

# CONSTITUTION OF



## ST CATHERINE'S COLLEGE JUNIOR COMMON ROOM

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## ARTICLE I: PRELIMINARY

### **Names and Objectives**

1. The corporate name of the Common Room shall be St Catherine's College Junior Common Room ("JCR").
2. The JCR shall be responsible for promoting the academic, financial, welfare, social and general interests of its Members, and for representing its Members in the affairs of St Catherine's College ("College"), and the University of Oxford ("University"), including before the Oxford University Student Union. To that end, and subject to this Constitution, the JCR shall adopt and implement such policies and pursue such courses of action as it decides to be appropriate.

### **Membership**

3. Reference in this Constitution to "JCR Members" shall mean Full Members unless otherwise specified.
4. The Full Members of the JCR shall consist of all undergraduate Members of the College who have matriculated and are not recognised by the College as sole Members of the Middle Common Room ("MCR") or Senior Common Room ("SCR"), unless the undergraduate member of the College has opted out of JCR Membership. Those undertaking four-year undergraduate degrees may be recognised as Members of both the JCR, and MCR.
5. JCR Members shall have the rights to:
  - a. Attend, speak, propose motions, and vote at all JCR Open and JCR Extraordinary Open meetings ("JCR Meetings"),
  - b. Vote and stand in the election of JCR Representatives, and vote in Referenda,
  - c. The use and enjoyment of JCR services and facilities for themselves and their guests, for whose conduct they are responsible,
  - d. Opt out of JCR Membership, by sending written notice to the JCR President before the end of 1<sup>st</sup> week of Michaelmas Term of the year in which they wish to opt out. The said member shall then cease to be a member of the JCR and will not be entitled to vote or stand in JCR elections, or to speak or propose motions in JCR Meetings. It should be noted that former Members of the JCR who opt out may not opt back in to JCR Membership until the following academic year.
6. The Honorary Members of the JCR shall consist of those upon whom honorary JCR Membership has been conferred by JCR resolution, passed by a simple majority at a JCR Meeting. (For "simple majority" see JCR Processes Handbook.)
  - a. Honorary Membership may be revoked at any time by JCR resolution,
  - b. Honorary Members shall have the right to the use and enjoyment of JCR services and facilities only.

### **Constitution**

7. This Constitution details the aims, Membership and Committee of St Catherine's College JCR.
  - a. For the procedures which govern the running of the JCR, see the JCR Processes Handbook.
  - b. Both the Constitution and the Processes Handbook are binding documents.
8. The President of the JCR, in consultation with the Secretary, shall be the sole interpreter of the Constitution outside of JCR Meetings.
9. Amendment of this Constitution shall require a resolution passed by a two-thirds majority at a JCR Meeting, or by vote in an online referendum. (See JCR Processes Handbook.)
10. The Secretary, in liaison with the IT Rep, shall maintain a complete and current version of the Constitution on the JCR website at all times.
11. The Constitution shall be presented to the Governing Body of the College for approval every 5 years from Michaelmas 2015. The Governing Body may in its discretion reject or require the JCR to redraft any provision of the Constitution, which it regards as unclear in meaning, or as contrary to the interests and standing of the College or JCR.

### **Processes Handbook**

12. The JCR Processes Handbook is an accompanying document to this Constitution, detailing the procedures which govern the running of the JCR.
  - a. These procedures cover:
    - i. Article I: Preliminary
    - ii. Article II: Concerning JCR Meetings
    - iii. Article III: Concerning Elections and Referenda
    - iv. Article IV: Finance
    - v. Article V: The Administration of St Catherine's Amalgamated Clubs
    - vi. Article VI: Vending Machine Monitors
13. Amendment of the JCR Processes Handbook shall require a resolution passed by a two-thirds majority at a JCR Meeting or by a referendum.
14. Both the Constitution and the Processes Handbook are binding documents.

### ARTICLE II: THE JCR EXECUTIVE AND COMMITTEE

All JCR Committee Members shall be elected as set out in the JCR Processes Handbook, II.

All JCR Committee Members are bound the JCR Constitution and the JCR Processes Handbook, and must familiarise themselves with these documents upon election.

