

**NEWNHAM COLLEGE
CAMBRIDGE**



**CONSTITUTION OF THE
JUNIOR COMBINATION ROOM**

2016-2021

CONSTITUTION OF THE NEWNHAM COLLEGE JUNIOR COMBINATION ROOM

1 OBJECTIVES

- 1.1** The Junior Combination Room (JCR) shall be independent of any religious body or party political organization, and (except in so far as may be necessary for the support of a disadvantaged section of society) shall pursue its objectives fairly for all undergraduates, including those with any of the protected characteristics as set out in the Equality Act 2010 (provided that this provision shall not invalidate Newnham's status as an all-female institution).
- 1.2** Objectives of the Newnham JCR shall be:
- (i) to advance the education and welfare of its members
 - (ii) to represent its members
 - (iii) to provide in the interests of its members all possible information and services (both necessary and desirable) within the budget
 - (iv) to act as a channel of communication between its members, the Newnham Middle Combination Room (MCR) and Senior Combination Room (SCR), Cambridge University Students' Union (CUSU), Cambridge University and other bodies
 - (v) to conduct itself as professionally as possible when dealing with official matters.

2 MEMBERSHIP

2.1 Membership

All undergraduate students of Newnham College (Junior Members) shall be members of the JCR.

2.2 Opting Out

- (i) Notwithstanding Section 2.1, any person who would by virtue of Section 2.1 be a member of the JCR may in any academic year by written notice declare that they do not wish to be a member, and in that case such person shall not be a member of the JCR for that academic year. Such written notice shall be served on the President of the JCR within one week of the commencement of the Michaelmas Term.
- (ii) An undergraduate member of the College who exercises the right not to be a member of the JCR shall not be unfairly disadvantaged with regard to the provision of services or otherwise. Such an undergraduate shall have no right to stand and vote in any JCR or Governing Body election.

3 COMPLAINTS

3.1 Complaints Procedure

All undergraduate members of the College or groups of such members who are dissatisfied in their dealings with the JCR, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JCR, may make a complaint to the President of the JCR. Any appeal shall lie from the President of the JCR to a person or persons appointed by the Governing Body, who may not delegate their responsibility for hearing the appeal. The Governing Body shall have the power to provide such effective remedy, if any, as they consider appropriate when a complaint is upheld.

4 OFFICERS, REPRESENTATIVES AND COMMITTEES

4.1 The JCR Committee

The JCR Committee shall normally consist of not more than 21 members ("Full Committee"). They shall be:

- (i) President
- (ii) Vice President and External Officer
- (iii) Secretary
- (iv) Junior Treasurer
- (v) *two Welfare Officers
- (vi) Hall Liaison and Administration Officer
- (vii) the Women's Officer
- (viii) *two Entertainments, Bar and Catering Officers
- (ix) an elected undergraduate Member of the Governing Body ("undergraduate member of the Governing Body")
- (x) Access and Target Officer
- (xi) Green and Entrepreneurial Officer
- (xii) Ethnic Minorities Officer
- (xiii) International Students Officer
- (xiv) Freshers' President
- (xv) Lesbian, Bisexual, Gay and Transgender+ (LGBT+) Officer
- (xvi) Information Technologies (IT) and Communications Officer
- (xvii) Estate Officer
- (xviii) Sports Officer
- (xix) Academic Affairs and Disabilities Officer

Additionally, there will be a June Event President elected biennially in the sixth week of the Lent Term, to commence a one-year term of office at the beginning of the Easter Term in the year before a June Event.

For posts marked * (and only for those posts) joint appointments are permissible. In the event that two people are elected to any of these posts, they shall share one vote between them. Joint postholders shall agree job sharing arrangements before standing for election. Each joint postholder shall be responsible for ensuring that the other postholder and other members of the Committee are kept informed of their activities.

In the event of an unfilled Committee position following elections and in the absence of individuals desiring to be co-opted by the Committee into a vacant position, an already elected member of the Committee holding any position – other than President, Secretary, Treasurer or Governing Body Representative – can assume a vacant position in addition to the position that they already fulfil. This assumption of two posts filled by a single individual should be approved by a clear majority of the Committee and should not undermine the duties of the role for which they have been initially elected. It is the duty of the President to oversee and ensure that the individual in question is adequately fulfilling the duties of both these positions.

The JCR may co-opt one additional member if the Committee, by a unanimous vote, decides it is necessary. The co-opted member's term of office shall last, at most, until the next main JCR election.

4.2 The JCR Freshers' Committee

The Freshers' Committee shall consist of the Freshers' Committee President, the International Officer, one or both Welfare Officers, the Academic Affairs and Disability Officer, one or both Entertainments, Bar and Catering Officers, the Access and Target Officer, the Sports Officer and further members who shall be co-opted as the Freshers' Committee thinks fit. The JCR President or Vice-President shall be invited to attend Freshers' Committee meetings as appropriate.

4.3 The JCR Hall Committee

The JCR Hall Committee shall consist of the Hall Liaison and Administration Officer and representatives of Strachey, Fawcett, Sidgwick, Clough, Peile and Old Hall, who shall be co-opted by the Hall Liaison and Administration Officer.

4.4 Undergraduate Members of the Governing Body, the College Council and other College Committees

(see also 4.8: Responsibilities of Members of College Committees, 6.19: Mandated Action and 6.20: Independent Action)

4.4.1 Governing Body

There shall be three undergraduate members of the Governing Body ("Governing Body Representatives"). One shall be the President of the JCR ex officio, and two shall be representatives of the undergraduate members of Newnham College. The elected representatives, one of whom shall be the Secretary of the JCR, shall be elected in accordance with Ordinance IIIA of the Governing Body.

4.4.2 College Council

There shall be two undergraduate members on the College Council ("Council Representatives"). One shall be the undergraduate representative on the Governing Body elected in the Michaelmas Term, and one shall be either the Secretary of the JCR ex officio, elected in the Lent Term, or the President of the JCR ex officio.

4.4.3 College Committees

Junior Members shall serve on College Committees as follows:

- (i) All members of the JCR Committee shall be members of the Joint Committee of Senior and Junior Members (see Section 4.10 below)
- (ii) One member of the Valuable Possessions Committee, who shall be the Estate Officer
- (iii) One member of the Library Users Committee, who shall be the Estate Officer
- (iv) One member of the Garden Committee, who shall be the Estate Officer; in addition, the Chair of the Garden Committee may invite the Green and Entrepreneurial Officer to attend if appropriate
- (v) Two members of the Safety Committee, one of whom shall be the Green and Entrepreneurial Officer and one of whom shall be the Academic Affairs and Disabilities Officer
- (vi) One member of the IT Committee, who shall be the IT and Communications Officer
- (vii) One member of the Environmental Working Group, who shall be the Green and Entrepreneurial Officer
- (viii) One member of the Buildings Estate Committee, who shall be the Hall Liaison and Administration Officer.
- (ix) One member of the Fairtrade Steering Group, who shall be the Green and Entrepreneurial Officer.

