the President is absent at a General Meeting, then it shall be chaired by the Vice-President and Treasurer. If the Vice-President and Treasurer is also absent, then it shall be chaired by the Secretary.
- (vii) General Meetings shall be open to all Members of the JCR. Others may attend and may speak at the chair's discretion but shall not vote or be the Proposer or Secunder of a Motion.
- (viii) A General Meeting may be postponed (but not cancelled) by a two-thirds majority decision of the JCR Committee. The date of the General Meeting must be set at the time of postponement.
- (ix) A General Meeting may be cancelled by the Secretary only if no agenda items have been received by the deadline for receipt of Motions.
- (x) If a matter is deemed too important to be left until the next General Meeting, an Emergency General Meeting may be called by a two-thirds majority vote of the JCR Committee. The Emergency General Meeting must be announced by the Secretary at least 24 hours in advance, and this announcement shall include all proposed Motions and the details of any reports to be made. No further Motions may be proposed until the meeting.

Article 24: Motions

- (i) There shall be four types of Motions:
 - (1) Ordinary Motions
 - (2) Money Motions
 - (3) Constitutional Motions
 - (4) Procedural Motions
- (ii) Motions shall be debated in General Meetings. A Motion may be proposed by any Member of the JCR. All proposed Motions shall be submitted to the Secretary by the deadline detailed in Article 23, with the exception of Procedural Motions which may be proposed only during a General Meeting.
- (iii) If the Executive Committee decides that the wording of a motion is contrary to the aims of the JCR (as outlined in Article 1), or contrary to the rules in this Constitution, a vote from the entire JCR Committee, requiring a two-thirds majority, can delay the motion until further consultation with the Proposer and Secunder.

- (iv) All Motions except Procedural Motions shall include a Proposer and a Secunder and shall be laid out in three sections, following the format: “This JCR notes that...; This JCR believes that...; This JCR resolves to...”

Article 25: Ordinary Motions

- (i) Ordinary Motions may:
 - (1) dictate JCR policy;
 - (2) mandate the JCR Committee, a Sub-Committee, or an Ad-Hoc Committee to perform an action within its powers (but not to authorise expenditure);
 - (3) mandate an elected Officer to perform a task that falls within their remit;
 - (4) call a Referendum (except to amend the Constitution);
 - (5) confer or remove Honorary Membership; or
 - (6) reverse a previous Ordinary Motion.
- (ii) Ordinary Motions shall require a simple majority vote to pass, with the exception of Ordinary Motions calling a Referendum, which shall require a two-thirds majority vote of those present to pass.
- (iii) Ordinary Motions calling for a Referendum shall specify the exact text of the question, and the possible voting options. The Executive Committee is responsible for ensuring the question must be neutral in tone, and must not contain any additional detail, be it factual or persuasive. Any such Motion without a question specified or with one that does not conform to these criteria shall be void, and a Referendum shall not be held. If answers are not specified, they shall default to “Yes”, “No”, and “Abstain”.
- (iv) Ordinary Motions are made quorate by a vote from 30 members.

Article 26: Money Motions

- (i) Money Motions may:
 - (1) authorise JCR expenditure of a specified amount for a certain purpose;
 - (2) or; reverse a previous Money Motion that has not yet been fulfilled.
- (ii) Money Motions deemed out of means of the JCR by the Vice-President and Treasurer shall be void.
- (iii) Money Motions shall require a simple majority vote to pass.
- (iv) Money Motions are made quorate by a vote from 30 members.

Article 27: Constitutional Motions

- (i) Constitutional Motions may call a Referendum to amend the Constitution.
- (ii) Constitutional Motions must include specific details of proposed changes to the Constitution, line-by-line to be valid.
- (iii) Constitutional Motions shall require a simple majority vote to call the Referendum.

- (iv) Constitutional Motions are made quorate by a vote from 30 Members.

Article 28: Procedural Motions

- (i) Procedural Motions may:
 - (1) move to vote;
 - (2) amend a proposed Motion of any type;
 - (3) change the order of business for that General Meeting;
 - (4) overturn a ruling by the Chair;
 - (5) end the General Meeting without further votes and delay all pending Motions to the next General Meeting; or
 - (6) propose an Emergency Motion be added to the agenda.
- (ii) Procedural Motions may be proposed by any Member during a General Meeting in accordance with Article 31.
- (iii) Procedural Motions shall require a simple majority vote of those JCR Members present to pass, with the exception of Procedural Motions proposing an Emergency Motion or ending the Meeting, which shall require a two-thirds majority of those present to pass.

Article 29: Procedure for General Meetings

- (i) General Meetings shall be chaired by the President or the Vice-President and Treasurer.
- (ii) It shall be the responsibility of the chair to ensure the meeting is constitutional and the validity of Motions (as per article 24, (iii)).
- (iii) If the Chair wishes to speak on any Motion, or propose or second a Motion, then another Officer shall chair the meeting for the duration of the debate of that Motion.
- (iv) The order of business for all General Meetings shall be as follows, unless altered by a Procedural Motion:
 - (1) Matter arising from the minutes of previous General Meetings shall be discussed.
 - (2) Reports from JCR Officers shall be given.
 - (3) Questions for Committee Members shall be taken from the audience.
 - (4) Any other reports or announcements shall be given, at the discretion of the Chair.
 - (5) Constitutional and Money Motions shall be debated.
 - (6) Ordinary Motions shall be debated.
 - (7) Any other matters shall be discussed, at the discretion of the Chair.
- (v) The order of debate of Motions within each category shall be decided by the Chair.
- (vi) The Chair may call the meeting to order at any point. On doing so, all persons in the room shall stop speaking, return to their seats, and await the Chair's call to resume the debate. If order is not established after calling the meeting to order no less than five

times, having allowed a reasonable period to elapse between each call to order, the Chair may declare the meeting suspended until further notice.

