



dissD: JCR sign in front of Garden Quad buildings

JCR Standing Orders

(Last updated 9th June 2025)

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§1: Preamble

- a. The Standing Orders constitute the authoritative set of regulations, definitions and expositions of the New College JCR Constitution, the latter of which governs the operations of New College JCR. The only higher authorities shall be the Constitution itself and the interpretations of the Dean of New College.
- b. The Standing Orders, adopted in Trinity Term 2008, shall be subject to the revisions within a maximum of five years, as occurs with the Constitution.
- c. The Standing Orders shall state the date when the last amendment took place.

§2: Membership

a. Membership of the JCR is assumed for those studying at New College for an Undergraduate degree. However, all JCR Members have the right to opt-out.

- i. Opting out of JCR membership shall bar a student from making use of any facility that is provided out of the JCR's budget.
- ii. Opting out of JCR membership shall bar a student from voting or participating in JCR elections.
- iii. The facilities that shall continue to be available are the New College Bar, Sports Ground, Sports Pavilion, squash courts, erg suite and the JCR Computer Suite.
- iv. For those students who pay their own College fees, opting out will trigger a reduction in battels.
- v. Information about the consequences of opting out of JCR membership shall be obtainable from the JCR President at any time.

b. Complaints:

- i. JCR Members dissatisfied with their relations as regards the JCR shall have the right to complain to any JCR Committee Member, and all JCR Committee Members should prioritise the resolution of such complaints.
- ii. Complainants have the right to approach the Dean of New College directly.

§3: Committee

a. The JCR shall elect a JCR Committee from within its own number. The Committee shall act on the JCR's behalf and shall generally manage its affairs. It shall be delegated executive powers necessary for the carrying out of the JCR's wishes. All decisions and actions of the Committee shall be reviewable at a JCR Meeting, which shall remain the supreme governing body of the JCR. The JCR Committee shall be elected during Trinity Term, except where a vacancy necessitates a by-election. The Committee-Elect shall not gain any executive power until the end of Trinity Term, at which point they become the JCR Committee and the former JCR Committee cease to exercise powers and positions.

b. The interpretation of the Constitution, the Standing Orders and Policy shall, in the first instance, be in the hands of the relevant Officers of the JCR Committee. If the issue falls under none of their mandates, or if the JCR President or Secretary deems an interpretation to be significant, interpretations shall be made through the joint decision of the JCR President, JCR Secretary, and JCR Chair. Such interpretations are subject to review by a JCR Meeting. The interpretation passed by the JCR Meeting shall take precedence if the Meeting passes by a two-thirds simple majority - or by showing No Opposition - a proposal that changes that interpretation. The ultimate right of interpretation, however, rests with the Dean of New College. Their interpretation, if in conflict with any of the above interpretations, shall have supremacy.

c. It is the responsibility of all members of the JCR Committee to contribute to making New College an inclusive and accessible place for all JCR members. This fact must be considered when holding events and in communications with JCR members (via email and/or social media). All JCR Committee officers should ask and consider accessibility requirements before organising events.

d. JCR Committee Officers may resign voluntarily from their positions at any time by presenting an Open Letter of Resignation to the JCR President or, should it be the case that it is the President resigning, to the JCR Secretary.

e. The JCR Committee shall be composed of three committees; the Executive Committee, the Communications, Welfare and Equality Committee and the Finance and Operations Committee.

i. The Executive Team shall consist of the following officers;

1. **President**, responsible for the overall running of the JCR, the coordination of the entire JCR Committee, and representing the JCR to New College and the University of Oxford. The President shall be required to attend Prescom.
2. **Secretary**, responsible for administration concerning JCR Meetings, Deputizing for and assisting the JCR President in the fulfilment of their duties, Releasing & drafting statements, Main point of communications with the JCR and the outside world, Overseeing elections in Trinity term of JCR Committee positions, Overseeing the appointment of the JCR Chair, SU Rep and appointed positions, Interpreting the Standing Orders alongside the President and JCR Chair. They shall also represent the JCR at SU Committee and other bodies to which the JCR has affiliated and inform the JCR of the relevant activities of such bodies, including those of SU Committee.
3. **Treasurer**, responsible for maintaining financial records for the JCR (see §7). Releasing information at the start and end of terms regarding JCR spending, budget approximation, and budget breakdown, Confirming total expenditure and approximate remaining funds for

the term in the minutes of each JCR meeting, Liaising with New College to ensure that the JCR's finances remain healthy. The day-to-day administration of financial matters, the annual budget motion (see 5(e)(iii))

4. **Vice-President for Welfare and Equality**, responsible for deputising for and assisting the JCR President in the fulfilment of their duties and generally coordinating matters of welfare and integration. The Vice-President for Welfare and Equality shall be responsible for chairing and managing the Welfare and Equality Committee.
5. **Vice-President for Operations**, responsible for deputising for and assisting the JCR President in the fulfilment of their duties Chairing the Operations Committee, Overseeing the running of events in College, especially the marketing of these events to students, Managing the Operations Committee, and supporting its members to ensure bookings and projects go ahead smoothly.

The Executive Team shall meet regularly – at the discretion of the President – and shall discuss matters pertaining to the general administration and functioning of the JCR, as well as important matters arising from the other committees in the JCR Committee.

ii. The Welfare and Equality Team shall consist of the following officers:

1. **Vice-President for Welfare and Equality** (see §3.d.i)
2. Two **Welfare Officers**, responsible for:
 - a. The general welfare of all Members of the JCR
 - b. Voicing concerns for suspended students and liaising with Oxford SU Suspended Students' Campaign (SusCam) to do so.
 - c. Applying to become trained Peer Supporters soon as is possible after their Election (unless they are already trained Peer Supporters).
 - d. Attending Oxford SU's meetings for Welfare Officers.
3. **Access and Outreach Officer**, responsible for:
 - a. Coordinating the JCR's involvement in New College, SU, and University of Oxford access and outreach schemes.
 - b. Ensuring equality of treatment for JCR members.
 - c. Organising the JCR Step-Up residential.
 - d. Attending the relevant college committee meetings (Admissions Committee and Outreach Committee)
 - e. Attending regular meetings with the New College Outreach Team.
 - f. Attending Oxford SU's meetings for Access Officers.

4. **Access and Inreach Officer**, responsible for:

- a. Have overall responsibility within the common room to represent working class, low income, state comprehensive school-educated, and first generation students, as well as care leavers and estranged students, so that they may participate as fully as they wish in university and college life without fear of offence, intimidation, or discrimination.
- b. to promote the welfare of these students at the college
- c. to lobby the College to better support these students, both financially and pastorally.
- d. promote the welfare of these students and ensure that college and university resources and services that could be of use to them are well publicised and accessible to them.
- e. attend meetings of relevant college committees.
- f. liaise with Oxford SU's Class Act campaign (e.g. by attending meetings set up between Class Act and college Class Officers) in order to keep up to date with,
- g. support and advertise the campaign's work as well as receive support and advice for the Officer's work in college.

5. **LGBTQ+ Officer** (see §4.b.iii) responsible for:

- a. Voicing concerns specially related to LGBTQ+ students.
- b. Spreading awareness of, and working to address, issues faced uniquely, or more severely, by LGBTQ+ students.
- c. Liaising with Oxford SU LGBTQ+ Campaign.
- d. Attending Oxford SU's / LGBTQ+ Campaign's meetings for LGBTQ+ Officers.

and encouraged to apply to become trained as a Peer Supporter as soon as is possible after their selection (unless they are already a trained Peer Supporter).

6. **International and Overseas Students Officer** (see §4.b.vi), responsible for:

- a. Voicing concerns specifically related to international and overseas students.
- b. Spreading awareness of, and working to address, issues faced uniquely, or more severely, by international and overseas students.
- c. The integration of international and overseas students of the JCR in college.
- d. Liaising with Oxford SU International Students Campaign.
- e. Attending Oxford SU's / International Students Campaign's meetings for International Students Officers.

and encouraged to apply to become trained as a Peer Supporter as soon as is possible after their selection (unless they are already a trained Peer Supporter).

