

PROCESSES HANDBOOK OF



ST CATHERINE'S COLLEGE JUNIOR COMMON ROOM

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ARTICLE I: PRELIMINARY

1. This document is an accompanying document to the Constitution of St Catherine's College JCR, detailing the procedures which govern the running of the JCR. As such, it must be read in conjunction with the Constitution.
2. Amendment of the JCR Processes Handbook shall require a resolution passed by a two-thirds majority at a JCR Meeting or by a referendum.
3. Both the Constitution and the Processes Handbook are binding documents.
4. All defined terms shall have their meaning given in the JCR Constitution.

ARTICLE II: CONCERNING JCR MEETINGS

No JCR meeting, election or referendum shall be valid unless it takes place in full term.

Ordinary Open meetings

Scheduling, Agenda and Motions

1. There shall be four ordinary meetings of the JCR per term ('open meetings'). These shall be held on the Saturdays of first, third, fifth and seventh weeks (to tie in with the meetings of OUSU Council).
2. Notice of an open meeting, stating its time and place shall be emailed to the JCR at least 48 hours, but not more than 7 days, before the meeting.
3. Motions must be emailed to the JCR Secretary, and proposed and seconded by Full Members of the JCR, with their names written exactly as they appear on the JCR register. The exception to this is motions of no confidence. (See JCR Constitution.)
4. There shall be restrictions to motions proposed by the JCR Committee:
 - a. A Committee motion shall be specified as such on the agenda of the Open meeting in which it will be proposed, and shall only be proposed if supported by a majority of the serving JCR Committee.
 - b. Amendments to a JCR Committee motion at an open meeting shall only be accepted as friendly if no member of the Committee present objects to it. If any Committee member raises any objection then the amendment shall be put to the vote of the whole JCR Meeting.
5. Any motion to amend the Constitution must be emailed to the JCR secretary with the precise deletions and/or insertions of words desired and the relevant clause numbers. Votes on constitutional amendments must comply with the Constitution.
 - a. However, in the event of a major overhaul, the JCR Committee may, at its discretion, seek a referendum to adopt a new constitution. In such an event, the Secretary shall email a preliminary copy of a proposed constitution to all members of the JCR, as well as a copy of the existing constitution, at least one week before the open meeting at which the proposed changes shall be discussed. After this meeting, the Committee shall present two clear copies of the constitution (the existing one, and the proposed replacement with any amendments agreed at the Meeting added to it), to be emailed to all members of the

JCR and uploaded to the JCR Facebook group by the Secretary one week prior to an online referendum, which will be held in order to ratify or reject the proposed replacement constitution. This referendum will follow the same parameters of Committee elections and referenda.

6. Motions shall be emailed to the Secretary by 3pm on the day of the meeting and the agenda shall be sent to members of the JCR by email as soon as possible after this.
7. After the deadline for submitting motions, if the formal proposer and seconder wish to withdraw their motion or are absent from the open meeting, any member of the JCR at the meeting may adopt it. If no such adoption is made, the motion shall be deemed to have fallen.
8. An Any Other Business Motion (AOB) may be introduced if handed with the precise wording to the Secretary before the end of the discussion of all other motions at an open meeting. AOB Motions shall require a two-thirds majority to be discussed, and a simple majority to be passed. No AOB motions requiring money or seeking to amend the Constitution shall be accepted. AOB motions shall be discussed after all other motions, unless a resolution of the JCR decides otherwise.

Quorum and Chair

9. The quorum at all JCR Meetings shall be twenty five (25).
10. A call for a quorum count may be moved at any time during an open meeting by a JCR member present, and shall require a seconder. In the event of such a call, the Chair of the meeting shall appoint two tellers to count the JCR members present at the meeting. If the meeting is found to be inquorate then no votes may be taken until a quorum is reached.
11. The President shall take the chair at all JCR Meetings. In the absence of the President, the Vice-President shall assume the roles of the President, as provided under the JCR Constitution.
12. If intending to speak on a motion, the President must relinquish the Chair to the Vice-President, or the President-Elect when there is one, before discussion on the motion commences, and for the duration of the debate on the motion concerned. If the Vice-President or the President-Elect when there is one is absent, then this function shall be performed by the Treasurer or, in the event of the Treasurer's absence, by one of the Welfare Representatives, and so on, continuing down the Executive order of precedence, as set out in the JCR Constitution. The Chair will fall to the Secretary last, in order to ensure the presence of an experienced minute-taker.
13. The Chair shall use discretion in calling the meeting to order, in adjourning the meeting, in the decision of points of order and in the interpretation and application of the Constitution and JCR Processes Handbook.
14. The Chair shall not be allowed an ordinary vote, but shall have a casting vote in the event of a tied vote.