- (vii) If any person in the room is behaving in a manner so disruptive as to make the continuation of the meeting impossible, the Chair may expel that person from the room for the remainder of the meeting if approved by a two-thirds majority vote of those present. The person concerned must first be given the opportunity to desist from their behaviour.
- (viii) If the person expelled is a Proposer or Secunder of a Motion not yet addressed in the meeting, that Motion will be postponed until the following meeting.
- (ix) If any procedures in this Constitution are not being followed properly, any person in the room may raise their hand and say “Point of Order” at any point during the meeting, and the Chair shall hear the person’s complaint.

Article 30: Debating and Voting on a Motion

- (i) The procedure for debating a Motion shall be as follows:
 - (1) The Chair shall give the Proposer of the Motion the opportunity to make a speech of proposition of no more than three minutes in length. The Proposer may let another person make the speech in their place.
 - (2) The Chair shall ask for any factual questions or points of information to be put to the Proposer or Secunder. The Chair may reject any questions they deem inappropriate or irrelevant.
 - (3) The Chair shall call for a speech of opposition by asking if anyone present opposes the Motion. If such a speech is made, it shall be no more than three minutes in length, and there shall then be a general debate on the Motion, which the Chair shall ensure is balanced and ordered. At the conclusion of any such debate, the Proposer shall be invited to make a concluding speech of no more than three minutes in length and may not let another person make this speech in their place.
 - (4) The Motion shall then be voted on, following the procedure outlined in paragraph (ii).
- (ii) The procedure for voting on an Ordinary, Money or Constitutional Motion shall be as follows:
 - (1) Motions shall be voted on by electronic ballot. The Motion shall be posted in full after a General Meeting along with the relevant sections of the minutes of that Meeting.
 - (2) The Computing Officer shall run the ballot. A member of the Executive Committee may serve as Returning Officer if the Computing Officer is unavailable for the period of the ballot. The Computing Officer shall ensure that the online voting system is functional for all JCR members within reason and is anonymous to all but the Returning Officer.
 - (3) The ballot shall present Motions in the order they were debated in the General Meeting, and each Motion shall be voted separately.

- (4) The ballot shall be opened for voting after 7 a.m. on the day following the Meeting and shall be open for at least 24 hours, the closing time for votes being stated on the voting platform. The precise hours are at the discretion of the officer running the ballot.
- (5) No proxy votes shall be accepted.
- (6) Motion ballots shall be quorate according to the number determined in the relevant article above.
- (7) The Returning Officer shall confirm the validity of all votes after the ballot closes.
- (8) The result of the ballot shall be announced to all members of the JCR, usually by publication on the JCR Facebook Group, including the full details of votes cast, invalid votes, and the status of the ballot.
- (iii) The Proposer of a Motion may withdraw the Motion from consideration at any time before the vote opens.
- (iv) Any Motion debated or voted on in a way not following the procedures of this Article shall be void.

Article 31: Handling a Procedural Motion

- (i) Procedural Motions may be proposed verbally by any Member at any point in the meeting subject to the following restrictions:
 - (1) A move to vote may only be proposed after a speech of proposition has been called for, all questions have been taken, and a speech of opposition has been called for.
 - (2) An amendment to a Motion may only be proposed after the text of that Motion has been read.
 - (3) An Emergency Motion may not be proposed during the debate of another Motion.
 - (4) Procedural Motions proposing to add an Emergency Motion to the agenda must be accompanied by a full written document containing the proposed Emergency Motion, complete with a Proposer and Seconder.
 - (5) Procedural Motions to amend a proposed Motion shall not be voted on before the exact written text of the proposed amendment (i.e. the proposed changes from the current version of the Motion) is submitted to the Secretary and made available to all Members present at the Meeting. If the amendment is passed, the “This JCR resolves to...” part of the newly amended version of the original Motion shall be drafted in writing (according to the amendment just passed) and made available to all Members present at the Meeting before a vote is held on the newly amended Motion.
- (ii) Upon the proposal of a Procedural Motion, the Chair shall immediately conduct a debate according to the procedure in Article 30 (i) and vote on the Procedural Motion before resuming any other business.

- (iii) Any Procedural Motion moving to vote shall be voted on immediately after speeches of proposition and opposition.
- (iv) A Procedural Motion shall be voted on by a public show of hands.
- (v) Any Procedural Motion amending a Motion must, if it passes, also be accepted by the Proposer of the Motion being amended.
- (vi) On proposal of any Procedural Motion overturning a ruling by the Chair, the Chair shall step down for the duration of the Motion, and the debate of the Procedural Motion shall be chaired by another officer. The Original Chair shall be given the opportunity to defend themselves.

Article 32: Minutes

- (i) The Secretary shall minute all Committee Meetings and General Meetings in full.
- (ii) If the Secretary is unable to attend, another Officer shall minute the meetings in their place.
- (iii) The minutes for all Committee Meetings shall be made available to all Committee Officers.
- (iv) The minutes for all General Meetings shall be uploaded to the JCR Website.
- (v) The text of all proposed Motions shall be made available to all Members, usually via the JCR Facebook Group.

Part 5: Miscellaneous Provisions

Article 33: Representation

- (i) The Full Members of the JCR shall be represented, at the very least, on the following bodies:
 - (1) The Governing Body
 - (2) Education Committee
 - (3) The Gardens and Grounds Committee
 - (4) The Library and Archives Committee
 - (5) The IT Committee
 - (6) The EDI Committee
 - (7) People and Culture Committee
 - (8) Sustainability Committee
- (ii) The details of representation on each of these bodies are given under Officers' mandates in Appendix 1.
- (iii) In addition, the JCR Committee shall seek to ensure Full Members are represented on any other College committees discussing matters concerning the JCR. In reporting the outcome of any Referenda other than those amending the Constitution to any bodies of the College or University, it shall be made clear that the results of the Referendum only reflect the views of undergraduate members of the College.

Article 34: Ad-Hoc Committees

- (i) An Ad-Hoc Committee may be established at any time to deal with arising matters by two-thirds majority vote of the JCR Committee.
- (ii) Ad-Hoc Committees shall be chaired by a Committee Officer, but any person may be a member of an Ad-Hoc Committee.
- (iii) Ad-Hoc Committees shall report back to the JCR Committee and shall not have the power to pit any proposals into operation without the approval of the JCR Committee.