7. **Faith & Ethnic Minorities Officer** (see §4.b.viii), responsible for:

- a. Voicing concerns specifically related to students belonging to an ethnic minority (BAME) and belonging to faith groups.
- b. Spreading awareness of, and working to address, issues faced uniquely, or more severely, by BAME students.
- c. Liaising with Oxford SU Campaign for Racial Awareness and Equality (CRAE).
- d. Attending Oxford SU's / CRAE's meetings for Ethnic Minorities Officers, and encouraged to apply to become trained as a Peer Supporter as soon as is possible after their selection (unless they are already a trained Peer Supporter).

8. **Women's Officer** (see §4.b.v), responsible for:

- a. Voicing concerns specifically related to students who are women.
- b. Spreading awareness of, and working to address, issues faced uniquely, or more severely, by students who are women.
- c. Coordinating the consent workshops during Freshers' Week.
- d. Buying and stocking sanitary supplies.
- e. Liaising with Oxford SU Women's Campaign (WomCam).
- f. Attending Oxford SU's / WomCam's meetings for Women's Officers.

9. **Disabilities Officer** (see §4.b.iv), responsible for:

- a. Voicing concerns specifically related to students belonging to the disabled community.
- b. Spreading awareness of, and working to address, issues faced uniquely, or more severely, by members of the community.
- c. Liaising with Oxford SU Disabilities Campaign (DisCam).
- d. Attending Oxford SU's / DisCam's meetings for Disabilities Officers.

and encouraged to apply to become trained as a Peer Supporter as soon as is possible after their selection (unless they are already a trained Peer Supporter).

10. **Relationships Officer**, responsible for:

- a. Any sexual health initiatives within New College.
- b. Providing contraception/pregnancy tests and working to raise awareness of the facilities available in New College for JCR members.
- c. Promoting the use of STI testing.
- d. Liaising with the New College Nurse and the Welfare Officers to achieve the aims listed above.
- e. A budget of £200 to achieve the aims listed above.

The Welfare and Equality Team shall meet regularly – at the discretion of the Vice-President for Welfare and Equality – and shall discuss matters relating directly to the mandates of the above named officers. Matters arising, which do not fall into the team remit, may be directed to the Executive Team via the person of the Vice-President for Welfare and Equality.

iii. The Operations Team shall consist of the following officers:

1. **Vice-President for Operations** (see §3.d.i)
2. **Two Entz (Entertainments) Officers**, who run as a pair during Elections, responsible for providing and publicising entertainment events to all Members of the JCR. The Entz Officers shall also be responsible for co-ordinating the Boat Party Committee.
3. **Charities Officer**, responsible for coordinating the charitable activities of the JCR, including fundraising, social engagement and volunteering. The Charities Officer is also responsible for organising charity formals and attending RAG (Raise and Give) meetings. The Charities Officer must also take part in NCCR once a term.
4. **Environment and Ethics Officer**, responsible for co-ordinating the JCR's efforts to be environmentally friendly and ethical. The Environment and Ethics Officer shall work with students, college staff, the wider university and Oxford community to achieve these goals. The Environment and Ethics Officer must also take part in NCCR once a term.
5. **Arts Officer(s)**, responsible for providing and publicising music, art, dance and drama events to all Members of the JCR and for liaising with New College regarding the JCR Art Collection (though they may choose to deputise this to any JCR Member). The Arts Officer(s) shall also be responsible for co-ordinating the Arts Week Committee.
6. **Sports Officer(s)**, responsible for providing and publicising a full range of sporting activities to all Members of the JCR, and for coordinating with New College with regards to the Amalgamated Clubs Fund and being its treasurer. The Sports Officer(s) shall also be responsible for co-ordinating the Blues Fund and liaising with the grounds staff at Weston.
7. **Food and Bar Officer(s)**, responsible for liaising with College on matters relating to food and the bar, communicating to College the views of students on these matters. The Food & Bar Officer will also be responsible for promoting the use-and the enjoyment-of the-bar through events and campaigns, and for increasing student patronage of the bar.
8. **Academic Affairs Officer**, responsible for ensuring that academic concerns of JCR Members are dealt with, and for co-ordinating with New College to appoint student helpers for the

interview period. Student helpers for the Open Day are appointed by the Admissions Office. The Officer is also responsible for liaising with college to assign college children.

9. **JCR and Domestic Officer**, responsible for liaising with College with regards to domestic facilities and services, coordinating laundry and vacation storage and representing student voices within the Home Bursary's running of the housing ballot and any subsequent appeals process. They shall also be responsible for maintaining and replacing equipment kept in the JCR, including the kitchenette, alongside overseeing the co-ordination of events held in the JCR and the use of board games, and the upkeep and maintenance of the White Tie Ball wardrobe, including organizing its use for the New College Commemoration Ball and other white tie events in Oxford.
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- iv. The Operations Team shall meet regularly – at the discretion of the Vice-President for Operations – and shall discuss matters relating directly to the mandates of the above named officers. Matters arising, which do not fall into the team remit, may be directed to the Executive Team via the person of the Vice-President for Operations.
 - v. The Arts Officer, the Sports Officer, and the Food and Bar Officer may, if so elected by the JCR, be filled by two people. No more than two people may fill these roles. If two people fill these roles, only one of them is required to be present at each JCR meeting.
 - vi. Meetings of the entire JCR Committee may be held at the discretion of the President.
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- f. All powers and responsibilities of executive action and representation of the whole JCR shall be invested in the elected JCR President, unless transferred to other Officers from the JCR President in accordance with the Constitution or the Standing Orders.
 - g. The JCR or its individual Members are entitled to demand from JCR Officers prompt and accurate answers to questions regarding their activities as Officers of the JCR. Similarly, JCR Officers are required to submit to the JCR termly reports and produce any publications and information demanded by the JCR and within a period stipulated by the JCR. All records deemed to be exclusively those of the JCR may be viewed by any Member of the JCR who requests to do so, within the bounds of statute, regulations, and considerations of privacy.
 - h. Two half committees shall meet biweekly, each chaired by either the Vice-President for Welfare and Equality or the Vice-President for Operations. Each half committee must have in attendance each Officer as described in §3.e.ii and §3.e.iii respectively. An apology for absence must be accepted by the half Committee chair, else the Officer may be subject to a motion of No Confidence.
 - i. Although the Vice-President for Welfare and Equality and the Vice-President for Operations shall chair their relevant committees, the JCR President shall be ultimately responsible for the proper coordination of the entire JCR Committee. To that end, the President, at their discretion, may organise all information, schedules and meetings, liaising with other Committee Members, the Committee as a whole, and all JCR members as relevant. In addition, the President shall pursue the JCR's general interests in consultation with those Committee Officers to whom certain powers of executive action and representation have been transferred. The President also has the power to call and dissolve JCR Meetings.

j. Any JCR Committee Officer may if they wish form (or abolish) a sub-committee to help them fulfil their executive duties. The JCR President's approval is required to form a sub-committee, which should be proposed with a document setting out the purpose, function, and process for selecting members. The appointment of sub-committee members is to be carried out by the Officer, following the process set out in the document, subject to the approval of the JCR President.