Discussion of Motions

15. A two-thirds majority shall be defined as at least twice as many people voting for the motion as those voting against it, and a simple majority as more people voting for the motion than against it.

16. The procedure for the discussion of a motion shall be as follows:
- a. The Secretary shall read out loud to the meeting the ‘resolves’ points of the motion, exactly as they appear on the agenda.
 - b. The Proposer of the motion (or if absent, the Secunder, or if in turn absent, the JCR member who adopts the motion) shall make a short speech of proposition for the motion.
 - i. If the Proposer and Secunder are not present, and if no member of the JCR wishes to adopt the motion, the motion is deemed to have fallen.
 - c. After the short speech in proposition, the Chair shall then ask if there are any ‘Short Factual Questions’ to the proposer.
 - i. ‘Short Factual Questions’ may come from any member of the JCR and must be of a purely factual nature. They may be directed only to the Proposer, who may delegate the question to anyone else present thought to be able to give a more informed response.
 - ii. If the Chair feels that it would benefit the meeting, then at the Chair’s discretion each speaker will be limited to thirty seconds per short factual question.
 - iii. ‘Short Factual Questions’ will be deemed to be concluded after a successful ‘Move to End Questioning’ call passes, if there are no more ‘Short Factual Questions’ offered, or at the chair’s discretion.
 - iv. Any member of the JCR present may call a ‘Move to End Questioning’. A ‘Move to End Questioning’ requires a simple majority to pass.
 - v. If the ‘Move to End Questioning’ call fails, the Chair will return the motion to ‘Short Factual Questions’.
 - d. If there are no more ‘Short Factual Questions’ or the ‘Move to End Questioning’ was successful, the Chair shall ask if there is any opposition to the motion.
 - i. If there is no opposition to the motion, the motion shall be deemed to have been passed unanimously.
 - e. If there is opposition, then a short speech in opposition shall be given by the Opposer (chosen at the Chair’s discretion).
 - f. As soon as the speech in opposition is concluded, the motion is ‘In Debate’ and any member of the JCR can make points in the debate (i.e., speeches in proposition, speeches in opposition, or any other arguments relevant to the motion), when they are invited to speak by the Chair.
 - i. If the Chair feels that it would benefit the meeting, then at the Chair’s discretion each speaker will be limited to one minute per speech.
 - g. ‘The Debate’ will be deemed concluded after a successful ‘Move to Vote’ call passes. Any member of the JCR present may call a ‘Move to Vote’. A ‘Move to Vote’ requires a two-thirds majority to pass.
 - h. If the ‘Move to Vote’ passes then the Chair shall invite the initial Proposer to give a short summary speech and will then invite the initial Opposer to give a short summary speech. Speeches will be limited to thirty seconds, and the Proposer and Opposer may decline to give a

- speech.
- i. The JCR Secretary will reread the ‘resolves’ of the motion, including any passed amendments, back to the JCR. The JCR will then vote on the motion,
 - j. If the ‘Move to Vote’ call fails then the motion is returned to ‘The Debate’.
17. Only two forms of interruption during a speech of proposition or opposition are permitted:
- a. A point of order – this shall take precedence over all proceedings and shall be ruled upon by the Chair.
 - b. A point of information – this may be accepted at the discretion of the speaker, but shall be confined to the supply of information only.
18. No notice shall be required for amendments. No amendment may introduce new subject matter. No financial motion may be amended, except when the amendment reduces the total expenditure. An amendment to a motion moved during a JCR Meeting shall be handed to the Secretary in the precise form and wording desired, prior to being discussed.
- a. Unless the proposer of the motion accepts an amendment as friendly, there shall be one speech of proposition for the amendment and one speech of opposition to the amendment, each no longer than one minute. This shall be followed by a debate upon the motion. This debate shall culminate in a vote to decide, by a simple majority, whether the motion should incorporate the amendment.