Article 35: Finances

- (i) The Committee Officers shall act as the trustees of the JCR and hold all property and funds of the JCR on behalf of its Members.
- (ii) There shall be a Treasury bank account, an Entertainment bank account, a Charities bank account and a Freshers' Week bank account. These shall be used as follows:
 - (1) The Vice-President and Treasurer and the Secretary shall be the signatories the Treasury bank account. The Entertainment Treasurer and the Vice-President and Treasurer shall be signatories of the Entertainment bank account. The Charities Officer and the Vice-President and Treasurer shall be signatories of the Charities bank account. The Freshers' Week Treasurer and the Vice-President and Treasurer shall be signatories of the Freshers' Week bank account. Each account shall need only one signatory to make payments.
 - (2) All money raised through charity collections shall be kept in the Charities bank account and shall only be used to pay the relevant charities. The charities must be paid by the end of the academic year in which the money was collected.
 - (3) The income of the Freshers' Week Sub-Committee shall be kept in the Freshers' Week bank account and shall not be used for any purposes other than the directives of the Freshers' Week Sub-Committee.
 - (4) The income of the Entertainment Sub-Committee shall be kept initially in the Entertainment bank account but may be used for other purposes if required by the JCR Committee.
 - (5) JCR funds must be kept in the accounts listed above at all times, except where an Officer, Sub-Committee, or Ad-Hoc Committee has been authorised to spend a certain amount of money (as below), in which case an Officer specified may hold the specified sum in their personal account on behalf of the JCR. Any cash held on behalf of the JCR must be deposited as soon as possible.
 - (6) All other income of the JCR, including the termly JCR Grant provided by the College, shall be kept in the Treasury bank account. Of the termly JCR Grant provided by the College, at least one-sixth must be set aside for the use of Money Motions.

- (iii) The investment of JCR funds shall be as follows:
- (1) Subject to the constraints of in paragraph (ii), the JCR Committee may, by simple majority, authorise any individual payment for a specified purpose falling directly within the aims of the JCR as set out in Article 1.
 - (2) The JCR Committee may also, by simple majority, authorise investment by any named Officer, Sub-Committee, or Ad-Hoc Committee, of JCR funds up to a set amount for a specified purpose falling directly within the aims of the JCR as set out in Article 1.
 - (3) The JCR Committee's exercise of the powers in subparagraphs (1) and (2) shall normally take the form of approving a termly budget set by the Vice-President and Treasurer at the start of each Term.
 - (4) Any expenditure not falling directly (as decided by the Vice-President and Treasurer) within the aims of the JCR as set out in Article 1 may only be approved by a Money Motion. Donating to causes external to the JCR, or funding services not provided solely for JCR Members, does not qualify as falling directly within the aims of the JCR.
 - (5) Any Money Motion that is passed must be fulfilled if it is within the means of the JCR (i.e. if there are JCR funds available which have not already been authorised to be used for other purposes).
 - (6) The Freshers' Week Sub-Committee and the Entertainment Sub-Committee shall have the power to spend their own income on their respective directives without consultation with the JCR Committee.
- (iv) A record of all payments made from the JCR funds must be kept by the relevant Officers, as well as of all JCR income, and these records shall be collected by the Vice-President and Treasurer at the end of each term for the purpose of keeping accounts.
- (v) The Vice-President and Treasurer shall keep accounts throughout the academic year, and at the end of the academic year shall produce a financial report containing the accounts for that academic year (including those of the Entertainment and Freshers' Week Sub-Committees and the Charities Officer) and the details of any termly budgets set. The report shall also include visualisations of spending categories. The report shall be presented to the JCR Committee and shall be made available to any Member who wishes to see it. In accordance with Section 22 (2) (k) of the Education Act 1994, this report should contain details of subscriptions or similar fees paid, or donations made to external organisations over the past year.
- (vi) Full indemnity out of the JCR funds shall be given to Officers against all payments and other liabilities properly incurred by them in the exercise of their duties.

Article 36: Online Presence

- (i) There shall be a JCR Website, a JCR Facebook Group and a JCR Instagram.
- (ii) Any new JCR social media presence shall be approved only by a simple majority vote of the JCR Committee.

- (iii) The JCR Website shall be maintained by the Computing Officer, and the Instagram shall be maintained by the Social Media Officer.
- (iv) The JCR Facebook Group shall be open to all Full Members and shall be a primary tool for announcements by the Committee.
- (v) The Instagram account shall be a public account, used as a secondary tool for announcements by the Committee.
- (vi) There shall be a set of Guidelines governing the fair use of the JCR Facebook Group.
- (vii) There shall be a team of Moderators for the JCR Facebook Group, who shall be the listed admins on the group. The same Officers shall have access to the JCR Instagram account. The Moderators shall include only:
 - (1) The President
 - (2) The Vice-President and Treasurer
 - (3) The Secretary
 - (4) The Welfare Officers
 - (5) The Social Media Officer
 - (6) The Computing Officer
- (viii) Any person found by one or more of the Moderators to be in breach of the Guidelines shall be temporarily muted for the duration as follows:
 - (1) On the first offence, for twenty-four hours.
 - (2) On the second and third offences, for seven days.
 - (3) On the fourth and subsequent offences, for twenty-eight days.
- (ix) Any such temporary mute may be reversed at any time by a two-thirds majority vote of the JCR Committee.
- (x) Any person found by one or more of the Moderators to be in breach of the Guidelines must be informed of the rationale behind the decision with reference to the specific guideline they are alleged to have breached.
- (xi) Any of the Moderators may, if they see fit, remove any post or comment (including but not limited to links, images, videos, files) that they find to be in breach of the Guidelines.
- (xii) Any of the Moderators may turn off commenting on a post if they deem the continuation of the comment thread likely to result in a breach of the Guidelines in their reasonable opinion.
- (xiii) Any dispute among the Moderators shall be resolved by the President.
- (xiv) Access to the Facebook Group shall be restricted to current Full Members of the JCR, except by approval from the President.

