

Constitution of
St Catherine's College
Junior Common Room



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ARTICLE I: PRELIMINARY	2
NAMES AND OBJECTIVES	2
MEMBERSHIP	2
CONSTITUTION	2
PROCESSES HANDBOOK	3
ARTICLE II: THE JCR EXECUTIVE AND COMMITTEE	4
JCR EXECUTIVE	4
JCR COMMITTEE	4
DUTIES OF THE JCR COMMITTEE MEMBERS	4
SPECIFIC DUTIES OF THE JCR COMMITTEE MEMBERS	6
<i>President</i>	6
<i>Vice-President</i>	7
<i>Secretary</i>	7
<i>Treasurer</i>	8
<i>Welfare Representatives</i>	8
<i>Entz Representatives</i>	9
<i>Careers and Academic Affairs Representative</i>	9
<i>IT Representative</i>	10
<i>Charities, Environment and Ethics Representative</i>	10
<i>Clubs and Societies Representative</i>	11
<i>Freshers' Representative</i>	11
<i>Oxford SU Representative</i>	11
<i>Arts Representative</i>	12
<i>Alternative Events Representative</i>	12
<i>Access Representative</i>	12
<i>Social Backgrounds Representative</i>	13
<i>International Students' Representative</i>	14
<i>Ethnic Minorities Representative</i>	14
<i>Disabilities Representative</i>	15
<i>LGBTQ+ Representative</i>	15
<i>Women*'s Representative</i>	16
<i>Social Media Representative</i>	17
SUB-COMMITTEES	18
COMPLAINTS PROCEDURE	18
RECALL PROCEDURE	19



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 1st 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. These positions shall not be held by final year students. The JCR Executive 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. Careers & Academic Affairs Rep,
 - b. IT Rep,
 - c. Charities, Environment and Ethics Rep,
 - d. Clubs and Societies Rep,
 - e. Freshers' Rep,
 - f. Oxford SU Rep,
 - g. Arts Rep,
 - h. Alternative Events Rep,
 - i. Access Rep,
 - j. Social Backgrounds Rep,
 - k. International Students' Rep,
 - l. ETHNIC MINORITIES Rep,
 - m. Disabilities Rep,
 - n. LGBTQ+ Rep,
 - o. Women*'s Rep,
 - p. President-elect, Vice-President-elect, Treasurer-elect, Entz-elects and Welfare-elects (when these offices are occupied).

Duties of the JCR Committee Members

3. 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.



4. 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.
 - ii. 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.
5. JCR Committee Members shall be elected for specific posts only, and shall hold only one post at a time.
6. 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.
7. 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 an Open Meeting they shall inform the President in advance; if they are unable to attend a 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.
8. If selling items/services in their capacity as a JCR Committee Member, JCR Committee Members must explicitly state where the proceeds of the sale will end up and, if applicable, the split between different destinations e.g. £5 of this £10 water bottle will go to charity, and £5 will go to the manufacturer.
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, or unless they give a legitimate reason otherwise.
11. The JCR has signed the DisCam Accessibility Pledge meaning that members of the JCR and especially Committee at all times will follow the five action motions written into the pledge at which reads:



- 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!).*

Specific Duties of the JCR Committee Members

President

12. The President shall be the principal officer of the JCR and the JCR Committee. Their duties shall be, to:
 - a. Call and chair the JCR Committee Meetings,
 - 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, the IT Committee, and the JCR Presidents Committee, and shall provide a summary via email of what is discussed in these Committees to the JCR,
 - 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 Freshers' Rep,
 - h. 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
 - j. changes, disciplinary hearings, etc.), and to attend any such meeting which the JCR Member invites them to,
 - k. Undertake rent negotiations with the College in consultation with the JCR Executive at their discretion, on behalf of the JCR in Hilary Term each year,



- l. Oversee the public JCR social media pages, and as they see fit delegate the responsibilities to administer them to other JCR Committee Members,
- m. Serve on any meetings of Suspension sub-committee,
- n. As Chair of JCR Open Meetings, take action if necessary to ensure that discourse does not harass individuals or groups of students, and to intervene and eject any members who make racist comments,
- o. Should the President be unable to attend a meeting, send an appropriately briefed representative in their place,
- p. Run all JCR polls, and circulate the results to JCR Members via email in conjunction with the IT Rep (see Processes Handbook).