Voting on Motions

19. If a vote on a motion is to be taken at a JCR Meeting, then the Secretary shall read out the ‘resolves’ of the motion including any passed amendments before the vote, and the Chair shall appoint two members of the JCR Committee to act as tellers to count the votes.
- a. Any motion to amend the Constitution or the Processes Handbook shall only be passed if approved by a two-thirds majority.
 - b. Under normal circumstances, voting shall be by a simple show of hands. However, should a JCR member call for a secret ballot, and someone second this call, the Chair shall organise paper to be distributed amongst voters, to write their votes upon and then be collected in and counted by the chair. A call for a secret ballot should not prevent full discussion of the motion.
 - i. If the Chair of the JCR Open meeting deems that a call for a secret ballot is being made to deliberately delay the meeting, or to otherwise waste time, they should ignore the request, as long as there is a two-thirds majority amongst those present to do so.
 - c. If the number of abstentions is greater than the number of for and against votes combined, the motion shall be brought again to the next open meeting to be re-debated.
20. If so requested, Chairs may, at their discretion, allow a motion to be split and the vote to be taken in separate parts.
21. When a motion is being discussed during a JCR Meeting, any member may propose a ‘move to vote’, provided that there has been opportunity for at least one speech in opposition to the motion to be made. If a two thirds majority of

- those present vote for such a request, the motion shall immediately be put to the vote. A move to vote may not be proposed when a member of the JCR is in the course of addressing the meeting, and may be adjourned until after the member of the JCR indicated by the Chair as the next speaker has spoken.
22. A challenge to a Chair's discretion, or any interpretation of the constitution, may be moved without notice. The Chair shall relinquish the chair as soon as the challenge is made, whether or not the Chair intends to speak, to be replaced by the JCR Executive member next in order of precedence. The Chair shall resume it only after a vote has been taken.
 - a. There shall be one short speech for and one against the challenge.
 - b. The challenge, if approved by a two-thirds majority, shall overrule the Chair's decision under question immediately.
 23. If a motion of no confidence is passed by a two thirds majority of a secret ballot, meaning that a JCR Representative is called to resign, the JCR Representative shall resign within 48 hours. (See the JCR Constitution.)
 24. Recounts may be made at the Chair's discretion. Only those members present at the original vote may vote in the recount.
 25. Any motion passed at a quorate JCR Meeting shall only become a resolution 48 hours after being passed.
 - a. If, within 48 hours of a motion being voted on at a JCR Meeting, a petition signed by 60 members of the JCR is presented to the President requesting a referendum on the motion, or part thereof, a poll shall be held within one week of the JCR Meeting. The date(s) and times of polling shall be advertised on the JCR Facebook page and via email. When a petition is presented, the motion or part thereof is suspended pending the result of the referendum. If a simple majority of those voting in the referendum vote for the motion, it shall come into effect immediately as a resolution of the JCR. If a simple majority of those voting in the referendum vote against the motion, it shall fall. The President and Secretary shall strive to ensure that the wording on the ballot paper shall be as neutral as possible.
 26. A resolution of the JCR shall be binding until such time as a quorate meeting of the JCR reverses it.
 27. Minutes of Open meetings, containing details of all policy passed by the JCR, shall be emailed to the JCR by the Secretary, as set out in the JCR Constitution.

Extraordinary Open meetings

28. The President may call for an Extraordinary meeting of the JCR at their discretion, but shall be required to do so immediately when requested by a majority of the JCR Committee, or a petition signed by at least 60 members of the JCR.
29. A notice of any Extraordinary meeting, stating the time and place of the meeting (which shall be decided by the President) and specifying the business to be considered, shall be posted on the JCR notice-board at least 48 hours, and not more than 7 days of Full term, before the meeting. This notice shall also be emailed to the JCR. A motion, or motions, to be considered may be specified in the notice and/or motions may be tabled from the floor of the meeting at the Chair's discretion. No business other than that specified by the

notice may be introduced at the meeting.

30. In the event of extraordinary, difficult, or constitutionally unclear proceedings or events, the Chair may, with discretion, subvert normal constitutional processes, with the support of a simple majority vote for such subversion (to be referred to as the 'senatus consultum ultimum'). The Chair's discretion remains subject to the provisions of the JCR Constitution.
31. Minutes of Extraordinary Open meetings, containing details of all policy passed by the JCR, shall be emailed to the JCR by the Secretary, as set out in the JCR Constitution.

ARTICLE III: CONCERNING ELECTIONS AND REFERENDA

No JCR Meeting, Election or Referendum shall be valid unless it takes place in Full term.