- i. In addition there shall be the appointed Officers of JCR IT Officer, Social Media Officer, Band Room Officer, Wine Steward(s), Bike Rep, Mint Julep Quarterperson, Stash Rep and Trans Officer. They will hold this position for the same term as the Committee, unless there is a resignation or they are removed (via a simple majority vote by the JCR Committee). In the case of a resignation the JCR President shall appoint a new Officer by the same procedure. If it is already the end of Hilary Term, they may however co-opt the Officer. The Officers shall be appointed by an interview panel comprising of the President-Elect and at least two other members.
- ii. The appointed Officers, appointed by an interview panel, shall not hold any elected role in the JCR, except in the case of Trans Officer as described in §3.j.viii.10. However, one person may hold multiple appointed roles at once if so appointed by the interview panel.
- iii. The Interview Panel must include the outgoing Officer. For the Wine Steward(s), it must also include the Food and Bar Officer(s)-elect. For the Band Room Officer, it must also include the Arts Officer(s)-elect. If the relevant Officers are not available during the times set by the President, they need not be present at the interview, but must be consulted about the proceedings of the interview. The Interview Panel shall select by simple majority vote and must conduct the interview process fairly.
- iv. In the case of a split decision by the Interview Panel, the President shall have the final decision.
- v. If only one member has applied for any of the appointed Officer roles, an interview does not need to be conducted. The Officers that would have comprised the Interview Panel must be consulted by the President before the prospective member is appointed.
- vi. If no member has applied for any of the appointed Officer roles by the end of Trinity term, the President must re-open applications for the role in Michaelmas Term of the next academic year.
- vii. If still no member has applied for any of the appointed Officer roles by the end of Michaelmas term, the President may co-opt the Officer.
- viii. The descriptions are as follows:
 1. The **IT Officer** shall be responsible for advising the JCR Committee in particular, and JCR Members in general, with regards to IT matters; for liaising with New College regarding IT matters; for maintaining the JCR website; and for performing other IT tasks as mandated by the JCR.
 2. The **Social Media Officer** shall be responsible for managing the social media accounts of the JCR; liaising with the Secretary to do so. The Social Media Officer and the IT Officer shall, at the first instance, be filled by one person, unless the interview panel decides that the roles would be best split.

3. The **Band Room Officer** shall be responsible for maintaining the condition of the Band Room and the equipment within it; purchasing new equipment if the need arises; and assisting the Arts Officer in any of their duties which require use of the Band Room or its equipment. The Band Room Officer shall have the authority to close the band room or bar individual members of the JCR from its use in the event of misuse, subject to a right of appeal to the Arts Officer and/or the JCR President.
 4. The **Wine Steward(s)** shall be responsible for buying and storing JCR wine; liaising with the SCR Wine Steward; keeping the bar stocked with wine; overseeing the charging of JCR members for wine; and publishing the termly accounts of the JCR Wine Cellar.
 5. The **Bike Officer** is responsible for keeping the bikes in good condition, conducting weekly checks on the bicycles and accessories, dealing with any complaints, organising any necessary repairs/replacements, ensuring there are sufficient materials in College to keep the bicycles in good condition. The Bike Officer should liaise with the JCR Treasurer to fund minor repairs up to a value of £50. The Bike Officer is collectively responsible along with the JCR President, the Vice President for Operations and the Vice President for Welfare and Equality in instances of disciplinary action, including a ban on the use of the bicycles and recovering the cost of damage of or loss to bicycle/accessories from a User. The Bike Officer will refer any decision to charge a User to the JCR President, Vice President for Operations, Vice President for Welfare, Treasurer and Secretary.
 6. The **Mint Julep Quarterperson** shall be responsible for approaching College and inquiring about the mint julep fund; for approaching College and seeking permission to host the Mint Julep Event in a suitable location on June 1st; for approaching College and seeking permission to make use of the Trapier Cup.
 7. The **Stash Rep** shall be responsible for organizing the ordering, selling and distribution of New College stash to all JCR members. The Stash rep will ensure wherever possible that suppliers are accredited by Fairtrade or Fair Wear, in line with JCR policy on ethical stash. The Stash rep will organize a suitable room from which to distribute the stash and will be responsible for dealing with any uncollected items.
 8. The **Trans Officer** shall be responsible for the administration of the Gender Expression Fund, with support from the Treasurer and LGBTQ+ Officer where needed. The Trans Officer holds responsibility for issues of policy and welfare to do with issues of trans individuals' wellbeing and transphobia. The eligibility requirements to fill the role must be that the individual identifies as trans, non-binary or of a gender-minority status. If there is no member of the JCR who fits these requirements and is willing to take up the role, the role should not be filled for that academic year and the role is co-opted by the LGBTQ+ Officer. If an eligible person for the Trans Officer role also holds an elected JCR position, they should be free to hold this appointed position as well.
- ix. The appointment procedure described above in §3. j. shall also be used to appoint the Relationships Officer, despite their being on the Welfare and Equality half-committee.
- k. JCR Officers – whether Committee, sub-Committee or non-Committee members - will maintain the highest standard of behaviour and not bring the JCR or College into disrepute. Any JCR Officer breaching this clause, as decided by unanimous decision of the Executive Committee, will be deemed to be in

breach of the requirements of their role and subject to an automatic Vote of No Confidence via an online vote. In the case of a concern of a breach of this clause by any member of the Executive Committee, the decision to deem the Officer in breach of the requirements of the role will be considered unanimous if agreed to by all other members of the Executive Committee, excluding the accused member.

l. Any Officer of the JCR Committee (§3.d), member of a sub-committee (§3.h) or appointed Officer (§3.i), may be subject to Motions of Censure for their actions as Officers of the JCR.

m. Any Member of the JCR Committee as laid out in §3.d may be subject to a Motion of No Confidence. Motions of No Confidence may be passed via an online vote by a simple majority. If a minimum quorum of 50 voters is not met, then Motion of No Confidence must be passed via an online vote by a two-thirds majority. JCR Committee Members shall also be subject to an automatic Motion of No Confidence if they are absent from two consecutive JCR Meetings, unless grounds deemed to be reasonable by the JCR Chair are given for their absence.

n. If a JCR Committee position becomes vacant, the JCR President, in consultation and with the approval of a two-thirds majority of the Committee, may co-opt a suitable JCR member into that position until a new member is returned by the By-Election (§3.o). A JCR member shall be deemed suitable to hold a position if they are eligible to stand for election for that position under §4.b.i and not currently holding a conflicting position. The co-opted Member is entitled to stand as a Candidate for the position when a by-Election takes place.

o. If the position of JCR President becomes vacant the JCR Vice-President for Welfare and Equality shall perform the duties of JCR President until a By-Election is held. The Vice-President for Welfare and Equality acting as President may run in that Election.

p. By-Elections, with the same regulations as a normal Election, shall be held to fill any individual JCR Committee vacancy as soon as is prudent and within two Term weeks.

q. JCR Committee members must write a short, termly report by the end of 8th week. These reports must give a short summary of their activities on behalf of the JCR that term, as well as list and summarise their progress towards all of their specific manifesto promises. These reports will be collated by the JCR Secretary and emailed to the JCR by the end of Wednesday of 9th week of each term. Failure to submit a report before the required deadline shall result in an automatic Motion of No Confidence being heard at the next JCR meeting except in extenuating circumstances as reason for the delay, decided if the case by the President.

