

SOMERVILLE COLLEGE, OXFORD

*Junior Common Room*

**CONSTITUTION**

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## ***Preamble***

We the people of Somerville College, in order to form a more perfect JCR, establish justice, ensure college tranquillity, promote the general welfare, and secure the blessings of democracy to ourselves and our posterity, do ordain and establish this Constitution for the JCR of Somerville College.

## ***ARTICLE A: General***

### **Cl. 1: Membership**

All undergraduate Student Members of the College shall be full members of the JCR, as shall all other persons whose subscriptions are accepted by the JCR.

### **Cl. 2: General aim**

The JCR shall exist to promote the interests of its members and of the student community of the College collectively.

### **Cl. 3: Specific objects**

The specific object of the JCR shall be the representation of the collective membership to other relevant bodies and the general promotion of their welfare.

### **Cl. 4: Equality**

The JCR shall not tolerate discrimination against its members on the grounds of their race, gender, religion, nationality, colour, sexual orientation, disability, HIV status, or political beliefs. Nothing in this Clause shall prejudice any other provision of this Constitution.

### **Cl. 5: Affiliation**

In furtherance of its representative aims, the JCR shall be affiliated to the Oxford University Student Union (OUSU) and to the National Union of Students (NUS), and also to such other bodies as may be determined from time to time in accordance with this Constitution.

### **Cl. 6: Officers' Duty**

It is a function and a duty of all Officers of the JCR, always to act in accordance with this Constitution, and in a manner most consistent with the objects and democratic principles of the JCR as laid down in this Constitution and in JCR Policy.

### **Cl. 7: Standing Orders**

The JCR shall have Standing Orders, which are subject and subordinate to this constitution, and outline JCR Procedure. In any conflict between Standing Orders and this constitution, the constitution shall be given be superiority.

## **ARTICLE B: JCR Meeting**

### **Cl. 1: Exclusive powers**

Except as provided herein, the JCR Meeting shall have the sole power to:

1. Determine JCR Policy;
2. Amend this Constitution;
3. Affiliate the JCR to, or disaffiliate the JCR from any external organisation;
4. Remove from Office any Officer of the JCR.

### **Cl. 2: Quorum & Interim Power**

The Quorum for each JCR Meeting, Ordinary or Emergency, shall be 15 members. In the event that an Ordinary JCR Meeting is inquorate, the Executive shall have interim power to run the necessary affairs of the JCR during the period between that meeting and the next scheduled Ordinary JCR Meeting, subject to the restrictions laid down herein.

### **Cl. 3: Interim Power: Restrictions**

The Interim Power of the Executive under the preceding clause above shall be restricted as follows:

1. No new Policy shall be initiated nor any expenditure made which is not necessitated by previous resolutions of the JCR nor in line with the normal routine operation of the JCR, except where imperative to ensure the compliance of the JCR with legal requirements and/or the avoidance of legal action against the JCR;
2. The Interim Power may be exercised only by two-thirds vote of the Executive.
3. No decision shall be implemented in the event that a petition of 20 members against the said decision is received by the President, in which case an Emergency JCR Meeting shall be convened in the normal manner to resolve the issue, the objection lapsing if the said Meeting is inquorate;
4. The Interim Power shall not be exercised for more than four weeks in succession, unless by unanimous resolution of the Executive a Referendum is held, in which Referendum a two-thirds vote in favour of the continued exercise of the Interim Power is received.

### **Cl. 4: Conduct of Voting**

Voting in JCR meetings shall be by show of hands, unless a procedural motion proposing a secret ballot is passed. No person shall be entitled to vote by proxy; nor shall any person not present in the Meeting at the initiation of a Vote be entitled to participate in that Vote. No member shall speak during the conduct of a Vote, nor shall the conduct of any Vote be interrupted by any Quorum Count or other Procedural Motion.

### **Cl. 5: Required majorities**

1. All matters put to a vote shall require at least fifteen votes in favour, and more votes in favour than in opposition. An abstention is not a vote in opposition.
2. In the following cases, there shall be at least twenty votes required in favour, and a two thirds majority in favour of the motion. An abstention is not a vote in opposition:
  - a) Amendments to the Standing Orders
  - b) Officer Deviations from the Standing Orders
  - c) Motions of No Confidence
  - d) Emergency Motions
  - e) Motions to overturn a Ruling of the Election Tribunal
3. In the following cases, there shall be at least thirty votes in favour, and a three quarters majority in favour of the motion. An abstention is not a vote in opposition:
  - a) Amendments to the Constitution
  - b) Any motion authorising expenditure over £1000, or cumulative expenditure of over

£1000 granted to one single person or group (over the course of one academic year.)  
In the event that the conditions for 3. are not met, a referendum shall instead be called, requiring at least 100 votes to be cast, and a simple majority.

#### **Cl. 6: Designation of Sovereign Authority to Referendum**

1. The JCR may, by simple majority, vote in favour of a Procedural Motion to that effect and refer any substantive Motion to a Referendum. This shall be resolved by simple majority, with minimum of 100 votes in favour required for it to pass.
2. In the event that, within 48 hours of the close of a JCR Meeting, a petition is submitted to the President signed by 30 members requesting a Referendum on a specified substantive Motion, as passed or defeated, at that Meeting, a Procedural Motion under (CL5. 1) above shall be deemed to have been passed in regard to that Motion in whatever form it was finally passed or defeated, as the case may be; or, if so specified in the said petition, on that Motion in the form in which it was originally submitted.
3. Any referendum shall be deemed to carry the authority of a JCR motion.
4. An indicative poll may be carried out in the same way but shall not be binding.

## ***ARTICLE C: Officers***

### **Cl. 1: President**

The President shall be the Principal Officer of the JCR and its sole major Officer in the meaning of the Education Act 1994.

### **Cl. 2: Vice-President and Executive Officers**

There shall be nine Executive Officers, specifically:

1. Vice-President
2. Treasurer
3. Secretary
4. Elections and Unions Officer
5. Two Welfare Officers, one under each of the designations "Men and Gender Minorities" and "Women and Gender Minorities"
6. Access & Admissions Officer
7. Academic Affairs Officer
8. Domestic Officer.

The Executive Officers be of equal status.

### **Cl. 3: Executive functions**

The President and Executive Officers shall all be Trustees and together constitute the Executive of the JCR, which shall collectively be responsible for the administration of the JCR in accordance with this Constitution and for the implementation of JCR Policy.

### **Cl. 4: Committee: Composition & functions**

There shall be a JCR Committee consisting of:

1. The Executive
2. JCR Chair
3. Two First Year Officers
4. The Freshers' President
5. LGBTQ+ Officer
6. Four Entertainments (Entz) Officers
7. Two Rainbow Entz Officers
8. Charities' Officer
9. Sports Officer
10. Arts Officer
11. Environment and Ethics Officer
12. Women's Officer
13. International Students' Officer
14. IT Officer
15. Social Media Officer
16. Disabilities Officer
17. Ethnic Minorities Officer
18. Careers Officer
19. Keeper of the Wallabies.

The Committee shall be responsible for ensuring that the Executive fulfils its functions as laid down above and for advising the Executive, individually and collectively, on the administration of the JCR.

The committee must also update the JCR regularly on issues relating to their area, items they have been mandated to do, and other communications with college.

## **ARTICLE D: Elections**

### **Cl. 1: Franchise**

1. In each election all members shall be entitled to vote, subject the regulations laid down herein, except in elections for the following positions:

- a) LGBTQ+ Officer.
- b) Ethnic Minorities Officer
- c) Disabilities Officer
- d) International Students' Officer.
- e) Women's Officer
- f) Rainbow Entz Officers

For the LGBTQ+ Officer, Ethnic Minorities Officer, Disabilities Officer, International Students' Officer, Women's Officer and Rainbow Entz Officers, a "conscience clause" shall be included on the ballot paper, whereby those sections of the ballot paper shall be sectioned off, and the following text shall be included:

"Only vote in this election if you self identify as [a member of the relevant group]"

2. In each Election, all members shall be entitled, subject to the regulations laid down herein, to stand for election; anyone identifying as a cis-man shall be entitled to stand for Men and Gender Minorities Welfare Officer, anyone identifying as a cis-woman shall be entitled to stand for Women and Gender Minorities Welfare Officer, and anyone identifying as trans or any other gender minority (i.e. not a cisgender man or woman) shall be entitled to stand for either position. For the positions of LGBTQ+ Officer, Ethnic Minorities Officer, Disabilities Officer, International Students Officer, Women's Officer and Rainbow Entz Officers, only people who self-define as a member of such groups shall be eligible to stand.

### **Cl. 2: Motions of Censure or No Confidence against Officers elected under a conscience clause**

Any Member may bring a Motion of Censure or No Confidence against the LGBTQ+ Officer, Ethnic Minorities Officer, Disabilities Officer, Women's Officer or International Students Officer, but only Members that self-define as members of the appropriate group may vote. Voting in such cases shall be by secret ballot.

### **Cl. 3: Electoral Review**

Where the Governing Body is concerned that the Electoral Procedures of the JCR may be being improperly conducted, an Electoral Review Committee, composed in the same manner as the Constitutional Review Committee, shall be convened. The Committee shall review the Electoral arrangements of the JCR in general, and such elections as it may see fit, and shall present its Report to the Governing Body. Thereafter the same procedures as laid down above for the Report of the Constitutional Review Committee shall apply.

## ***ARTICLE E: Miscellaneous Procedures***

### **Cl. 1: Budgetary Arrangements**

1. The financial year of the JCR shall be the Academic Year.
2. The Treasurer shall prepare a Budget of all ordinary income and expenditure for the forthcoming Financial Year which they shall submit for approval to the Executive, and thereafter to the second JCR Meeting of Michaelmas Term.
3. The Treasurer shall prepare an amended Budget of all ordinary income and expenditure for the ongoing Financial Year which they shall submit for approval to the Executive, and thereafter to the last JCR Meeting of Trinity Term.
4. In the event that the Treasurer and Executive cannot reach agreement under either of the two preceding Clauses, the Treasurer's draft of the Budget shall be proposed to the said JCR Meeting, and with it an Amendment to that Motion to alter that Budget in the manner desired by the majority of the Executive.