Affiliation to External Organisations

1. Upon receipt of a petition signed by at least 20 members of the JCR, the President shall call a referendum, by secret ballot, on affiliation to any named external organisation. The referendum shall take place within two weeks of the receipt of the petition.

Returning Officer

2. The IT Rep shall be the Returning Officer responsible for the conduct of all polls. The President may discretionarily invite a member of the Senior Common Room to supervise all counts and adjudicate upon all spoilt ballot papers. The President or IT Rep may also discretionarily appoint up to two JCR Committee members to assist in the count as deputy Returning Officers, at least one of whom should not be a candidate in the election.

JCR Committee Positions

3. The elections for each JCR Committee position, shall take place in the following pattern:
 - a. The President shall:
 - i. Be in office for three terms only,
 - ii. Be elected in the 4th week of Trinity. From then, the winning candidate shall be referred to as President-Elect and will take office as President at the end of 9th week of Trinity Term.
 - b. The Vice-President, Secretary, Careers & Academic Affairs Rep, Clubs & Societies Rep and Access Rep shall all be elected in the 4th week of Hilary term. All shall take office immediately, except the Vice-President who will serve as Elect until the end of 9th week of Hilary Term.
 - c. The Entz Reps shall be elected in the 2nd week of Trinity term to serve as Elects for the rest of the term, and then as Entz Reps for the next academic year.

- d. The Male and Female Welfare Reps shall be elected in the 4th week of Trinity term to serve as Elects for the rest of term, and then as Welfare Reps for the next academic year.
- e. The Equal Opportunities Rep, OUSU Rep, and IT Rep shall be elected in the 2nd week of Trinity to take office immediately.
- f. The LGBTQ Welfare Rep shall be elected in the 2nd week of Trinity term to serve as Elect for the rest of term, and then as LGBTQ Welfare Rep for the next academic year.
- g. The Treasurer shall be elected in the 4th week of Trinity term to serve Treasurer-elect until the day the signatories on the account have changed to the relevant people; the Treasurer-elect will then become the Treasurer. The Treasurer will aim to complete the transition in a manner such that the Treasurer-elect has access to online banking at the earliest possible date.
- h. The Charities, Ethics and Environment Rep shall be elected in the 2nd week of Trinity term to take office immediately.
- i. The International Students Rep shall be elected in the 4th week of Trinity term to take office immediately.
- j. The Arts Rep shall be elected in 2nd week of Michaelmas Term.

Election to Committee Position

- 4. In the event of any JCR Committee member resigning, a by-election shall be held (run as a normal election) within the next seven days of Full term. Successful candidates at such an election shall serve out only the remaining period of office of their predecessors.

Nominations, Manifestos and Hustings

- 5. Notice of a date and time for hustings shall be posted on the JCR website and emailed to the JCR, as well as advertised alongside nomination sheet(s) on the JCR notice board, by the Secretary not less than five days before the hustings. The nomination sheet(s) shall be closed at 5pm on the day preceding hustings.
- 6. As per the JCR Constitution, only a JCR member may be proposed as a candidate. Each nominee must be proposed and seconded, with their consent, by two members of the JCR, neither of whom may be members of the JCR Committee. No JCR member may propose or second more than one candidate for each post.
- 7. For all elections, all candidates shall produce a manifesto each (or jointly, if running for the position with another person). This will consist of a single sheet of A4, with a clear photo of the candidate. Each candidate shall email their manifesto to the Secretary before the closing of nominations. These submissions shall be subject to scrutiny by the President or Returning Officer to determine their fairness, and shall be subject to discretionary editing. The candidate shall be given reasonable opportunity to amend any edits considered unfair. A copy of each candidate's approved manifesto shall be posted on the JCR notice board by the Secretary, and on the website by the IT Rep, before 11am on the second day preceding the commencement of polling. Manifestos shall remain in these areas until the close of polling, and shall then be taken down. By 11am on the second day preceding the commencement of polling,

the Secretary shall also email all candidates' manifestos to the members of the JCR. The Secretary must ensure that at least one copy of each candidate's manifesto is available for the attendees' perusal at hustings. Any physical copies found to be defaced in a manner derogatory to any candidate shall be replaced by the JCR.