§4: Elections

a. Returning Officer:

- i. **Returning Officer** shall be elected to oversee JCR Elections and Votes of No Confidence with powers to enforce the relevant sections of the Constitution and its Standing Orders, including the power to disqualify Candidates for failing to meet the specified requirements. The Returning Officer is responsible for setting up the election on the Oxford SU website. The Returning Officer must gather the names of any students who have opted out of SU membership but who wish to vote in the election, and ensure 'guest accounts' are set up for these JCR members prior to the start of any election.
- ii. Opening of nominations for the Returning Officer shall take place at the first JCR meeting of Trinity term. All candidates shall be entitled to hush for one minute. An online vote shall then be conducted using AV.
- iii. The Returning Officer shall serve until the first JCR meeting of Trinity term in the following year. They shall be unable to run for any other position during their time of office.
- iv. The Returning Officer shall ensure that JCR Elections are free, fair, and impartially administered with an online secret ballot of the whole voting membership. Ultimately, the Dean of New College shall oversee these Elections, in order to ensure that this requirement is met. The Dean shall therefore be informed by the Returning Officer of any imminent JCR Election and all those administering the Election are required to give their full and complete support and assistance within reason, as required.

b. Candidates

- i. Any Member shall be entitled to be a Candidate in JCR Elections, except Honorary Members, the Returning Officer, members of the Electoral Tribunal, Members who have been barred from standing in JCR Elections by an Electoral Tribunal, and Members who have Opted-Out of JCR membership. Members cannot stand unless they will be studying for an Undergraduate degree at New College and resident in Oxford during their term of office.
- ii. One of the Welfare Officers shall be a woman or transfeminine person. One of them shall be a man, transmasculine person or person of a minority gender. There shall be separate hustings and votes for the male/transmasculine/minority gender and female/transfeminine Candidates for the Welfare Officer positions.
- iii. Application for the role of LGBTQ+ Officer shall, in the first instance, be limited to JCR members within the LGBTQ+ spectrum. If potential candidates are unsure if they are qualified, they should get in contact with the current LGBTQ+ Officer. In the event that no such members apply for the position before the first deadline for applications of any given term - or the JCR votes to Re-Open Nominations in the first election of any given terms - all JCR members shall then be entitled to apply for and fulfil the position. In this case the role may be renamed to Co-ordinator for LGBTQ+.
- iv. Application for the role of Disabilities Officer shall, in the first instance, be limited to JCR members who self-identify as having a disability. If potential candidates are unsure if they are qualified, they should get in contact with the current Disabilities Officer. In the event that no such members apply for the position before the first deadline for applications of any given term -

or the JCR votes to Re-Open Nominations in the first election of any given terms - all JCR members shall then be entitled to apply for and fulfil the position. In this case the role may be renamed to Coordinator for Disabilities.

- v. Applications for the role of Women's Officer shall, in the first instance, be limited to JCR members who self-identity as a woman. If potential candidates are unsure if they are qualified, they should get in contact with the current Women's Officer. In the event that no such members apply for the position before the first deadline for applications of any given term - or the JCR votes to Re-Open Nominations in the first election of any given terms - all JCR members shall then be entitled to apply for and fulfil the position. In this case the role may be renamed to Co-ordinator for Women.
- vi. Applications for the role of International and Overseas Officer shall, in the first instance, be limited to JCR members who self-identity with the international and overseas community. If potential candidates are unsure if they are qualified, they should get in contact with the current International and Overseas Officer. In the event that no such members apply for the position before the first deadline for applications of any given term - or the JCR votes to Re-Open Nominations in the first election of any given terms - all JCR members shall then be entitled to apply for and fulfil the position. In this case the role may be renamed to Co-ordinator for International and Overseas.
- vii. Applications for the role of Access & Inreach Officer shall, in the first instance, be limited to JCR members who identify as working class, low income, state comprehensive school-educated, first generation, as well as care leavers and estranged students. If potential candidates are unsure if they are qualified, they should get in contact with the current Access & Inreach Officer or equivalent role. In the event that no such members apply for the position before the first deadline for applications of any given term - or the JCR votes to Re-Open Nominations in the first election of any given terms - all JCR members shall then be entitled to apply for and fulfil the position.
- viii. Applications for the role of Ethnic Minorities Officer shall, in the first instance, be limited to JCR members who self-identify with the ethnic minority community. If potential candidates are unsure if they are qualified, they should get in contact with the current Ethnic Minorities Officer. In the event that no such members apply for the position before the first deadline for applications of any given term - or the JCR votes to Re-Open Nominations in the first election of any given terms - all JCR members shall then be entitled to apply for and fulfil the position. In this case the role may be renamed to Co-ordinator for Ethnic Minorities.
- ix. The Election of the JCR President, Treasurer, Secretary and the two JCR Vice-Presidents shall be held on Monday of 3rd Week of Trinity Term, and there shall have been nominations opened and elections held for the rest of the Committee by the end of 6th Week of Trinity Term. Candidates who are not elected for these positions will be eligible to run for election for the other Committee positions.
- x. All Candidates shall have the right to hust and otherwise present their case for Election, so long as they do so fairly, equally, and without intimidating the electorate or defaming other Candidates. If such behaviour is brought to the attention of the Returning Officer before the votes are counted, they may decide to declare the relevant Election null and void and to re-run that specific Election. Such nullification shall only occur prior to the results of the Election being received

- xi. All Candidates shall have the right to ask the Returning Officer to read out their manifesto and speech at hustings. Members of the JCR may submit questions, anonymously if wished, in advance to the Returning Officer, who will then refer the questions to the candidate during hustings.
- xii. No one person can occupy more than one position on the JCR Committee. If a candidate is successfully elected to two or more positions then they must select one to occupy and inform the Returning Officer as soon as possible, who will then arrange for another Election to fill the resulting vacancy or vacancies.
- xiii. The only exception to standing order §4.b.xii is that a JCR member can hold a role both on the Freshers' team and on the non-executive JCR committee, excluding Welfare and Entz Reps

c. Electoral tribunal

- i. All Members shall have the right to ask for an Electoral Tribunal to be convened up until one week after the announcements of the results of the Election concerned; they should do this by emailing the Members of the Electoral Tribunal and the JCR President with such a request, stating the grounds and against whom the Member wishes to call the Tribunal. A request to convene a Tribunal cannot be denied except by the unanimous agreement of all three Members of the Tribunal.
- ii. An Electoral Tribunal shall have three Members, who shall have sought Election at the same time as candidates for Returning Officer and the JCR Committee in Trinity Term. They shall serve for the entire year. Any Member may be a Candidate to be a Member of the Electoral Tribunal except: the current Returning Officer or Returning Officer-elect, any Member of the JCR Committee; any Member intending to run as a Candidate in the next Elections; any Honorary Member. The Tribunal can choose to elect from amongst their number a Chair, but are not required to do so.
- iii. All hearings of the Electoral Tribunal shall be open to attendance by any JCR Members, and shall be advertised by the JCR President in a dedicated JCR email. The deliberations of the Tribunal shall be held in private, and the final result shall be announced publicly, no less than twenty-four hours after an email has been sent out by the JCR President to all Members informing them of when and where the result shall be announced.
- iv. The names and email addresses of the Electoral Tribunal members shall be featured prominently on all JCR Election-related emails sent out by any JCR Committee Member or the Returning Officer. Any JCR Member may contact any Member of the Tribunal in order to offer evidence.
- v. An Electoral Tribunal, even if called for by a Member before the results of an Election are announced, shall not be convened until after the announcement of the results by the Returning Officer, or the Returning Officer's declaration that such an Election is nullified.
- vi. Unless the members of the Electoral Tribunal unanimously decide to deny a request to convene, the Electoral Tribunal shall be required to meet within twenty-four hours of the request to decide whether there is prima facie evidence to pursue the allegations further. At this initial hearing, the allegations shall be presented by a maximum of two Members, and a maximum of

two Members, one of whom shall be the person against whom the accusation is being brought, shall rebut the allegations. Within twenty-four hours of this hearing, the Tribunal shall announce, via a dedicated JCR email, whether or not to pursue further the allegations. If the allegations are not to be further pursued, the results of the Election, as announced by the Returning Officer, shall stand. If they decide to further pursue the allegations, the JCR President shall then liaise with the Members of the Tribunal to set a date and time for the full hearing, and shall advertise this via a JCR email (as is laid out in §4.c.iii). The full hearing shall be no more than forty-eight hours after the announcement of the result of the initial hearing.