### **Cl. 2: Notices of Affiliation**

The Treasurer shall present Notices of Affiliation in accordance with their mandate, giving details of all organisations to which the JCR is affiliated at the time in question and of all payments made to such organisations in the course of the preceding twelve months, specifying in the case of each payment whether it was a subscription payment necessary for affiliation or a voluntary contribution.

### **Cl. 3: Right of Complaint**

Any member feeling dissatisfied in their dealings with the JCR, or any student member of the College having opted out and feeling themselves to have been unfairly disadvantaged by the JCR as a result thereof, shall have the right to initiate a Complaints Process by submitting to the President a letter of complaint detailing their specific grievance(s) and requesting the initiations of the Complaints Process. The Complaints Process is laid out in the standing orders.

### **Cl. 4: Ratification of Constitutional Amendments**

The President shall present each Amendment to this Constitution to the next Meeting of the Governing Body for Ratification, and each such Amendment shall take effect immediately upon the receipt of such Ratification. Once such Ratification is obtained, the President shall email this to all JCR members. The Treasurer shall similarly email once such Ratification is obtained for each Budget and Amended Budget.

### **Cl. 5: Quinquennial review**

At least every five years, a Constitutional Review Committee shall be convened which shall consist of the President as Chair and up to six persons nominated by the Executive. The Committee shall review the text of the Constitution and the Constitutional arrangements of the JCR in general, and shall present its Report to the Governing Body, which shall then make to the JCR such recommendations as it may see fit. The Executive shall then propose to a JCR Meeting within the same and/or the subsequent academic Term measures to be taken to implement the said recommendations.

### **Cl. 6: Affiliation Ballots**

The JCR will hold an affiliation ballot for all the external organisations to which it is affiliated once a year. Notice of the affiliation ballot shall be given in the previous JCR Meeting. On the ballot paper, under the heading 'Continue Affiliation?', there shall be the name of each organisation, followed by a choice of 'Yes' or 'No'. A simple majority in either case is required. In the event that such a Ballot requires the disaffiliation of the JCR from a body to which its affiliation is required by a provision of this Constitution, that provision shall be suspended for the duration of the said period, coming into effect at the end of the

same, where these organisations shall be automatically re-entered into the following year's ballot.

#### **Cl. 7: Temporary Bodies**

The JCR Meeting may create temporary Committees, and the Executive may create temporary Working Parties, which in either case shall have a specified function and shall report within no more than one year to the Executive and a JCR Meeting on their work, and which shall cease to exist no more than one academic year after their creation unless either extended for a further year by a JCR Meeting or given permanent existence by virtue of incorporation within this Constitution.

#### **Cl. 8: Petty Cash**

The Treasurer shall obtain the approval of the Executive for any Petty Cash arrangements.

#### **Cl. 9: Honorary Membership**

The JCR Meeting may by simple majority elect any person to Honorary Membership of the JCR. No such person shall, by reason of such membership, be construed as being within the meaning of the term "member" or "membership" within this Constitution except where expressly stated to the contrary. Honorary Members shall have the same Speaking Rights as full members at all JCR Meetings. Any Honorary Member may resign from that membership by sending to the President a letter to that effect.

#### **Cl. 10: Requests for Funding**

Requests for funding, other than that incurred by the JCR in the normal course of its operation and/or that incurred by Officers in the normal course of their duties, shall require approval from a JCR Meeting. Extraordinary requests for either of the above may be made directly to a JCR Meeting only where a Motion to that effect is submitted with the signatures of 10 members.

#### **Cl. 11: Master Copy**

The IT officer shall maintain a Master Copy of this Constitution, copies of which will be given to any member within 24 hours of the receipt by the Secretary of a request to that effect. The Secretary is responsible for ensuring that there is an up-to-date copy of the constitution on the website reflecting all changes no more than two weeks following the adoption of any amendments.

#### **Cl. 12: Religious Celebrations**

No celebrations of a religious nature shall take place under the auspices, or with the financial support of the JCR. Apart from Christmas... Everybody loves Christmas

#### **Cl. 13: Governing Body Approval**

The Governing Body of the College shall be required to approve any and all amendments to this constitution and to the Standing Orders, and no such amendment shall come into force until such a time as it has been approved by the Governing Body.



## ***ARTICLE F: Interpretations***

### **Cl. 1: Interpretative Power**

The JCR Chair, being elected by the JCR Meeting as the Sovereign Body of the JCR and being independent of the Executive shall be the sole interpreter of the Constitution and Standing Orders.

### **Cl. 2: Binding authority of the JCR Chair**

The interpretations of the JCR Chair issued by their Ruling shall be binding and permanent, subject to the right of the JCR Meeting by the rules as laid down herein to overturn any such Ruling, or to pass an Amendment to the Constitution/Standing Orders contradictory to any such Ruling. Any Ruling which interprets specific provision of the Constitution/Standing Orders shall be void in the event that that provision or any part thereof is amended in accordance with this Constitution/Standing Orders.

### **Cl. 3: Existence of anomalies**

The JCR Chair shall issue a Ruling in interpretation of any anomaly in the Constitution/Standing Orders where it has been established that such an anomaly exists and requires interpretation. The said criteria shall be deemed to have been fulfilled when so specified by any of the following:

1. The JCR Chair
2. The President
3. The Executive
4. The Sub-committee/Committee
5. Any 10 members on written petition to the JCR Chair specifying in whichever case the particular anomaly that is believed to exist.

### **Cl. 4: Issue of Rulings, Objections**

When the criteria are thus fulfilled during the course of a JCR Meeting the JCR Chair shall issue their Ruling immediately. Otherwise, they shall ordinarily not do so until the start of the next Ordinary JCR Meeting, except where they, or the Executive by two-thirds vote, consider the matter of such urgency as to require the immediate issuing of a Ruling. In any case the full text of the Ruling shall be read at the next Ordinary JCR Meeting. In the event that the JCR Chair has ruled outside a JCR Meeting, the provisions for objections to the exercise of the Interim Power by the Executive shall apply.

### **Cl. 5: Hypotheses**

Nothing in the preceding Clauses shall require the JCR Chair to rule on a hypothesis, however precise or imprecise.

### **Cl. 6: Transfer of interpretative power**

Where a Ruling is requested as to the extent of the powers of the JCR Chair, all references above to the JCR Chair, except in Clause 3(i), shall be deemed to be the President.

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**STANDING ORDERS**

ARTICLE A: Membership  
ARTICLE B: Meetings  
ARTICLE C: Officers & Their Duties  
ARTICLE D: Elections  
ARTICLE E: Regulations for Elections  
ARTICLE F: Complaints Process  
ARTICLE G: Somerville JCR Noticeboard  
ARTICLE H: Room Ballot  
ARTICLE I: Charity Nominations & Online Voting

***ARTICLE A: Membership***

**Cl. 1: Rights of membership; MCR members**

The full rights of membership of the JCR shall, except as provided herein, extend to all Student Members of the College except that no person being a member of the MCR shall be eligible to vote in JCR Elections, nor to vote in JCR Meetings on propositions concerning matters of finance or the mandating of officers of the JCR.

**Cl. 2: Specific rights**

All JCR Members shall specifically be eligible, except as provided herein, to attend, speak, and vote at all JCR Meetings, to propose Motions at the same, and to stand for all Offices of the JCR.

**Cl. 3: Opting Out**

1. Any JCR member may opt out of that membership by formally notifying the President, no later than Friday of 1st Week of Michaelmas Term, and upon receipt of this, shall cease to be a member.
2. Any person, having thus opted out, shall not be eligible to return to membership of the JCR within one academic year of having opted out, being eligible to return thereafter by, and upon, notifying the President.

**Cl. 4: General**

1. These Standing Orders should be read in conjunction with the Somerville College JCR Constitution.
2. At all times and in the case of any conflict, the Constitution shall always be superior to and binding over these Standing Orders.
3. These Standing Orders should be amended by the method set out in the Constitution.

## ***ARTICLE B: Meetings***

### **Cl.1: Frequency**

Four Ordinary JCR Meetings shall be convened in each academic term. No more than fourteen days shall elapse between one Ordinary JCR Meeting and the next, in any one term, and meetings shall take place on Sunday evenings.

### **Cl. 2: Emergency JCR Meetings**

An Emergency JCR Meeting shall be convened within seven days of:

1. Resolution of the Executive or of the Sub-committee/Committee, to that effect;
2. A request signed by at least 30 members, to that effect; specifying in either case the specific motion or motions which shall be the sole item(s) of business at the said Emergency JCR Meeting.

### **Cl. 3: Motions**

Any JCR Member may propose or second any Motion for consideration at an Ordinary JCR Meeting, and, subject to the provisions of the Standing Orders laid down herein, any Motion thus proposed and seconded shall be included on the Agenda for that Meeting.

### **Cl. 4: Notice for Meetings**

The JCR Secretary shall give notice of each JCR meeting, ordinary or emergency, at least 48 hours before the meeting takes place, specifying the time, venue and deadline for motions to be submitted.

### **Cl. 5: Motions Deadline**

In order to be deemed to have been validly submitted to any Ordinary JCR Meeting, a Motion must, except as provided herein, be proposed by one full member of the JCR and seconded by another full member of the JCR, the full text of the Motion being submitted to the Secretary by midnight on the day prior to the meeting. The Secretary has discretion to accept a motion after the deadline has passed.

### **Cl. 6: Absence of Proposer**

A Proposer and Seconder must be present for a motion to be discussed. If the original proposer/seconder are absent, new ones may be found at the discretion of the chair.

### **Cl. 7: Agenda**

The Secretary shall prepare an agenda for each JCR meeting, which must be distributed to its members by appropriate means at least four hours prior to the meeting.