8. No candidates are permitted to produce any material advertising candidatures, other than their manifesto (and, in the case of candidates for the position of President only, a video), which will be publicised at the Committee's discretion. Any breach of this regulation shall be sanctioned at the President's discretion, up to and including withdrawal of that person's candidature, subject to a majority vote of the JCR Committee.
9. Any serving Committee members elected to a new post shall be deemed to have resigned their old Committee post on taking up the new office.
10. Hustings shall be held on the eve of polling. The hust for each post shall be opened with the outgoing holder of the post making a short speech regarding the duties and responsibilities of the position. In the absence of the outgoing post-holder, the chair shall read out the job description for the post as set out in the JCR Constitution. If they wish, candidates may then make a short speech of their own, following which questions specific to each candidate's speech/manifesto may be asked. Once all candidates have spoken, questions may be directed to all candidates at the discretion of the Chair.

Polls and Results

11. The candidates' names shall appear on the ballot in alphabetical order of surname.
12. Elections and referenda shall be conducted by a vote via the JCR website. The hours of polling for all elections and referenda shall be 9am on the day after the hustings, until 10pm the following day.
13. All polls shall be by secret ballot and conducted by the single transferable vote system.
 - a. Voters shall number candidates in order of preference (1 for 1st choice, 2 for 2nd choice, etc.)
 - b. If after counting the number of 1st choice votes each candidate has, the leading candidate has more than 50% of the votes then they have won.
 - c. If no candidate has more than 50% of the 1st choice votes, then the candidate with the fewest votes will be eliminated from the ballot, and the votes which placed the candidate 1st will be transferred to the candidate marked as 2nd choice. If after this, there is still no candidate with more than 50% of the votes, the same process will be repeated, eliminating the candidate who now has the fewest votes and transferring them to the 3rd choice. This continues until one candidate has more than 50% of the vote, or there are only two remaining candidates who have an equal number of votes.
14. There will be procedure in the event of a lack of any or satisfactory candidates:
 - a. Provision will be made on the ballot paper to re-open nominations.
 - b. If re-opening nominations is supported by the procedure set out in this document, or no candidate was elected, then the committee position shall be reopened.

- c. It shall be reopened either at a date chosen by the majority of the JCR committee, or at the next date of any JCR Committee election(s), whichever is the soonest.
 - i. Should this involve a Trinity election, the ballot shall be held by 6th week of that term.
 - d. In the meantime, the other members of the committee shall exercise the functions of that particular committee position as delegated by the JCR President.
15. Every member of the JCR except the Returning Officer shall be entitled to an ordinary vote at any poll. Voters shall not be obliged to use all the votes at their disposal.
 16. The supervision of the online election shall be conducted by the IT Rep.
 17. In the event of a tie, the President shall utilise a casting vote.
 18. The results of any poll or election shall be posted on the JCR website and emailed to the JCR by the IT Rep within 48 hours of the poll closing.
 19. All successful candidates shall take office at midnight on the day following the publication of results.
 20. In the event of the President resigning while the President-elect is a member of the JCR Committee, the President-elect shall take up the office's duties immediately and serve continuously until the end of the elected period of office.

ARTICLE IV: FINANCE

For the purposes of Article III:

- Expenditure shall be defined as the release of a cheque, or the release of money, or the promise to pay in either of these forms, whether the promise be formal or informal explicit or implicit, binding or contingent on events,
- All periods of time referred to shall be Full Term days.

Accounts and their Management

1. The JCR shall hold the following accounts:
 - a. The St. Catherine's College Junior Common Room current account.
 - b. The St. Catherine's College Junior Common Room charities account.
2. The JCR Treasurer shall accept training from the College Accountant as to the preparation of accounts budgeting and the maintenance of financial records.
3. Expenditures from the JCR bank account may not occur except when one of the following procedures has been followed:
 - a. Expenditure set out in an annual JCR budget,
 - b. A JCR Open meeting motion to spend a specified sum for a specified purpose,
 - c. A JCR Open meeting motion to spend monies to a specified upper limit on a specified purpose,
 - d. To pay periodic invoices for an ongoing and specified purpose, (this must be reapproved at an Open meeting every Michaelmas Term,)
 - e. To sign a binding contract involving the expenditure of monies,
 - f. A formal resolution of the JCR committee,