Article 37: Complaints

- (i) In accordance with Part II of the Education Act 1994, any Junior Member of the College may make a complaint against a particular JCR Officer or against the JCR as a whole.

- (ii) Any complaint against a particular JCR Officer shall be submitted in writing to the President, or if the President, or if the President is the subject of the complaint, to the Vice President and Treasurer.
- (iii) Any Complaint submitted to the President or Vice-President and Treasurer shall be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.
- (iv) The outcome of a complaint submitted to the President or Vice-President and Treasurer may be appealed by writing to the Dean.
- (v) Any complaint against the JCR as a whole, or against a group of JCR Officers including the President and the Vice-President and Treasurer, shall be submitted in writing to the Dean.

Article 38: Previous Constitutions

- (i) All previous Constitutions of the JCR are hereby expressly revoked.
- (ii) This Constitution shall have effect immediately, subject to future approval by the Governing Body.

Appendix 1: Job Descriptions

1. Mandates of the President

- (i) In addition to performing those functions mandated by Article 13, the President shall:
 - (1) attend and represent the interests of the JCR at meetings of the Governing Body;
 - (2) attend all College Committee Meetings if a designated JCR representative has not been elected;
 - (3) chair General Meetings, Hustings and Committee Meetings (these may also be chaired by the Vice-President and Treasurer);
 - (4) ensure all Motions passed are followed through as far as possible and if they cannot be passed then an update should be provided to the student body;
 - (5) co-ordinate the activities of the JCR Committee;
 - (6) represent the JCR to, and maintain a good working relationship with, the Middle Common Room (“MCR”) and the Senior Common Room (“SCR”);
 - (7) participate in rent negotiations with the Vice-President and Treasurer and the Housing and Internal Affairs Representative;
 - (8) exercise the JCR’s vote at the Conference of Common Rooms (CoCR) Meetings twice a term;
 - (9) attend PresCom meetings;
 - (10) ensure the Constitution is kept relevant and up to date, proposing amendments whenever a change is required, advising Officers on the

provisions of the Constitution in relation to any proposed actions, and working with the Executive Committee to ensure that the Constitution is followed at all times and that any Officers acting unconstitutionally are held accountable;

2. Mandates of the Vice-President and Treasurer

- (i) In addition to performing those functions mandated by Article 13, the Vice-President and Treasurer shall:
- (1) stand in for the President in their absence;
 - (2) attend all General Meetings to advise on Money Motions;
 - (3) chair General Meetings, Hustings and Committee Meetings when the President is absent;
 - (4) manage the JCR accounts:
 - (a) be informed of all income and expenditure;
 - (b) advise the JCR on financial matters when required;
 - (c) collect and keep records of all transactions involving JCR funds, in particular ensuring that each Officer in charge of a budget in accordance with Article 35 gives the Vice-President and Treasurer a breakdown of their spending at the end of each Term or other relevant period;
 - (d) set a termly budget for expenditure, which shall be improved by majority vote of the JCR Committee in accordance with Article 35;
 - (e) submit an annual proposal to the College for the next academic year's JCR Grant, and together with the President negotiate the JCR Grant amount with reference to this proposal;
 - (f) provide the College with reports on the JCR's spending whenever required;
 - (g) maintain access to JCR financial records going back at least six years, including the payment of all bills addressed to the JCR and the reimbursement of Officers' expenses;
 - (h) oversee the general financial conduct of the JCR with reference to Article 35;
 - (i) ensure that their successor is made a signatory of the JCR accounts at least four weeks before the start of Freshers' Week; and
 - (j) support all JCR Committee members with financial information and tools to carry out their roles; including, but not limited to, managing access to all sub-committee accounts, and expediting reimbursements when required.
 - (5) Be responsible for JCR property:
 - (a) Be responsible for the security of JCR property; and
 - (b) Maintain JCR equipment
 - (6) Deposit all money collected by the Charities Officer into the Charities bank account.

- (7) Liaise with the MCR Vice-President and Treasurer and the College Accountant to organise College punts for Trinity Term.

3. Mandates of the Secretary

- (i) In addition to performing those functions mandated by Article 13, the Secretary shall:
 - (1) ensure that the JCR Committee and Sub-Committees act according to the Constitution, particularly with respect to Meetings, Motions and Elections;
 - (2) organise General Meetings as detailed in Article 23, including:
 - (a) deciding on and publishing the time and location of each meeting;
 - (b) publicising the deadline for receipt of Motions and agenda items; and
 - (c) receiving and publishing Motions and agenda items before each meeting;
 - (3) decide on and advise Committee Officers of the time and location of each Committee Meeting in accordance with Article 22;
 - (4) record the names of Committee Officers who cannot make a Committee Meeting but have sent their apologies;
 - (5) take minutes at all General Meetings and Committee Meetings, making them available to relevant Members in accordance with Article 32;
 - (6) act as a publicity officer for the JCR, using the JCR Mailing List to publicise events and information of relevance to the JCR at their discretion. This usually takes the form of a weekly email newsletter;
 - (7) redirect mail to other Officers;
 - (8) chair Committee Meetings in the absence of both the President and the Vice-President and Treasurer;
 - (9) act as Returning Officer in all Elections unless otherwise directed by the JCR Committee; and
 - (10) supervise the booking of the JCR room.

4. Mandates of the Academic Affairs and Careers Officer

- (i) In addition to performing those functions mandated by Article 13, the Academic Affairs and Career Officer (“Academic Affairs and Careers Rep”) shall:
 - (1) encourage engagement with the Oxford University Careers Service, by promoting the opportunities it offers;
 - (2) endeavour to organise at least one careers workshop with a contact at the Careers Service;
 - (3) promote existing one-to-one career sessions at the careers service and over video call;
 - (4) assist the Development Office with alumni and careers events internal to the College;
 - (5) promote and encourage attendance at the University Careers Fairs;

- (6) attend and represent the interests of the JCR at termly Library and Archive Committee Meetings and termly Tutor's Meeting;
- (7) give reasonable advice and support on academic matters to undergraduate Members and direct Members to the relevant body for further support if necessary; and
- (8) liaise with the SU on Academic matters when necessary.