4.5 Duties of the JCR Officers

4.5.1 The President shall:

- (i) take office at the start of the Lent Term following the JCR Elections (see section 4.13(ii))
- (ii) oversee the running of the JCR Committee and act as spokeswoman at official engagements and as required
- (iii) take the chair at all JCR Open Meetings and JCR Committee meetings
- (iv) be entitled to attend the meetings of any JCR sub-committee
- (v) receive agendas and written or verbal reports of every JCR sub-committee
- (vi) receive and publish resignations of all other JCR Officers
- (vii) represent the JCR on CUSU Council
- (viii) attend CUSU JCR Presidents' and Externals' meetings
- (ix) attend College Governing Body meetings
- (x) attend the College Council if it is so determined in agreement with the JCR Secretary according to 4.4.2, or in the event of the resignation of a junior member of the Governing Body, and shall receive agenda and minutes of all College Council meetings
- (xi) give notice of all JCR Open Meetings and JCR Committee meetings
- (xii) draw up and publicise the agenda for all JCR Open Meetings and JCR Committee meetings
- (xiii) Liaise with the Newnham Associates to promote services or events of interest to undergraduates

4.5.2 The Vice President and External Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) assist the President in performance of the presidential role
- (iii) represent the JCR on CUSU Council
- (iv) represent the JCR at NUS conference, and any other national or regional student bodies of interest to the JCR
- (v) be responsible for all liaison and correspondence with other universities and external bodies of interest to the JCR
- (vi) liaise with other college JCRs and CUSU
- (vii) invite CUSU Executive members to JCR Open Meetings, provide agendas before and minutes after open meetings to CUSU
- (viii) attend CUSU Presidents' and Externals' meetings
- (ix) report on all external meetings attended
- (x) post all information they receive which is of interest to the JCR on the appropriate notice boards
- (xi) organise elections and referenda held by the JCR in College in accordance with section 4.14.
- (xii) organise and act as Returning Officer for the CUSU elections.

4.5.3 The Secretary shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) book a room for JCR Meetings and Open Meetings
- (iii) keep minutes of all Open Meetings, including Hustings, and JCR Committee meetings and present for approval at each meeting the minutes of the previous meeting
- (iv) send copies of the agenda and minutes of Open Meetings and JCR Committee meetings to all Committee members, the Principal, the

- Senior Tutor, the Senior Treasurer, the Domestic Bursar, the College Secretary and the Secretary of the MCR
- (v) keep a record of all JCR Officers and Representatives and of all society representatives in the College, provide the Porters' Lodge, Senior Tutor and the College Secretary with an up-to-date copy and ensure a copy is posted on the JCR notice board
 - (vi) be responsible for all necessary correspondence, as determined through communication with the President and the Vice-President and External Officer
 - (vii) supervise the JCR notice boards in the Porters' Lodge and the JCRs
 - (viii) provide the following people with up-to-date copies of the Constitution and Standing Orders for the Open Meeting, either in hard copy or electronically as the recipients shall prefer: the President, the Vice-President and External Officer, the Secretary, the Junior Treasurer, the Principal, the Vice-Principal, the Bursar, the Senior Tutor, the Senior Treasurer, the Domestic Bursar, the College Accountant, the College Secretary (who is Secretary of the Joint Committee of Senior and Junior Members), the Senior Combination Room, the Tutorial Office Manager, the President of the MCR, the Graduate Governing Body Representative
 - (ix) have up-to-date copies of the Constitution and Standing Orders for the Open Meetings available for any member of the JCR who may wish to consult them
 - (x) attend meetings of the College Governing Body and College Council (if it is so determined in agreement with the President according to 4.4.2) in accordance with section 0 below
 - (xi) receive and publish the resignation of the President
 - (xii) with a Senior Member of the Governing Body, ensure that the JCR operates according to its Constitution
 - (xiii) attend and minute meetings of the Bar Sub-Committee
 - (xiv) be responsible for the production of the weekly JCR newsletter.
 - (xv) With the President, liaise with the Newnham Associates according to 4.5.1(xiii)
 - (xvi) organise the JCR photograph and ensure that the College Archivist receives a copy.

4.5.4 The Junior Treasurer shall:

- (i) take office at the start of the Lent Term following the JCR elections (see section 4.13(ii));
- (ii) serve as Garden Party Treasurer in years when a JCR Garden Party is held instead of a June Event;
- (iii) administer the financial affairs of the JCR in accordance with Section 5 below.

4.5.5 The Welfare Officers shall:

- (i) take office as follows:
 - (a) one at the start of the Lent Term following the JCR elections (see section 4.13(ii))
 - (b) one at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) be available for Junior Members who wish to discuss matters relating to their welfare
- (iii) organise weekly "Welfare Teas"
- (iv) provide and publicise welfare information of use to the Junior Members

- (v) liaise with the CUSU Welfare Officer
- (vi) provide women-specific services, confidential and non-directive information, support and contacts.

4.5.6 The Hall Liaison and Administration Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) be responsible for co-opting a representative of each Hall to sit on the Hall Committee
- (iii) chair the Hall Committee
- (iv) be responsible for any machine the JCR may own or rent
- (v) supervise the loan of JCR property to members
- (vi) be responsible for arranging the domestic matters of the Junior Members in College by liaising with the Housekeeping and Maintenance Departments on matters of concern to individual students
- (vii) be responsible for the upkeep of the JCRs and the administration of JCR room bookings
- (viii) be responsible for checking the First Aid boxes, with the support of the Hall Representatives, reporting any missing items to the College Nurse.

4.5.7 The Women's Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) raise awareness of women's issues within College
- (iii) be responsible for the organisation and running of a College Women's Group
- (iv) be responsible for the running of the JCR Women's Library
- (v) attend Women's Council and submit a report to the JCR
- (vi) support the Welfare Officers in providing confidential and non-directive information, support and contacts.

4.5.8 The Entertainments, Bar and Catering Officers shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) be responsible for the organization of JCR Entertainments within College, liaising with the other members of the Entertainments and JCR Committees. A minimum of four entertainments should be arranged for the Michaelmas and Lent Terms and at least one of these should be free for Newnham undergraduates
- (iii) be responsible for all administration, including correspondence, on behalf of the Entertainments Committee
- (iv) attend meetings of the Freshers' Committee
- (v) act as liaison between the Bar Manager and the JCR Committee
- (vi) collect and present student opinion and recommendations to the relevant bodies regarding both Bar and Catering issues
- (vii) liaise with the appropriate College Officer regarding Bar maintenance
- (viii) work with the Bar Manager on issues of staffing and bar amenities
- (ix) attend meetings of the Bar Committee
- (x) attend meetings of the CUSU Ents Council

4.5.9 The Members of the Governing Body and College Council shall:

- (i) take office at the start of the Lent Term following the JCR elections (see section 4.13(ii))
- (ii) attend meetings of the Governing Body and of the College Council. They shall speak according to their own judgement while bearing in mind the interests of the College and the JCR; if instructed by the JCR Open Meeting to put forward a certain view, they shall put forward that view
- (iii) publish decisions on unreserved business made by the College Council and Governing Body after confirmation of the minutes of the relevant meeting, where no special request for confidentiality has been made
- (iv) ensure that copies of the agenda of College Council and decisions on unreserved business made at College Council are sent to the JCR President
- (v) follow the rules of confidentiality laid down in the Governing Body and College Council Ordinances.