- i. This shall not exceed £150.00 per item, and shall not take place until notice of the expenditure has been displayed on the JCR noticeboard for 24 hours.
 - ii. Should the President receive a formal objection to such expenditure, signed by 60 members of the JCR, within 24 hours of notice of it first being circulated to the JCR, then such expenditure may not take place until approved by a referendum or Open meeting.
 - g. At the Treasurer's discretion up to £30.00 on an item (for those committee members entitled to such discretionary expenditure). Such spending must be highlighted in the twice termly JCR accounts,
 - h. An invoice signed by any two signatories at the joint discretion of the JCR treasurer, President and Vice-President up to £75 on an item. Any such expenditure will be announced at the following JCR open meeting.
4. All expenditure from the JCR bank account shall require adequate proof of the destination of the funds. This shall constitute:
 - a. A receipt,
 - b. A petty cash voucher for items of under £10.00 that are difficult to get receipts for. To be valid, this voucher must be signed by the claimant, and countersigned by one of the signatories to the accounts. The counter-signatory may not be the claimant.
 - c. If a receipt has been lost or been impossible to obtain a formal claim may be made. This will only be valid either at the discretion of the Treasurer if the sum is under £5, or following review by the President, Vice-President and Treasurer if the sum is over £5.
 - d. An invoice signed by any two of the signatories.
5. Any motion approved regarding spending greater than £150 that is not accounted for in the termly budget, must be sent to the college accountant by the next working day. Any such purchase will not occur until the College has had 24 hours to respond (excluding any non-working day).
6. A transfer from the JCR bank account may be made at the discretion of the signatory of those accounts.
7. The College Governing Body has decided that the College Accounts Office will review the accounts and annual budget. If, after concluding on reasonable grounds that the JCR's financial records, management accounts, annual budget and/or final accounts are inadequate, the College notifies the JCR Treasurer and JCR President of its concerns in writing, then:
 - a. The JCR Treasurer and JCR President will make themselves available to meet at the earliest opportunity with the Finance and/or Home Bursar, College Accountant, and/or other Officers of the College, with a view to agreeing remedial steps to be taken, to the satisfaction of the College,
 - b. The JCR will make every effort to undertake promptly the remedial steps agreed, and to assist the College in reviewing those steps and remedying the inadequacy it has identified,
 - c. If no agreement on remedial steps can be reached, or if the College considers that the terms of any agreement have not been met, the JCR understands that the Finance and/or Home Bursar may refer the matter to Finance Committee, to consider what further steps need to be taken

to comply with the College's and the JCR's financial responsibilities. In this instance, the JCR Treasurer and/or President will make themselves available to make representations to the Finance Committee.

8. There shall be no change to the JCR's banking arrangements without the College's approval.
9. All spending caps in the JCR constitution are subject to review by Governing Body during constitutional review years, which are every five years.

Responsibilities of the Treasurer

10. The Treasurer shall have responsibility for the financial affairs of the JCR. Their obligations shall include to:
 - a. Ensure familiarity with the 'Ultra Vires' laws, and advise the JCR about these as appropriate.
 - b. Keep a ledger of all JCR expenditure that is made through the JCR accounts and an independent ledger for all cash transactions. Income received otherwise than for the general purposes of the JCR shall be clearly marked as such in the ledger and must not be appropriated to those general purposes.
 - c. Ensure that money received by the JCR for membership subscriptions is used exclusively for the provision of facilities for JCR members, as an educational charity.

The Treasurer shall be mindful when fulfilling these obligations for their personal liability for any inappropriate sending of JCR funds.

11. The Treasurer shall be the only signatory of the JCR current account. The Treasurer is responsible for the debit card and the only PIN holder.
12. Until further agreement, the JCR Treasurer will prepare and produce to the College Accountant 'management accounts' (in a form requested by the College):
 - a. At the beginning of each term (reflecting any changes over the vacation) and
 - b. In Week 9 of Michaelmas and Hilary Terms (reflecting any changes up to the end of each term).
13. The JCR Treasurer will prepare final accounts (reflecting any changes to the end of the academic year) by the end of Week 9 of Trinity Term, and will deliver these together with all relevant financial records to the College Accountant.
14. There shall be a handover period between the current Treasurer and the incoming Treasurer before the end of Trinity Term in each year, during which both share the responsibility for the conduct and record keeping of the JCR's financial affairs
15. The Treasurer shall hold a meeting with the previous Treasurer, the current and former Presidents and the Vice President at the start of Michaelmas Term to discuss the state of insurance of JCR equipment (notably in the Games Room)
16. The JCR Bod Card shall only be used by a member of the JCR Committee and (for Committee members other than the JCR Treasurer and JCR President) only with the express authorisation of either the JCR Treasurer or the JCR President.