### **JCR Executive**

1. There shall be an elected JCR Executive. The Members of the JCR Executive shall be the Executive Representatives. It shall consist of the:
  - a. President,
  - b. Vice-President,

- c. Secretary,
- d. Treasurer,
- e. All three of the Welfare Representatives,
- f. Both of the Entz Representatives

### **JCR Committee**

2. There shall be an elected JCR Committee. The Members of the JCR Committee shall be the JCR Representatives. It shall consist of the Executive Representatives and the:
  - a. Entz elects, when these offices are occupied,
  - b. Charities, Environment and Ethics Rep,
  - c. Careers & Academic Affairs Rep,
  - d. Clubs and Societies Rep,
  - e. Oxford SU Rep,
  - f. IT Rep,
  - g. Access Rep,
  - h. International Student Rep,
  - i. Arts Rep,
  - j. Freshers Rep,
  - k. BAME Rep,
  - l. Social Backgrounds Rep,
  - m. Disabilities Rep,
  - n. LGBTQ+ Rep,
  - o. Womens Rep,
  - p. President-elect, Vice-President-elect, Treasurer-elect, and Welfare-Elects (when these offices are occupied)
3. There shall be an Equal Opportunities Committee, which reports and is answerable to the JCR Committee.
  - a. The Welfare Reps, Access Rep, and International Students Rep shall sit on this Committee.
  - b. It shall also consist of the:
    - i) Black, Asian and Minority Ethnicities Rep (BAME Rep),
    - ii) Disabilities Rep.
    - iii) Social Backgrounds Rep
    - iv) Womens Rep

### **Duties of the JCR Committee Members**

4. No student may hold a position on the JCR Committee if they will be on a year abroad at any point during the position's office.
5. The duties of the JCR Committee Members shall include to:
  - a. Ensure the implementation of all resolutions of the JCR,
  - b. Maintain JCR Property and facilities, liaising with the College where appropriate,
  - c. Facilitate communications between the JCR and the College,
    - i) This will include a requirement for JCR Representatives to attend meetings of the relevant College Committees, as laid out in "Specific Duties of the JCR Committee Members", and report back at the next JCR Committee Meeting.
      - (1) Where appropriate, JCR Committee Members will be required to bring additional Representatives to such meetings, so as to ensure the effective communication of information between the JCR and College.
  - d. Keep the JCR informed of matters of interest to its Members,

- e. Oversee the smooth running of the JCR, in line with the procedures set out in this Constitution and in the JCR Processes Handbook.
- 6. JCR Committee Members shall be elected for specific posts only, and shall hold only one post at a time.
- 7. JCR Executive posts may not be held jointly (with the exception of Entz Representatives, which must be held jointly). Two persons may hold other JCR Committee posts jointly, provided that they are jointly nominated, produce a joint manifesto, and hush as a pair.
- 8. JCR Committee Members shall attend all JCR Committee meetings and JCR Meetings, whether Open or Extraordinary, as well as all husts prior to JCR elections.
  - a. At Open Meetings, JCR Committee Members may present by their own motion, and shall present on request of any JCR Member, a report on their activities as a JCR Committee Member.
  - b. If, due to exceptional circumstances, a JCR Committee Member is unable to attend any Open Meeting or JCR Committee Meeting, they shall provide the President with a written report for presentation in their absence.
  - c. Where JCR Committee positions are split, holders of the split posts shall have one vote between them in JCR Committee Meetings, but one vote each in JCR Open or Extraordinary Meetings
- 9. JCR Committee Members shall work to ensure a smooth handover of responsibilities to incoming JCR Committee Members, and be available for the prompt answering of any questions from their successors for a reasonable period after their post has ended,
- 10. All JCR Committee Members must help the Entz reps to move JCR furniture before and after Entz, unless a disability or medical condition would make this difficult or impossible.
- 11. The JCR has signed the DisCam Accessibility Pledge meaning that members of the JCR and especially Committee will follow the five action motions written into the pledge at all times:

A. Provide accessibility information for every event you organise: Does the venue have step-free access, and if not, how many stairs? Is there an accessible toilet? Is there seating available? Is there a hearing loop? If students with disabilities don't have the necessary information, they don't know if they can attend!

B. Provide contact details for any event you organise so that accessibility information or adjustments can be requested.

C. . Include image descriptions on all images you post on social media and in e-mails and use alt-text on website pages and in documents. For images with substantial text, a plain-text version containing all of the text should be provided.

