



## **The Constitution of the Junior Common Room of Hertford College**

### **Article 1 - Preamble**

1. The JCR is a body consisting of undergraduate members of Hertford College.
2. Hertford College (hereafter 'College') Junior Common Room (JCR) shall be a self-governing institution with the aim of providing services and facilities for all its members, and to represent the interests of its members to all other bodies.
3. Hertford College JCR shall be regulated by this Constitution and this Constitution shall supersede all previous versions (subject to three-yearly revisions). This Constitution was adopted in Hilary Term 2020.
4. The Standing Orders shall supplement, but not overrule the constitution. Where there is a perceived conflict the Constitution shall take precedence.
5. The objects of the JCR shall be:
  - a. The promotion and defence of the academic, disciplinary, financial, recreational, communal, welfare-related and cultural interests of its Members.
  - b. The representation and involvement for its Members in the government and administration of Hertford College.
  - c. The representation of its members in regard to the affairs of the University, and in other external affairs of importance to students, through all affiliated bodies.

### **Article 2 - Powers**

1. The JCR has the following powers, which may be exercised only in promoting the objects:
  - a. Represent JCR interests.
  - b. Spend on behalf of JCR wishes - for their benefit.
  - c. To conduct research.
  - d. To acquire and hire property.
  - e. To accept gifts.
  - f. To do anything else within the law that promotes or helps to promote the objects.
  - g. To define the governing rules from time to time for the operation of the JCR.

### **Article 3 - Governance**

1. The interpretation of the Constitution and Standing Orders is primarily done by the President of the Executive Committee.
  - a. In the event of a dispute the complaints procedure, as outlined in the Standing Orders, will be followed.

2. Minutes shall be recorded in each Committee meeting of any of the JCR Committees. These minutes shall be published and distributed to the JCR by the Secretary of the Executive Committee prior to the second and final JCR meetings each term. All Committees that are part of the JCR Committee shall provide minutes of their meetings to the Secretary of the Executive Committee as soon as possible after their meetings.
3. Any revision to the Constitution requires the following procedure:
  - d. The JCR must be made aware of any motions to change the Constitution at least a week before the meeting in which the motion will be presented. At this meeting the JCR may discuss and make amendments to this motion and will vote to send it to College Governing Body for review.
  - e. The president will raise this proposed motion to amend the constitution at the next Governing Body meeting.
  - f. After this approval, the motion will return to the JCR to be voted on in a secret ballot where a  $\frac{2}{3}$  majority is needed for its approval. No further amendments to the motion can be made at this time.
6. Any revision of the Standing Orders requires the following procedure:
  - a. Any motion resolving to change the Standing Orders, is passed in one JCR Meeting. Any motion amending the Standing Orders shall pass by a two-thirds majority vote and the voting procedure outlined in the Standing Orders shall be followed.

#### **Article 4 - Membership**

1. All those registered for a recognised undergraduate course of study at Hertford College are automatically members of the JCR for the duration of their undergraduate degree.
2. JCR members may opt out of membership by expressing this intention in writing to the JCR President before Friday 5<sup>th</sup> Week of each term. In doing so a person will not prejudice their right to enjoy the services provided for junior members by the college. However, a person opting out of membership may not stand for JCR office, vote at or attend meetings, vote in elections or referenda or enjoy any JCR benefits outlined in the Standing Orders.

#### **Article 5 - JCR Roles**

1. JCR Officers are defined as being elected by, and acting on behalf of, the entire JCR Student Body.
2. As a minimum the JCR Committee must have a President, Treasurer, and Secretary. The JCR Committee may have other Officers as may seem fit per the Standing Orders.
3. JCR Representatives represent groups within the JCR and may or may not be elected and act on behalf of the whole JCR as per the Standing Orders. JCR Representatives report directly to and are an adjunct to the Executive Committee.
4. JCR Officers, Representatives and members of the Executive and Oversight Committee will be elected by secret ballot. Elections shall be conducted in accordance with the provisions of the Standing Orders.
  - a. The Returning Officer shall ensure the integrity of all JCR Elections.
    - i. Any disputes shall follow the complaints procedure outlined in Article 10, Section 1 of this Constitution.

#### **Article 6 - JCR Committee**

1. The JCR Committee is defined as the Executive Committee, the Oversight Committee, and other sub-committees as allowed in the Standing Orders.
2. All members of the JCR Committee must ensure that there is an appropriate handover at the end of their elected period.
3. The Executive Committee shall form the core of the JCR Committee and are the major officers of the JCR in the meaning of the Education Act 1994.
  - a. Members of the Committee, when acting in their official capacity, shall be bound by this Constitution, the Standing Orders, and motions passed by the General Meeting except in the most unusual circumstances.
4. Every member of the JCR Committee shall be indemnified by the JCR against all losses or liability which they may incur in the execution of their office, and no person as described above shall be liable for any loss, damage, or misfortune which may happen to or be incurred by the JCR in the execution of his or her office in relation thereto; provided that they have acted in good faith and within the powers as they understood them in the Constitution and Standing Orders. Their role being as described in the Standing Orders.