4.5.10 The Access and Target Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) work closely with the CUSU Access Officer and Target Campaigns Officer, and the College Admissions Office
- (iii) liaise with other college Access Officers (or equivalent)
- (iv) arrange and support Admissions schemes in conjunction with the College Admissions Office
- (v) work closely with the CUSU Access Officer to co-ordinate the CUSU Shadowing Scheme within College.

4.5.11 The Green and Entrepreneurial Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) be responsible for liaison within College on environmental issues
- (iii) be responsible for the promotion of environmentally friendly practices in the College
- (iv) raise awareness of and campaign on environmental issues
- (v) attend Environmental Network meetings
- (vi) attend meetings of the Safety Committee and of the Environmental Working Group, and be available to attend meetings of the Garden Committee if asked to do so by the Chairman
- (vii) attend meetings of the Fairtrade Steering Group;
- (viii) be responsible for the promotion of charitable fundraising and other charity work as agreed by the JCR Committee and, where appropriate, working with the University RAG (Raising and Giving) Officers.

4.5.12 The LGBT+ Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) liaise with other LGBT+ officers and with the CUSU LGBT+ Campaign
- (iii) raise awareness of the LGBT+ Campaign by organising events and meetings for all Newnhamites who self-define as LGBT+, and any other Newnham undergraduates interested
- (iv) provide confidential and non-directive information, support and contacts

- (v) with their predecessor and, should one exist, the MCR LGBT+ Officer, manage the confidential LGBT+ email list.

4.5.13 The IT and Communications Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) manage the JCR website
- (iii) assist any JCR member with computer-related problems where possible
- (iv) attend meetings of the IT Committee
- (v) work to promote the profile and activities of the JCR within College.

4.5.14 The Estate Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) attend Garden Committee meetings
- (iii) attend Library Committee meetings, monitor the library comments book, promote undergraduate awareness of library services and liaise with the Librarian on undergraduate issues
- (iv) attend Valuable Possessions Committee meetings
- (v) raise awareness of the Old Labs and its rules of usage
- (vi) be responsible for purchase of equipment and manage the booking sheets (as required)
- (vii) attend other meetings concerned with the College site as required
- (viii) be responsible for liaising with the JCR about concerns relating to the gardens, playing fields, library, valuable possessions, Old Labs, and other related College business.

4.5.15 The International Students Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) be responsible for JCR matters relating to international students
- (iii) be responsible for JCR correspondence with new international students before they arrive and for the organization of events when they arrive
- (iv) liaise with the Freshers' President, other college international students officers and CUSU.

4.5.16 The Ethnic Minorities Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) encourage applications of students from ethnic minorities
- (iii) liaise with the College Admissions Office and with CUSU to establish initiatives to encourage greater ethnic minority applications
- (iv) liaise with GEEMA and other GEEMA officers and representatives
- (v) represent the view of current students from ethnic minorities
- (vi) liaise with the JCR Access and Target Schools Officer
- (vii) provide information of interest to students of ethnic minorities.

4.5.17 The Freshers' President shall:

- (i) take office at the start of the Lent Term following the JCR elections (see section 4.13(ii))
- (ii) co-opt further members to the Freshers' Committee as the appropriate
- (iii) perform all duties below with the help of the Freshers' Committee
- (iv) be responsible for the production of the Freshers' Handbook

- (v) be responsible for the organization of the College Mothers
- (vi) be responsible for the organization and running of Freshers' Week
- (vii) come up sufficiently early to be present for the arrival of Freshers in the week preceding Term

4.5.18 The Sports Officer shall:

- (i) take office at the start of the Easter Term following the JCR elections (see section 4.13(iii))
- (ii) be responsible for overseeing the College sports clubs and teams, and advising upon both training and competition matters, in communication with the team captains
- (iii) be responsible for the upkeep and maintenance of the College Gym, in communication with the Domestic Bursar
- (iv) organise 'gym inductions' during the first weeks of Michaelmas Term, and at other times throughout the year as and when it is deemed necessary
- (v) with the Junior Treasurer, advertise and support the administration of JCR Sportswomen's Grants
- (vi) liaise with the Head Gardener about the usage and upkeep of the College sportsfield
- (vii) be a member of the Freshers' Committee, and organize the Freshers' Sports Day.

4.5.19 The Academic Affairs and Disabilities Officer shall:

- (i) take office at the start of the Lent Term following the JCR elections (see section 4.13(ii))
- (ii) liaise with the CUSU Education Officer
- (iii) attend meetings of the Committee for Safety
- (iv) act as liaison between Junior and Senior Members with respect to Academic Affairs
- (v) organise an annual "Exams/Revision" session
- (vi) work closely with CUSU and their Education officer to run CUSU campaigns in College
- (vii) organise the Subject Representatives
- (viii) liaise with the CUSU Disabled Students Campaign Officer
- (ix) provide support for students with a range of disabilities and refer them to the Disabilities Resource Centre, if necessary.

4.6 The June Event President shall:

- (i) take office at the start of the Easter Term following the JCR elections held in the year before a June Event (see section 4.13(iii))
- (ii) be responsible for electing a June Event Committee to design, budget, organise and oversee the Event
- (iii) attend all meetings as required by the City Council (May Ball meetings)
- (iv) adhere to all the regulations as laid down in the City Council May Ball Handbook
- (v) work closely with the Domestic Bursar (Premises Licence Holder), JCR Senior Treasurer, Buildings Manager and Head Gardener, and other Heads of Department as required, on all matters relating to the June Event
- (vi) attend meetings of the College Council as required

4.7 The Hall Representatives shall:

- (i) represent their Hall's views to the JCR through the Hall Liaison & Administration Officer
- (ii) attend Hall Committee meetings
- (iii) assist the Hall Liaison & Administration Officer in performance of that role
- (iv) report any faults in communal rooms to Housekeeping or Maintenance as appropriate

4.8 Responsibilities of Members of College Committees

Members of College Committees shall:

- (i) publish the dates of committee meetings on the JCR notice board
- (ii) receive items for discussion at Committee Meetings from Junior Members and submit them for inclusion on the agenda
- (iii) generate discussion among Junior Members of the College on items on, or for, the agenda of Committee meetings
- (iv) after the minutes of the meetings are confirmed, submit a report of the meeting to the JCR Committee, post a copy on the JCR notice board and/or otherwise circulated it to the JCR, including, where appropriate, a report in the newsletter
- (v) where an item is considered to require urgent discussion among Junior Members, press for early confirmation of the minutes or request permission to discuss a particular item before the minutes have been confirmed at the Committee meeting concerned
- (vi) observe the rules of confidentiality laid down in the Governing Body and College Council Ordinances
- (vii) College Committee members who are not members of the JCR Committee shall be entitled to attend closed JCR Committee meetings either if they request and are granted permission or are invited by the President or Committee.

