

Preamble

JCR Constitution – legal framework

The Education Act 1994, Part II (Student Unions) requires that the ‘governing body of every establishment’ shall ensure that the students’ union ‘operates in a fair and democratic manner and is accountable for its finances’.

The Governing Body and Council have agreed¹ to interpret the requirements of the Act as follows:

- the **Council** shall be responsible for the oversight and approval of budgets and accounts and monitoring procedures related to external donations and make an annual report on this matter to the Governing Body;
- the **Governing Body** shall exercise oversight of the JCR and MCR Constitutions.

The Act requires that ‘the provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years’. Further, the Governing Body has agreed that ‘no alteration may be made to any part of either the JCR or the MCR constitution without approval of the Governing Body’.

The Governing Body has agreed² that:

1. The JCR Constitution shall be considered annually at the Annual General Meeting of the Governing Body; if changes are proposed, an appropriate case should be made;
2. A Review of the Constitution will be carried out every five years;
3. Proposed amendments to the Constitution should normally be brought to the AGM of the Governing Body, but may be brought to the Governing Body at any meeting should the need arise.

An amendment to the JCR constitution was last approved by the Governing Body in October 2022. This Constitution was last reviewed by the Governing Body in January 2020.

¹ Meetings of the Governing Body, 5 May 1995 and 1 February 2020; meeting of the Council 27 October 1995

² Annual General Meeting, 1 February 2020

CONSTITUTION OF THE NEWNHAM COLLEGE JUNIOR COMBINATION ROOM

1 OBJECTIVES

1.1 Objectives of the Newnham JCR shall be:

- (i) to advocate for the education, welfare and inclusion of its members
- (ii) to support and represent all students regardless of gender, race, class, disability, religion, or sexuality
- (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 Students' Union (Cambridge SU), Cambridge University and other bodies

1.2 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, particularly those with any of the protected characteristics as set out in the Equality Act 2010.

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 22 members ("Full Committee"). They shall be:

- (i) President
- (ii) Internal Vice President
- (iii) External Vice President
- (iv) Secretary
- (v) Junior Treasurer
- (vi) Welfare Officers (2)
- (vii) Hall Liaison and Administration Officer
- (viii) **the Women and Non-Binary Officer
- (ix) *Entertainments Officer(s)
- (x) Food and Drinks Officer
- (xi) Access Officer
- (xii) Green and Ethical Affairs Officer
- (xiii) **BAME Officer
- (xiv) **International Students' Officer
- (xv) Freshers' President
- (xvi) **LGBT+ Officer
- (xvii) Sports and Societies Officer
- (xviii) **Disabled Students' Officer
- (xix) Garden Party President
- (xx) **Class Act Officer

For posts marked * (and only for those posts) joint appointments are permissible, on the condition that the candidates run under a joint manifesto. In the event that two people are elected to any of these posts, they shall share one vote between them. Each joint postholder shall be responsible for ensuring that the other postholder and other members of the Committee are kept informed of their activities.

For posts marked **, also known as the liberation and representation roles, students wishing to fill the post must identify as part of the group they would be representing.

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, or Treasurer— 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.

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 Disabled Students' Officer, one or both Entertainments Officers, the Food and Drink Officer, the Access Officer, the Sports Officer and further members who shall be co-opted as the Freshers' Committee thinks fit. The JCR President or Vice-President(s) shall be invited to attend Freshers' Committee meetings as appropriate.

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

(see also 4.6: Responsibilities of Members of College Committees, 6.18: Mandated Action and 6.19: Independent Action)

4.3.1 Governing Body

There shall be two undergraduate members of the Governing Body ("Governing Body Representatives"). One shall be the President of the JCR, and the other shall be the External Vice President. Other members may be invited to attend for specific items, at the discretion of the Principal.

4.3.2 College Council

There shall be two undergraduate members on the College Council ("Council Representatives"). One shall be the President of the JCR, and the other shall be the Internal Vice President.