- vii. Within twenty-four hours of a full hearing being requested by the Electoral Tribunal, the Members of the Tribunal shall issue subpoenas to any JCR Members they wish to attend the full hearing. Such subpoenas require the Member to attend the full hearing; although they may, with the consent of the Tribunal, submit a written statement and not attend in person. The one or two Members who presented the allegations at the initial hearings shall automatically be subpoenaed, as shall the Member who has been accused. If the accusation concerns a ruling of the Returning Officer, they shall also automatically be subpoenaed.
- viii. At the full hearing, the evidence from those subpoenaed shall be considered first, with all witnesses being available for cross-examination from one Member from the other side. Any other Member in attendance may then ask to give evidence. The Tribunal shall be presided over by the Chair of the Tribunal if there is one, and if there is not then jointly by all three members of the Tribunal. The Presiding Member(s) shall have the right to demand silence from any JCR Members present, and also the right to demand that any JCR Members leave the room if they are being disruptive.
- ix. Within twenty-four hours of the conclusion of the full hearing, the Electoral Tribunal shall have produced a verdict. They shall then inform the JCR President of this, and the JCR President will send out an email as laid out in §4.c.iii). The verdict shall be announced publicly in abridged form, with a brief account of the reasoning behind it, and a full copy of the written version of the verdict shall be available for any Member to read. It shall be obtainable from the JCR Secretary.
- x. The verdict of the Electoral Tribunal is final, except in so far as an appeal to the Dean of New College has superiority over all JCR matters. The Tribunal may reverse any decision of the Returning Officer, may change the results of the Election in question, may declare any Candidate except RON (successful or otherwise) to have been disqualified, may bar any Member from running in future Elections, may call for a re-run of the Election, and may call for an immediate Vote of No Confidence in any Member as laid out in §3.d (although they may not compel the immediate resignation of any such Member). They may not punish any Member financially.
- xi. If the Returning Officer or any member of the Electoral Tribunal resigns their position or is otherwise unable to fulfil their role, the JCR President, in consultation and with the approval of the rest of the Committee and the Dean of New College, may co-opt into that position any Member of the JCR who would be eligible to stand for Election to that position (as laid out in §4.b.i and §4.c.ii). At the next JCR Meeting, the opening of nominations should occur for the Election and an online vote should be conducted. The co-opted Member is entitled to apply for that position.

d. The Electoral System:

- i. Manifestos, including a plain text manifesto, shall be required for all JCR Committee positions.
- ii. For JCR Presidential Elections and by-elections, manifestos shall be submitted to the Returning Officer no less than ninety-six hours - four days - before hustings for the relevant position commence.
- iii. For other positions, manifestos shall be submitted to the presiding Returning Officer no less than ninety-six hours - four days - before hustings for the relevant position commence.
- iv. If there are no Candidates (except RON) for a position, the presiding Returning Officer may re-open nominations and accept manifestos no less than ninety-six hours - four days - before hustings for the relevant position commence.
- v. If there is only one candidate (other than RON) for a position, the presiding Returning Officer may re-open nominations for a further forty-eight hours before hustings for the relevant position commence. If new candidates apply, and new manifestos are submitted, there must remain ninety-six hours - four days - before hustings for the relevant position commence. If no new manifestos are submitted, hustings shall still be no less than ninety-six hours before the initial manifesto deadline.
- vi. Candidates for any Committee position must submit a single A4 page for their manifesto. Manifestos must contain, at minimum, the following information:
 1. The name of the Candidate;
 2. A photograph of the Candidate that makes it clear who they are;
 3. Two other JCR Members to act as Proposer and Seconder. Any Member may Propose or Second a Candidate except the following individuals: members of the JCR Committee; members of the JCR Committee-Elect; the Returning Officer; members of the Electoral Tribunal.
 4. Stated permission from their tutors to run for that position.
 5. The names of any New College or University of Oxford clubs and societies in which the Candidate is either a paid-up member or in the case of non-subscription charges, an active member. This must include details of any positions or offices held at these clubs and societies, including the Oxford Union Society.
 6. The details of any Motions of Censure and Votes of No Confidence passed against a Candidate shall be reasonably marked on their manifestos.
- vii. Hustings shall be held in the JCR one day before the Elections to the relevant positions at a time dictated by the Returning Officer. The Returning Officer shall chair hustings to the same standards of impartiality and openness as the Chair of JCR Meetings and thus may not ask their own questions of Candidates. Candidates shall give one opening three minute speech and one closing one minute speech in alphabetical order of surname; opening speeches for JCR Presidential Candidates, however, shall be five minutes long. Between these speeches questions shall be directed to all Candidates, who shall answer in alphabetical order of surname and rotating through who should answer first, for as long as the Returning Officer as Chair shall deem possible. Questions may be submitted anonymously to the Returning Officer, who may, at their

discretion, ask as many of them as is reasonable to do so during hustings. All Candidates shall also have the right to ask the Returning Officer to read out their manifesto and speech. Members of the JCR may submit questions in advance to the Returning Officer, who will then refer the questions to the candidate during hustings.

- viii. For all hustings, the candidate husting may be required by the Returning Officer to use a microphone to maximize accessibility and transparency. Any other person who speaks at the hustings (such as the Returning Officer, or any student posing a question to those hustings) may use a microphone when doing so. Ensuring there are microphones available for use is the responsibility of the Disabilities Rep. Ensuring the mics are passed around as required is the responsibility of the Returning Officer (who will direct selected committee members to pass them around in practice).
- ix. Canvassing shall be allowed but any kind of intimidation or inducement, whether financial or otherwise, is forbidden. Members of the JCR Committee and Committee-Elect are forbidden to declare preferences for any Candidate, except in so far as they may vote in the secret ballot as they wish.
- x. Candidates must not combine into slates, which are groups of candidates who endorse each other and/or share campaign materials or otherwise give the explicit appearance of a preferred candidate in any other election. If such conduct is brought to the attention of the Returning Officer, they may declare an election null and void before, and only before, the results have been received. Candidates found in breach of this clause may, at the discretion of the Returning Officer, be barred from running for further roles.
- xi. Elections shall take place online, via the Oxford Student Union (SU) website. Voting shall take place between 8am and 4pm. If they wish to cast a vote, each member of the JCR shall have only one vote. Votes shall be cast by logging in to the Oxford SU website, either via a standard student account, or a guest account in the case of JCR members who have opted out of Oxford SU membership
- xii. In all Elections, there shall be the option to Re-Open Nominations (RON). RON shall count as a Candidate and shall be subject to the same Alternative Vote proceedings as other Candidates, with the potential to be declared the winner of an election. RON may not be disqualified from an Election by the Returning Officer.
- xiii. In accordance with the online voting software, any Candidate who receives more first preferences than half the total number of votes shall be declared the winner. If this does not occur then the Candidate with the least number of first preferences shall be eliminated and the number of second preferences of those who placed a first preference for them shall be added to the number of first preferences for the other Candidates. Such a process of elimination and redistribution according to preference (continuing down the preferences so as each round, every vote is for a Candidate who has not been eliminated) shall continue until one Candidate has a number of votes over half the total number of ballot papers remaining in the counting process, at which point they shall be declared the winner.
- xiv. If the end of any round of voting, two or more Candidates are tied for least number of votes, the drawing of lots shall determine which one is eliminated.

- xv. The Returning Officer is obliged to declare the results of an Election to the Student Body as soon as possible after the vote has closed in a dedicated JCR email.