4.9 Senior Treasurers

At its first meeting of the Michaelmas Term each year, the JCR Committee shall appoint a Senior Member of the College to be Senior Treasurer of the JCR, their choice being subject to the approval of the College Council and the Open Meeting of the Michaelmas Term. The Senior Treasurer of the JCR shall, jointly with the Junior Treasurer, administer the financial affairs of the JCR in accordance with Section 5 below.

The Senior Treasurer shall be sent all bank statements direct from the bank, and will pass these to the Junior Treasurer. If the Junior Treasurer is absent from college for more than two weeks during vacations all relevant books, statements and cheque books shall be left with the Senior Treasurer.

Any Club or Society which has an annual turnover of £500 or more shall appoint a Senior Treasurer in accordance with Section 5 below.

4.10 The Joint Committee of Senior and Junior Members (JCJSM)

Any member of the JCJSM can ask to have someone co-opted as a non-voting member to deal with specific issues or put a point of view but they must ask permission of the Chairman before the agenda is issued, i.e.: at least eight days in advance.

4.11 Meetings of the JCR Committee

- (i) the JCR Committee shall meet at least six times in each of the Michaelmas and Lent Terms and five in the Easter Term

- (ii) further meetings may be called by the President or four other members
- (iii) notice of a Committee meeting shall be circulated to all Committee members at least 24 hours in advance and posted on the web page
- (iv) all items for the agenda shall be submitted to the President who shall email the prepared agenda to the JCR Committee email list and the web page
- (v) the quorum for a JCR Committee meeting shall be 8 save where the Constitution requires a resolution passed unanimously by the Full Committee
- (vi) Committee meetings shall be open to all members of the JCR for the first 20 minutes or through invitation by the Committee, who may speak at the invitation of the Chair, but shall not vote; non-members of the Newnham JCR may be admitted on the same terms
- (vii) members of the committee unable to attend must notify the President in advance and give their opinions on any items on the agenda if requested
- (viii) in the absence of the President the Vice-President shall chair, in their absence the committee shall elect from among its members a chair for that meeting only
- (ix) decisions of Committee shall be made by a simple majority; each member shall have one vote, except the Chair, who shall not vote except in the case of a tie when the Chair shall have the casting vote; all votes must be made in person
- (x) decisions made under Section 4.11(ix) shall be a resolution of the relevant committee; unless otherwise provided for, a resolution of the JCR Committee shall only become formal policy of the JCR if it is approved by the Junior Members through an Open Meeting or Referendum
- (xi) minutes of the Committee meetings shall be circulated among the committee members and posted publicly and/or otherwise circulated to the JCR by the Secretary within one week of the meeting, and circulated to the Senior Tutor and the College Secretary. The College Secretary will be responsible for ensuring that minutes are transferred to the College Archives in due course.

4.12 Sub-committees

- (i) Each JCR Committee member shall have the right to form a sub-committee to help with duties associated with their role, except for the President, Vice-President, Governing Body Representatives and Junior Treasurer.
- (ii) It is compulsory for the Entertainment, Bar and Catering Officers, Green and Entrepreneurial Officer and Freshers' President each to form a sub-committee.
- (iii) Sub-committees may also be constituted as a result of a resolution of an Open Meeting. The members of these sub-committees will be appointed by the relevant JCR Committee member.
- (iv) Meetings of the sub-committees will take place by mutual agreement. A written or verbal report of every sub-committee meeting will be given to the JCR Committee if required.
- (v) The President or Vice-President has the right to attend any sub-committee meeting on their discretion.

4.13 Terms of Office

- (i) All Officers and Representatives of the JCR and Senior Treasurers shall hold office for one year.
- (ii) The following Officers and Representatives shall be elected in the sixth week of the Michaelmas Term, to commence their terms of office at the beginning of the Lent Term:
 - (a) one President
 - (b) one Governing Body Representative
 - (c) one Junior Treasurer

- (d) one Freshers' President
 - (e) one Welfare Officer
 - (f) one Academic Affairs and Disabilities Officer.
- (iii) the following officers shall be elected in the sixth week of the Lent Term, to commence their terms of office at the beginning of the Easter Term: the Vice-President and External Officer, the Secretary, the Hall Liaison and Administration Officer, one Welfare Officer, the Women's Officer, the Entertainments, Bar and Catering Officers, the Green and Entrepreneurial Officer, the International Students Officer, the Estate Officer, the Ethnic Minorities Officer, the LGBT+ Officer, the Information Technologies and Communications Officer, the Access and Target Officer, the June Event President (in the year before the Ball), the Sports Officer.

4.14 Elections

- 4.14.1** (i) All members of the JCR Committee and the undergraduate representatives on the College Committees shall be elected by members of the JCR (other than those members who have opted out, see Sections 2.2 and 4.14.5).
- (ii) The Undergraduate Governing Body Representatives shall be elected in accordance with Ordinance IIIA of the Governing Body.

4.14.2 Returning Officer

The Senior Returning Officer for all elections shall be the Senior Member specified in the ordinances of the Governing Body, working with the JCR Vice President and External Officer (Junior Returning Officer) unless the latter is either a candidate in the election or is for any other reason unable to act. In that case another representative shall be appointed by the JCR Committee. Except as otherwise provided in this constitution, the decision of the Junior Returning Officer (with the advice of the Senior Returning Officer if necessary) as regards the conduct of the elections shall be final.

4.14.3 Voting Days

Voting days for the election of all Officers shall be as stated in Section 4.13.

4.14.4 Notice of Elections

Not later than three full days before the day specified as voting day, the Junior Returning Officer shall email a notice giving the day and the time of voting in the elections. The time of voting shall be a period of twenty-four hours.

4.14.5 Voting Registers

The College List shall be used as a voting register and only those Junior Members whose names appear on the register and have not opted out of membership of the JCR shall be eligible to vote, to be candidates, or to propose or second candidates in the elections.

Any Junior Member may, not later than the fifth day before voting day, make representations (oral or written) to the Returning Officer concerning the inclusion of any name or exclusion of any name from the voting registers. The decision of the Returning Officer (in consultation with the JCR Committee) regarding an amendment to the register shall be final.

4.14.6 Nominations

All members of the JCR are eligible for election to all posts, provided they can complete their term of office if elected and have not opted out of membership of the JCR. The candidates in the election shall be those members whose valid nominations shall have reached the Returning Officer not later than two days before Hustings.