### **Cl. 8: Amendments**

During the consideration of any Motion at an Ordinary JCR Meeting any member may propose any Amendment to that Motion, provided that in the ruling of the Chair the Amendment proposed remains within the broad spirit of the Motion originally proposed, relates to the same substantial subject matter as the Motion originally proposed, is not of such importance as to require submission as a separate Motion with due Notice, and:

1. If the original motion is to amend Standing Orders, the amendment may not amend the Constitution.
2. If the original motion does not amend Standing Orders or the Constitution, the amendment may not amend the Standing Orders or the Constitution.

### **Cl. 9: Order of Business**

The Order of Business at each Ordinary JCR Meeting shall be:

1. An explanation from the chair of the order of the Meeting.
2. Progress on motions passed in the last JCR meeting from the relevant Officer/s or Members.
3. Reports of the President and Executive.
4. Reports of other office-holders wishing to make such Reports.
5. Motions of Censure or No Confidence in persons holding JCR office.
6. Motions to amend the Constitution and/or standing orders.
7. Motions to authorise JCR Expenditure
8. Any Other Business.

The JCR Chair has ultimate discretion over the above order, and may amend it as they see fit, in consultation with the JCR Secretary.

#### **Cl. 10: Order of Discussion**

The Order of Discussion on each Motion, except as provided herein, shall be:

1. Speech by the Proposer.
2. Speech in Direct Opposition by a volunteering member chosen by the Chair.
3. Relevant Short Factual Questions to the Proposer or to the Chair.
4. General Discussion including consideration of any Amendment(s) validly proposed. Discussion of each Amendment above shall take the same format as for the discussion of a Motion, except that it shall be deemed to be passed unless there is any opposition.

#### **Cl. 11: Conclusion of Discussion**

Discussion as above shall continue until either:

1. No member wishes to speak; or
2. No member who has not already spoken wishes to speak, and the Chair rules that discussion will end;
3. A Move to a Vote is passed as laid down herein;
4. The Chair, using their discretion, decides to move to a vote.

#### **Cl. 12: Permitted and Prohibited Remarks**

The Chair shall permit no remark that is not relevant to the specific substantive Motion, substantive Amendment, or procedural Motion under discussion. During Debate, the right of all members to express their opinions shall be respected, and the Chair shall tolerate no personal attacks or defamatory remarks. The Chair shall have sole discretion to determine the order of speakers. The Chair shall not participate in debate, except on a matter of procedure.

#### **Cl. 13: Guest Speakers**

Guest speakers may participate in a JCR meeting under discretion of the JCR Chair and the Executive, but will under no circumstances have voting rights.

#### **Cl. 14: Requirements to withdraw money from reserves.**

Any motion requiring that money be withdrawn from the reserves will be subject to confirmation in a Referendum, unless passed with a majority of three quarters of the vote in favour of the motion in question.

#### **Cl. 15: Executive Motions**

The Executive shall have the right to propose Motions to any JCR Meeting at its own discretion, which shall, for the purposes of the preceding provisions, be deemed to have been duly proposed and seconded by JCR members.

#### **Cl. 16 Failure to Attend**

1. In the event that a Committee Member fails to attend or send apologies for 3 meetings

in a term (JCR, Committee or Exec), an Executive Motion of Censure may be submitted to the next JCR Meeting.

2. If any member of the Committee fails consistently to attend any required meetings, or otherwise appears to be neglecting to fulfil their duties, then the Executive may, by majority decision, call that Committee member to explain themselves before the Executive. After such a meeting, the Executive may at its discretion, submit a Motion of No Confidence to the next JCR Meeting, in accordance with Article B Cl. 15.

3. In the event that two Motions of Censure are passed against any person holding office under the JCR, the Executive shall be required to submit to the next Ordinary JCR Meeting a Motion under Article B Cl. 15 to have No Confidence in that person.

#### **Cl. 17: Authority of Chair: Points of Order**

The Chair shall be responsible for the direction of the procedure of all JCR Meetings, subject to the provisions of this Constitution. Any member present may raise a question as to the proper conduct of a Meeting, or challenge the Chair's direction of the Meeting, on a Point of Order, which shall take precedence over all other matters, except that no Point of Order shall be raised during a Speech unless it relates to the conduct of that Speech, or during a Vote unless it relates to the conduct of that Vote.

#### **Cl. 18: Procedural Motions**

1. The conduct of Meetings shall be subject to Procedural Motions, which any member present may propose on a Point of Order at any time other than during a Speech or a Vote.

2. Discussion of all Procedural Motions shall be limited to a Speech by the Proposer in favour of the Motion and one speech in Direct Opposition to be given by a volunteering member selected at the discretion of the Chair.

There shall be the following Procedural Motions in the following cases:

- a) That the Meeting have No Confidence in the Chair;
- b) That a specified Ruling of the Chair be Overturned;
- c) That the Meeting be adjourned for a specified time and/or to a specified place.
- d) That the Meeting Move to End Debate on (and Vote on) the Motion or Amendment under consideration;
- e) That the Meeting not consider further a specified Motion or Amendment;
- f) That Voting on the Motion or Amendment under consideration be by Secret Ballot;
- g) That a Vote be re-counted.
- h) That further consideration of the Motion or Amendment under consideration be deferred until the next Ordinary JCR Meeting.

#### **Cl. 19: Removal of a Chair**

Motions of No Confidence in the Chair may be proposed as Procedural Motions and shall not be subject to the normal deadline for the submission of Motions of No Confidence; but such a Motion, if proposed as a Procedural Motion, shall take effect only until the end of the Meeting in which it was passed unless such a Motion is passed again against the same person at a subsequent meeting.

#### **Cl. 20: Required Transfer of Chair**

During consideration of Motions of No Confidence in the Chair, and of Motions to Overturn a Ruling of the Chair, the Chair shall pass from the JCR Chair to the President or, if s/he is the proposer of the Motion in question, to the Vice-President; except that the JCR Chair shall not be obliged to pass the Chair in the case of a Motion to Overturn a Ruling of a previous JCR Chair.

#### **Cl. 21: Voluntary Transfer**

In the event that the JCR Chair wishes to participate in the debate of any Motion other than a Procedural Motion, s/he shall pass the Chair to a member of their choosing. The preceding

two Clauses shall take precedence over this Clause.

## ***ARTICLE C: Officers and Their Duties***

### **Cl. 1: Executive meetings**

The Executive shall meet during term and the meeting shall be chaired by the President or, in their absence, by the Vice-President. The Quorum for any Executive Meeting shall be 5, one of whom being the President or Vice-President. Minutes of all Executive Meetings shall be taken and distributed by the Secretary.

### **Cl. 2: Committee meetings**

The Committee shall meet at least once per fortnight in term time. The same arrangements laid down under Cl. 1 above for Chairing and Minuting of Executive Meetings shall apply. The Quorum of the Committee shall be 15, one of whom being the President or Vice President.

### **Cl. 3: Attendance**

The President and all Executive Officers shall be required to attend all Executive Meetings, Sub-committee Meetings, General Committee Meetings, and JCR Meetings.

### **Cl. 4: President**

The President shall have overall executive responsibility for the general direction of the JCR, and in particular shall:

1. Have particular responsibility for liaison with the Principal, Bursar, Dean, Vice-President, Treasurer, Secretary, Governing Body, Development Office, SCR and MCR Members on everyday College issues, in consultation with relevant JCR Officers.
2. Be responsible for co-ordinating JCR campaigns concerning the internal affairs of the College.
3. Attend the Governing Body, Finance Committee, House Sub-Committee, House, Welfare and MCR Committee, College Battels Negotiations and Travel Grants Committee.
4. Attend OUSU Council and Presidents'
5. Co-ordinate Freshers'
6. Regularly consult and support JCR Officers through fortnightly committee meetings and assist them whenever necessary
7. If no E & E officer is elected, the JCR President shall assume the duties of the bikes as stated under the E & E officer's mandate.

### **Cl. 5: Treasurer: Duties as Treasurer**

The Treasurer shall have ultimate responsibility for the financial affairs of the JCR and in particular shall:

1. Keep complete and accurate Accounts of all receipts and payments on the JCR Savings Account, available for inspection by any Member at 48 hours' written notice. The Treasurer will act in an auditing capacity over clubs and sports accounts, ensuring prompt payment.
2. Submit the Budget and Amended Budget during Michaelmas and Hilary Terms respectively to the JCR and then to the Senior Treasurer.
3. Supervise all Officers of the JCR in making expenditure, ensuring their broad compliance with the most recent budget.
4. Present Annual Accounts to the Senior Treasurer for audit in Michaelmas Term and then to the JCR for Ratification to the first Ordinary JCR Meeting for which they are available.
5. Send by email and post on the JCR website during the First Week of Michaelmas Term and present to the First Ordinary JCR Meeting of that Term a Notice of Affiliation under Article H below, amending that Notice in similar manner as may be necessary throughout the year.
6. Ensure that no Budget or Amended Budget contains provision for a deficit after taking into account such transfers as may be proposed from the Savings Account, and

that no illegal expenditure is authorised or made, having the right to rule any proposed expenditure unconstitutional under this Clause.

7. Present to Finance Committee the Budget and the Amended Budget and the Annual Accounts

8. Present to the Governing Body the Notice of Affiliation.

9. Liaise with the College Treasurer, together with the President, on matters relating to the finances of the JCR, the finances of the College, and other matters relevant to their duties.

10. Liaise with the Domestic Bursar on matters relevant to their duties.

11. Attend Finance Committee, Bar Committee, Sports and Amalgamated Clubs Committee, Travel Grants Committee, Ball Committee, and College Battels Negotiations.

12. Liaise with the Senior Treasurer over all items of expenditure as described in Article C, Clause 33.

#### **Cl. 6: Vice- Presidential Duties and Functions**

1. The Vice-President shall further assume the responsibilities of the President as may become necessary by reason of the President's resignation, temporary incapacity as determined by the President themselves, or removal from office; and in such circumstances shall have the right to redistribute the duties of the President among various Officers of the JCR at their discretion.