17. The Treasurer shall not transfer money to themselves without the signed approval of the President or Vice-President.
18. Contracts shall only be binding on the JCR when they are in accordance with the JCR constitution and are signed by the Treasurer and either the President or Vice-President.
19. The JCR Representative authorised to sign contracts and assume other legal obligations above the value of £150.00 on behalf of the JCR is the Treasurer, with a counter-signatory from the President. In the event of one of these Representatives being unavailable to sign, the Vice-President may sign/assume the obligation in the place of either the President or Treasurer. No other Representative may sign such a contract or assume such an obligation.
20. JCR Representatives may only authorise the expenditure of funds for purposes which are permitted by the union's constitution, and which promote the charitable objects of the union.
21. The JCR Treasurer, in consultation with other members of the JCR Committee, will produce an annual budget by the beginning of 0th Week of Michaelmas Term, which will be approved through an affirmative motion in a JCR open meeting in the same term.
22. The Treasurer shall present any of the JCR's financial instruments for inspection within 48 hours of a request from a member of the JCR.
23. The Treasurer shall reimburse the President's expenditure on President's Committee dinners (excluding costs of alcohol), providing that the President gives proof of purchase,
24. In the event that the Treasurer resigns or is unable to act, the JCR President will take on the functions of Treasurer.

Allocation of Book Grants

25. Only members of St Catherine's College JCR may apply for a book grant.
26. The Committee's decision is final.
27. In consultation with the accounts office, the Committee shall determine the amount set aside for awards on an annual basis.
28. Application forms will be available from the General Office at any time.
29. Fully completed applications must be received by Monday of 1st week in each term and will be considered by Monday of 2nd week.
30. Only applications for specific books or study aids will be considered.
31. The purchase price of books bought will be reimbursed by the Dean upon presentation of a receipt.
32. The Dean shall act as secretary to the Committee and all applications shall be addressed to their office. Only the Dean shall know the identity of applicants and all queries shall be referred to their office.
33. Applicants are encouraged to donate books purchased under the scheme to the college library upon graduation.
34. The JCR shall operate in conjunction with the Development Office in appealing for donations to this fund.

ARTICLE V: THE ADMINISTRATION OF SAINT CATHERINE'S AMALGAMATED CLUBS

Amalgamated Clubs and Recognition

1. The administration of the Clubs and Societies of St. Catherine's College shall be known as St Catherine's College Amalgamated Clubs; hereby referred to as Amalgamated Clubs.
2. The JCR Clubs and Societies Representative shall take the chair at all meetings unless unable to attend; The Dean of the College shall act as Treasurer.
3. All members of College are members of Amalgamated Clubs.
4. The funds administered by Amalgamated Clubs can be used to finance officially recognised College Clubs and Societies, and JCR and MCR members playing any university level sport.
5. College Clubs and Societies become officially recognised at the discretion of the JCR Clubs and Societies Representative, the MCR Sports and Leisure Officer, and the Dean.

Meetings

6. There shall be a Standing Committee of Amalgamated Clubs. It shall be comprised of:
 - a. The Dean (acting as treasurer);
 - b. The JCR President and Clubs and Societies Representative of the JCR
 - c. The Sports and Leisure Officer(s) of the MCR (or person appointed by the President(s) of the MCR)
7. There shall be a termly meeting Standing Committee of Amalgamated Clubs, within the 2nd week of each Full term.
 - a. All motions shall refer only to the administration of Amalgamated Clubs and their funds, and should be emailed to the JCR Clubs and Societies Representative or MCR Sports and Leisure Officer by the deadline which they jointly set.
 - b. Each applicant shall provide a written breakdown of the amount for which they are asking for in the motion, before the deadline for the motions.
 - c. This breakdown shall be available alongside the total requested for each applicant on a sheet, which shall be readily available at the meeting.
 - d. Any motion for which the JCR Clubs and Societies Representative or MCR Sports and Leisure Officer does not receive a written breakdown may be barred from that meeting.
8. At the termly meeting of Standing Committee of Amalgamated Clubs, members of Clubs and Societies may apply for funds to cover:
 - a. All envisaged expenditure in the period between that termly Clubs and Societies Standing Committee meeting and the next.
 - b. All money spent in the term prior to the meeting and after the Clubs/Societies becoming officially recognised, which has not previously been applied for.
 - c. On such an application as in part (a.), it shall be stated the number of members/users of the Club/Society where this is possible and an approximate number should be given otherwise.
 - d. No application for money can be made except in connection with specified purposes to be used directly by officially recognised college clubs and societies or by individuals participating in University level sport.
9. Clubs and Societies Standing Committee may choose not to vote on a particular motion, but instead refer it for final decision to the next ordinary JCR Meeting.