5. Mandates of the Access and Admissions Officer

- (i) In addition to performing those functions mandated by Article 13, the Access and Admissions Officer ("Access Rep") shall:
 - (1) volunteer at College open days and school visits where possible and help the College Admissions and Access Officer recruit other student volunteers;
 - (2) assist with College-led initiatives involving access, outreach and admissions; and
 - (3) liaise with the Access Team, College Admissions and Access Officer, and Finance Bursar when necessary.

6. Mandates of the Arts Officer

- (i) In addition to performing those functions mandated by Article 13, the Arts Officer ("Arts Rep") shall:
 - (1) co-ordinate a Worcester Arts event held annually, usually in the last term in the role;
 - (2) promote all art forms within the College, through both exhibiting work and through providing information about arts activities to Members;
 - (3) organise Worc in the Park (the College's annual arts festival usually held in Trinity Term), including live music and as many other types of performance as possible (e.g. short drama pieces, comedy, dance), food, and alcoholic and non-alcoholic drinks; and
 - (4) collaborate with other arts societies within Worcester, utilising JCR resources (where possible) to promote the arts.

7. Mandates of the Charities Officer

- (i) In addition to performing those functions mandated by Article 13, the Charities Officer ("Charities Rep") shall:
 - (1) encourage students in Michaelmas Term to nominate local, national, and international charities to receive money from the year's charity appeal, and hold a Referendum on which charity to support throughout the year (the JCR shall vote for one local, one national and one international charity to support);
 - (2) promote awareness of the JCR's chosen charities;

- (3) advertise charitable events and volunteering opportunities going on in Oxford;
- (4) help to organise charity events each term, for example a yard sale and charity auction, aided (where appropriate) by other Committee Officers;
- (5) maintain records and files of events and donations to pass on to subsequent Charity Reps;
- (6) manage the charity bank account and ensure that all donations are either sent directly or transferred to it;
- (7) ensure that, when cash donations are to be made at an event or over an agreed period of time, the JCR Committee is notified, that as a result a Committee Officer is chosen to oversee the cash donations, that when the cash donations have been made and the event or period of time is finished, said Committee Officer should count the donations together with the Charities Officer, and that the Vice-President and Treasurer is notified of the amount raised;
- (8) ensure that the Vice-President and Treasurer has access to the charity bank account and that they scrutinise the accounts at their discretion; and
- (9) encourage the JCR Committee to work together to design, order and sell College “stash” which may be sold to raise money for the JCR’s chosen charities (stash can also be produced not for the purposes of raising money for charity).

8. Mandates of the Class Act Officer

- (i) In addition to performing those functions mandated by Article 13, the Class Act Officer (“Class Act Rep”) shall:
 - (1) draw attention to class and socioeconomic background-related issues within the College and represent the interests of Members who identify as “Class Act” students, to the JCR Committee, the College and the Oxford SU;
 - (2) ensure that no JCR activities discriminate against students based on class or socioeconomic background and that there is no systematic bias in the activities of the JCR;
 - (3) attend and represent the interests of the JCR at meetings of the EDI Committee;
 - (4) provide information about issues involving class and socioeconomic background to Members;
 - (5) advertise Class Act events in Oxford to Members;
 - (6) ensure that the triennial ball has access tickets at a reduced price; and
 - (7) organise social events for Class Act students, such as a free pizza night in the JCR, or Tea@3 events.

9. Mandates of the Computing Officer

- (i) In addition to performing those functions mandated by Article 13, the Computing Officer (“Computing Rep”) shall:

- (1) attend and represent the interests of the JCR at meetings of the IT Committee, and represent the interests of the JCR to the College in general regarding IT facilities, liaising with IT staff;
- (2) represent the JCR to the College authorities responsible for IT purchasing decisions and for the allocation of rooms for shared facilities;
- (3) ensure that, as much as possible, IT facilities are maintained in working order;
- (4) be available in Freshers' Week to help new Members acquire email and SSO accounts and provide assistance in IT queries to all Members;
- (5) report any issues with digital equipment in the JCR, including but not limited to the JCR TV and Wii to the JCR Committee;
- (6) review the JCR Website regularly and publish any updated information submitted by relevant Officers, especially Minutes; and
- (7) act as Presiding Officer in all Elections, Referenda and online Motion Voting unless otherwise directed by the JCR Committee, administering the voting platform.

10. Mandates of the Editor of the Woosta Source

- (i) In addition to performing those functions mandated by Article 13, the Editor of the Woosta Source shall:
 - (1) compile and edit the Woosta Source (the JCR newsletter) once a term;
 - (2) encourage contributions from all Members;
 - (3) use discretion to ensure no article in the Source will cause undue offence, for example regarding any gossip column, those who have been gossiped about should be contacted (where possible) before the Woosta Source is published, to ensure they are comfortable with the information shared about them;
 - (4) make each edition of the Source available to all Members; and
 - (5) organise 'Worc Loves' by providing an anonymous form for JCR members to leave compliments about other College Members. These are usually published in week 5 of every term.

11. Mandates of the Entertainment Officer

- (i) In addition to performing those functions mandated by Article 13, the Entertainment Officer ("Entz Rep") shall:
 - (1) chair the Entertainment Sub-Committee and oversee the smooth running of all events;
 - (2) liaise with the Assistant Dean, the Home Bursar and other College departments to gain approval for entertainment and events in general, and in relation to specific licensable activities, such as alcohol and amplified music;
 - (3) organise a schedule of entertainment and activities for each Term, including, (where possible) but not limited to, three BOPs per term, Oxmas (in

Michaelmas Term), Midway (in Hilary Term), a Garden Party (in Trinity Term) and Termly Pink Drinks nights; and

- (4) advertise events to all Members, usually on the Entz Instagram and JCR Facebook Group, ensuring access to any accounts is passed over to the successor.