2. If in an emergency situation the President is absolutely unavailable and Presidential action is unavoidably necessitated by the circumstances, the Vice-President shall have the right, wherever reasonably possible in consultation with the executive, to act for, and with the full authority of the President.

#### **Cl. 7: Secretary**

The Secretary shall:

1. Give notice of each Ordinary JCR Meeting via e-mail specifying the time and venue of the Meeting by 48 hours before the meeting. This should also include a request for motions for said meeting.

2. Prepare Agendas for JCR Meetings, e-mailing these to the JCR 4 hours before the meeting and circulating copies at the start of every meeting.

3. Take minutes of all JCR Meetings, Committee Meetings and Exec Meetings, ensuring these are distributed appropriately.

4. Be responsible for notifying Officers of such JCR Meetings, Executive Meetings, and Committee Meetings that they are required by this constitution to attend.

5. Maintain copies of this Constitution for distribution to members upon request (both paper copies in JCRs and an online version) and ensure the online constitution is up-to-date with all changes no more than two weeks following the adoption of any amendments.

6. Place a copy of any motions authorising JCR expenditure, which have been passed in a JCR Meeting, in the Senior Treasurer's pigeonhole.

#### **Cl. 8: Elections and Unions Officer**

The Elections and Unions Officer shall represent the JCR to OUSU and the NUS, and inform the JCR of developments within the above, and in particular shall:

1. Be responsible for publicising NUS services and events.

2. Initiating and co-ordinating, in consultation with the Executive and subject to JCR policy, College participation in intercollegiate and national campaigns.

3. Attend OUSU Reps Committee

4. Ensure that each Ordinary JCR Meeting is informed of major issues to be considered at the next Meeting of Council and of other major OUSU business.

5. Attend Council and vote on behalf of the JCR.

6. Serve, subject to Article G below, as Returning Officer in all JCR Elections and Referendums



## **Cl. 9: Welfare Officers**

The Welfare Officers shall:

1. Attend OUSU Health and Welfare Committee.
2. Attend the College House, Welfare and MCR Committee.
3. Have responsibility for any welfare issues arising from the Room Ballot, and assist the Domestic Officer where necessary in the Room Ballot;
4. Provide welfare services to JCR members including provision of condoms, personal attack alarms, lubricants, and pregnancy tests, and be available for general welfare enquiries during a Welfare Drop-In Hour once a fortnight.
5. Have joint responsibility for organising welfare campaigns, e.g. commemorating World Aids Day.
6. Make information on the JCR, its welfare services, and College life available to freshers and produce party bags at the start of Michaelmas Term alongside the Fresher's Week Officers
7. Provide information on revision and exam stress to public exam takers, and produce party bags for those students.
8. The welfare officers must undergo peer support training either before or at the first possible opportunity during their term as welfare officer.
9. Abide by all university and college confidentiality agreements they are subject to.
10. Follow college's policies on liaising with the deans on all relevant issues.

## **Cl. 10: Access & Admissions Officer**

The Access & Admissions Officer shall promote fair access to both the College and the University, and in particular shall:

1. Be responsible for school visits and open days in conjunction with the College Secretary and Tutor for Admissions, and where possible be available to act as a point of contact for individual applicants and potential applicants.
2. Represent the JCR at events organised by College to encourage school teachers to promote applications to the College.
3. Organise the student support system during interviews during their term in office, and assist the previous Access & Admissions officer with this process the term before they take office
4. Organise the College parent scheme for freshers.
5. Assist the President and Freshers' Week Officers in the co-ordination of Freshers'
6. Be the College contact for all university wide admissions and equal opportunities schemes.
7. Serve as a member of the college Equalities Committee, as outlined in Cl. 34, attend the committee meeting if and when they are convened.
8. Be responsible for the organisation of an Access Roadshow (funding permitted) and begin this process the term before they take office with the assistance of the previous Access and Admissions officer

## **Cl. 11: Academic Affairs Officer**

The Academic Affairs Officer shall:

1. Facilitate, by means including Tutorial Feedback Surveys and Academic Feedback Sessions, identification of the academic concerns of the undergraduate community.
2. Communicate those concerns to College, in consultation with the President by means including the presentation of reports to Education Committee.
3. Provide advice to individual members on their particular academic concerns.
4. Advise JCR Meetings and the Committee on areas of particular concern within the field of Academic Affairs, and on appropriate responses to those concerns.
5. Attend OUSU Academic Affairs Committee
6. Attend Library Committee and be generally responsible for liaison with the Librarians.
7. Publicise the services offered by the Academic Affairs Officer using methods including but not limited to posters and email.
8. Produce an up-to-date poster or leaflet at the end of their term of office explaining

where students can find support for academic problems, and briefly explaining the procedures for changing tutors, appealing against disciplinary action, requesting a change of course, making special provision for exams, and any other matters that the Academic Affairs Officer may feel are relevant and useful.

#### **Cl. 12: Domestic Officer**

The Domestic Officer shall:

1. Have overall responsibility for the fair and democratic administration of the Room Ballot liaising frequently with the Bursary
2. Be responsible for matters relating to College accommodation, the bar, the gym, health and safety, College food, the JCR photocopier and televisions
3. Attend House, Welfare and MCR Committee, Bar Committee and Health & Safety Committee.
4. Liaise with the Bursary over College facilities.
5. Be responsible for liaison with the Bursary and with the Chef and Catering Manager on matters concerning College food and its quality or lack thereof.
6. Report to JCR Meetings on developments affecting the Bar.
7. Liaise with the Bar Manager on the management of the Bar and on other matters relevant to their duties.
8. Check the freezer in the Park kitchen is functioning correctly at least once a week

#### **Cl. 13: JCR Chair**

The JCR Chair shall:

1. Chair all JCR Meetings subject to this Constitution.
2. Issue Rulings of Interpretation subject to this Constitution.
3. Be responsible for ensuring adequate publicity for all JCR Meetings.
4. Provide food and drink at JCR Meetings.

#### **Cl. 14: Women's Officer**

The Women's Officer shall represent the general views and concerns of female identifying members to the Committee and in JCR Meetings, and in particular shall:

1. Co-ordinate, in consultation with the Executive and subject to JCR Policy, campaigns to raise awareness of and take action on the particular challenges faced by women, in academia and in the wider world, and JCR involvement in such university or other campaigns organised by OUSU and/or other relevant bodies.
2. Give advice and support to any student who approaches her with a concern relevant to her officership.
3. Organise a termly event and provide support during Freshers' Week and Access & Admissions events where possible.
4. Serve as a member of the college Equalities Committee, as outlined in Cl. 34, attend the committee meeting if and when they are convened.

#### **Cl. 15: LGBTQ+ Officer**

The Lesbian, Bisexual, Gay, Transgender and Queer (LGBTQ+) Officer shall represent the general views and concerns of lesbian, bisexual, gay, transgender and queer members to the Committee and in JCR Meetings, and in particular shall:

1. Co-ordinate, in consultation with the Executive and subject to JCR Policy, LGBTQ+ related campaigns, and JCR involvement in such university campaigns organised by OUSU and/or other relevant bodies.
2. Give advice and support on sexuality and gender identity related matters to lesbian, gay, bisexual, transgender and queer members and to members who may be undecided as to their sexuality and/or gender identity.
3. Organise a termly event and provide support during Freshers'
4. Serve as a member of the college equal opportunities network, as outlined in Cl.34, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly

addressed through college action or policy.

#### **Cl. 16: International Students' Officer**

The International Students' Officer shall:

1. Represent the general concerns of international members at JCR Meetings and to the Committee.
2. Liaise with the Welfare Officers in advancing the welfare interests of international students and the integration of international students in the life of the JCR and of the College as a whole.
3. Attend OUSU International Students'
4. Serve as a member of the college Equalities Committee, as outlined in Cl. 34, attend the committee meeting if and when they are convened.

#### **Cl. 17: Ethnic Minorities Officer**

The Ethnic Minorities Officer shall:

1. Represent the general views and concerns of ethnic minority students to the Committee and in JCR meetings.
2. Organise an event during Freshers' Week and at least one other cultural event during the year.
3. Regularly liaise with the Access and Admissions Officer and the International Students' Officer on matters pertaining to ethnic minority students.
4. Attend OUSU Anti-Racism Committee.
5. Serve as a member of the college equal opportunities network, as outlined in Cl. 34, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.

#### **Cl. 18: Disabilities Officer**

The Disabilities Officer shall:

1. Represent the general views and concerns of students with disabilities to the Committee and in JCR Meetings.
2. Organise or co-ordinate at least one substantial campaign around disabilities during the year.
3. Regularly liaise with the Access and Admissions Officer, the NUS Officer and the OUSU Welfare Officer.
4. Attend OUSU Disability Action committee.
5. Collate and provide information and resources for members with disabilities.
6. Serve as a member of the college equal opportunities network, as outlined in Cl. 34, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.

#### **Cl. 19: Entertainments Officers**

1. The Entertainments ('Entz') Officers shall be responsible for organising regular social events within College for all members and in particular shall:

- a) Organise Bops: Three in Michaelmas Term, two in Hilary term, and one in Trinity term. Entz must ensure that at all bops run by the JCR, all drinks excluding water are labelled to indicate their alcohol by volume (ABV) as a percentage or to indicate that they are nonalcoholic. The ABV of drinks must not change during the bop unless their label is also clearly updated.
- b) In consultation with the Dean and committee, organise a Garden Party in Trinity Term in years in which there is no Somerville-Jesus Ball, a Finalists' Party at the end of the year and liaise with the President and Freshers' Week Officers for Freshers' Week.