10. A Clubs and Societies Open meeting of Amalgamated Clubs may be held at any time during full term. A Clubs and Societies Open meeting may be called by a member of the Standing Committee of Amalgamated Clubs, upon receipt of a petition signed by at least 60 members of Amalgamated Clubs.
 - a. A notice calling a Clubs and Societies Open meeting shall be posted on the JCR noticeboard at least 48 hours, and not more than 7 days, of Full term before the meeting, by the JCR Secretary.
 - i. The notice shall specify the business to be considered.
 - ii. A motion or motions may be specified on the notice as the business to be considered, and/or motions may be tabled from the floor of the meeting at the Chair's discretion.
 - iii. No other business than that referred to in the notice may be introduced at the meeting.
 - b. Any motions passed shall be referred to the Standing Committee.

Funding

College Sport Kit

11. Funding for College sport kit is as follows:
 - a. 100% of essential playing kit will be paid for if it is to be collected back in by the team captain after each match.
 - b. 50% of essential playing kit will be paid for, if it is kept by the individual.
 - c. 0% of non-essential kit will be played for.

University-level Sports

12. The system of distribution of Clubs & Societies funding for University-level sports will work as follows:
 - a. There will be a university sports claims round at the end of each term, in 7th week.
 - b. There will be a claims limit of £200 per person, per year.
 - c. Receipts will be required to verify all claims.

College Sports Tours

13. There will be a standardized application system for tour funding.
14. Applications for tour funding shall operate on a 'rolling basis'.
15. The tour organizer shall be required to submit a formal written application to Clubs and Societies Standing Committee which includes a full breakdown of funding required, to include prices of flights (if applicable), prices of accommodation, price estimate of costs incurred from playing of sport on the tour (i.e. prices of pitch hire, minibus hire, etc.), and an itinerary of expected activities on the tour
16. There will be a limit on the number of people allowed to go on each tour – this limit will be on full team, plus a reasonable number of subs, as determined by the Clubs and Societies standing committee.
17. For all tour organizers that submit a full application, Clubs and Societies Standing Committee will aim to provide 40% funding for tours under £400 per person.

18. Each sport's team (not club) may only apply for funding once in every 2 years, and the team must have represented college in a competitive match (not just a friendly) within the last year.
19. Throughout this formal application process, Clubs and Societies Standing Committee reserve the right to refuse to fund a tour, and may, at any point, suggest that the tour organiser applies for the tour funding in a different term or year.

Other

20. No Club or Society having a separate bank account not approved by a Clubs and Societies Standing Committee meeting may receive monies from Clubs and Societies funds. If a bank account is approved, the Club or Society Treasurer shall submit accounts for approval at each Clubs and Societies Standing Committee Meeting.
21. Any surplus from the Clubs & Societies account shall be transferred to an interest bearing account known as the 'Clubs Development Fund', which is held by the College.
22. If club captains wish for claims to be paid for by college in advance, as per IV (8.a), they should be sent to the JCR Clubs and Societies Representative with details of to whom the payment should be made with the supporting paperwork attached, for example an invoice or email order/booking. Claims approved by the Clubs Standing Committee will be forwarded to the College Account.

ARTICLE VI: VENDING MACHINE MONITORS

1. The vending machine monitor(s) shall be appointed by interview every Trinity term.
 - a. Notice of an interview date and nomination sheet shall be posted on the JCR noticeboard not less than 5 days before the commencement of interviewing.
 - b. Only a JCR member may be proposed as a candidate. Each nominee must be proposed and seconded with their consent by two members of the JCR, neither of whom may be members of the JCR Committee. No JCR member may propose or second more than one candidate.
 - c. Interviews and the application process will be held every Trinity term, when the contract that the current vending machine monitor(s) hold(s) with the college expires.
 - d. The current vending machine monitor(s) is/are allowed to bid to renew their contract with the college.
2. The nominee(s) will take up their duties in Michaelmas Term.
3. Vending Machine Monitor(s) may hold a contract with the college for no more than one academic year (Michaelmas to Trinity) without re-applying for the role.