## **Article 7 - The Executive Committee**

1. The Executive Committee must be comprised of a JCR President, a Treasurer/Deputy President, and a Secretary.
2. All members of the Executive Committee must:
  - a. Attend all Executive Committee and JCR Meetings.
    - i. Resignation is assumed if an Executive Committee Officer fails to attend two consecutive meetings without prior written apology.
  - b. Coordinate with the Senior Officers Committee to ensure effective management of JCR duties.
  - c. Organise the Matriculation Ball.
  - d. Ensure the JCR Committee complies with Hertford College's Code of Practice as regard to Student Union Governance.
3. The President is responsible for:
  - a. Chairing JCR and Executive meetings.
  - b. Attending Governing Body (by invitation) and Joint Committee Meetings to represent the views of the JCR.
  - c. Ensuring that the Executive and Senior Officers fulfil their duties as prescribed by the constitution and standing orders and respond to the JCR.
4. The Treasurer/Deputy President is responsible for:
  - a. Managing the finances of the JCR, and its clubs and societies, in accordance with the Standing Orders.
  - b. Negotiating the level of College charges to JCR members, in collaboration with the President.
  - c. Acting as Deputy President, taking the President's place when they are unable to fulfil their duties.
  - d. Chairing JCR Meetings when the President wishes to propose/oppose a motion.
  - e. Calculating JCR battels charges (as outlined in Part 2, Section 1, Point 5 of the Standing Orders).
  - f. Responsible for publishing an annual JCR report to the JCR and Governing Body. Including as a minimum:
    - i. A breakdown of all income and expenditure.
    - ii. A list of the external organisations to which the union has made donations in the period to which the report relates, and details of each donation.
    - iii. A budget for the following year.

- iv. A list of any external organisations to which the union is currently affiliated, with details of subscriptions or similar fees paid, or donations made, to such organisations since the last report.
5. The Secretary is responsible for:
- a. Chair one of two ‘Representatives’ meetings per term.
  - b. Organising JCR elections as the Returning Officer and organising referenda.
  - c. The general administration of the JCR, including ensuring that up to date copies of the Constitution and Standing Orders are available for JCR members at all times.
  - d. Taking and circulating accurate minutes at General and Executive Meetings and ensuring they are made available to the JCR.
  - e. Attending Joint Committee Meetings to represent the views of the JCR.
  - f. Ensuring all JCR Committee Meeting minutes are collected and distributed to the JCR study body.

## **Article 8 - Oversight Committee**

1. The JCR must elect an Oversight Committee to act as an independent committee to hold all other Committees within the JCR Committee accountable.
2. The Oversight Committee will be elected as individuals in Hilary Term and will then appoint a maximum of 3 additional members to the committee.
  - a. One chair will run to be the Financial Oversight Chair and one chair will run to be the Constitutional Oversight Chair.
  - b. Members of the Executive and Senior Officers Committee are not permitted to be members.
  - c. The Financial Oversight Chair will be primarily responsible for financial oversight of the Committees within the JCR Committee and the Constitutional Oversight Chair will be primarily responsible for the constitutional oversight of the Committees within the JCR Committee.
  - d. The appointed members of the Oversight Committee will be regarded as JCR Representatives and not JCR Officers.
3. The Oversight Committee must:
  - a. Check the accuracy and reliability of the JCR accounts, and the chairs must present their findings to the JCR in the second JCR Meeting in Hilary Term following the end of the JCR financial year.
  - b. The Committee must also ensure the Treasurer submits an annual report to Governing Body, and ensure this has also been made available to all members.
  - c. Review any proposed motions before the JCR General Meeting in which they are presented to ensure they do not violate this Constitution.
    - i. If any conflict is observed, they must advise the proposer to change the motion or advise them to follow the procedure in Article 3, Section 3 of this Constitution.
  - d. In the event of an Article 3, Section 3 procedure, review the proposed changes to the Constitution before they are first presented in a JCR meeting and submit a memo to the Secretary, to be made available to the JCR, outlining the implications of the proposed motion.
  - e. Ensure that any disputes must go through complaints procedure.
  - f. If a member of the JCR requests removal of a JCR Officer or Representative as per Part 4, Section 1, Subsection 5 and 6, the Oversight Committee is responsible to objectively decide on the appeal and follow the procedure set out in the Standing Orders.

## **Article 9 - Meetings**

1. All legislative power, and the ability to overrule any executive decisions made by elected or appointed JCR Committee Members, shall be vested in the decisions of quorate JCR Meetings.
2. Meetings shall be conducted in accordance with the provisions of the Standing Orders.

**Article 10 - Complaints Procedure**

1. There, at all times, must be a complaints procedure where any JCR member may raise a complaint regarding the conduct of, or their treatment by, any member of the JCR Committee following the procedure set out in the Standing Orders. Doing this shall not prejudice their future relationship with the JCR.