2. Liaise, in consultation with the President, with the Dean on matters relating to their duties.

- a) Ensure adequate publicity for entz is provided
- b) During the term between their election and coming into office, the incoming entz should assist the current entz in their duties

#### **Cl. 20: Charities' Officer**

The Charities' Officer shall:

1. Co-ordinate the termly donation of JCR charity contributions raised via battels, by:
  - a) Being responsible for advertising to members of the JCR the opportunity for suggesting charities to be supported, by the Wednesday before the meeting in which the charities will be chosen.
  - b) Supervising the choice of charities the JCR will support and the amount of the money they each will receive
  - c) Being responsible for ensuring payment to the selected charities, in particular liaising with and providing payment details to the Treasury.
  - d) Providing information and updates on the charities thus chosen to the members of the JCR
2. Deal with requests for support from charities and external organisations received by the JCR.
3. Maintain the Charities' Noticeboard.
4. Co-ordinate Charities' Week in Hilary Term, to include organising the selection of a charity to be supported and heading the events committee.
5. Organise the Ghana Library Project each year, including fundraising and liaising with college and staff of the library
6. As the committee member responsible for RAG the Charities Officer shall also:
  - a) Organise RAG events within College.
  - b) Promote University-wide RAG events in College.
  - c) Liaise with other Officers in encouraging participation in RAG and other charitable activities.

#### **Cl. 21: Sports Officer**

The Sports Officer shall:

1. Represent College sports clubs, within the JCR.
2. Liaise with the Treasurer and the College Treasurer regarding the JCR's financial interest in the gym.
3. Report to the Executive and Committee on matters relating to the Gym.
4. Run and organise an annual sports day

#### **Cl. 22: Arts Officer**

The Arts Officer shall:

1. Allocate JCR funds for Drama Cuppers and Somervillian-related artistic ventures.
2. Advise members on such opportunities in the University.
3. Advertise such opportunities within college
4. Organise an Arts Week in Hilary Term.

#### **Cl. 23: Environment and Ethics Officer**

The Environment and Ethics Officer shall:

1. Co-ordinate a coherent strategy for recycling within College.
2. Liaise with the Bursary on the adoption of environmentally-friendly practices by the College and deal with the College's ethical concerns.
3. Provide information to members on environmental events and developments in Oxford. Attend OUSU Environment Committee and Ethics Committee.
4. Be responsible for maintaining and overseeing use of the JCR bikes, including but not limited to:
  - a) Registering the bikes with the porters in Michaelmas term;
  - b) Advertising for and collecting contract forms in Michaelmas and throughout the year;
  - c) Maintaining the online sign up-form, particularly updating it each term;

- d) Checking the workings of the bikes at the beginning and end of each term, and replacing the helmets every other year;
- e) Requesting a bike budget from the treasurer in Michaelmas term (recommended amount: £100);
- f) Ensuring a maintenance kit, including allen keys and a pump, is always available in the lodge;
- g) Being reachable by email, Facebook or other method to answer questions and help students with any bike-related issues.”

**Cl. 24: IT Officer**

The IT Officer shall:

- 1. Maintain and update the JCR website.
- 2. Liaise with the College IT Systems Manager on all matters concerning the provision and use of computers and computing accessories to JCR members.
- 3. Be available to members to answer general computing queries.

**Cl. 25: Social Media Officer**

The Social Media Officer shall:

- 1. Maintain the college’s online presence through the use of Facebook, twitter, blogs and/or whatever other media they deem appropriate.
- 2. Livetweet each JCR Meeting.
- 3. Compile the Alternative Prospectus every three years in conjunction with the Access & Admissions Officer, unless they deem a sooner amendment necessary, and ensure the publication of an online version.

**Cl. 26: Freshers’ Week Officers**

The Freshers’ Week Officers shall:

- 1. Have ultimate responsibility for management of Freshers’ Week;
- 2. Co-ordinate communications about Freshers’ Week;
- 3. Liaise with the relevant College Officers concerning Freshers’ Week, including the Junior Deans.
- 4. Coordinate the Freshers’ Committee (consisting of the Freshers’ President and the 3 Freshers’ committee members)

**Cl. 27: First year Officers**

The First Year Officers shall together:

- 1. Represent the general views and concerns of the First Year to the Committee and in JCR Meetings.
- 2. Organise the taking and distribution of the Freshers' Matriculation photos.
- 3. Meet regularly with the Welfare Officers in Michaelmas Term to discuss fresher Housing issues and to aid them in their Housing tasks.
- 4. Aid the Charities’ Officer with the organisation of Charities’ Week in Hilary Term and help with the organisation of Arts Week.
- 5. Aid other officers where necessary.
- 6. Report to first years on JCR matters.

**Cl. 28: Careers Officer**

The Careers Officer shall:

- 1. Liaise with the college development and alumni team to publicise and arrange events
- 2. Liaise with the University Careers Service to publicise useful opportunities.
- 3. Reach out to potential employers and alumni to host events for Somerville students

**Cl. 29: Keeper of the College Wallabies**

There shall be a Keeper of the College Wallabies who shall be responsible for the care of any

wallabies within the college grounds. S/he shall be a wise and knowledgeable member of the JCR, and shall advise the committee and JCR as a whole.

### **Cl. 30: Accountability**

The JCR Officers are ultimately accountable to both the JCR Meetings and the Executive as a whole.

### **Cl. 31: Handover**

Each Committee Member shall be responsible for the maintenance of all materials relevant to the Office s/he holds and for ensuring the hand-over of those materials to their successor.

### **Cl. 32: Resignation**

Any Committee Member may resign by notifying the Executive of that intention. If that person holds an Office chosen by Direct Election, the RO shall give Notice of a By-Election as soon as is possible in accordance with the Regulations laid down herein; otherwise, a Notice shall be emailed to the JCR that an Election to that post will be held at the next Ordinary JCR Meeting. Members of a slate may resign as individuals or as a whole slate, and a By-Election for an individual or a slate will take place as outlined above. If the entz shall resign during Trinity Term, the incoming entz, having been elected in Hilary Term, shall take office immediately. In no circumstances shall the resigning member leave office until a successor has been thus elected, unless s/he can find a temporary replacement, who shall be ineligible to stand in the said Election.

### **Cl. 33: Entitlement to vacation residence**

The President, Treasurer, and Secretary shall each be entitled to one week per term full-board Vacation Residence to carry out their duties at the expense of the JCR.

### **Cl. 34: Senior Treasurer**

There shall be a Senior Treasurer appointed by the Governing Body who shall ex officio be an Officer, but not a member, and who shall oversee the Treasurer's conduct of the financial affairs of the JCR. The Senior Treasurer shall act as a signatory on the JCR Current Account to ensure the legality of all transactions conducted by the JCR Treasurer, and shall have the power to veto JCR expenditure wherein it may be interpreted to contravene UK or European law. The Senior Treasurer will provide advice to the JCR Treasurer and report to Governing Body on request.

### **Cl. 35: Equalities Committee**

1. There shall be a JCR Equalities Committee, consisting of the International Students' Officer, the Ethnic Minorities' Officer, the Women's Officer, the Disabilities Officer, the LGBTQ Officer, and the Access and Admissions Officer;
2. The committee shall be chaired by the President, or in their absence, the VicePresident;
3. The committee shall meet regularly at the discretion of the President, and at least once per term;
4. The committee shall be responsible for ensuring that the equal opportunities and rights for all students are always represented and maintained and any inequality or unfair practice is actively challenged

### **Cl. 36: Deviation from the Standing Orders**

Any officer may deviate from the standing orders laid down herein, but only after a JCR Motion has been passed to that effect, following the rules laid down in the Constitution.

## **ARTICLE D: Elections**

### **Cl. 1: Statutory Elections (Timing)**

1. Statutory Elections for the members of the Executive shall be held in each term as follows:

Michaelmas Term:

- a) 4th Week – Elections and Unions Officer, Access & Admissions Officer
- b) 6th Week — Vice-President, Treasurer

Hilary Term:

- a) 6th Week – Secretary, Domestic Officer, Academic Affairs Officer

Trinity Term:

- a) 4th Week – President
- b) 5th Week – Two First Year Officers of Different Gender Identities

2. Statutory elections for certain members of the Committee shall be held concurrently in each term as follows:

Michaelmas Term:

- a) Ethnic Minorities Officer

Hilary Term:

- a) Disabilities Officer, Entz Team, Rainbow Entz Officers

Trinity Term:

- a) LGBT Officer, The Freshers' President and the 3 other members of the Freshers' committee, International Students' Officer, Women's Officer

3. A Statutory Election (along with the opening and closing of nominations and Hustings) may be postponed by no more than seven days where a motion is passed to that effect, Provided:

- a) The opening of nominations has not already passed, or passes on the date of the meeting.
- b) The RO communicates this postponement by email to the entire JCR within two days of the motion passing
- c) The election in question is held by Friday 7th week.

4. The RO must ensure that elections take place no more than two days after hustings

5. The RO may, at their discretion, alter the scheduled timing of an election, but give an explanation for the altering

### **Cl. 2: Secret Ballot, Alternative Vote**

1. Each Statutory Election, and by-election for the same Offices, shall be conducted by a single separate secret ballot under the Alternative Vote (AV) system, as outlined in subsection (b), including Elections of more than one person to the same post in which individuals shall stand in groups.

2. In any election, voters will have the choice to vote for any candidate or candidates in order of preference. If any candidate has an absolute majority of first-placed votes (i.e. half or more of votes cast), that candidate shall be elected to that position. Where no candidate has a majority, the candidate with the fewest votes shall be eliminated, and their vote distributed to the candidate remaining in the election who is ranked highest on that voter's ballot. This process should continue until one candidate has a majority. This clause is subject to Article E Cl. 20.

3. In the event of a tie at any stage of the counting process, the winner will be the person who obtained the most votes in the previous count, followed by any previous counts in reverse chronological order.

4. If the above clause still yields a draw, then a coin shall be tossed, by the R.O. in the presence of the President and all tied candidates.