D. Provide a downloadable, editable document when sending out materials (e.g. term cards). This offers people the opportunity to make adjustments for their needs - such as changing the font size, or background colour.

E. Assume people with disabilities will want to participate in all aspects of your society, common room, or campaign and plan accordingly (rather than accessibility being an afterthought!).

12. Members of the JCR Committee will follow the guidelines for events and materials to the best of their ability.

### **Specific Duties of the JCR Committee Members**

#### ***President***

13. The office of President shall not be held by a final year student.
14. The President shall be the principal officer of the JCR. Their duties shall include, to:
  - a. Chair the JCR Committee and ensure that it meets at least once a fortnight, and that it functions effectively,
  - b. Chair JCR Open and Extraordinary Meetings (see JCR Processes Handbook),
  - c. Attend all meetings of the College's Governing Body, the Welfare Committee, the Student Liaison Committee, the Oxford SU Council, and the JCR Presidents Committee,
  - d. Attend any meetings with University officers (e.g. the Proctors) which they are requested by those officers, a JCR Member, or the College, to attend,
  - e. Work with the College and its officers to further the interests of the JCR,
  - f. Communicate the policies and resolutions of the JCR to the College and vice versa,
  - g. Oversee all arrangements for, and be present and available to freshers during, Freshers' Week, alongside the Fresher's Rep.
  - h. To send three end of Term reports to the JCR via email, summarising what the Committee did during the Term,
  - i. Ensure that all JCR Members are aware that the President may accompany them to any meetings which they have with College, in order to advocate for the JCR member (e.g. meetings regarding suspension of study, course changes, disciplinary hearings, etc.), and to attend any such meeting which the JCR member invites them to,
  - j. To undertake rent negotiations with the College, in conjunction with the JCR Treasurer and MCR President(s), on behalf of the JCR in Hilary Term each year.
  - k. Maintain the JCR Facebook page in conjunction with the JCR IT Rep, ensuring that it remains a useful and safe space for all JCR Members. (This may include removing posts or blocking group Members at the joint discretion of the IT Rep and JCR President.)
  - l. To serve on the Suspension sub-committee
15. Should the President be unable to attend a meeting, they shall send an appropriately briefed representative in their place.

#### ***Vice-President***

16. The Vice-President shall support the President as principal officer of the JCR. Their duties shall include, to:
  - a. Attend any meetings of the Oxford SU Council which they are requested to by the President,
  - b. Attend all meetings of the Student Liaison Committee, the Fabric Sub- Committee, and the Safety Committee,
  - c. Organise the booking and distribution of Matriculation photos (in Michaelmas Term) and JCR photos (in Trinity Term),
  - d. Perform any functions of the President in the case of their absence, inability, or at their request.

- e. To co-ordinate and run the JCR Room Ballot for the next academic year in conjunction with the College Accommodation officer.
- f. To Provide housing information and advice to JCR Members who will be seeking external accommodation for the following year.

### ***Secretary***

17. The Secretary's duties shall include, to:
- a. Be responsible for the upkeep of the JCR Constitution and JCR Processes Handbook,
  - b. Take minutes at all JCR Open and Extraordinary Meetings and all JCR Committee Meetings,
    - i) All of these minutes must be uploaded into organised folders on the JCR website, in conjunction with the IT Rep,
    - ii) JCR Open and Extraordinary Meeting minutes must be circulated to the JCR via email.
  - c. Produce and circulate the agendas of JCR Open and Extraordinary Meetings to JCR Members via email, as well as informing the JCR of any upcoming meetings (see JCR Processes Handbook),
  - d. Liaise with the IT Rep to update the motions spreadsheet with all motions brought to JCR Open Meetings, detailing whether they passed or fell, and to maintain it by ensuring that the relevant JCR Representatives fill in the progress made in the implementation of each passed motion,
  - e. Maintain the JCR pigeon-hole and notice-boards,
  - f. Collate all incoming JCR notices and circulate them in a weekly email to JCR Members,
  - g. Email notices from JCR Members to the secretaries of other College JCRs, as appropriate,
  - h. Promote the JCR Constitution and JCR Processes Handbook, and advise JCR Members as to their requirements where appropriate and whenever asked,
  - i. Liaise with the IT Rep to maintain a current and complete list of JCR Representatives and their manifestoes on the JCR website at all times, as well as a complete list of honorary JCR Members.
  - j. To support the President and Vice-President in the execution of their duties, and assist the wider committee where appropriate