4.3.3 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 Halls Liaison and Administration Officer
- (iii) Two members of the Library Committee, who shall be the Internal Vice President and the Disabled Students' Officer
- (iv) One member of the Garden Committee, who shall be the Green and Ethical Affairs Officer;
- (v) Two members of the Safety Committee, one of whom shall be the one of the Welfare Officers and one of whom shall be the Disabled Students' Officer
- (vi) One member of the IT Committee, who shall be the Secretary
- (vii) One member of the Environmental and Sustainability Committee, who shall be the Green and Ethical Affairs 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 Ethical Affairs Officer.

4.4 Duties of the JCR Officers

4.4.1 The President shall:

- (i) take office at the start of the Lent Term following the JCR Elections
- (ii) oversee the running of the JCR Committee and act as spokesperson 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) decide when it is appropriate to ask committee members to resign, for example if they are failing to fulfil their role or breach their duty of care to students
- (vii) receive and publish resignations of all other JCR Officers
- (viii) attend Cambridge SU JCR Presidents' and Externals' meetings
- (ix) attend College Governing Body meetings
- (x) attend the College Council
- (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
- (xiv) send a weekly email to JCR members updating them on JCR Committee activities and relevant college and University news
- (xv) ensure that all Committee members are aware of the JCR Committee Code of Conduct and, on a termly basis, allow the Committee to review its content, in order to ensure the welfare of Committee members.

4.4.2 The Internal Vice President shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) assist the President in the performance of the presidential role
- (iii) organise elections and referenda held by the JCR in College in accordance with section 4.12.
- (iv) organise and act as Returning Officer for the JCR elections.
- (v) organise the JCR photograph and ensure that the College Archivist receives a copy
- (vi) where appropriate, accompanying the President to meetings with senior staff or, failing that, organise another officer to attend in their place.
- (vii) with a Senior Member of the Governing Body, ensure that the JCR operates according to its Constitution.
- (viii) receive and publish the resignation of the President.
- (ix) update and maintain the JCR notice boards in the cafe and buttery.
- (x) attend meetings of the Library Committee, promote undergraduate awareness of library services and liaise with the Librarian on undergraduate matters
- (xi) attend the College Council
- (xii) liaise with the Cambridge SU Undergraduate Access, Education and Participation Officer on academic matters
- (xiii) act as liaison between Junior and Senior Members with respect to Academic

Affairs (xiv) work to promote the profile and activities of the JCR within College.

4.4.3 The External Vice President shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) assist the President in the performance of the presidential role
- (iii) represent the JCR on Cambridge SU Student 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 Cambridge SU
- (vii) invite Cambridge SU Executive members to JCR Open Meetings, provide agendas before and minutes after open meetings to Cambridge SU
- (viii) attend Cambridge SU Presidents' and Externals' meetings
- (ix) report on all external meetings attended
- (x) attend College Governing Body meetings.

4.4.4 The Secretary shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) book a room for JCR Meetings and Open Meetings
- (iii) keep minutes of all Open Meetings and JCR Committee meetings and present for approval at each meeting the minutes of the previous meeting
- (iv) keep an electronic record containing copies of all motions passed by the Committee, which shall be accessible to all JCR members
- (iv) send copies of the agenda and minutes of Open Meetings and JCR Committee meetings to all Committee members. Minutes amended at the Secretary and President's discretion, shall also be sent to the Domestic Bursar and other relevant members of staff. Amendments should only be made in the event that the inclusion of certain details would put a student or their welfare at risk.
- (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) 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 Internal and External Vice- Presidents, 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) and the President of the MCR.
- (vii) 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
- (viii) check and distribute post from the JCR pigeon-hole.
- (ix) manage and update the JCR website
- (x) attend meetings of the IT committee

4.4.5 The Junior Treasurer shall:

- (i) take office at the start of the Lent Term following the JCR Elections
- (iii) administer the financial affairs of the JCR in accordance with Section 5

below. 4.4.6 The Welfare Officers shall:

- (i) one to take office at the start of the Lent Term following the JCR Elections, the other to take office at the start of the Easter Term following the JCR Elections
- (ii) be an available and approachable port of call for Junior Members, and sign-post resources relating to their welfare
- (iii) organise weekly "Welfare Tea" and additional events designed to address student wellbeing
- (iv) work with the Senior Tutor to improve college welfare provisions and communication (v) provide and publicise welfare information of use to Junior Members
- (vi) liaise with the Cambridge SU Welfare and Community Officer and attend Cambridge SU welfare teaching
- (vii) provide confidential and non-directive information, support and contacts (viii) distribute sanitary and sexual health supplies free of charge
- (ix) attend the meetings of the Safety Committee (one Welfare Officer

only). 4.4.7 The Hall Liaison and Administration Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) maintain and update the room guide and share this with students in the run up to the room ballot
- (iii) create the randomized lists of students for room ballot in Lent term
- (iv) attend meetings of the Building Estates Committee
- (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) attend Valuable Possessions Committee meetings.

4.4.8 The Women and Non-Binary Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) advocate for women and non-binary people within College, particularly as a proponent for feminist change in the College and University
- (iii) attend the Cambridge SU Women's Campaign forums and feedback relevant issues to the JCR
- (iv) support the Welfare Officers in providing confidential and non-directive information, support and contacts, and ensure continued provision of sanitary supplies (v) run consent workshops for first year students as part of Fresher's Week in Michaelmas term.

4.4.9 The Entertainments Officer(s) shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) be responsible for the organisation of JCR Entertainments within College, liaising with the other members of the JCR Committee. 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) ensure that events held for marginalised groups - e.g. LGBT+ nights - prioritise the comfort of those who identify as belonging to the group itself
- (iv) ensure that all event publicity includes a comprehensive access statement (iv) attend meetings of the Freshers' Committee
- (v) organise the booking of formals or charity formals in collaboration with the Food and Drinks Officer.

4.4.10 Food and Drinks Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections (ii) act as liaison between catering staff and the JCR Committee
- (iii) act as liaison between the Bar Manager and the JCR Committee
- (iv) ensure that food provided in college caters for all dietary requirements and is clearly signed to show this
- (v) work with the Green and Ethical Affairs Officer to minimise food and drink waste as well as excess packaging, ensuring that the waste disposal is clearly indicated (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 and café maintenance (viii) work with the Bar Manager on issues of staffing and bar amenities
- (ix) attend meetings of the Bar Committee
- (x) hold termly meetings regarding satisfaction with the buttery menu and liaise with students and catering staff on menu issues.

4.4.11 The Access Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) be responsible for coordinating student efforts to widen participation in higher education
- (iii) organise outreach and access events targeted at underrepresented prospective students
- (iv) work closely with the College Admissions Office and Schools' Liaison Officer to lead on college access events
- (v) take on a senior role during the interview period
- (vi) Use JCR outreach social media accounts to communicate with prospective applicants, and post content encouraging applications to Newnham
- (vii) work closely with the Cambridge SU Undergraduate Access, Education, and Participation Officer, Class Act Campaign, and attend the Cambridge SU Access Forum

- (viii) liaise with other college Access Officers (or equivalent)
- (ix) arrange and support Admissions schemes in conjunction with the College Admissions Office
- (x) work closely with the Cambridge SU Undergraduate Access, Education, and Participation Officer to coordinate the Cambridge SU Shadowing Scheme within College.

4.4.12 The Green and Ethical Affairs Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) advocate for the promotion of ethical and sustainable practices in college
- (iii) liaise with the Food and Drinks Officer to minimise waste in college
- (iv) work with Cambridge SU Ethical Affairs campaign and report back to the JCR Committee
- (v) attend Environmental Network meetings
- (vi) attend meetings of the Safety Committee and of the Environmental and Sustainability Committee
- (vii) attend meetings of the Fairtrade Steering Group
- (viii) attend meetings of the Garden Committee.

4.4.13 The LGBT+ Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) advocate for the needs of LGBT+ students and campaign to make Newnham a more inclusive space
- (iii) liaise with other LGBT+ officers and with the Cambridge SU LGBT+ Campaign
- (iv) provide confidential and non-directive information, support and contacts
- (v) receive applications to the JCR Gender Expression Fund, and recommend to the JCR Committee when an application should be approved.