12. Mandates of the Entertainment Secretary

- (i) In addition to performing those functions mandated by Article 13, the Entertainment Secretary (“Entz Sec”) shall:
 - (1) produce an entertainment Term Card and ensure that all Members receive a copy;
 - (2) source sober representatives for events within college;
 - (3) create graphics promoting Worcester Entz Events; and
 - (4) assist the Entertainment Officer with the organisation of other entertainment events.

13. Mandates of the Entertainment Treasurer

- (i) In addition to performing those functions mandated by Article 13, the Entertainment Treasurer Officer (“Entz Treasurer”) shall:
 - (1) manage the entertainment budget and keep accounts and receipts;
 - (2) make rotas for Committee Officers’ duty shifts at in-College Entz events, including set-up, sober representatives, and clear-up;
 - (3) book rooms and complete risk assessments to send to the Assistant Dean before events are confirmed;
 - (4) ensure their successor is made a signatory of the entertainment bank account by the end of their final term in the role;
 - (5) create/maintain a spreadsheet inventory of alcohol bought by the JCR to prevent over-spending; and
 - (6) assist the Entertainment Officer with the organisation of other entertainment events.

14. Mandates of the Entertainment Ticketing Officer

- (i) In addition to performing those functions mandated by Article 13, the Entertainment Ticketing Officer (“Entz Ticketing Rep”) shall:
 - (1) manage tickets for entertainment events, to include managing the entertainment ticketing platform accounts and keeping records;
 - (2) advertise tickets for entertainment events to all Members, usually on the JCR Instagram page, and JCR Facebook where applicable;

- (3) liaise with OxEvents to advertise Wednesday and Thursday Bridge club nights and publish club night discount codes weekly on the Entz Instagram page;
- (4) collect free tickets for these club nights for the Entertainment Sub-Committee; and
- (5) assist the Entertainment Officer with the organisation of other entertainment events.

15. Mandates of the Environment and Ethics Officer

- (i) In addition to performing those functions mandated by Article 13, the Environment and Ethics Officer (“E&E Rep”) shall:
 - (1) attend and represent the interests of the JCR at meetings of the Sustainability Committee, and represent the interests of the JCR to the College in general regarding sustainability;
 - (2) promote environmental issues within the College and ensure to the best of their ability that the College follows its Sustainability and Environmental Policies and reviews the policy annually;
 - (3) consider ethical issues beyond the environment related to the College and JCR;
 - (4) be jointly responsible with the MCR Environment Rep for the Edible Garden project, including organising sessions, sourcing materials, planning development, keeping accounts, liaising with the College where necessary, and encouraging people to volunteer;
 - (5) promote the involvement of the JCR in University-wide sustainability campaigns such as the Student Switch Off;
 - (6) attend and represent the interests of the JCR at meetings of the Gardens and Grounds committee; and
 - (7) work with other JCR officers (such as Charities Officer) to promote sustainability within events, such as the Yard Sale in Freshers’ Week.

16. Mandates of the Faiths and Beliefs Officer

- (i) In addition to performing those functions mandated by Article 13, the Faiths and Beliefs Officer (“Faith Rep”) shall:
 - (1) draw attention to faith-related issues within the College and represent the interests of Members from religious minorities to the JCR Committee, the College, and Oxford SU;
 - (2) ensure that no JCR activities discriminate against students on the basis of faith and that there is no systematic bias in the activities of the JCR;
 - (3) liaise with university-wide religious and faith societies;

- (4) ensure provision in College for worship, including the maintenance of the multi-faith prayer room;
- (5) inform that no JCR activities discriminate against students on the basis of faith and that there is no systematic bias in the activities of the JCR;
- (6) attend and represent the interests of the JCR at meetings of the EDI committee;
- (7) provide information about issues involving religious minorities to Members; and
- (8) advertise religious events in Oxford to Members (through the Secretary's mailing list).

17. Mandates of the Food and Bar Officer

- (i) In addition to performing those functions mandated by Article 13, the Food and Bar Officer ("Food and Bar Rep") shall:
 - (1) organise Parents' and Carers' Formals, the Midway Dinner and guest dinners;
 - (2) organise a Finalists' Dinner in Hilary Term;
 - (3) liaise between the College and Members regarding issues, requests, and suggestions related to food and the Bar with College;
 - (4) make menus available to all Members;
 - (5) run termly karaoke nights in the Bar;
 - (6) advertise events and organise ticket sales with college support; and
 - (7) organise a 'handover formal' in Trinity term, for all incoming and outgoing representatives of the JCR Committee.

18. Mandates of the Freshers' Representative

- (i) In addition to performing those functions mandated by Article 13, the Freshers' Representative ("Freshers' Rep") shall:
 - (1) chair and oversee the actions of the Freshers' Week Sub-Committee;
 - (2) organise and co-ordinate events in Freshers' Week (including, but not limited to, the Worcester Freshers' Fair);
 - (3) be in frequent contact with the Head of Admissions throughout Trinity, the Long Vacation and Freshers' Week to resolve any issues prior to and during Freshers' Week;
 - (4) liaise with the College to agree the support package for JCR Officers and the Freshers' Week Sub-Committee if they are required to arrive before Freshers' Week, which may include free accommodation for any time before the normal lease starts;
 - (5) organise the WhatsApp group chat for incoming Freshers, with support from the Freshers' Week Sub-Committee;

- (6) be present for the arrival day of Freshers and help the Access and Admissions team to ensure this day runs as smoothly as possible. Similarly, help on the morning of matriculation if college requests this;
- (7) assist college with organising the ‘College Parents’ scheme;
- (8) ensure that the Freshers’ Arts Rep produces a ‘Freshers’ Pack’ and it is circulated to all incoming Freshers;
- (9) where possible, support the freshers who arrive to college early;
- (10) ensure the provision of appropriate welcome talks for the freshers, covering a range of EDI concerns;
- (11) assist the Secretary in publicising JCR events relevant to freshers; and
- (12) represent the interests of new Members to the JCR Committee, the College, and Oxford SU.