### ***Treasurer***

18. The role of Treasurer shall not be held by a final year student.
19. The Treasurer shall be responsible for the finances of the JCR. Their duties shall include, to:
- a. Prepare and circulate by email to JCR Members at least 24 hours before the first Open Meeting of Michaelmas Term, a budget for the coming academic year,
    - i) detailing the current and expected state of the accounts, the budgets of various JCR Committee Members (subject to their requirements as determined by the JCR Committee in the 1<sup>st</sup> week of Michaelmas Term), anticipated expenditure from the College-owned JCR Reserve Account and any issues foreseen, and,
    - ii) outlining and explaining, in a separate document, any changes since the previous budget,
  - b. Reimburse JCR Members for authorised JCR expenditures,
  - c. Maintain a complete and current record of all financial transactions and accounts, including all receipts for JCR expenditures, in a detailed physical ledger accessible to JCR Committee Members within 24 hours of a request to see it,,

- d. Maintain the JCR's newspaper, article, and magazine subscriptions,
- e. Maintain the JCR Upay account, including changing its username and password as required,
- f. Ensure the JCR Bod Card is adequately topped up for any anticipated spending,
- g. Compile Termly spending reports outlining whether the JCR has overspent or under-spent, and email them, at the discretion of the JCR Executive, to JCR Members at the end of each Term,
- i. Act as holder of the JCR debit card,
- j. Undertake rent negotiations with the College, in conjunction with the JCR Treasurer and MCR President(s), on behalf of the JCR in Hilary Term each year,
- k. Ensure that the President-elect is made fully aware of the additional duties of the Treasurer and the methods of keeping the JCR finances, as set out in the JCR Processes Handbook, before the role is handed over fully,
- l. Fulfil the responsibilities outlined in the JCR Processes Handbook.

### ***Welfare Representatives***

- 20. There shall be three Welfare Reps: Male Welfare Rep, Female Welfare Rep, and LGBTQ+ Welfare Rep, all of whom run and hust separately for the positions.
  - a. The Male and Female Welfare Reps must identify as the respective genders of the roles' titles.
- 21. The Welfare Representatives' duties shall include, to:
  - a. Provide welfare information and services to JCR Members,
  - b. Work with the Equal Opportunities Committee on issues of equality,
  - c. Attend the Oxford University Careers Service peer support training course,
  - d. Attend all meetings of the College Welfare and Equalities Committees, as well as all meetings of the Oxford SU Health and Welfare Committee,
  - e. Attend all meetings of the JCR Equal Opportunities Committee,
  - f. Hold combined welfare sessions once a week,
  - g. Organise Consent workshops for new students in Freshers' week and at the beginning of every term when new visiting students join the college
  - h. Organise Consent Workshop facilitator training for the subsequent year's consent workshops
  - i. Provide Sexual Health products such as condoms (Regular, Thins, XL), lube and pregnancy tests upon request by a member of the JCR (within reason)
  - j. Provide free Sexual Health products and information (as above), as well as sanitary products left in a box in the porters lodge in full view of the porters, in conjunction with the Women's representative,"
  - k. To insert line 19n into the constitution, reading "Remain in communication with the College Counsellor
  - l. Attend one meeting with the Dean and Junior Deans on top of the termly Welfare meeting, every term
  - m. To serve on the Suspension sub-committee

### ***LGBTQ+ Representative***

- 22. The LGBTQ+ Representative's duties shall include:
  - a. To provide LGBTQ+ information and welfare within College, working with the LGBTQ+ Welfare Representative in this area,
  - b. Promote and be the point of contact for Oxford SU's LGBTQ+ campaign within the College,
  - c. Work with the porters to ensure that the rainbow flag is flown for the duration of February (LGBTQ+ history month) every year, as approved by Governing Body in January 2016.