§5: Motions

- a. The JCR shall propose motions at JCR meetings to take action, empower executive officers, and authorise spending. Proposed motions will be accepted or rejected via JCR-wide online voting. JCR Committee Members may only act on the authority of the Standing Orders or a motion.
- b. The relevant procedure must be followed for a motion to be finalised (as laid out in 5(2(b)))
- c. The legislative business of a JCR Meeting shall take place via Motions. There are ten kinds of Motions
 - i. Constitutional Motions:
 1. Constitutional Amendment Motion;
 2. Standing Orders Amendment Motion;
 - ii. Ordinary Expenditure Motions:
 1. Budget Motion;
 2. Recurring Spending Motion (until Budget Motion)
 3. One-Off Spending Motion
 - iii. Ordinary Non-Expenditure Motions:
 1. Policy Book Motions;
 2. One-Off Ethical Statement Motions;
 3. Instructive Motions;
 - iv. Democratic Process Motions:
 1. Motions of Censure;
 2. Motions of No Confidence.
- d. The following provisions shall apply to all motions:
 - i. Motions must be submitted, either by email or in writing, to the Secretary no less than 24 hours before the beginning of the meeting. The Secretary should collate the motions and rank the motions 'above' or 'below' the line depending on their perceived significance/controversy. Motions ranked 'above' the line will be discussed in full. Motions ranked 'below' the line will pass unanimously unless at least 1 JCR member requests that the motion is brought above the line. If a motion is brought about the line, it will be discussed in full. The Chair has the responsibility of asking at the beginning of a JCR Meeting whether any member would like to bring a motion above the line. Requests to bring an item above the line may also be sent to the Secretary via email in advance, and may be submitted anonymously if so desired, but must be sent at least 2 hours in advance of the JCR Meeting to be accepted. The Secretary should then share the motions to the rest of the JCR no less than 12 hours before the beginning of the meeting, including information on what is above and below the line. This does not limit the possibility of a friendly amendment by the proposer or seconder at the JCR Meeting.

- ii. If this deadline has passed, motions may be submitted as 'Emergency Motions' no less than 12 hours before the beginning of the meeting and notified to the JCR as soon as reasonably possible. An Emergency Motion must be one where there is a pressing need for a motion to be heard at a particular meeting and an urgency that cannot wait until the next meeting. A motion of any type may be an Emergency Motion.
 - iii. A motion must be submitted either via the normal or emergency procedure to be finalised at a JCR Meeting and then voted on online. A motion not submitted under either procedure may be discussed and voted on in a non-binding manner.
 - iv. Every motion must have a proposer and seconder, who must be JCR Members. A proposer or seconder can also be a group comprising in part of JCR Members (such as a sports team or college society). The proposer and seconder, or at least two people from a group, must be present at the meeting. The proposer and seconder may change either before or during the Meeting with the Chair's permission. This is necessary if they are not present at the meeting. If another proposer and/or seconder cannot be found, then the motion shall be deemed to be tabled.
 - v. Interpretations and decisions relating to the application of the Standing Orders to motions shall be taken by the Secretary. However, if an interpretation or decision is significant, contentious or unclear, it ought instead to be taken jointly by the President, Secretary and the Chair.
 - vi. The list of possible motion types above is in a hierarchical order: if a Motion could be classified as multiple types of motion then it ought to be submitted as the type listed first.
 - vii. If a motion conflicts with a valid Policy Book Motion then it is invalid. A motion may be passed as an exception to an existing Policy Book if this is explicitly stated as part of the motion, and in this case it must pass with a simple two-thirds majority.
 - viii. If a motion conflicts with the Constitution or Standing Orders then it shall be deemed invalid.
 - ix. The given thresholds for the voting outcome is a minimum threshold and does not limit a motion of that type being put in with a higher threshold.
 - x. JCR members shall have the opportunity to vote in favour, to vote against, or to vote in abstention for any given motion. The threshold is calculated by comparing the number of votes in favour to the number of votes against. Votes in abstention do not affect the number of votes required to pass a motion.
 - xi. If a motion is defeated then a similar motion may only be submitted before the beginning of the next academic year with the approval of the Chair. The Chair may give approval if there is a change of circumstance, a difference in the motion, some new information, or some other significant reason.
- e. Here follows a description of each type of motion and the particular conditions which apply to each type of motion:
- i. Constitutional Amendment Motion:
 - 1. A Constitutional Amendment Motion changes the Constitution. It must set out clearly the change(s) to be made.

2. A Constitutional Amendment Motion must be passed at two consecutive JCR Meetings, not including Emergency Meetings.
 3. A Constitutional Amendment requires the approval of the Dean to take effect.
 4. A Constitutional Amendment Motion requires a simple two-thirds majority to pass at each of the JCR Meetings it is heard.
- ii. Standing Orders Amendment Motion:
1. A Standing Orders Amendment Motion changes the Standing Orders. The updated Standing Orders should include the date of the most recent update. It must clearly set out the change(s) to be made.
 2. A Standing Orders Amendment Motion requires the approval of the Dean to take effect.
 3. A Standing Orders Amendment Motion requires a simple two-thirds majority to pass.
- iii. Budget Motion:
1. A Budget Motion is a motion regarding the JCR's annual budget to be passed in Trinity Term, to authorise spending for the following academic year. The Budget Motion should be passed in parts (i.e. voted on separately, as laid out in §6.j.iii.2 if this is more suitable for different areas of spending. As part of the Budget Motion, the content of Recurring Spending Motions should be included as separate parts for incorporation into the Budget for the following year.
 2. The Budget Motion requires a simple majority to pass.
- iv. Recurring Spending Motion:
1. This type of motion concerns expenditure which is recurring over a regular time period and shall last until the end of that academic year, when it will be part of the Budget Motion to be considered for incorporation into the Budget for the following year. For the sake of clarity: this only happens once, and if it is incorporated into the Budget then it will be treated no differently to the rest of the Budget for any future Budget Motions.
 2. This shall include motions which limit or reduce the currently authorised spending under the budget.
 3. A Recurring Spending Motion can include a condition for repayment of money if that is desired, i.e. it can be a loan despite its name. They may include conditions for subsequent payments (for example, submitting an account or a report or an approval that the money is still necessary).
 4. A Recurring Spending Motion for a sum of money under £300 requires a simple majority to pass.
 5. A Recurring Spending Motion for a sum of money over £300 requires a $\frac{2}{3}$ majority to pass. This limit does not apply to emergency charitable donations.
- v. One-Off Spending Motion:

1. This type of motion is for an expenditure which happens once.
 2. A One-Off Spending Motion can include a condition for repayment of money, i.e. it can be a loan despite its name. They may include conditions for subsequent payments (for example, submitting an account or a report or an approval that the money is still necessary).
 3. A One-Off Spending Motion for a sum of money up to and including £300 requires a simple majority to pass.
 4. A One-Off Spending Motion for a sum of money over £300 requires a $\frac{2}{3}$ majority to pass. This limit does not apply to emergency charitable donations.
- vi. Policy Book Motions (recurring policies and not concerning expenditure):
1. This type of motion is a Policy to be added to the Policy Book (see §5.f) which is continuous in nature, i.e. not just a one-off. This includes both Policies being added to the Policy Book and the annual renewal of the motions already in the Policy Book.
 2. Policy Book Motions will last until the end of Hilary Term the following year or until the Policy Book Renewal. They may therefore last for up to four terms, depending on when in Hilary the renewal takes place.
 3. Policies might be conditions for spending of other money, stances on particular issues, general aims of the JCR, or anything else which should be part of the Policy Book. They may refer to something internal, external, ethical or ideological; i.e. they may include something that would be an Ethical Statement Motion but for the lasting effect.
 4. All JCR committee and legislative action and motions must comply with policies stated in the Policy Book, else the action or motion shall be invalid. A motion which conflicts with a Policy Book Motion is not valid, unless it was passed explicitly as an exception subject to §5.dvii.
 5. A Policy Book Motion requires a simple two-thirds majority to pass.
- vii. One-Off Ethical Statement Motions:
1. A One-Off Ethical Statement Motion is a motion which makes a statement by the JCR to the outside world, usually of an ideological, political or ethical nature. Such statements which are meant to last should instead be Policy Book Motions, and only if it is meant to be a one-off statement should this type of motion be passed.
 2. The motion may be a statement of itself or require some form of action to make the statement. This action may include; writing a letter, taking a collective action, giving a mandate to an Officer, or raising a flag.
 3. This motion may also be used to form a mini-committee with a member of the Executive Committee as chair, the Proposer as vice-chair, and Secunder as a member, with the express purpose of forming a statement about a specific topic as designated by the motion itself. The finalised statement, published by the mini-committee no longer than two weeks after the first motion, must be adopted by a new motion of this same type.