Vice-President

- 13. The Vice-President shall support the President as principal officer of the JCR. Their duties shall be, 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 year and sports teams' photos (in Trinity Term),
 - d. Perform any functions of the President in the case of their absence, inability, or at their request,
 - e. Coordinate and run the JCR Room Ballot for the next academic year in conjunction with the College Accommodation officer,
 - f. Provide housing information and advice to JCR Members who will be seeking external accommodation for the following year.

Secretary

- 14. The Secretary's duties shall be, 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 via email to JCR Members,
 - g. Email notices from JCR Members to the secretaries of other College JCRs, as appropriate,
 - h. Advise JCR Members where appropriate as to the requirements of the JCR Constitution and JCR Processes Handbook,
 - i. Support the President and Vice-President in the execution of their duties, and assist the wider committee where appropriate.

Treasurer

15. The Treasurer shall be responsible for the finances of the JCR. Their duties shall be, 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 1st 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 ledger accessible to JCR Committee Members within 48 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,
 - h. Act as holder of the JCR debit card,
 - i. 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,
 - j. Remove themselves as signatories from the JCR bank account upon handing over to the new Treasurer,
 - k. Fulfil the responsibilities outlined in the JCR Processes Handbook.

Welfare Representatives



16. There shall be three Welfare Reps: Men*'s Welfare Rep, Women*'s Welfare Rep, and LGBTQ+ Welfare Rep, all of whom run and hust separately for the positions.



- a. All three must identify with the respective identities of the roles.
17. The Welfare Representatives' duties shall be, to:
 - a. Provide welfare information and services to JCR Members,
 - b. Attend the Oxford University Careers Service peer support training course,
 - c. Attend all meetings of the College Welfare and Equalities Committees,
 - d. Hold combined welfare sessions once a week,
 - e. Organise Consent Workshops for new students in Freshers' week and at the beginning of every term when new visiting students join the college,
 - f. Organise Consent Workshop facilitator training for the subsequent year's consent workshops,
 - g. Provide Sexual Health products such as condoms (Regular, Thins, XL), lube and pregnancy tests upon request by a member of the JCR (within reason),
 - h. 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,
 - i. Remain in communication with the College Counsellor,
 - j. Attend one meeting with the Dean and Junior Deans on top of the termly Welfare meeting, every term,
 - k. Serve on any meetings of Suspension sub-committee.
 - l. Manage the Gender Expression Fund in conjunction with the LGBTQ+ Representative(s).

Entz Representatives

18. The duties of the two 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, etc.), keeping it in a secure and working condition,
 - e. Coordinate the moving of furniture before and after Entz, organising times to do this with the JCR Committee,
 - f. Attend all meetings of the College's Welfare Committee.

Careers and Academic Affairs Representative

19. 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. Be in regular contact with the College Senior Tutor and the Alumni and Development Office,
 - c. Attend all meetings of the College Student Liaison Committee and 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 SU Student Advice Service where appropriate,
- h. Liaise with the MCR Academic Rep and delegate if appropriate the advertising, running of auditions for, selecting, entering and managing of the College University Challenge team,
- i. Collaborate with the Access 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. Serve as Chair of the Suspension sub-committee, and advocate to the SLC on behalf of suspended students when needed.

IT Representative

20. 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. 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. Liaise with the Secretary to maintain a "motions spreadsheet"; accessible by all Members of the JCR and detailing the progress of ratified motions,
 - f. Run all JCR polls, and circulate the results to JCR Members via email in conjunction with the President (see Processes Handbook).

Charities, Environment and Ethics Representative

21. 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,
- c. Attend all meetings of the College's Environment Committee,
- d. Encourage and support student environmental groups and leadership in the College e.g. Green Impact,
- e. 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,
- f. 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),
- g. Screen which fundraising events and causes receive JCR money by choosing or declining to second the relevant motions at Open Meetings,
- h. Promote the recycling of waste within the College, and oversee waste created in JCR events such as munch,
- i. Organise Ethical and Environmental campaigns in College, in co-ordination with relevant Oxford SU and student society campaigns,
- j. Organise the JCR Monday night quiz.