To be valid a nomination must be in writing and signed by the two members proposing and seconding the member. The member being nominated must also countersign the nomination as indication of their willingness to stand for election and to serve if elected. No member may be proposed or seconded by another candidate. A member may only stand for one post on the JCR Committee at any one time, but may also stand for election as a Representative on other College Committees.

Against each post there should also be the candidate RON (Roll-On Nominations). If the percentage of RON votes reaches 20% or higher, the election shall be re-opened. Candidates of the previous round shall be allowed to stand for the same post again. In the 2nd round the pre-requisite percentage of RON votes shall be raised to 40%. If it should happen that RON wins again, the elections shall be re-opened only once a new candidate has come forward. Until this time the JCR Committee shall elect from its members a person to enact the duties of the relevant post in a non-voting capacity.

If no nomination is received for the Presidential election, the election shall be re-run in the seventh week of the Michaelmas Term. If no nomination is received for a post elected in the seventh week of the Michaelmas Term, the election shall be re-run in the eighth week. If no nomination is received for the post of Junior Treasurer, the election shall be re-run in the seventh week of the Michaelmas Term. If the post of Governing Body Representative is not filled, a by-election shall be held in accordance with Ordinance IIIA.

Not later than two days before voting day the Junior Returning Officer shall post on the JCR notice board a list of candidates.

4.14.7 Election addresses and expenses

- (i) Each candidate may issue an election address on one side of A4 paper. It must be delivered to the Junior Returning Officer not later than two days before Hustings, and the Junior Returning Officer must then post it on the JCR notice board not later than one day before Hustings.
- (ii) No member of the College may publish, circulate or email any election address, notice recommendation or advertisement, except in accordance with this Section, or incur any election expenses other than for the production of a 400 word manifesto.
- (iii) Hustings shall be held the day before voting. All candidates standing for election should attend Hustings, where they should give a short speech and answer questions from the floor. In the event that they should be unable to attend Hustings, the candidate should submit a speech to the Junior Returning Officer, to be read out by the Chair. In the event of a

situation deemed by the Junior Returning Officer to be extenuating circumstances, a candidate may be excused from Hustings.

- (iv) If written complaint is made to the Returning Officer alleging a contravention of (i) or (ii) above, it shall be considered by the Returning Officer in consultation with the JCR Committee. The Returning Officer's decision shall be final.
- (v) A person found to have contravened (i) or (ii) above shall be disqualified from becoming or being a candidate in the election. The election of a candidate found to have contravened (i) or (ii) above shall be declared void.
- (vi) All undergraduate members must be issued with clear written information advising them of these rules.

4.14.8 Voting

The voting procedure will be solely in electronic form and in complete accordance with the CUSU online voting system. The Returning Officer should refer to the CUSU Elections website for guidance. Accordingly, voting shall be by an online ballot and the method of recording votes shall be such that voters are not identifiable in connection with their vote, although they will log in with their Raven username to verify eligibility.

4.14.9 Quorum

The total number of votes cast in an election shall first be ascertained and if this number is less than 30% of the total JCR membership entered on the voting register as eligible to vote the Returning Officer shall declare the election to be a nullity and shall not proceed to count the votes. A further vote shall be held and the outcome shall be binding whether or not 30% of votes are cast.

4.14.10 Counting the votes

All elections shall be in accordance with the University Single Transferable Vote Regulations prescribed in the University of Cambridge for the time being in force. The Returning Officer or tellers appointed in accordance with Section 4.14.2 shall be present throughout the counting of votes.

4.14.11 Results of Elections

The Returning Officer shall circulate the results by e-mail, within 24 hours of the close of polling, to the JCR and to the Principal, Vice-Principal, Bursar, Senior Tutor and College Secretary.

4.15 Resignations

- (i) The President may resign by giving notice in writing to the Secretary.
- (ii) Any other Officer of the JCR may resign by giving notice in writing to the President.
- (iii) Any undergraduate Representative on the College Council or Governing Body (other than the President) or any junior member representatives on College Committees may resign by giving notice in writing to the Chair of the body of which they are (a) member(s) and to the JCR President.
- (iv) Furthermore any member of the JCR Committee including the President shall be deemed to have resigned
 - (a) on ceasing to be a member of the JCR;
 - (b) if, having failed to attend three consecutive meetings of the JCR

Committee, no reason for their absence on each of the three occasions acceptable to the next meeting of the committee; is provided:

- (c) if, having failed to attend two consecutive Open Meetings, no acceptable reason for their absence is provided at the next Open Meeting ;
- (d) if requested to do so by a petition of at least 100 members of the JCR.
- (v) If any undergraduate member of a College Body is absent from three successive meetings of which due notice has been given, their seat shall become vacant at the end of the third such meeting, unless at that or at any earlier meeting the cause of their absence shall have been declared sufficient by the body of which they are a member. Section 4.15(a), (b) and (c) shall also apply to any junior member representatives on College Committees.
- (vi) All resignations shall take effect immediately.

4.16 By-elections

- (i) A by-election shall be held within 20 days, excluding all days outside Full Term, of an Officer or Representative of the JCR resigning or being deemed to have resigned. The exact date shall be decided by the JCR Committee. The election shall be organised as specified in Section 4.14.
- (ii) No by-election for any post shall be held within two weeks of the date of the annual election for that post and the post shall remain vacant until the annual election.
- (iii) Any Officer or Representative elected in a by-election shall take office immediately and shall hold office until the end of the current term of office for that post.

5 JCR FINANCE

5.1 Accounts

- (i) All JCR income shall be paid into the JCR accounts
- (ii) Funds in the JCR accounts unnecessary for immediate transactions may be temporarily put on deposit at the discretion of the JCR Committee and Senior Treasurer.

5.2 Clubs and Societies

- (i) College Clubs and Societies which provide facilities open to JCR members, whether on payment of a subscription or not, shall be recognised as eligible for financial assistance from the JCR account, excepting religious and political bodies.
- (ii) Any College Club or Society desiring an allocation of JCR funds must submit their accounts for the previous financial year to 30 June and a breakdown of their estimated expenditure in the current financial year to the Junior Treasurer by Wednesday of Week 3 in Michaelmas Full Term.
- (iii) The JCR Committee may waive the requirement to produce accounts for the previous year in respect of any Club or Society which can show reasonable cause for failing to produce them.
- (iv) All Clubs or Societies shall hold their own bank account. Each Club or Society shall have two named signatories of the account, either of whom shall sign any cheque from that account. One signatory may be a Senior Treasurer appointed under (v) (below). The Club or Society shall keep the Junior Treasurer informed of the account location and number, and the names of those people who are entitled to sign cheques and shall forward this information to the Bursar.
- (v) If any Club or Society has an annual turnover of £500 or more a Senior

Member shall be appointed by that Club or Society as Senior Treasurer; such an appointment shall be subject to the approval of the College Council. The duties of any such Senior Treasurer shall include the supervision of the accounts of the Club or Society.