### **Cl. 3: JCR Chair and remaining elections**

1. Elections to other Offices of the JCR, excluding that of the JCR Chair, shall ordinarily be held in Ordinary JCR Meetings as follows (unless a by-election):

Michaelmas Term:

- a) Male 1st Year Officer, Female 1st Year Officer, Keeper of the Wallabies, Social Media Officer

Hilary Term: (5th Week)

- a) Environment and Ethics Officer

Trinity Term (Last ordinary Meeting):

- a) JCR Chair, Charities' Officer, Arts Officer, Sports Officer IT Officer, Careers Officer

2. Each Election in a JCR Meeting shall take place by popular vote. Where no candidate receives an outright majority of the votes cast, the candidate with the fewest votes shall be excluded and a further poll taken, the process being repeated until one candidate is elected by an outright majority.

### **Cl. 4: Terms of Office**

1. Officers elected in Statutory Elections shall take office at the end of the term of their election and shall serve for one academic year. The entz team shall be an exception and shall take office at the end of the term after their election, unless elected after a resignation of the entire slate, in which case they shall take office immediately.

2. Officers elected in JCR meetings shall take office immediately and shall serve for one academic year.

3. Where an Officer is not elected on the date specified by virtue of the Regulations for Elections, or where they are elected by a by-election, their term shall still terminate on the date on which it would have terminated had they been elected on the date specified.

### **Cl. 5: RON Option**

In all Elections there shall be an option to Re-Open Nominations (RON).

### **Cl. 6: By-elections**

Upon any Officer resigning their position, being removed by a vote of No Confidence, or ceasing to be a member of the JCR, a by-election shall be called. For Officers elected under Cl.1, the Opening of Nominations shall be within seven days of the Officer's termination of their position, and the timetable for the by-election shall be as specified for any other election; for Officers elected under D3., the by-election shall be held in the next JCR meeting, provided no fewer than three days have passed.

### **Cl. 7: Running as an incumbent**

1. Any incumbent JCR Officer may run for the same position again only once. They may therefore serve up to two consecutive terms in the position and are constitutionally barred from running as an incumbent more than once.

2. Serving up to two non-concurrent terms in the same position shall be permitted, however, seeking election for a third shall also be barred.



## ***ARTICLE E: Regulations for Elections***

### **Cl. 1: Returning Officer, Implementation and Oversight**

1. Except as provided herein, the Elections and Unions Officer shall serve as Returning Officer in all Elections. It shall be the responsibility of the Elections and Unions Officer as Returning Officer (RO) to oversee the arrangements for all Elections and to implement the provisions of these Regulations.
2. There shall be an Election Tribunal as laid down herein to ensure that the provisions of these Regulations and of Chapter D above are properly implemented in College.

### **Cl. 2: Definitions**

1. The term Direct Election as extending to all Elections by Secret Ballot excluding such Elections as are specified to take place in JCR Meetings:
2. The term Statutory Elections referring to those Direct Elections required by D1 above.
3. For all purposes within these Standing Orders, a statement shall be deemed public if, in form or substance, it is intended to be encountered by more than 10 people.

### **Cl. 3: Notice**

The RO shall give Notice of each Direct Election by emailing a notice specifying the offices to be elected to and a summary (based on the duties listed herein) of the duties of those offices, as well as publicising the election using posters around College.

### **Cl. 4: Nominations**

1. Any JCR member may nominate themselves as a candidate in any Election, subject to the regulations above.
2. To nominate themselves a candidate must send an email from a university account, between the Opening and the Closing of Nominations set by the RO. This should be the name of the member and the post for which they wish to stand and indicating their agreement for records to be kept on them in compliance with the Data Protection Act.

### **Cl. 5: Slates and Joint Nominations**

1. No joint nomination may be submitted for any one post.
2. No member may stand concurrently for more than one post
3. Members may not stand together for separate posts; except if:
  - a) the Election is for more than one person to the same office (e.g. Entz), where members may nominate together as a slate;
  - b) the slate comprises the same number as the number of persons to be elected to that post;
  - c) the members in question openly state their joint candidacy.
4. For the purposes of these Regulations, that joint candidacy shall be deemed a single candidate, and the candidates shall be deemed responsible collectively as a slate.
5. Any member of the JCR Committee may nominate themselves as a candidate in any Election subject to limiting factors mentioned elsewhere, provided that upon election, they do not hold more than two Committee positions simultaneously or two Executive positions simultaneously.
6. No person may hold the position of JCR Chair alongside any other committee position

### **Cl. 6: Close of Nominations: List of candidates**

1. At the Close of Nominations, the RO shall compile a list of candidates showing, for each office, the candidates in alphabetical order by surname.
2. Before noon on the day following the Close of Nominations, the list shall be emailed to the JCR and the College Secretary and copied for distribution at hustings and at any JCR meeting taking place before the Opening of Polls.
3. Candidates shall appear on the ballot paper in the reverse of that order.

### **Cl. 7: Manifestos**

1. By the Close of Nominations, each candidate shall be required to submit to the RO copies of a Manifesto, which shall include:
  - a) A photograph of the candidate
  - b) No reference to any other candidate, except in the case of joint candidacies.
2. No Manifesto for the Office of President shall exceed two sides of A4 or one side of A3, whilst no other Manifesto shall exceed one side of A4.

### **Cl. 8: Notice of Hustings**

The RO shall ensure the posting of notices advertising Hustings via email and any other methods they see fit.

### **Cl. 9: Chair of Hustings**

The RO or their nominee shall chair Hustings; in the absence of such a person, the President shall take the Chair.

### **Cl. 10: Attendance at Hustings**

1. All candidates shall be required, except where they have satisfied the RO, the President or either Welfare Officer of their inability to fulfil the requirements of this Clause, to attend those Hustings.
2. Offices shall be husted for in ascending order of seniority. The order of Hustings for posts of equal seniority will be determined by the RO.

### **Cl. 11: Order of Hustings**

1. Candidates shall hust in the reverse of the order on which they have been drawn to appear on the Ballot Paper.
2. In selecting the order in which candidates shall answer the questions put to them, the Chair shall rotate through the same order, on each question starting with the candidate listed after the candidate who was the first to answer the previous question..
3. No Voting shall take place at Hustings.

### **Cl. 12: Hustings Speeches**

1. In each Husting, candidates shall speak for no more than 3 minutes, except that candidates for the post of President shall speak for not more than 5 minutes.
2. The Chair shall signal to each candidate when s/he is running out of time.

### **Cl. 13: Questioning**

1. After candidates for an office have husted, members present shall be entitled to ask questions of the candidates.
2. Candidates may not ask questions of other candidates for the same post.
3. All questions should ideally be directed at all the candidates for that post and must be phrased to be equally answerable by all candidates; however, questions may be directed to one candidate only, provided that no two questions may be asked of the same candidate consecutively
4. Candidates' answers to questions must not exceed two minutes.
5. Anonymous questions may be asked, if placed in the RO's pigeonhole, or emailed to the RO, 24 hours before Hustings.

### **Cl. 14: Minutes of Hustings**

1. The Secretary shall take full minutes of Hustings, including all speeches, questions, and answers, excluding such questions as may be disallowed by the Chair and any remarks contrary to any Electoral Offence listed below.

2. If the Secretary cannot take and/or publish minutes, responsibility shall fall to the Vice-President, unless they are a candidate, in which case discretion shall fall to the RO.

#### **Cl. 15: Polling**

Voting shall take place using a system at the discretion of the RO, in consultation with the Executive.

#### **Cl. 16 Counting**

1. Counting shall commence as soon as reasonably possible after the close of poll under the supervision of the RO in Park JCR.
2. The Executive and the JCR Chair, along with the candidates, shall be entitled to come and watch the count.
3. For each candidate not present, one representative of that candidate's written nomination may attend.

#### **Cl. 17: Declaration of Result**

Following the conclusion of all concurrent Counts, the RO shall email a Declaration of the Result of each Election specifying the number of Votes for each candidate at each stage of the Count and the name of the candidate elected.

#### **Cl. 18 Absence of Nominations**

1. If at the Close of Nominations no candidate is nominated in a Statutory Election or by-election, the RO shall re-open Nominations in that Election the following day. Nominations will remain open until midnight on the 7th day following the original Close of Nominations.
2. If a candidate is, or candidates are, thus nominated, the Electoral Process shall then continue as prescribed above.
3. If no candidate is thus nominated, the Executive shall co-opt, subject to Ratification in the next Ordinary JCR Meeting, a member of its choosing to be deemed elected to serve in that Office.
4. Where no candidate is accepted by Ratification following nomination by the Executive, a member shall be chosen at that Ordinary JCR Meeting, who shall by Resolution be deemed elected to serve in that Office.
5. Where no candidate stands in an Election held in a JCR Meeting, the Election shall be repeated in the following JCR Meeting. Where no candidate stands in the second Meeting, the Executive shall co-opt, subject to Ratification in the next Ordinary JCR Meeting, a member of its choosing to be deemed elected to serve in that Office, subject to 4. above.

#### **Cl. 19: Election of RON**

1. For the purposes of Counting, the option to Re-Open Nominations shall be treated as a candidate. In the event that RON is thus elected, the Returning Officer shall, ReOpen Nominations on the Sunday following the initial election, the said Nominations remaining open until the 7th day following.
2. If a candidate is, or candidates are, thus nominated, the Electoral Process shall then continue as prescribed above. The election shall be held on the 4th day following the Closing of Nominations.
3. If no candidate is thus nominated, or RON is elected for a second time, the Executive shall co-opt, subject to Ratification in the next Ordinary JCR Meeting, a member of its choosing to be deemed elected to serve in that Office, subject to Cl.19(d) above.
4. Notwithstanding the above, the RO may at their discretion rule, that if no one who was not a candidate in the first election stands in the second election Hustings shall be dispensed with. Any such decision shall be emailed with the List of Candidates. If a petition to the contrary signed by 20 members is by midnight the same day placed in

the RO's lodge pigeonhole and emailed to the President it shall be overturned.