Clubs and Societies Representative

22. In addition to the duties outlined in the JCR Processes Handbook, the duties of the Clubs and Societies Representative shall be, to:
 - a. Report to the JCR Committee on the activities of JCR Clubs and Societies 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,
 - d. Organise and oversee the St Catherine's College Freshers' Fair, and provide information on current Clubs and Societies for the Freshers' Guide,
 - e. Collaborate with the Freshers' Rep to organise a Varsity sport tournament to be held each Trinity Term with Robinson College, Cambridge.

Freshers' Representative

23. The duties of the Freshers' Rep shall be, to:
 - a. Undertake the bulk of the organisation of Freshers' week in conjunction with the President,
 - b. Host Fresher's events throughout the year to encourage integration of years,
 - c. Oversee stash design and orders once a term,
 - d. Organise freshers' bags,



- e. Coordinate the production of the Freshers' guides liaising with the Arts Rep, and International Student Guides liaising with the International Students' Rep,
- f. To design and organise Freshers, Committee and Angels' tops before 0th week Michaelmas,
- g. Organise and assign College families,
- h. Maintain the JCR games room through: the purchase of approved items; the replacement of damaged and worn items; the storage of items in the Committee cupboard during vacations,
- i. Collaborate with the Access 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,
- j. Organise the distribution of subject guides to incoming freshers during Freshers' week at the start of the year,
- k. Collaborate with the Clubs and Societies Rep to organise a Varsity sport tournament to be held each Trinity Term with Robinson College, Cambridge.

Oxford SU Representative

24. The Oxford SU Representative's duties shall be, 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 coordinate student campaigns in cooperation 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.

Arts Representative

25. 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 in conjunction with the Freshers' Rep,
 - c. Promote the work of students involved in the arts to the JCR,
 - d. Organise Arts events in Freshers' week alongside the Freshers' Rep,
 - e. Assist the Freshers' rep with College stash,
 - f. Organise an annual "Catz Arts Week" in 3rd week of Trinity Term.

Alternative Events Representative



26. The duties of the Alternative Events Rep shall be, to:
- a. Run alternatives to every Entz which are alcohol-free and have reduced noise levels, meaning quiet ambient music or no music,
 - b. Ensure that any other events which have high noise levels or which revolve around alcohol have alternatives run by the Alternative Events Representative,
 - c. Work with the Freshers' Representative to ensure that alcohol-free, quieter alternative events to club nights are run every evening in Freshers' Week,
 - d. Organise the booking of rooms and purchase of food for said events,
 - e. Organise other alcohol-free, quiet events over the course of the year as the representative sees fit.

Access Representative

27. The duties of the Access Rep shall be, to:
- a. Facilitate College involvement with the SU Target Schools campaign, the Catz Catalyst programme 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. Oversee the team of Catz Student Ambassadors in conjunction with the Admissions Office,
 - e. Attend all meetings of the College Equality Committee,
 - f. 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,
 - g. Collaborate with 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,
 - h. Work with other JCR Committee Members - specifically the Social Backgrounds, ETHNIC MINORITIES, Disabilities, International Students', LGBTQ+ and Women*'s representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap,
 - i. Work with the Social Backgrounds Rep on the 'Humans of St Catz' Facebook and Instagram pages,
 - j. Arrange and attend meetings with the Admissions team focused on improving and pursuing access and outreach initiatives in the college,
 - k. Work with the LGBTQ+, ETHNIC MINORITIES, Social Backgrounds, Disabilities, International Students' and Women*'s representatives, alongside the College administration to organise an annual Equalities Week in the 7th week of Michaelmas Term.