- d. Act as president of the St Catherine's college LGBTQ+ Society

### ***Clubs and Societies Representative***

- 23. In addition to the duties outlined in the JCR Processes Handbook, the duties of the Clubs and Societies Representative shall include to:
  - a. Report to the JCR Committee on the activities of JCR Clubs and their funding,
  - b. Sit on, and attend all meetings of, the Standing Committee of St Catherine's College Amalgamated Clubs,
  - c. Oversee the distribution of money from the St Catherine's College Clubs and Societies fund, in conjunction with the other Members of the Standing Committee of St Catherine's College Amalgamated Clubs and in accordance with the processes outlined in the JCR Processes Handbook.

### ***Oxford SU Representative***

- 24. The Oxford SU Representative's duties shall include, to:
  - a. Attend all meetings of the Oxford SU Council and Oxford SU Reps Committee,
  - b. Act as the College's point of contact for Oxford SU, and facilitate communications between the JCR and Oxford SU,
  - c. Inform the JCR Committee of the work of Oxford SU,
  - d. Promote awareness of Oxford SU and its policies among the JCR Members, including by bringing any relevant Oxford SU motions to JCR Meetings in advance of Oxford SU Council Meetings, and by sending emails to JCR members on a regular basis, and by posting on the JCR Facebook page
  - e. Initiate and co-ordinate student campaigns in co-operation with Oxford SU,
  - f. Provide support and information for any member of the College community who wishes to get involved in any Oxford SU Committee or campaign.

### ***Entz Representatives***

- 25. There shall be two Entz Reps, who run and hust jointly for the positions.
- 26. The duties of the Entz Reps shall be, to:
  - a. Negotiate, with the JCR Treasurer, an Entz budget at the beginning of every Term and update the Committee on this,
  - b. Conceive of, plan, and organise Entz and events. A Termly Entz plan must be agreed with the JCR President and presented to the Dean before 0th week of each Term, so that dates, times and themes can be approved,
  - c. Liaise with the Charities, Ethics and Environment Representative regarding the provision of fundraising activities,
  - d. Maintain the Entz equipment (including lighting, audio equipment, the smoke machine, etc), keeping it in a secure and working condition,
  - e. To coordinate the moving of furniture before and after Entz, organising times to do this with the JCR Committee on the Monday of any week in which an Entz will be held.

### ***Charities, Environment and Ethics Representative***

- 27. The duties of the Charities, Environment and Ethics Rep shall be, to:
  - a. Keep the JCR and the JCR Committee informed about charities activity and be responsible for promoting awareness of environmental issues in the JCR and in the College as a whole,
  - b. Attend Oxford SU's termly charity reps and E&E meetings, as well as any other campaign meetings at the SU and keep the JCR informed of its activities. To

- attend all meetings of the College's Environment Committee.
- c. Organise events, the proceeds from which go to Emilie's Charities and our elected charity (to be nominated and publicised to the JCR in Michaelmas of each Term). Any expenses incurred shall be met from the charities fund
- d. Donate money only to JCR Members in order for them to raise money and awareness for charitable institutions and organisations. Money must not be donated to charities in their own right, nor to individuals seeking sponsorship (except for Emilie's Charities).
- e. Promote the recycling of waste within the College,
- f. Organise Ethical and Environmental campaigns in College, in co-ordination with relevant Oxford SU and student society campaigns,
- g. Organise the JCR Monday night quiz, "Big Rog's Big Quiz"
- h. Participate in and promote campaigns such as the VeggiePledge, Student Switch Off or any such intercollegiate contest on environmental issues that are created.
- i. Maintain the book exchange in the JCR and oversee waste created in JCR events such as munch
- j. To screen which fundraising events and causes receive JCR money by choosing or declining to second the relevant motions at Open Meetings

### ***Careers and Academic Affairs Representative***

28. The duties of the Careers and Academic Affairs Rep shall be, to:
- a. Provide the JCR with information relating to careers and academic affairs,
  - b. Attend all meetings of the College Student Liaison Committee and to be in regular contact with the College Senior Tutor,
  - c. Attend all meetings of the College Library Committee,
  - d. Attend meetings of the Oxford SU Academic Affairs Committee (or equivalent) and to liaise with Oxford SU on academic affairs,
  - e. Liaise with the Careers Service, subscribe to their mail list, and circulate any notices from them to the JCR,
  - f. Allocate JCR Book Grants,
  - g. Advise JCR Members experiencing academic difficulties, putting Members in touch with the Student Advice Service where appropriate,
  - h. Advertise, run auditions for, select, enter and manage the College University Challenge team.
  - i. To collaborate with the Access rep, the Social Backgrounds rep, and the Freshers rep to organise the production of subject guides for the Freshers every year, and to liaise with all Tutors to ensure they are satisfied with the guides; or alternatively, to ensure that the individuals who made the guides have liaised with tutors to ensure this
  - j. Familiarise themselves with college policy surrounding suspension in order to be able to advise students on the matter
  - k. To serve as Chair of the Suspension sub-committee, and advocate to the SLC on behalf of suspended students when needed