- (vi) Any Club or Society which appoints a Senior Treasurer as required by Section (v) above shall give the Senior Treasurer an indemnity out of its assets in terms similar to those of Section 5.5.1 below, and shall make any amendment to its Rules or Constitution necessary to give effect to such indemnity. Further, such Club or Society must, if so requested by the Senior Treasurer, agree that the latter's liability be limited in terms similar to those of Section 5.5.1 below.

5.3 Allocation of Funds between the JCR and the MCR

Any alteration in the percentage allocation of the College Fee between the JCR and the MCR shall be agreed by a committee comprising the Bursar, the Senior Treasurers of the JCR and of the MCR, the Junior Treasurers of the JCR and of the MCR, and the Presidents of the JCR and the MCR by the division of the Easter Term.

5.4 The JCR Account

5.4.1 The Budget

- (i) The annual budget for the Account shall be drafted by the Junior Treasurer and the President, after discussion with the Senior Treasurer, and presented to the JCR Committee at the first closed meeting of the Michaelmas Full Term.
- (ii) The budget shall include the following items:
 - (a) payments towards maintenance, upkeep and insurance of facilities in College used by the JCR, as agreed between the JCR, the Bursar, and the Domestic Bursar
 - (b) annual payments to the Central Athletics Committee and Societies Syndicate
 - (c) subscriptions to CUSU
 - (d) allocations for sportswomen's grants
 - (e) allocations to Clubs and Societies
 - (f) expenditure involved in the provision of JCR facilities, and the administration and miscellaneous costs incurred in the running of the JCR
 - (g) a sum of money which is to be used for the benefit of all JCR members in a manner to be decided annually. The amount to be allocated shall be reconsidered each year
 - (h) items of capital expenditure that can be foreseen.
- (iii) The budget presented to the JCR Committee may be amended by the Committee prior to approval.
- (iv) The JCR Committee shall lay before the Open Meeting of the Michaelmas Full Term, the budget it has approved for the Account. Amendments to the budget may only be made by resolution of the Open Meeting. Payments may be made once three days have elapsed since the approval of the budget by the Open Meeting unless a referendum is requisitioned during that time.
- (v) The Junior Treasurer shall lay the budget before the College Council no later than the division of Michaelmas Term.
- (vi) Any major unanticipated expenditure must be agreed by the JCR Committee and Senior Treasurer.
- (vii) All members of the JCR may suggest how the Account money should be used. Suggestions shall be submitted in writing to the Treasurer

within the first two weeks of each term.

- (viii) The JCR members submitting suggestions under Section 5.4.1(g) may be called upon to attend the Committee or Open Meeting considering the budget to justify the proposed expenditure.

5.4.2 Payments

The Junior Treasurer shall write cheques or perform on-line payments on behalf of the JCR; those over £250 shall be agreed by the Senior Treasurer. Only the Junior Treasurer or Senior Treasurer can make payments.

5.4.3 Publication and Inspection of Accounts

All books and accounts relating to the JCR shall be open to inspection by all members of the JCR.

5.4.4 Audit

The Annual Accounts of the JCR shall be kept by the Junior Treasurer. The Junior Treasurer shall provide the Accounts Manager with all relevant information for the preparation of accounts by the end of the Easter Term and, having prepared the accounts, the Accounts Manager will forward a copy to the Junior Treasurer for approval. The Accounts shall then be audited by the Bursary during the Long Vacation. The audited accounts shall be presented for approval at an Open Meeting in Michaelmas Term, at the appropriate meeting of the College Council and at the second Governing Body meeting of Michaelmas Term.

5.4.5 Newnham College JCR Entertainments

- (i) All receipts from entertainments events organised by the JCR shall be paid into the JCR account.
- (ii) **Payments**
The Entertainments, Bar and Catering Officers shall inform the JCR Treasurer of the necessary expenditure for the Entertainment to enable money to be made available.
- (iii) **Bar Committee**
The JCR may establish a Bar Committee, which will operate in accordance with processes which will be agreed by the Bursar, Domestic Bursar (as Personal Licence Holder), Senior Treasurer, and College Accountant. Yearly finances will be reported with the JCR accounts.

5.5 General

5.5.1 Indemnification

- (i) All members of, and the Senior Treasurer of, the JCR Committee shall be entitled to be indemnified out of the assets of the JCR against all expenses, liabilities or losses which they may incur or suffer in or about the execution of their office or otherwise in relation to the performance of their duties as members or Senior Treasurer of these Committees.
- (ii) The Senior Treasurer of any other Club or Society who is appointed by reason of Section 5.2(v) above shall be entitled to be indemnified out of the assets of the JCR against those matters in respect of which there is an entitlement to an indemnity out of the assets of the Club or Society, to the extent that these latter are insufficient to satisfy the claim made.
- (iii) No member of, and no Senior Treasurer of, the JCR Committee shall be liable for any loss or damage suffered by the JCR, howsoever

arising and whether due to negligence or otherwise; provided that nothing shall exempt any such persons from any fraudulent act or omission on their part.

5.5.2 Personal Financial Benefit

No JCR Officer or Representative shall obtain any personal financial benefit as a consequence of holding a JCR Office and no Senior Treasurer shall obtain any personal financial benefit as a consequence of holding that position. Further, any JCR Officer or Representative or Senior Treasurer shall be liable to account for any benefit obtained in breach of this article.

6 OPEN MEETINGS, REFERENDA AND POLICY

6.1 Scheduled Open Meetings

The JCR Committee shall convene one scheduled Open Meeting per term, and shall publish the dates at the beginning of term.

6.2 Additional Open Meetings

The JCR Committee shall convene an additional Open Meeting if it is requisitioned by:

- (i) a resolution of the JCR Committee; or
- (ii) a resolution of the Open Meeting; or
- (iii) a petition signed by at least 40 members and submitted to the President.

The JCR Committee shall hold an additional Open Meeting within ten days of its requisition, save that no Open Meeting shall be held outside Full Term.

6.3 Notice of Open Meetings

The Secretary shall publish the date, time and venue at least five days before an Open Meeting. The Open Meeting shall be timed so as to allow as many members as possible to attend.

6.4 Items for the agenda

All items for the agenda shall be submitted in writing to the Secretary. Formal motions shall be signed by the proposer and seconder and shall be submitted at least one week before the meeting for those which constitute an amendment to the constitution, and at least four days before the meeting for all other motions.

The agenda shall include a time for questions to JCR Officers and Representatives.

6.5 Notice of the agenda

Items for the agenda shall be circulated to the JCR as they are received by the JCR Secretary and posted on the JCR notice board. Copies of the full agenda shall be circulated to all members of the JCR at least 24 hours before the start of the meeting.

6.6 Emergency Motions

Emergency motions may be submitted before the start of the Open Meeting, subject to the approval of the JCR Committee. The substance of an emergency motion must, in the opinion of the JCR Committee, have arisen less than four days before the beginning of the Meeting.