19. Mandates of the Gender Equality Officer

- (i) In addition to performing those functions mandated by Article 13, the Gender Equality Officer shall:
 - (1) draw attention to gender equality issues within the College and represent the interests of female, transgender, and non-binary Members to the JCR Committee, the College, and Oxford SU;
 - (2) ensure that no JCR activities discriminate against students on the basis of gender and that there is no systematic bias in the activities of the JCR;
 - (3) provide information about gender equality issues to Members;
 - (4) advertise events that promote gender equality to Members;
 - (5) when possible, attend any appropriate and associated consent workshop training sessions;
 - (6) liaise with housekeeping to ensure the provision of period products around college; and
 - (7) attend and represent the interests of the JCR at meetings of the EDI committee.

20. Mandates of the Housing and Internal Affairs Officer

- (i) In addition to performing those functions mandated by Article 13, the Housing and Internal Affairs Students Representative (“Housing Rep”) shall:
 - (1) make Members aware of domestic arrangements and follow up issues with the College;
 - (2) represent the JCR in all matters concerning the JCR use of rooms;
 - (3) support the President in the drafting of a rent proposal, with a particular focus on collecting survey data to support this proposal;

- (4) be responsible for the state of the JCR room, ensuring it is tidied regularly, and report any housekeeping or maintenance issues;
- (5) ensure that Members understand the balloting system for accommodation in the College, and assist the Accommodation Manager in sorting the ballot for accommodation; and
- (6) ensure that the Accommodation page on the JCR Website is updated to match current information.

21. Mandates of the International Students' Representative

- (i) In addition to performing those functions mandated by Article 13, the International Students Representative ("International Rep") shall:
 - (1) draw attention to issues facing international students within the College and represent the interests of international Members to the JCR Committee, the College, and Oxford SU;
 - (2) ensure that no JCR activities discriminate against students on the basis of their nationality or home residence and that there is no systematic bias in the activities of the JCR;
 - (3) provide information about issues facing international students to Members;
 - (4) advertise international student events in Oxford to Members;
 - (5) be the first point of contact for international students within the JCR on issues affecting them specifically; and
 - (6) organise social events throughout the year for international students, including at the beginning of Michaelmas Term for international freshers.

22. Mandates of the Junior Treasurer of The Amalgamated Clubs

- (i) In addition to performing those functions mandated by Article 13, the Junior Treasurer of the Amalgamated Clubs ("Sports Rep") shall:
 - (1) Oversee sporting activities within the College;
 - (2) report any issues with College sporting equipment;
 - (3) liaise with College grounds staff and the MCR;
 - (4) organise gym inductions at the start of Michaelmas and Hilary Terms;
 - (5) pay all Cuppers and league entry fees, kit laundry fees, referee fees, and fees for new equipment;
 - (6) ensure that captains keep the Editor of the Woosta Source up to date on relevant fixtures and results;
 - (7) organise the photography of sports teams for yearly sports photos, and ensure their payment and distribution; and
 - (8) organise sports events in College for the JCR and the MCR, including Sports Dinners and College Varsity.

23. Mandates of the LGBTQ+ Representative

- (i) In addition to performing those functions mandated by Article 13, the LGBTQ+ Representative shall:
- (1) draw attention to LGBTQ+ issues within the College and represent the interests of LGBTQ+ Members to the JCR Committee, the College, and Oxford SU;
 - (2) ensure that no JCR activities discriminate against students based on sexuality or gender identity and that there is no systematic bias in the activities of the JCR;
 - (3) provide information about LGBTQ+ issues to Members, including advertising and making available the Oxford SU LGBTQ+ Campaign handbook;
 - (4) where Worcester LGBTQ+ events are open to the wider University, advertise them widely;
 - (5) where necessary, liaise with the Oxford SU LGBTQ+ campaign, Oxford University LGBTQ+ Society, and wider LGBTQ+ events; and
 - (6) liaise with the Freshers' Week Sub-Committee to ensure the provision of LGBTQ+ inclusive Workshop training to be delivered to new Junior Members of the College in Michaelmas Term.

24. Mandates of the Racial and Ethnic Minorities Representative

- (i) In addition to performing those functions mandated by Article 13, the Racial and Ethnic Minorities Representative ("RAE Rep") shall:
- (1) Draw attention to ethnicity-related issues within the College and wider community and represent the interests of Members from ethnic minorities to the JCR Committee, the College, and Oxford SU;
 - (2) ensure that no JCR activities discriminate against students based on ethnicity and that there is no systematic bias in the activities of the JCR;
 - (3) attend and represent the interests of the JCR at meetings of the EDI committee;
 - (4) provide information about issues involving ethnic minorities to Members;
 - (5) advertise BAME events in Oxford to Members, usually through the BAME Instagram account and JCR Facebook;
 - (6) endeavour to host termly BAME drinks in college; and
 - (7) ensure that the BAME Instagram account password is passed on to their successor.

25. Mandates of the Social Media Officer

- (i) In addition to performing those functions mandated by Article 13, the Social Media Officer (“Social Media Rep”) shall:
- (1) ensure that the appropriate JCR Committee reps have access to JCR Social Media accounts, and that former reps lose access at the end of their term;
 - (2) ensure that all Social Media accounts contain disclaimers about the lack of affiliation between Social Media accounts and Worcester College;
 - (3) ensure that all content posted on Social Media accounts is posted with the permission of individuals in the images;
 - (4) ensure that all Social Media accounts are run in accordance with the aims of the JCR;
 - (5) put together a term card at the start of each term, advertising JCR events; and
 - (6) be responsible for the regular posting of content based on recent events in the JCR calendar, and promotion for upcoming events.

26. Mandates of the Sports Communication Officer

- (i) In addition to performing those functions mandated by Article 13, the Sports Communication Officer (“Mascot”) shall:
- (1) store and maintain the mascot costume;
 - (2) ensure communication between captains and the Sports Rep;
 - (3) organise intra-college socials between Worcester teams, preferably one per term; and
 - (4) advertise upcoming sports fixtures to the general student body.