### ***IT Representative***

29. The duties of the IT Rep shall be, to:
- a. Attend all meetings of the College Computing Committee,
  - b. Maintain and update the JCR website,
    - i) Liaise with the Secretary to upload minutes from JCR Open and Extraordinary Meetings, as well as JCR Committee Meetings, into organised folders on this website

- ii) Liaise with the Secretary to maintain a current and complete list of JCR Representatives and their manifestoes on this website, as well as a complete list of honorary JCR Members.
- c. Maintain the JCR Mailing List,
- d. Oversee the running of the computer rooms in conjunction with the College IT Manager, and to be responsible for the recommendation of any improvements to the computing facilities,
- e. Organise, advertise, run and judge (as part of a panel of three, selected by the JCR Committee) an annual IT design competition, taking place in Hilary Term,
- f. Liaise with the Secretary to maintain a “motions spreadsheet”; accessible by all Members of the JCR and detailing the progress of ratified motions,
- g. Run all JCR polls, and circulate the results to JCR Members via email (see Processes Handbook),
- h. Maintain the JCR Facebook page in conjunction with the JCR President, ensuring that it remains a useful and safe space for all JCR Members. (This may include removing posts or blocking group Members at the joint discretion of the IT Rep and JCR President.)

### ***Access Representative***

30. The duties of the Access Rep shall be, to:
- a. Facilitate College involvement with the Target Schools campaign and other Access initiatives,
  - b. Produce, maintain and distribute the College’s Alternative Prospectus,
  - c. Attend regular meetings of the Oxford SU Access Officers group.
  - d. Maintain the “Access Booklet”, updating it as required,
  - e. Train and coordinate the team of Catz Student Ambassadors,
  - f. Attend all meetings of the JCR Equal Opportunities Committee,
  - g. Attend all meetings of the College Equality Committee,
  - h. Provide direction, support and information as appropriate for any member of the College community who wishes to get involved in an access initiative or receive support in an access venture.
  - i. To collaborate with the Social Backgrounds rep, the Careers & Academic affairs rep and the Freshers rep to organise the production of subject guides for the Freshers every year, and to liaise with all Tutors to ensure they are satisfied with the guides; or alternatively, to ensure that the individuals who made the guides have liaised with tutors to ensure this

### ***Fresher’s Representative***

31. The duties of the Fresher’s Rep shall be, to:
- a. Undertake the bulk of the organisation of Fresher’s week in conjunction with the President
  - b. To host Fresher’s events throughout the year to encourage integration of years
  - c. To oversee stash design and orders in MT towards the end of their term
  - d. To organise fresher’s bags instead of the charities, environments and ethics officer
  - e. To undertake to make the Fresher’s guides and International Student Guides alongside the Arts and International Representatives
  - f. To design and organise Fresher’s, Committee and Angels tops in Trinity term/summer
  - g. Maintain the JCR DVD library (or ensure that another JCR Representative maintains it) and JCR Committee Room by:
    - i) Checking the DVDs against the full DVD list in 0<sup>th</sup>, 4<sup>th</sup> and 8<sup>th</sup> week of each

- Term in case any are missing, and to make every attempt to recover any that are,
- ii) Moving the DVDs into the Committee Room at the end of each Term, and back again at the start of each Term,
  - iii) Ensuring that the Committee Room remains organised and functional, regularly clearing out any unused items.
- h. Ensure the JCR gaming controllers, pool cues and pool balls are moved into the committee cupboard at the end of each Term and back again at the start of each term
  - i. To organise and assign College families
  - j. Maintain the JCR games room through the purchase of approved items and the replacement of damaged and worn items,
  - k. To collaborate with the Access rep, Social Backgrounds rep, and the Careers & Academic affairs rep to organise the production of subject guides for the Freshers every year, and to liaise with all Tutors to ensure they are satisfied with the guides; or alternatively, to ensure that the individuals who made the guides have liaised with tutors to ensure this
  - l. To organise the distribution of subject guides to incoming freshers during freshers' week at the start of the year