#### **Cl. 20: Electoral Offences**

It shall be an Electoral Offence to:

1. Bribe, threaten, intimidate, or harass any member of the JCR or any other person in connection with any Election;
2. Interfere with the proper conduct of Hustings, disturb the proper conduct of any Count or otherwise obstruct the proper procedural conduct of any Electoral Process;
3. Publicly issue any printed or written canvassing other than specified in Cl. 8 above, or otherwise attempt to influence the outcome of any Election by means of any publicly issued printed, written, broadcast, or electronically disseminated material. The candidates running for Entz shall be an exception to this, subject to any publicly issued materials must follow the same rules regarding content as manifestos and hustings, and a spending limit of £5 per team.
4. Misuse any position held under the JCR, under OUSU, under any other JCR/SU or under any other body in order to inhibit free and fair campaigning;
5. Remove, deface, or obscure any Notice issued under these Regulations or any Manifesto displayed in accordance with these Regulations;
6. Disseminate in any form (including but not restricted to printed, written, oral, or electronic form) any false, deliberately misleading, defamatory, malicious, slanderous, or illegal statements and/or material in relation to any Electoral Process or any candidate in any Election;
7. Claim the support or endorsement of any body within the JCR; or (being a JCR Officer) publicly give support or endorsement to any candidate
8. Lie or mislead in Hustings.
9. Run any form of slate, overt or covert, except as provided herein regarding joint candidacies in plural elections;
10. Attempt, being an Officer of the JCR or a member of a Tribunal,
11. To influence the outcome of any Election;
12. Lie to, or submit false information to, the RO or Tribunal;
13. Deliberately or knowingly mislead or misdirect the RO or Tribunal by either action or omission;
14. Obstruct the RO, or member of Tribunal from going about their duties;
15. Falsely and with the intention to deceive, purport to campaign on behalf of a candidate in such a manner as in fact to weaken the electoral prospects of that candidate;
16. Impersonate the RO, any Officer of the JCR, or member of Tribunal;
17. Impersonate any other person for the purposes of voting;
18. Vote more than once in any Election;
19. Impede any person from voting freely and secretly;
20. Induce or incite any person to the commission of any of the foregoing Electoral Offences;
21. Attempt the commission of any of the foregoing Electoral Offences.

#### **Cl. 21: Composition of Tribunal**

1. There shall be an Election Tribunal which shall be convened and chaired by the JCR Chair and which shall have as its members the JCR Chair and six current or former officers of the JCR or MCR to be chosen by the Executive.
2. The JCR Chair shall attend all Meetings of the Executive at which members are chosen and may deem any person ineligible to serve on Tribunal by reason of their having a vested interest in the matter.
3. The Executive may deem the JCR Chair to be in a similar position, in which case it shall select an alternative person to convene and chair the Tribunal.
4. Any person implicated, or suggested to be implicated, by reason of being mentioned in a complaint under these Regulations or otherwise at the determination of the JCR Chair or the Executive in any alleged malpractice or maladministration shall automatically be ineligible to serve on Tribunal.
5. The JCR Chair shall notify the Principal about the Tribunal and ask if s/he wishes to

send a nominee to be present.

#### **Cl. 22: Meetings of Tribunal**

1. Tribunal shall meet always in closed session and no other person shall be admitted except for the RO, the OUSU RO, a nominee of the Principal if any, and such persons as may be called by the Tribunal to give evidence.
2. Any person against whom an allegation has been made shall be notified immediately and shall be entitled to send a representative, who may attend whilst evidence against the said person is given, but the person in question shall not be entitled to nominate themselves as their own representative.
3. The representative shall have no voting rights nor shall s/he have speaking rights other than at the Tribunal's discretion.

#### **Cl. 23: Powers of Tribunal**

The Tribunal shall have the right to:

1. Summon any JCR Member to give evidence;
2. Deem any Officer of the JCR failing when able to comply with i above to have resigned;
3. Disqualify any person found to have committed an Electoral Offence from the Election in question;
4. Disqualify any person found to have committed an Electoral Offence from standing in any future elections;
5. Disqualify any person found responsible for maladministration from serving as RO or as a member of Tribunal at any time in the future, and to appoint a new RO if the incumbent is thus disqualified;
6. Order any specified part or parts of the Electoral Process to be re-conducted, in the case of a re-poll being entitled to restrict the re-poll to certain of the original candidates, and being equally entitled to re-initiate the entire Electoral Process including the Nominations process, but not being entitled to remove the option to ReOpen Nominations in any re-poll;
7. Propose Motions of Censure and/or of No Confidence against any Officer(s) of the JCR found responsible for, or party to, by action or omission, any malpractice or maladministration.

#### **Cl. 24: Binding Authority of Tribunal**

The Tribunal's exercise of any of its powers shall be binding. Tribunal shall determine the date of any re-poll but shall give at least 7 days notice. In the event that Tribunal re-opens Nominations, the Electoral Process shall follow the same timetable as laid down in 21 above for the election of RON.

#### **Cl. 25: Initiation of Tribunal**

Any candidate shall have the right to initiate the Tribunal process described above by submitting to the RO within 48 hours of the Close of Poll a complaint specifying the malpractice or maladministration which they believe to have taken place and which they believe to have affected the outcome of the Election in which s/he was a candidate. The RO, the President, the Executive collectively, or any 10 members, shall have the same right subject to the same conditions.

#### **Cl. 26: Cause of Tribunal Process**

Once the Tribunal process is thus initiated, the RO shall immediately inform the JCR Chair (or such person as the Executive may appoint in their place to convene and chair Tribunal). Tribunal shall rule unanimously within seven days of the submission of complaint, or, if it is unable to do so, by majority within the subsequent 24 hours. In either case it shall inform the President of its Ruling and the President shall inform the JCR of that ruling and circulate copies to the RO, all candidates, and all persons named in the original allegation, including

its signatories.

### **Cl. 27: Delayed Election**

1. Where Cl. 23, Cl. 24, and Cl. 25 would cause the Election to occur on Saturday 8th week or later, this clause shall determine the timetable for the Election.
2. Where the Tribunal is initiated on Sunday 8th week or later, the Election Process will follow the usual timetable. If this causes any event to occur on Saturday 8th week or later, that event shall occur on Tuesday 1st week of the following term.
3. Where the Tribunal is initiated on or before Saturday 8th week, the Tribunal shall meet on Sunday 8th week and rule by majority at that meeting. The Ruling shall be posted on that date, and the date of any re-poll shall also be declared on that date. The usual electoral process shall continue, but the timetable may be ignored, provided Nominations are closed by Wednesday 8th week, and the Election held by Friday 8th week. Where no person is elected, by virtue of Cl. 20 or Cl. 21, or a Tribunal is initiated, any event due to occur on or after Saturday 8th week shall occur on Tuesday 1st week of the following term.
4. Where any Election is delayed until the following term, the incumbent Officer shall maintain their position until their successor is decided, notwithstanding Article F Cl. 6.
6. Where no such incumbent exists, the Executive must nominate an acting Officer as soon as it becomes apparent that this clause is relevant and before the end of that term.

### **Cl. 28: Alternative Returning Officer**

1. If the Elections and Unions Officer is unable properly to serve as RO by reason of:
  - a) Their being, or their intention to be, a candidate for election;
  - b) The Election in question, or one of the elections in question, being a by-election caused by their resignation;
  - c) If they has been found by a Tribunal to have been guilty of malpractice, or serious maladministration in the course of an Electoral Process;
  - d) A vote at a JCR Meeting that s/he should not serve as RO;
  - e) A request by him/her, accepted by the Executive, not to serve as RO due to pressing commitments such as University Examinations
2. Then the Executive shall nominate a member, normally a member of the Committee, to serve as RO.
3. If a member other than a member of the Committee is thus nominated, their nomination shall require ratification in a JCR Meeting. Any such person shall ex officio be deemed an Executive Officer for the duration of the Electoral Process for which s/he is nominated to serve as RO.
4. At the close of nominations for the election of Elections and Unions Officer the president shall supervise the relevant handover between the Elections and Unions Officer and the Temporary RO.

### **Cl. 29: Alternative Officers**

In the event that a duty ascribed in these Regulations to a specified Officer of the JCR other than the RO cannot properly be performed by that Officer by reason of their being a candidate for election, including but not restricted to the Chairing or Minuting of Hustings, a substitute, who shall ordinarily but need not necessarily be an Officer of the JCR, shall be elected by a Meeting of the Executive from which all candidates shall be excluded.

### **Cl. 30: Executive Candidates**

Where the Executive is required to meet and act under any of the three preceding Clauses, that Meeting shall exclude all candidates, and all persons intending to stand as candidates, the Quorum requirement being reduced by one for every member of the Executive unable to participate by reason of their exclusion under this Clause.

### **Cl. 31: Referendums and Indicative Polls: Notice**

In the event that a Referendum or Indicative Poll is required under Chapter B above, the Returning Officer shall by midnight the following day email the JCR specifying the matter to be voted upon, and the day on which voting shall take place, to be no more than two weeks after the JCR Meeting at which the matter was considered, and to be set by the Returning Officer in consultation with the Executive.

**Cl. 32: Referendums and Indicative Polls: Manifestos and Hustings**

The Returning Officer shall, in consultation with the President, the proposers of the original Motion, and the proposers of the Procedural Motion or submitters of the Petition to require a Referendum or Indicative Poll, as the case may be, designate one person to produce a Manifesto in favour of the matter and one person to produce a Manifesto in opposition. The Manifestos shall be submitted to the Returning Officer not later than midnight on the day two days before the Referendum or Indicative Poll, emailed by the Returning Officer by noon the following day, to be emailed to the JCR. The same two persons shall be required to attend and speak at Hustings.

**Cl. 33: Questions: Miscellaneous Procedures**

The questions in each Referendum and in each Indicative Poll shall be of a concise and impartial nature and shall be laid down by the Returning Officer in consultation with the Executive, and published in the Returning Officer's Notice under 32 above. The Options on each Ballot Paper shall be "Yes" and "No" agreeing and disagreeing respectively with the proposition under consideration, and shall be listed in that order on each Ballot Paper. The full text of the Motion or Amendment under consideration shall be displayed in the Returning Officer's Notice under 32 above. The full Minutes of the discussion of the matter at the JCR Meeting shall be similarly made available.