4.4.14 The International Students' Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) represent the needs and interests of all undergraduate international students
- (iii) be responsible for JCR correspondence with new international students before they arrive, and for the organization of International Freshers' Week, in cooperation with the Cambridge SU International Students' Campaign
- (iv) organise international storage over the vacations.

4.4.15 The Black, Asian and Minority Ethnic (BAME) Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) advocate for the needs of BAME students and campaign to make Newnham a more inclusive space
- (iii) advocate for the recognition of the specific welfare needs of BAME students, and work alongside the Welfare Officers to address these needs
- (iv) liaise with other BAME officers and the Cambridge SU BME campaign
- (v) liaise

with College Admissions and JCR Access Officer to encourage applications of BAME students.

4.4.16 The Freshers' President shall:

- (i) take office at the start of the Lent Term following the JCR Elections
- (ii) use social media to communicate with and connect Offer Holders in January and when places are confirmed in August
- (iii) work alongside the Admissions Office and JCR Access Officer to ensure the safeguarding of applicants and offer holders when conducting these online communications
- (iv) co-opt further members to the Freshers' Committee during Easter Term (v) in collaboration with the Freshers' Committee, be responsible for the organization and running of Freshers' Week
- (vi) perform all duties below with the help of the Freshers' Committee
- (vii) be responsible for the production of the Freshers' Handbook
- (viii) be responsible for the organization of the College Families and Liberation Families (ix) organise the Subject Representatives
- (x) come up sufficiently early to be present for the arrival of Freshers in the week preceding Term.

4.4.17 The Sports and Societies Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (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 a point of contact for all other College societies, advising on how to form and run a society, and assisting to publicise new societies
- (iv) with the JCR Secretary, keep an up to date list of all College societies, sports teams, and clubs, and publish this information in the Sports and Societies Handbook issued to freshers
- (v) be responsible for the upkeep and maintenance of the College Gym, in communication with the Domestic Bursar
- (vi) organise 'gym inductions' during the first weeks of Michaelmas Term, and at other times throughout the year as and when it is deemed necessary
- (vii) with the Junior Treasurer, advertise and support the administration of JCR Sportsperson's Grants, and society funding
- (viii) liaise with the Head Gardener about the usage and upkeep of the College sportsfield
- (ix) be a member of the Freshers' Committee and ensure societies, sports teams and clubs are represented at the College Freshers' Fair
- (x) organise regular fitness classes or other activities deemed appropriate.

4.4.18 The Disabled Students' Officer shall:

- (i) take office at the start of the Lent Term following the JCR Elections
- (ii) advocate for the needs of self-identifying disabled students within college and work alongside College management to make Newnham a more inclusive space
- (iii) provide support for students with a range of disabilities and refer them to the

Disabilities Resource Centre, if necessary.

- (iv) receive applications to the JCR Disabled Students' Fund, and recommend to the JCR Committee when an application should be approved.
- (v) liaise with the Cambridge SU Disabled Students' Officer
- (vi) attend meetings of the Safety Committee
- (vii) attend meetings of the Library Committee.

4.4.19 The Garden Party President shall:

- (i) take office at the start of the Easter Term following the JCR elections
- (ii) be responsible for electing a Garden Party Committee to design, budget, organise and oversee the Party
- (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 License Holder), JCR Senior Treasurer, Buildings Manager and Head Gardener, and other Heads of Department as required, on all matters relating to the Garden Party
- (vi) attend meetings of the College Council as required.

4.4.20 The Class Act Officer shall:

- (i) take office at the start of the Easter Term following the JCR Elections
- (ii) advocate for the needs of students who fall under the Class Act umbrella (students who self-identify as having experienced any social, educational, cultural or economic disadvantage, including but not limited to: working class, low income, state comprehensive school-educated, and first generation students, as well as care-experienced, estranged and homeless students), within college and work alongside College management to make Newnham a more inclusive space
- (iii) advocate for the recognition of the specific welfare needs of Class Act students, and work alongside the Welfare Officers to address these needs
- (iv) run events for students under the Class Act umbrella
- (v) liaise with the Cambridge SU Class Act Campaign
- (vi) provide advice and support to students under the Class Act umbrella, including publicising relevant University and College resources
- (vii) work with the Access Officer to encourage applications to Newnham from those with a Class Act background.