27. Mandates of the Suspended Students’ Representative

- (i) In addition to performing those functions mandated by Article 13, the Suspended Students’ Representative (“Suspended Students Rep”) shall:
- (1) draw attention to suspension-related issues within the College and represent the interests of Members who have suspended their studies, or who are considering or returning from suspension to the JCR Committee, the College, and Oxford SU;
 - (2) be aware of current College policies for suspended students and lobby for changes to these where necessary;
 - (3) liaise with College staff (such as the Academic Administrator, the Welfare Officer and the Senior Tutor) on matters concerning suspended students;
 - (4) support and advise any suspended Member or any Member affected by suspension should they request it;
 - (5) accompany and represent any suspended Member in any meetings should they request it;
 - (6) liaise with other parties that may be involved in supporting suspended students (such as the SU, the Student Advice Service, and the JCR Welfare Officer,

Students with Disabilities Representative, and Academic Affairs and Careers Officer); and

- (7) coordinate delivery of information to students who have suspended their studies, or who are considering or returning from suspension and work alongside College Staff to provide support packages for these students.

28. Mandates of the Students with Disabilities Representative

- (i) In addition to performing those functions mandated by Article 13, the Students with Disabilities Representative (“Disabilities Rep”) shall:
 - (1) draw attention to disability-related issues within the College and represent the interests of students with disabilities to the JCR Committee, the College, and Oxford SU;
 - (2) ensure that no JCR activities discriminate against, or systematically exclude, students with disabilities, for example by holding Officers and societies accountable in their use of disability-friendly language, information (such as plain text copies and image descriptions), and facilities. It has been noted that there is a lack of accessible, bookable rooms in college, but wherever possible accessible rooms should be favoured;
 - (3) provide information about issues facing students with disabilities to Members, including advertising and making available a Students with Disabilities Guide;
 - (4) advertise events in Oxford which may be of interest to Members with disabilities;
 - (5) liaise with the Freshers’ Week Sub-Committee to ensure the provision of Intersectionality Workshop training; and
 - (6) liaise with the Access and Admissions team in college to provide appropriate workshops to new Junior Members of the College in Freshers Week.

29. Mandates of the Visiting Students’ Officer

- (i) In addition to performing those functions mandated by Article 13, the Visiting Student’s Officer (“Visiting Students’ Rep”) shall:
 - (1) draw attention to issues facing Visiting Students within the college and represent the interests of Visiting Members to the JCR committee and the college;
 - (2) liaise with the Director of the Visiting Student Programme; and
 - (3) assist the International Students’ Rep with organising social events for Visiting and International Students.

30. Mandates of the Welfare Officers

- (i) In addition to performing those functions mandated by Article 13, the two Welfare Officers (“Welfare Reps”) shall:
- (1) have different gender identities;
 - (2) receive Peer Support training in Trinity Term and be an active peer supporter with the University Peer Support Programme, attending supervisions once or twice a term;
 - (3) be available within the College for Members with welfare problems or queries and be able to provide guidance about the appropriate services;
 - (4) promote health and welfare within the College, keeping the JCR Facebook Page up to date with relevant information, University-wide issues, campaigns, and events;
 - (5) liaise with the Dean, Assistant Dean, Tutor for Women, Equalities Officer, and other relevant SCR members, including the MCR Committee, if necessary, to help resolve specific issues on behalf of Members;
 - (6) organise Peer Support drop-in sessions, once a week when available;
 - (7) attend Oxford SU Extra Training Sessions when appropriate and available;
 - (8) organise at least one weekly welfare event, usually Welfare Tea;
 - (9) organise a termly Welfare Week, to highlight the importance of wellbeing around College;
 - (10) order from Oxford SU and make available sexual health products, with the aim to restock the provisions twice a week; and
 - (11) promote peer support training sessions.

31. Mandates of the Freshers’ Week Treasurer

- (i) In addition to performing those functions mandated by Article 13, the Freshers’ Week Treasurer (“Freshers’ Treasurer”) shall:
- (1) assist the Freshers Representative with all tasks relevant to the Freshers’ Week Sub-Committee;
 - (2) manage the Freshers’ Week Sub-Committee bank account, and keep accounts and receipts;
 - (3) organise the purchase of Freshers’ Week event tickets; and
 - (4) advertise and sell Freshers’ Week club night tickets.

32. Mandates of the Freshers’ Week Design Officer

- (i) In addition to performing those functions mandated by Article 13, the Freshers’ Week Design Officer (“Freshers’ Arts Rep”) shall:
- (1) assist the Freshers Representative with all tasks relevant to the Freshers’ Week Sub-Committee;
 - (2) produce the Freshers’ Pack, in an accessible and inclusive manner; and
 - (3) design, order and coordinate the sale of ‘stash’ during Freshers’ Week.

33. Mandates of the Freshers' Week Entertainment Officer

- (i) In addition to performing those functions mandated by Article 13, the Freshers' Week Entertainment Officer ("Freshers' Entz Rep") shall:
- (1) assist the Freshers Representative with all tasks relevant to the Freshers' Week Sub-Committee;
 - (2) organise and execute entertainment events in Freshers' Week;
 - (3) liaise with the Freshers' Week Treasurer to make any necessary purchases for events; and
 - (4) draft the timetable for Freshers' Week.

34. Mandates of the Freshers' Week Welfare Officer

- (i) In addition to performing those functions mandated by Article 13, the Freshers' Week Welfare Officer ("Freshers' Welfare Rep") shall:
- (1) assist the Freshers Representative with all tasks relevant to the Freshers' Week Sub-Committee;
 - (2) receive Peer Support training in Trinity Term and be an active Peer Supporter with the University Peer Support Programme;
 - (3) liaise with the College to ensure the provision of Freshers' Week 'workshops', which must include any workshops mandated by Oxford SU and/or the University;
 - (4) communicate with the rest of the JCR Committee to ensure that these workshops are inclusive; and
 - (5) ensure that issues of welfare are considered in the production of the Freshers' Week timetable, for example by providing sober events.