### ***Women's Representative***

30. The Women's Rep shall:

- a. Represent and uphold the interests of women in College and be responsible for all information and materials relating to women and women's activities in Oxford and nationwide
- b. Have overall responsibility within the JCR to represent female students so that they may participate as fully as they wish in university and college life without fear of offence, intimidation, or discrimination
- c. To promote the welfare of women at the college.
- d. To lobby the college to better implement the aims in its access and outreach programmes to better support these students, both financially and pastorally.
- e. 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.
- f. Attend meetings of relevant college committees, in this instance, JCR committee meetings and Equality Meetings.
- g. Liaise with Oxford SU to promote representation of female students
- h. Work together with other JCR committee members - specifically the Access, BAME, Social Backgrounds, Disability & LGBTQ+ representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap.
- i. Attend Oxford SU "First Responder" training and "Consent Workshop Facilitator" training at the first available opportunity subsequent to election
- j. Provide free non-reusable sanitary products upon request by a member of the JCR (within reason), in conjunction with the Welfare Representatives
- k. Subsidise 50% of the cost of reusable sanitary products including Mooncups, Thinx pants and reusable sanitary towels, not including accessories or delivery. Subsidise one product per person to begin with and then at the discretion of the Women's Rep, in conjunction with the Welfare Representatives

### ***International Students Representative***

31. The duties of the International Students Rep shall be, to:

- a. Act as the voice of international and visiting students, and serve as a liaison between international and visiting students and the JCR Committee,
- b. Work with the College's Visiting Students Administrator to improve the quality of life and academic experience for visiting students,
- c. Assist in the organisation of international and visiting student events and keep a visiting student mailing list,
- d. Attend all meetings of the JCR Equal Opportunities Committee and the College Equality Committee,
- e. Organise a smooth transition between incoming and outgoing visiting students in conjunction with the College's Visiting Students Administrator,
- f. Assist international students, alongside the Equal Opportunities Rep, with any difficulties they encounter whilst settling in, relating, for instance, to the setting up of bank accounts, obtaining phone lines or visas,
- g. Produce the International Students' Fresher's Guide in conjunction with the Arts Rep,
- h. Oversee the effective use and organisation of the JCR international storage cupboards by:
  - i) Ensuring that any items stored in them belong to international students, and are clearly labelled with the owner's name, contact details and date of being put into the cupboard,
  - ii) Regularly clearing out any unlabelled items,
  - iii) Ensuring that the boxes provided are used in every possible instance to contain any items being stored within the cupboard. This will mean that all items are stackable, accessible and organised, with little risk of damage.
  - iv) Ensuring that the areas marked red on the floor are left empty.

### ***Arts Representative***

32. The duties of the Arts Rep shall be, to:
- a. Encourage participation in all the arts and their activities and support arts-related clubs and individuals,
  - b. Produce the Freshers' Guide over the Summer Vacation,
  - c. Promote the work of students involved in the arts to the JCR,
  - d. Promote, and involve themselves in the activities and affairs of, the Catz Arts Club
  - e. Assist the Access rep in producing the alternative prospectus
  - f. Organise Arts events in Freshers' week alongside the Freshers' Rep
  - g. Assist the Freshers' rep with College stash
  - h. Organise a week long programme in celebration of the Arts, "Catz Arts Week".

### ***Social Backgrounds Representative***

33. The Social Backgrounds Rep shall:
- a. Have overall responsibility within the JCR to represent working class, low income, state comprehensive educated, first generation, student parents, young carers, foundation year students, care experienced, 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 implement the aims in its access and outreach programmes 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, in this instance, JCR committee meetings and Equality Meetings.
- f. Liaise with Oxford SU's Class Act campaign, to aid its work and the implementation of any of its initiatives on a college level.
- g. Attend meetings set up between Class Act and college Class Officers.
- h. Work together with other JCR committee members - specifically the Access, BAME and Disability representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap.
- i. To collaborate with the Access rep, the Careers & Academic affairs rep, and the Freshers rep to organise the production of subject guides for the Freshers every year, and to liaise with all Tutors to ensure they are satisfied with the guides; or alternatively, to ensure that the individuals who made the guides have liaised with tutors to ensure this.