4.5 Responsibilities of Members of the Governing Body and College

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

- (i) 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
- (ii) ensure that copies of the agenda of College Council and decisions on unreserved business made at College Council are sent to the JCR President
- (iii) follow the rules of confidentiality laid down in the Governing Body and College Council Ordinances.

4.6 Responsibilities of Members of College Committees

Members of College Committees shall:

- (i) attend relevant committee meetings and represent the views of the JCR
- (ii) after the minutes of the meetings are confirmed, submit a report of the meeting to the JCR Committee
- (iii) observe the rules of confidentiality laid down in the Governing Body and College Council Ordinances
- (vi) College Committee members who are not members of the JCR Committee shall be entitled to attend JCR Committee meetings either if they request and are granted permission or are invited by the President or Committee.

4.7 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. 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 directly 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.

4.8 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.

4.9 Meetings of the JCR Committee

- (i) the JCR Committee shall meet on a weekly basis
- (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
- (iv) all items for the agenda shall be submitted to the President who shall circulate this to the JCR Committee in advance of the meeting
- (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) JCR members who are not on the JCR Committee may attend Committee meetings through invitation by the Committee, and 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 Internal 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 4.9 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, as well as circulated to the Domestic Bursar and relevant staff at the discretion of the President and Secretary. The College Secretary will be responsible for ensuring that minutes are transferred to the College Archives in due course.

4.10 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, Internal and External Vice- Presidents, Secretary and Junior Treasurer.

(ii) 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.

(iii) 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.

(iv) The President or Vice-Presidents have the right to attend any sub-committee meeting on their discretion.

4.11 Terms of Office

(i) All Officers and Representatives of the JCR and Senior Treasurers shall hold office for one year.

(ii) All 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.

(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: Internal Vice-President, External Vice-President, Halls Liaison and Administration Officer, Secretary, Entertainments Officer(s), Women's and Non-Binary Officer, Food and Drinks Officer, Green and Ethical Affairs Officer, BAME Officer, Access Officer, LGBT+ Officer, Class Act Officer, International Students' Officer, one Welfare Officer, and the Garden Party President.

(iv) Students in their final year or the year before taking a year out (e.g. undertaking a year abroad) would be able to commence a role at the start of the Lent Term, triggering a by-election as they leave at the end of Easter Term, with the elected officer who replaces them serving for one term until the elections at the end of Michaelmas term.

(v) If an officer is intermitting and plans to return after their term has finished, a by-election will occur. If an intermitting officer will return before their term is over, they will establish with the President whether they wish to take up their role upon return to college. If this is the case, the JCR may run a by-election for an interim officer or, if the intermitting student does not wish to complete the term, the by-election will be for their replacement until the end of the original term of office.

4.12 Elections

4.12.1

(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 4.12.5).

(ii) The Undergraduate Governing Body Representatives (JCR President and External Vice President) shall be elected in accordance with Ordinance IIIA of the Governing Body.

4.12.2 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 Internal Vice-President (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.

4.12.3 Voting Days

Voting days for the election of all Officers shall be as stated in Section 4.11.

4.12.4 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.

4.12.5 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.

4.12.6 Nominations

All members of the JCR are eligible for election to all posts, provided they have not opted

out of membership of the JCR. However, candidates running for liberation or representation roles should identify as part of the group they are representing, such as in the case of LGBT+ Officer, BAME Officer, International Students' Officer, Class Act Officer and Disabled Students' Officer. 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.

Against each post there should also be the candidate RON (Re-Open Nominations). If the percentage of RON votes reaches 20% or higher, the election shall be reopened. 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 any role in the Michaelmas or Lent Term elections, the election shall be re-run as a by-election in the seventh week of that term. If no nomination is received for a Presidential by-election, a second by-election will be run in the eighth week of Michaelmas Term. If any role other than the President receives no nomination in the seventh week by-election, the election 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 the roles which hold membership of the Governing Body are not filled, the by-elections shall be held in accordance with Ordinance IIIA.

Not later than two days before voting day the Junior Returning Officer shall circulate to the JCR a list of candidates.