**Cl. 34: Further procedures**

In all matters not specified in the preceding two Clauses, the procedure to be followed in all Referendums and Indicative Polls shall be that for Direct Elections. Specifically, the definitions of Electoral Offences and the procedures of the Tribunal Process shall apply to all Referendums and Indicative Polls.

## ***ARTICLE F: Complaints Process***

### **Cl. 1: Complaints Committee: Conventions**

Upon the receipt of such a complaint the JCR Chair shall convene a Complaints Committee, which shall be composed in the same manner as laid down herein for the composition of an Election Tribunal, except that no member of the Executive may be a member of the Complaints Committee. The Complaints Committee shall meet within 72 hours of the Chair's being informed of the complaint.

### **Cl. 2: Complaints Committee: Functioning and Powers**

The Complaints Committee shall function in the same manner as laid down herein regarding the functioning of the Election Tribunal, and shall issue its Ruling accordingly, but its powers shall be restricted to the proposing of such measures as it may deem necessary to secure effective redress, in the event that it accepts the Complaint in question.

### **Cl. 3: Right of Appeal; Appeals Committee**

The said measures, if any, shall be implemented unless, within 72 hours of the issuing of the ruling of the Complaints Committee, either the original complainant or the Executive by majority resolution indicate in writing to the President their refusal to accept the measures proposed, in which case the President shall notify the Principal and the Dean, who shall then initiate the process laid down for appeals against College disciplinary action, convening an Appeals Committee, constituted in the same way as the college's Disciplinary Committee, except that the Principal should not chair it, with the proviso that the Appeals Committee thus convened shall include undergraduates, the complainant and all persons holding office under the JCR being ineligible to serve on the said Complaints Committee.

### **Cl. 4: Further Appeal; Independent Adjudication**

The same right of appeal shall exist against the measures proposed by the Appeals Committee; and, in the event that the said right is invoked either by the complainant or by the Executive, the President shall notify the Principal, who shall inform the Governing Body. The Governing Body shall then, in consultation with the President, appoint an independent person of its own choosing, except that for that item of business, those Fellows who had sat on the Appeals Committee would withdraw while GB appoints the independent adjudicator, who shall issue a Ruling as soon as s/he considers reasonably possible proposing measures where and as s/he deems appropriate to secure effective redress, against which measures there shall be no right of appeal other than in a Court of Law.

### **Cl. 5: Collective Complaints**

Where a complaint is submitted by more than one person, "complainant" shall be taken as meaning those persons collectively, and the complainant's right of appeal may be exercised only by majority vote of those persons. All Rulings under the above Clauses shall be made in public and emailed by the President.

### **Cl. 6: Anonymity**

No complaint may be submitted anonymously or confidentially. The right to give evidence in confidence at any stage shall be granted or withheld at the discretion of the body or person to which or to whom that evidence is to be given.

### **Cl. 7: Oversight**

The President, Principal, and Dean shall have the right to attend all Meetings under the above Clauses of the Complaints Committee and of the Appeals Committee, except where expressly excluded by the body in question.



## ***ARTICLE G: JCR Facebook Noticeboard***

### **Cl. 1: Membership**

The following persons shall be entitled to be members of the JCR Noticeboard:

1. Current students of the college
2. Former students of the college, for a period of up to three years after the end of their course, unless a majority of the administrators deem there to be a conflict of interest
3. Any other individual whose membership is approved at a JCR meeting

### **Cl. 2: Administration**

All members of the JCR Executive, as well as the JCR Chair and the Social Media Officer, shall be administrators of the JCR Noticeboard. The JCR Secretary and the Social Media Officer shall have responsibility for updating newly elected officers to administrator status, as well as for general upkeep of the noticeboard and all other social media in which Somerville JCR is being represented.

### **Cl. 3: Conduct**

Users of the Noticeboard are expected to treat other users with respect. Freedom of opinion and freedom of expression are highly valued by the JCR, and differences of opinion must be allowed on the Noticeboard. However, personal attacks, insults and potentially illegal material are not acceptable. An individual who objects to such material on the Noticeboard may submit a complaint to any administrator, detailing the exact material they object to and why. The administrator may then delete the material provided that at least three administrators are in agreement that it should be removed. The administrators must promptly notify the individual who posted the material and provide an explanation as to why it was removed.

## ***ARTICLE H: Room Ballot***

### **Cl. 1: Room Entitlement**

1. All students are guaranteed a room in their first year at Somerville.
2. Students undertaking three-year courses (without a year abroad) are guaranteed a room in their third year.
3. Students undertaking four-year courses without a year abroad are guaranteed a room in their third and fourth year.
4. Students undertaking a four-year course with a year abroad in their third year are guaranteed a room in their fourth year.
5. Students undertaking a four-year course with a year abroad in their second year are guaranteed a room in their third and fourth year.
6. Students may apply for a room in college for any year in which they are not guaranteed a room, subject to the eligibility requirements below.
7. Any student may choose not to live in college, though first year students must request permission as it is assumed they will live in during their first year.

### **Cl. 2: Responsibility**

The Room Ballot shall be the overall responsibility of the Domestic Officer, with any welfare issues also the responsibility of the Welfare Officers. However other officers are obliged to assist the Domestic Officer if they so request this.

### **Cl. 3: Types of Ballot**

1. There shall be four separate room ballots, based on the eligibility requirements given below.
2. The Ballots will run in order, so that the bottom person in Ballot 1 will be just above the top person in Ballot 2 and so on.

### **Cl. 4: Eligibility for Ballot One**

The following people are entitled to a place in Ballot One:

1. All third years in Oxford, who lived out in second year;
2. All students returning from a year abroad into their fourth year, who lived out in second year.

### **Cl. 5: Eligibility for Ballot Two**

The following people are entitled to a place in Ballot Two:

1. All third years in Oxford, who lived in college in second year;
2. All students returning from a year abroad into their fourth year, who lived in college during their second year.

### **Cl. 6: Eligibility for Ballot Three**

The following people are entitled to a place in Ballot Three:

All fourth year students, except for those eligible for Ballot One and Two

### **Cl. 7: Eligibility for Ballot Four**

The following people are entitled to a place in Ballot Four:

All second-year students.

### **Cl. 8: Ordering**

The person at number one will have the first pick of rooms; the person at number two will have next pick from the remaining rooms, and so on.

### **Cl. 9: Pulling Up**

In the case of flats (as in DHQ) or houses “pulling up” is possible, according to the following rules:

1. If the house or flat has a number of rooms that is divisible by 2, a person may pull up one person to share that house or flat.
2. If the house or flat has a number of rooms that is divisible by 3, but not by 2, a person may pull up to two people to share that house or flat.
3. If the house or flat has a number of rooms that is not divisible by 2 or 3, a person may pull up to two people up, depending on how many rooms are left.
4. The person being pulled up has to agree to be pulled up.

### **Cl. 10: Creating the order**

1. There will be a separate order for each ballot.
2. The ordering will be supervised by a member of college staff, preferably the Treasurer or Housekeeping Manager.
3. There shall be no preference given to anyone, except:
  - a) Disabled students are guaranteed a room;
  - b) Students on the Oxford Opportunity Bursary are guaranteed a room.
4. Ballots 1 and 4 will be carried out at random.
5. Ballots 2 and 3 will be conducted according to the formula:  
$$\text{Rank} = ( (n - M1) / (N - M1) ) \times 9 + \text{RAND},$$
where  $n$  is the student's place in the previous ballot,  $M1$  is the minimum of all  $n$  in the ballot (i.e. the minimum position of anyone in the previous ballot, so that  $(n - M1) / (N - M1)$  is between 0 and 1),  $N$  is the maximum  $n$  (i.e. the maximum position of anyone in the previous ballot) and  $\text{RAND}$  is a randomly generated number. The random number will be uniformly distributed between 0 and 1.
6. Ballots 2 and 3 are then ordered by the “rank” values, from highest-to-lowest.

### **Cl. 11: Appeals against conduct of ballot**

Should an applicant have any appeal against the conduct of the ballot, they may ask for a Complaint Committee to be created, the conventions of which are set out in Article H.

## ***ARTICLE I: Charity Nominations and Online Voting***

### **Cl. 1: Nominations**

1. Any member of the JCR is able to nominate a charity to receive a proportion of the funds raised through battels.
2. Each nominator should submit a description (maximum 200 words) of their nominated charities' aims and if possible where the money will be used. They should also present the charity that they have chosen in a short speech outlining the aims of the charity and where the money will be used, answering questions about the charity in question if asked.
3. This description and the hustings are the only permitted medium for a nominator to advertise their charity. Any campaigning or communication of any kind intended to garner support for an individual's charity aside from the description (as specified above) may lead to the individual's charity being excluded from the vote, with all votes for said charity being discarded.
4. If fewer than 3 charities are nominated for funding, the Charities Officer will tell the JCR and Re Open Nominations for a further week. If after this there are still fewer than 3 nominations, then an appropriate number of charities will be selected at the discretion of the JCR Charities Officer to reach this total, with preference given to charities operating in the local area.
5. A Charity may not be nominated in any given term if money was donated to the charity by the JCR the previous term. This part shall not apply to the Somerville Ghana Library Project.
6. Molly's Library will be one of the charities awarded a place annually in the Michaelmas allocation of the charities battels.

### **Cl. 2: Online voting system**

1. The online voting system, set up by the JCR Charities Officer, will be used to enable members of the JCR to vote for which of the nominated charities they believe most deserve a proportion of the battels charity funds.
2. In the online voting system, voters will be asked to select the 3 charities which they believe are the most deserving of JCR funding.
3. In cases without tied votes, the 3 charities with the most votes will receive equal proportions of the funds raised through battels.
4. In cases with tied votes, all charities with at least as many votes as the 3rd place charity will receive an equal proportion of the funds raised through battels.