Any JCR member may be included in the committee, with approval from the Chair and Vice-Chair. It is the responsibility of the Chair and Vice-Chair to ensure that the mini-committee is representative of the diversity of opinions around the topic at hand.

4. If the motion requires the publishing of a statement, the body of the statement must be sent to the Secretary in full, who is then responsible for publishing the statement on social media channels.
5. If the motion requires the publishing of a statement, the body of the statement must begin with the following text, including both the caption and post on any social media, with the letters X, Y and Z replaced with the corresponding number of votes:

“By a majority of X votes in favour to Y votes against and Z votes in abstention, the members of the New College JCR have voted in favour of publishing the following statement:”

6. A One-Off Ethical Statement Motion requires a simple two-thirds majority to pass, and requires a minimum number of 75 voters participating in the motion to take effect, calculated by summing the votes in favour, the votes against, and the votes in abstention.

viii. Instructive Motions:

1. An Instructive Motion is a motion to require an Officer(s) to do a particular action or to make a statement to give a mandate to an Officer(s), for example in supporting an Officer in negotiating with college. This too should only be for a one-off and should not include any expenditure.
2. An Instructive Motion requires a simple majority to pass.

ix. Motions of Censure:

1. A Motion of Censure is a statement to express disapproval of the action of JCR Officer. This can be applied to a Committee Officer, a non-committee Officer, or a member of a sub-committee.
2. If an Officer has two motions of Censure passed against them they will be subject to an automatic Motion of No Confidence.
3. A Motion of Censure requires a simple majority to pass.

x. Motions of No Confidence:

1. A Motion of No Confidence removes a JCR Officer from their position and will therefore trigger a By-Election (§3.n).
2. A successful Motion of No Confidence shall not limit the right of the JCR Member to run in the By-Election (§3.n) or to be Co-Opted onto Committee (§3.l).
3. A Motion of No Confidence requires a simple majority to pass.

f. Policy Book:

- i. The Policy Book shall be comprised of all of the Policy Book Motions from the previous year. This includes those passed as an addition to the Policy Book in the preceding year and those passed in the renewal of the previous Policy Book.
- ii. Policy Book Renewal: the Policy Book should be renewed annually at one of the meetings in Hilary each year. There is discretion on the part of the Secretary as to which meeting during Hilary Term this should be.
- iii. Any Motion which is not renewed shall expire immediately, i.e. it will no longer be valid until the end of the term as in §5.e.vi.2.
- iv. At the meeting in which the Policy Book is renewed, the following procedure is to be carried out; all Policy Book motions will be introduced automatically and do not require a proposer and seconder; at the meeting, the Chair shall read out each motion in turn and ask if anybody wishes to renew it; if nobody wishes to renew it then it fails; if one person is in favour then opposition shall be sought and the procedure continue as normal §6.b.
- v. Each motion is an individual Policy Book Motion and requires a simple two-thirds majority to pass. Any Policy Book Motion which fails shall expire and cannot be renewed again. It may be reintroduced at a later date, subject to the Chair's discretion.
- vi. Affiliations: the JCR's affiliations to outside organisations shall be included in the Policy Book and passed as individual Policy Book Motions. This shall state any fees paid as part of affiliation, though the fees themselves must be approved by the JCR through an expenditure motion.

§6: Meetings

a. JCR Meetings shall be the supreme governing body of the JCR.

b. In all JCR Meetings, the following structure shall be followed:

- i. The Chair shall call the Meeting to order.
- ii. The Chair shall check the attendance of Committee Members and read out any apologies for absence which have been received. If a JCR Committee Member is absent without a satisfactory reason for the second time, then a Motion of No Confidence shall automatically be brought against them.
- iii. The JCR President shall announce if any non-JCR Members are present. The President may then ask that they be granted speaking rights; in which case, the Chair shall conduct an immediate vote on the issue, and a simple majority shall suffice to grant them such rights.
- iv. Announcements by JCR Committee Members.
- v. Announcements and questions to the JCR Committee by any other JCR Members.
- vi. As part of an announcement or question by any Member a discussion on a particular topic, which may include a straw poll, can be taken. This requires approval of the Chair.
- vii. If there are motions below the line, the Chair must ask whether any member would like to bring a motion above the line. The Chair must also bring above the line any motions which were requested to be brought above to line by email to the Secretary at least 2 hours before the meeting.
- viii. The Motions shall then be taken in turn. The Proposer/Seconder shall give a summary of the motion. The Chair shall then ask for short, factual questions from the members present. When all short, factual questions received prior to the meeting, if any, have been read out and no more are forthcoming, the Chair shall ask for any proposed amendments.
- ix. If any amendments are proposed, they can be accepted or rejected by the Proposer and Seconder of the motion. If accepted as friendly, the motion is edited accordingly. If the amendment is rejected, the initial motion and the amendment will be put online for voting by Alternative Voting.
- x. The Chair will ask for any points of debate that members wish to raise. Any member who wishes to raise a point of debate (including an argument for or against the motion) may do so. Debate will typically be limited to a maximum of twenty minutes. It may be extended at the discretion of the Chair.
- xi. During the debate, Members may raise their hands to be recognised by the Chair. They shall speak when directed by the Chair, subject to the interjections laid out in 5(2(j)). When there are no more Members wishing to speak, or the debate has reached the time limit, or when fewer than ten Members object to a Procedural Motion to Finalise the Motion, a vote shall be taken. Voting to finalise a motion (i.e. put it online for voting) shall be done by the raising of hands, with the options to Support, Oppose or Abstain from the motion (and amendments if necessary). The Motion will pass or fail according to the online voting result.

- xii. Once all the Motions have been finalised or tabled, if there is any information to be given about Elections (for Returning Officer, Chair, or Members of the Electoral Tribunal, for example), this shall be given prior to an online vote.
 - xiii. The JCR President shall then declare the meeting dissolved.
 - xiv. Secretary will open online vote within 24 hours of the meeting.
 - xv. Online voting will remain open for 24 hours.
 - xvi. The Secretary is responsible for sending out the results of the online vote and the minutes of the meeting. The results from online voting should include a declaration of which motions have passed.
 - xvii. The results of the online vote and meeting minutes must be sent out at least 24 hours before the next meeting
- c. The JCR President shall call Ordinary JCR Meetings fortnightly during Term time on odd numbered weeks, if possible, on Sunday at 17:00. In extraordinary circumstances, the President may dissolve Meetings before the successful conclusion of their entire business if it proves impossible to continue in a proper and orderly fashion. Passed motions shall take effect after the results are emailed out by the Secretary.
- d. Emergency Meetings can be called at any time by the JCR President at 12 hours notice. This shall be announced by the President in a dedicated email. Motions brought at Emergency JCR Meetings shall not be subject to the time limits specified above, but there must be indication of what shall be discussed at the Emergency Meeting in the dedicated email, including at least an outline of any potential motion.
- e. There shall be no more than one Ordinary JCR Meeting in each 24 hour period, and no more than one Emergency JCR Meeting in each 12 hour period.
- f. The JCR shall elect a Chair to conduct the meeting.
- i. The term of office is one term. The Chair for the next term is to be elected in the final meeting of the preceding term, except in Trinity Term, whereby the position of Chair may be elected in the next academic year.
 - ii. Any JCR meeting may begin without a Chair elected. If a Chair is not currently elected or the elected Chair is absent, the JCR President assumes the role of Chair.
 - iii. The role of Chair can, during a JCR meeting, be vacated by the Chair themselves. A new interim Chair may then be immediately elected for the remainder of the duration of the JCR meeting, with approval by simple majority of JCR members present at the meeting. The interim Chair shall have the same powers and be subject to the same challenges as the Chair.
 - iv. The election for the next Chair shall occur via online vote. At the end of the meeting the current Chair shall step down and the JCR President shall conduct opening of nominations for a new Chair. The voting will be done via online vote, using an Alternative Vote (AV) system
 - v. Any JCR Member may put themselves forward for the position of Chair, as long as they are not an Officer on the JCR Committee – except in the case of the President, who may assume the role

of Chair if no Chair has been elected. Non-Executive Officers or members of a sub-committee are eligible to stand for Chair.