4.12.7 Manifestos and Hustings

(i) Each candidate may issue a manifesto 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 circulate it to the JCR not later than one day before Hustings.

(ii) To be valid a manifesto has to be submitted as both a hard copy and an electronic copy, 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, nor by a current JCR Committee member. A member may only stand for one post on the JCR Committee at any one time.

(iii) No member of the College may publish, circulate, email or promote using social media 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 one side of A4 paper.

(iv) 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.

(v) If a written complaint is made to the Returning Officer alleging a contravention of (i), (ii) or (iii) 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), (ii) or (iii) above shall be disqualified from becoming or being a candidate in the election. The election of a candidate found to have contravened (i), (ii) or (iii) above shall be declared void.

(vi) All undergraduate members must be issued with clear written information advising them of these rules.

4.12.8 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.

When officers are being elected to the liberation roles (as set out in 4.1), students should only vote for officers who represent a group to which they identify as belonging. It shall be the responsibility of the Junior Returning Officer to adequately publicise this practice.

4.12.9 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. The quorum for by-elections shall be 15% of the total eligible voters. Where the only role(s) being elected in a by-election are liberation roles, there shall be no quorum required, as voting is limited to an indeterminate sub-section of total eligible voters.

4.12.10 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 4.12.2 shall be present throughout the counting of votes.

4.12.11 Results of Elections

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

4.13 Resignations

(i) The President may resign by giving notice in writing to the Internal Vice President.

(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 4.13(iv)(a), (b) and (c) shall also apply to any junior member representatives on College Committees.

(vi) All resignations shall take effect immediately.

4.14 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 4.12.

(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) allocations for sportsperson's grants
- (b) allocations to Clubs and Societies
- (c) expenditure involved in the provision of JCR facilities, and the administration and miscellaneous costs incurred in the running of the JCR
- (d) 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
- (e) 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(vii) 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 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 Open Meetings when deemed necessary by the Committee. Additionally, the JCR Committee shall convene an Open Meeting if it is requisitioned by a petition signed by at least 10 Junior 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.

6.2 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.

6.3 Items for the agenda

All items for the agenda shall be submitted 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.

6.4 Notice of the agenda

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

6.5 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.

6.6 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.

6.7 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.

6.8 Quorum for Open Meetings

The quorum for an Open Meeting shall be

- (i) 30 members of the JCR for any motion which constitutes an amendment to the constitution.
- (ii) 20 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.

6.9 Majority required by motions

6.9.1 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.

6.9.2 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.

6.10 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. 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 6.9.1 shall be circulated as soon as possible.

6.11 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.

6.12 Resolutions of the Open Meeting

A motion carried under Section 6.9.1

- (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 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.

6.13 Affiliation to External Organisations

6.13.1 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.

6.13.2 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.

6.13.3 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.

6.14 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.

6.15 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.

6.16 Referendum procedure

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

6.16.2 Returning Officers

The Returning Officer for all referenda shall be the Internal Vice President 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.

6.16.3 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.

6.16.4 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.

6.16.5 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.

6.16.6 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.

6.16.7 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.

6.16.8 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.

6.16.9 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.

6.17 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.

6.18 Mandated Action

The JCR officers and representatives shall act in accordance with JCR policy derived under Section 6.17. 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.

6.19 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 6.7]

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 6.7 of the Constitution.

5.2 Standing Orders shall be interpreted only by a resolution of the Full Committee.

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.

Paper copies:

Officers of the JCR:

- The President
- The Internal and External Vice Presidents
- 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 JCR:

- The President
- The Internal Vice-President

The External Vice-President
The Secretary
The Junior Treasurer
The Welfare Officers
The Hall Liaison and Administration
Officer The Women and Non-Binary
Officer
The Entertainments Officer(s)
The Food and Drinks Officer
The Access Officer
The Green and Ethical Affairs Officer
The BAME Officer
The International Students' Officer
The Freshers' President
The LGBT+ Officer
The Sports and Societies Officer
The Disabled Students' Officer
The Garden Party President
The Class Act Officer

and to:

The President of the MCR
The MCR Member of the Governing
Body The MCR IT and
Communications Officer