6.7 Attendance

- (i) Any member of the JCR may attend and vote at an Open Meeting. Non-members may attend and may speak at the invitation of the Chair, but shall not vote.

- (ii) Every member of the JCR Committee, all JCR Representatives on College Committees and all members of JCR sub-committees shall attend Open Meetings and if requested, present a report to the Open Meeting. Any officer or Representative unable to attend shall, if requested, submit a written report to the Open Meeting.

6.8 Standing Orders

- (i) Procedure at Open Meetings shall be determined by Standing Orders.
- (ii) Before the first scheduled Open Meeting under the Constitution, the Full Committee shall draft Standing Orders and shall lay them before the Meeting. They shall take effect unless declared invalid by a resolution of that meeting.
- (iii) Standing Orders may be amended by a resolution of the Open Meeting.

6.9 Quorum for Open Meetings

The quorum for an Open Meeting shall be

- (i) 50 members of the JCR for any motion which constitutes an amendment to the constitution.
- (ii) 40 members of the JCR for any motion which does not constitute an amendment to the constitution.

If an Open Meeting is not quorate, decisions on any agenda correctly publicised, except motions which constitute an amendment to the constitution, shall be taken by the JCR Committee.

6.10 Majority required by motions

6.10.1 At quorate Open Meetings a motion shall be carried if

- (i) it is supported by the votes of a simple majority (i.e. over 50%) of those present and voting at the meeting, for motions which do not constitute a change to the constitution. The Chair shall not vote except in the event of a tie: in that case the Chair's is the casting vote.
- (ii) it is supported by the votes of two thirds or more of those present and voting at the meeting for motions which constitute an amendment to the constitution.

6.10.2 Any member of the JCR present at an Open Meeting may at any time during the meeting, propose a motion calling for the adjournment of any motion before the meeting until the next Open Meeting: such a motion for adjournment shall be voted on in accordance with Section 6.10.1.

6.11 Open Meeting Minutes

The Secretary shall circulate the minutes of Open Meetings to the JCR within one week of the end of the Open Meeting, and post them on the JCR notice board. The Secretary shall present them at the next Open Meeting for approval but shall not be obliged to read them unless specifically requested to do so. Any motion that constitutes an amendment to the constitution and is carried under Section 6.10 shall be circulated under Section 4.5.3(viii) as soon as possible.

6.12 Repeated Motions

If a motion is not carried at an Open Meeting a similar motion on the same subject may not be raised again at an Open Meeting that term.

6.13 Resolutions of the Open Meeting

A motion carried under Section 6.10

- (i) which does not constitute an amendment to the Constitution shall, three days

- thereafter, take effect as a resolution of the Open Meeting, unless during that time a referendum is requisitioned
- (ii) which constitutes an amendment to the Constitution shall, once passed by the Governing Body, take immediate effect as a resolution of the Open Meeting and shall operate to amend the Constitution unless during that time a referendum is requisitioned.

6.14 Affiliation to External Organisations

- 6.14.1** If the JCR decides to become affiliated to any external organisation, it shall publish to all undergraduate members of the College, and to the Governing Body, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid, and of any donation made or proposed to be made, to the organisation. The proposal must also be taken to a JCR Open Meeting and passed, the meeting being quorate.
- 6.14.2** The JCR shall publish annually to all undergraduate members of College, and to the Governing Body, a report stating the names of all the external organisations to which it is affiliated and the details of any subscriptions or similar fees paid, and of any donation made or proposed to be made, to the organisations within the year covered by the report.
- 6.14.3** If at least five percent of the members so require, the question of continued affiliation to any external organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

6.15 Requisition of Referenda

A referendum may be requisitioned by:

- (i) a resolution of the Full Committee; or
- (ii) a petition submitted to the President and signed by
 - (a) at least as many members of the JCR as voted against the motion if the motion was not carried at the Open Meeting; or
 - (b) at least as many members of the JCR as voted for the motion if the motion was carried at the Open Meeting.

6.16 Majority required for motions in Referenda

The majority required for a motion to be passed in a referendum shall be the same as for a motion at an Open Meeting. At least 50 members of the JCR must vote in a referendum for it to be valid. A motion carried in a referendum shall become a resolution of the Open Meeting and shall take immediate effect.

6.17 Referendum procedure

6.17.1 All members of the JCR shall be eligible to vote in a referendum.

6.17.2 Returning Officers

The Returning Officer for all referenda shall be the Vice President and External Officer unless they are unable to act for any reason, in which case the Returning Officer shall be appointed by the JCR Committee. The decision of the Returning Officer as regards the conduct of referenda shall be final.

6.17.3 Notice of Referenda

The Vice President and External Officer shall give notice of a referendum giving the day, the place within College and the time of voting in the referendum, within two days of it being ordered. Voting shall take place not less than four but not more than eight days after notice of the referendum has been given.

6.17.4 Time and Place of Voting

All referenda shall be held in the Porters' Lodge. The time of voting for referenda shall be a period of seven hours between 08.30 and 19.00 on voting day.

6.17.5 Voting Registers

The College List shall be used as a voting register and only those Junior Members whose names appear on the register shall be eligible to vote. Any junior member may, not less than two days before voting day, make representations (oral or written) to the Vice President and External Officer concerning the exclusion of any name or the inclusion of any name from the voting register. Their decision whether to amend the register shall be final.

6.17.6 Voting

Voting shall be by secret ballot and the method of recording votes shall be such that voters shall not be identifiable from the voting paper. Any person who will be absent during the voting and who wishes to register a vote shall submit it in writing to the Returning Officer by 8.00am on voting day.

The Returning Officer or a teller appointed by the Returning Officer shall be present whenever voting is taking place.

6.17.7 Counting the votes

The Returning Officer shall be present throughout the counting of the votes. At least one member of the JCR committee shall count the votes under the supervision of the Returning Officer.

6.17.8 Results of the Referendum

The Returning Officer shall post the results of the referendum on the JCR notice board within 48 hours of the close of polling.

6.17.9 Referenda conducted by Senior Members

If Senior Members of the College or the JCSJM conduct referenda, they are in no way subject to this Constitution.

6.18 Policy

A resolution of the Open Meeting shall become JCR formal policy unless it constitutes a breach of the Constitution, or lies in any other way beyond the powers of the Open Meeting.

6.19 Mandated Action

The JCR officers and representatives shall act in accordance with JCR policy derived under Section 6.18. However, JCR Representatives on the Governing Body, College Council and other College Committees shall speak according to their own judgement while bearing in mind the interests of the College and of the JCR. They cannot be mandated to vote in a particular way. If instructed by the Open Meeting to put forward a certain view, they shall put forward that view.

6.20 Independent Action

Where no JCR formal policy exists, the Officers and Representatives of the JCR shall act on their own initiative.