- vi. The Chair is to conduct the meeting in a fair, independent and impartial manner, and ought to avoid expressing views. The Chair may give factual points of information, though this should be avoided if possible.
- vii. While a Meeting is in session and for the purposes of that Meeting, the Chair shall wield the sole power to interpret the Constitution and the Standing Orders.
- viii. The Chair may compel any Member to be silent, and may, in extreme cases, send any Member out of the room. The Member acting as Chair shall have no vote in any Meeting save such to break a straight tie and shall maintain impartiality throughout except in this one circumstance.
- ix. The Chair may choose, purely and only at their discretion, to make any vote held in a Meeting a secret ballot.
- x. The Chair has the power to table a motion, which they must do if in their view an amendment that has passed has altered the motion beyond the reasonable expectations of those not present. If this is the case, a new motion must be put in.
- xi. The actions of the Chair, including interpretations, can be overturned by a two-thirds simple majority of the Members present following a Point of Order challenging the Chair (5(2(j(ii)))).
- xii. The Chair shall conduct the meeting, ensuring that order is maintained and that it is always clear what is happening. During general discussion, JCR Members should only speak when the Chair has indicated it is their turn to speak. This should be done in order of the raising of hands, subject to permitted interjections.
- xiii. The Chair must be provided with a wig and gavel, and is required to provide their own gown. If no wig and gavel are provided, they do not have to be worn, and the meeting can proceed without them. A lack of wig and gavel should never prevent a JCR meeting from occurring.

g. Three kinds of interjection are allowed in JCR Meetings:

- i. A Point of Information. This may be made at any time, and should be a short, factual statement meant to correct or amend what has just been said or a clarificatory question directed at any Member present. It is at the discretion of the current speaker whether or not to allow the interjection, though this decision can be overruled by the Chair.
- ii. A Point of Order. This is a claim that the Standing Orders have been breached; this may be made at any time and cannot be denied by the Chair. The Chair adjudicates such a request immediately before carrying on with the discussion. The decision or interpretation of the Chair may be challenged by a simple two-thirds majority.
- iii. There can be interjections to suggest a procedural change in the way a debate is structured. Once any one of these is suggested it must be dealt with, with a discussion and a vote, before returning to the debate.

The procedural interjections are:

1. Propose an Amendment to the Motion. Such amendments can be either accepted as Friendly by the Proposer and Seconder, in which case they immediately become part of the Motion, or rejected as Unfriendly, in which case a separate debate and vote should take place to determine whether or not the amendment should become part of the Motion. A simple majority is required to pass an Unfriendly amendment.
 2. A suggestion that a Motion is Taken in Parts (different sections of the Motion be voted on separately) or that two or more Motions be Taken as a Whole (two or more Motions be voted on as one). This is to be decided by the Chair, but may be overturned by a challenge to the Chair.
 3. Propose to Finalise or to Table the Motion. When such an interjection is heard, the Chair shall allow Members with their hands already raised to speak but no new speakers shall be heard. The Chair shall then ask if there is any Opposition to the interjection. If ten or more Members oppose, the debate is continued. Otherwise the motion is finalised.
 4. A Challenge to a Decision or Interpretation of the Chair. This may include the decision of which category of motion a particular motion comes under. This requires a simple two-thirds majority to pass.
 5. A vote of No Confidence in the Chair, requiring a simple majority to pass. This has the effect of removing the Chair from their position immediately. The JCR President is to assume the position of Chair for the remainder of the meeting, with the powers of the Chair and subject to the same challenges as Chair, until a new Chair is elected. This may be done at any point during the meeting, including immediately, at the end of the current motion, or at the end of the meeting.
- iv. Fines imposed upon the JCR by the Dean of New College are not subject to any limits but shall be declared to the JCR at the next JCR Meeting and put on the JCR website.

§7: Finances

- a. The JCR's financial records shall be given to the New College Accountant by the end of Trinity Term. This shall be the responsibility of the JCR Treasurer. They will form the basis of accounts that will be audited annually by the New College Auditors. Any JCR member has the right to view these accounts on request.
- b. JCR Committee Members – including those with an approved budget - may spend small amounts of money at their discretion, but all spending over £150 shall require the approval of the JCR Treasurer prior to payment being made
- c. In cases where some Officers may have leftover money allocated in the Budget, whereas others may have need for more, Officers should be able to redistribute allocated funds within half committees (see §3.h), with approval from the relevant Vice-President and the Officers involved.
- d. To authorize JCR spending of College pots of money, all Elected Representatives of the JCR Committee must vote to endorse the decision. A simple majority will be sufficient for spending under £500, and a two-thirds majority for spending over £500. If the Officers fail to authorise the spending, the JCR will not be authorised to use the College pot of money.

§8: New College Societies

a. Any group may choose to declare itself as a New College society, by completion of the New College Society Declaration Form.

- i. Approval of a society shall be given by the discretion of the JCR President, or, if rejected, by passing a motion to this effect with a simple majority in an online vote.
- ii. A registered society may unregister by contacting the JCR President, or may be required to do so by passing a motion to this effect with a two-thirds majority in an online vote.

b. Any group wishing to brand itself as a New College society or feature on official JCR or College publications/media must register and be approved as described in §8.a.

§9: Commemoration Ball

- a. The Ball is to be held every three years with the permission of the Governing Body of New College.
- b. A Commemoration Ball Committee is to be formed to organise the Commemoration Ball.
 - i. The Committee shall consist of a President, a Treasurer and a Secretary (collectively known as the Executive Committee), and then any further positions they wish to appoint.
 - ii. There shall be two stages to the appointment process of the executive committee.
 - iii. A sub-committee will consist of 3 members of the JCR's Executive Committee including the JCR President, the MCR President and the Previous Ball President will first review applications, interview applicants and select a candidate for each position.
 - iv. All Elected Representatives of the JCR Committee must then vote to endorse the decision of the sub-committee; a simple majority will be sufficient for endorsement. If the JCR Executive committee fail to endorse all three candidates, applications will be re-opened and interviews will be re-run, until the endorsement of the elected representatives of the JCR committee is received.
 - v. The executive committee of the Commemoration Ball should be appointed by 7th week of Hilary term the year before the Commemoration Ball is to be held.
- c. The Executive Committee of the Commemoration Ball shall be required to inform the JCR of the design and budget for the Ball in every 7th week JCR Meeting of the year from appointment until the Ball takes place. This will not be subject to JCR approval, but will need to be submitted by the executive committee of the commemoration ball at a meeting of the JCR where they can be asked questions by the membership of the JCR. The Executive Committee will be required to formally submit a set of accounts to the membership of the JCR following the Ball.
- d. The Executive Committee of the Commemoration Ball shall be obliged to take account of the importance of equality and diversity in their appointments for general committee and in the planning of the Ball.
- e. The three individuals of the Executive Committee of the Ball are subject of motions to censure and motions of no confidence from the JCR.
- f. As an unincorporated association the "Ball" and its "Committee" cannot itself make contracts; all contracts are with the individual members. Financial liability for the Ball would rest personally with the members of the Committee. In the event of the Ball failing to make good on a payment, the creditor could sue individual members of the committee and seize their assets. Therefore, as a body, the JCR (at the request of the Bursar) accepts the Ball's financial liability, shielding the members of the Ball Committee from attack. This indemnity is based upon the assured annual income of the JCR and its assets. This will be up to a sum of £25,000 (including any loans given to the Ball by the JCR)