### ***BAME Representative***

#### **34. The BAME Rep shall:**

- a. Have overall responsibility within the JCR to represent BAME 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 implement the aims in its access and outreach programmes 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, in this instance, JCR committee meetings and Equality Meetings.
- f. Liaise with Oxford SU to promote BAME representation
- g. Work together with other JCR committee members - specifically the Access, Social Backgrounds and Disability representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap.

### ***Disability Representative***

#### **35. The Disability Rep shall:**

- a. Have overall responsibility within the JCR to represent students with disabilities 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 implement the aims in its access and outreach programmes 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, in this instance, JCR committee meetings and Equality Meetings.
- f. Liaise with Oxford SU to ensure maximum recognition of the needs of students

- with disabilities
- g. Work together with other JCR committee members - specifically the Access, BAME and Social Backgrounds representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap.
- h. To serve on the Suspension sub-committee

### **Sub-Committees**

36. A sub-committee of the JCR may only be set up or dissolved by a resolution of the JCR, or a formal decision of the JCR Committee.
  - a. The Chair of each sub-committee shall be a full member of the JCR, appointed by the President. The Chair of such a sub-Committee shall be the JCR Committee Representative for that sub-committee, and shall co-opt at least one JCR Committee member, with the approval of the Executive, to join the sub-committee.
  - b. Other Members shall be JCR Members selected at the sub-committee Chair's discretion.
  - c. All Chairs of sub-committees shall report personally to the JCR Executive. They shall also report to the JCR at each ordinary meeting should any JCR member request it, or if the sub-committee wishes to make a report of their own volition (at the discretion of the President when they ask for reports).
  - d. The quorum at all sub-committee meetings shall be 3, and shall always include the Chair and a JCR Committee member.
  - e. Notice of the formation or dissolution, and of the Members, of a JCR sub-committee shall be posted on the JCR notice board and circulated to JCR Members via email.

### **Compliance and Ejection**

37. Upon election, it shall be the duty of JCR Representatives to familiarise themselves and act in accordance with this Constitution and the JCR Processes Handbook, including Article IV of the JCR Processes Handbook, to which JCR Representatives shall pay particular attention.
38. If a JCR Representative fails to uphold their obligations under the Constitution or the Processes Handbook, or otherwise fails to act in the interests of the JCR Committee, the JCR, or the wider College or University, the President or any other JCR Member may,
  - i. Present a petition, signed by at least 60 JCR Members (none of whom may be a JCR Committee member) and supporting the Representative's vacation of their role, at a JCR Open Meeting,
  - j. Propose that the Representative vacate his or her role,
    - i) Any such proposal by the JCR President shall be circulated to the other JCR Representatives at least 3 days of full term before the JCR Committee meeting at which it will be raised,
    - ii) Any such proposal by a JCR Member other than the President may be signed or anonymous, and shall in either case be sent in writing to the Secretary or, if the proposal concerns the Secretary, to the President, for inclusion on the agenda of the next possible JCR Open Meeting. It shall thereafter proceed as for other motions to the JCR, subject to protection of the anonymity of the proposer. To that end, a JCR Member making an anonymous proposal shall be required to provide a speech in support of it to be read by the Chair of the JCR Open Meeting.

- iii) In receipt of a proposal, the Secretary shall email the JCR as soon as possible with notice of the proposal and an invitation to JCR Members to submit written responses to it. Any responses thus submitted shall be read by the Chair at the relevant meeting without divulging the identity of their author, whose identity shall be treated in the strictest confidence.
  - iv) A proposal to revoke a JCR Representative's role shall be voted upon by secret ballot and require a two-thirds majority to pass (each Representative or JCR Member receiving a single vote).
33. If a petition is brought, or a proposal is brought and carried, the JCR Representative shall vacate their role within 48 hours. A by-election for the vacant role shall then be held unless impracticable, in which case the President – in consultation with the JCR Committee and by prompt email notice to the JCR – shall co-opt a JCR Member to fill the vacant role, subject to that Member's agreement.