7 THE CONSTITUTION

7.1 Interpretation

Where any uncertainty or ambiguity arises as to the meaning of any such provision of this Constitution the proper meaning of such provision shall be determined by a unanimous resolution of the JCR Committee.

7.2 Previous Constitutions

All previous Statutes or Constitutions of Newnham College JCR and the Amalgamated Clubs, or their predecessors in title, are hereby expressly revoked.

7.3 Approval By Governing Body

The provisions of the Constitution shall be subject to the approval of the Governing Body and to review by that body at intervals of not more than five years.

NEWNHAM COLLEGE JCR OPEN MEETING STANDING ORDERS

[Supplementary to the Constitution; see section 6.8]

1 MOTIONS

- 1.1** Motions to be presented to an Open Meeting shall be submitted in accordance with Section 6.4 and 6.6 of the Constitution.
- 1.2** After the agenda has been read out to the meeting, the Chair shall rule which, if any, of the items are out of order. This ruling may be challenged under Standing Order 4.3(ii).
- 1.3** Amendments, signed by a proposer and a seconder, may be submitted in the course of the debate on the motion, or before the meeting.
- 1.4**
- (i) When an amendment is received before the meeting, the Chair shall allow one speech for the motion before asking the proposer if the amendment is acceptable.
 - (ii) When the Chair receives an amendment during the course of the debate on the motion, the Chair shall, at the end of the speech being made, ask the proposer of the original motion whether they wish to accept the amendment.
 - (iii) If in either 1.4 (i) or (ii) the proposer does not wish to accept the amendment, the Chair shall ask the meeting whether it wants to continue discussing the original motion, or discuss the amendment. This question shall be voted on immediately after one speech by the proposer of the original motion, and one speech by the proposer of the amendment.
- 1.5** If an amendment is carried, the motion as amended then becomes the substantive motion to which further amendments then stand.
- 1.6**
- (i) The time limit on speeches on motions shall be five minutes for the proposer, three minutes for the seconder and for each other member participating in the debate.
 - (ii) The time limit for submission of report on activity shall be ten minutes.
 - (iii) The Chair can propose, before any motion is discussed, a reduction or extension of the time limit for speeches in a debate, subject to Standing Order 4.3(ii).
 - (iv) No motions can be put to the vote more than two hours after the beginning of the meeting.
- 1.7** The proposer of a motion shall have the right of reply immediately before the vote is taken, save that no new subject matter be introduced in such replies.

2 THE AGENDA

- 2.1** The order of items on the agenda for the Open Meeting shall be that in which items are received by the Secretary.
- 2.2** At the beginning of the Open Meeting, the Chair shall read out the agenda for the meeting. If there is a challenge to the order in which the agenda proposes that items be taken, there shall be one speech for the proposed new arrangement, one speech against, and then an immediate vote. Challenges to the order of items on the agenda shall require a simple majority to be passed, and shall be made only immediately after the reading out of the agenda and the Chair's ruling on motions.

2.3 If a topic for discussion is duly publicised on the agenda for the meeting motions on that topic may be introduced as and when the Chair deems appropriate.

3 THE CHAIR

3.1 The Chair shall be taken at all stages of the Open Meeting by the President or the President's nominee, except as provided for in Standing Order 4.7.

3.2 The Chair shall not participate in the debate.

3.3 It shall be the duty of the Chair during speeches to see that the meeting is in order and that remarks are relevant to the matter under debate.

3.4 Every speaker shall address all remarks solely through the Chair.

4 PROCEDURAL MOTIONS

4.1 All procedural motions shall be put during the intervals between the end of one speech and the calling of the next speaker.

4.2 The following procedural motions on the motion under discussion may be moved by any member, providing that there has been at least one speech for, and one speech against (or the opportunity for such to be made) that motion:

- (i) that the motion now be put
- (ii) that the matter be referred back to the Full committee, proposer or a Sub-committee
- (iii) that the motion be voted on in parts
- (iv) that the motion be voted on as a whole

4.3 The following procedural motions may be moved on points of order:

- (i) a request for a Chair's ruling
- (ii) a challenge to the Chair's ruling
- (iii) a motion that the Chair leave the Chair for the rest of the meeting.

4.4 The procedural motions in Standing Order 4.2 shall be voted on immediately, without further discussion, and shall require a simple majority to be passed.

4.5 The procedural motions in 4.3(i) and 4.3(ii) shall require the support of a simple majority of members, demonstrated by a show of hands, in order to be considered by the meeting.

4.6 In the case of 4.3(ii) there shall be one speech for, a reply by the Chair, and an immediate vote. 4.3(ii) shall require a two-thirds majority of those voting to be passed.

4.7 In the case of 4.3(iii) the Chair shall have the right of reply to the debate immediately prior to the vote. 4.3(iii) shall require a two-thirds majority of those voting to be passed. If it be passed, the meeting shall thereupon elect a new Chair for the rest of the meeting.

4.8 A motion to adjourn the meeting may be moved by any member, and shall be voted on immediately without further discussion. It shall require a simple majority of those members present.

5 STANDING ORDERS

- 5.1** Standing Orders may be amended in accordance with Section 6.8(iii) of the Constitution.
- 5.2** Standing Orders shall be interpreted only by a resolution of the Full Committee.

6 GENERAL

- 6.1** Points of order shall take precedence over other business. They shall relate specifically to the conduct of the debate at the time, or to the procedure of a vote. They shall not relate to the subject matter of the debate.
- 6.2** If the result of a vote is not challenged immediately by a minimum of fifteen members, it shall be declared final. If it is so challenged, a new vote shall be taken without further debate. The new vote shall be final.

Distribution List

Paper copies:

- Officers of the JCR
 - The President
 - The Vice-President and External Officer
 - The Secretary
 - The Junior Treasurer

- College Officers and Members of the SCR:
 - The Principal
 - The Vice-Principal
 - The Bursar
 - The Senior Tutor
 - The Senior Treasurer of the JCR
 - The Domestic Bursar
 - The College Accountant
 - The College Secretary (who is also Secretary of the Joint Committee)
 - The Senior Combination Room
 - Tutorial Office Manager

As pdf e-mail attachment:

- Officers of the MCR
 - The President
 - The Vice-President and External Officer
 - The Secretary
 - The Junior Treasurer
 - The Welfare Officers
 - The Hall Liaison and Administration Officer
 - The Women's Officer
 - The Entertainments, Bar and Catering Officers
 - The JCR Member of the Governing Body
 - The Access and Target Officer
 - The Green and Entrepreneurial Officer
 - The Ethnic Minorities Officer
 - The International Students' Officer
 - The Freshers' President
 - The LGBT+ Officer
 - The IT and Communications Officer
 - The Estate Officer
 - The Sports Officer
 - The Academic Affairs and Disabilities Officer

- and to:
 - The President of the MCR
 - The MCR Member of the Governing Body
 - The JCR IT and Communications Officer (to put on the JCR Website)