Social Backgrounds Representative



28. The duties of the Social Backgrounds Rep shall be, to:



- 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. Promote the welfare of these students at College by:
 - i. Lobbying the College to better implement the aims of its Access and Outreach programmes,
 - ii. Ensuring that College and University resources and services are well publicised and accessible.
- c. Attend all meetings of the College Equality Committee,
- d. Host and participate in the Identities Workshops alongside other Identities Reps, which are held in Freshers' Week and other times,
- e. Liaise with the Oxford SU's Class Act campaign, to aid its work and the implementation of any of its initiatives on a College level; and attend meetings set up between Class Act and College Class Officers,
- f. Work with other JCR committee members - specifically the Access, ETHNIC MINORITIES, Disabilities, International Students', LGBTQ+ and Women*'s representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap,
- g. Work with the Access Rep on the 'Humans of St Catz' Facebook and Instagram pages,
- h. Arrange and attend meetings with the Admissions team focused on improving and pursuing access and outreach initiatives in the College,
- i. Work with the LGBTQ+, Access, ETHNIC MINORITIES, Disabilities, International Students' and Women*'s representatives, alongside the College administration to organise an annual Equalities Week in the 7th week of Michaelmas Term.

International Students' Representative

29. 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. Assist in the organisation of international and visiting student events and keep an updated visiting student mailing list,
 - c. Attend all meetings of the College Equality Committee,
 - d. Host and participate in the Identities Workshops alongside other Identities Reps, which are held in Freshers' Week and other times,
 - e. Work with the College's Visiting Students Administrator to oversee the social and academic experience of visiting students, and to organize a smooth transition for incoming and outgoing visiting students,
 - f. Assist international students 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' Guide in conjunction with the Freshers' Rep,



- h. Oversee the effective use and organisation of the JCR international storage cupboards, in conjunction with the Vice-President, 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 there is sufficient empty space on the floor for ease of access.
- i. Work with other JCR Committee Members - specifically the Access, ETHNIC MINORITIES, Disabilities, Social Backgrounds, LGBTQ+ and Women*'s representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap,
- j. Work with the LGBTQ+, Access, ETHNIC MINORITIES, Social Backgrounds, Disabilities and Women*'s representatives, alongside the College administration to organise an annual Equalities Week in the 7th week of Michaelmas Term.

Ethnic Minorities Representative

- 30. The duties of the Ethnic Minorities Rep shall be, to:
 - a. Have overall responsibility within the JCR to represent students from ethnic minorities so that they may participate as fully as they wish in University and College life without fear of offence, intimidation, or discrimination,
 - b. Promote the welfare of students from ethnic minorities at College by:
 - i. Lobbying the College to better implement the aims of its Access and Outreach programmes,
 - ii. Ensuring that College and University resources and services are well publicised and accessible,
 - iii. Where necessary negotiating with College to enhance and make available further resources for these students based on the differences their welfare concerns may be.
 - c. Attend all meetings of the College Equality Committee,
 - d. Host and participate in the Identities Workshops alongside other Identities Reps, which are held in Freshers' Week and other times,
 - e. Liaise with Oxford SU to promote ethnic minorities representation,
 - f. Work with other JCR Committee Members - specifically the Access, Social Backgrounds, Disabilities, International Students', LGBTQ+ and Women*'s representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap,
 - g. Work with the LGBTQ+, Access, Social Backgrounds, Disabilities, International Students' and Women*'s representatives, alongside the College administration



to organise an annual Equalities Week in the 7th week of Michaelmas Term.



Disabilities Representative

31. The duties of the Disabilities Rep shall be, to:
 - a. Have overall responsibility within the JCR to represent disabled students so that they may participate as fully as they wish in University and College life without fear of offence, intimidation, or discrimination,
 - b. Promote the welfare of these students at College by:
 - i. Lobbying the College to better implement the aims of its Access and Outreach programmes,
 - ii. Ensuring that College and University resources and services are well publicised and accessible.
 - c. Attend all meetings of the College Equality Committee, and serve on any meetings of Suspension sub-committee,
 - d. Host and participate in the Identities Workshops alongside other Identities Reps, which are held in Freshers' Week and other times,
 - e. Liaise with the Oxford SU's Disabilities Campaign to ensure maximum recognition of the needs of disabled students,
 - f. Work with other JCR Committee Members - specifically the Access, Social Backgrounds, Ethnic Minorities, International Students', LGBTQ+ and Women*'s representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap,
 - g. Work with the LGBTQ+, Access, ETHNIC MINORITIES, Social Backgrounds, International Students' and Women*'s representatives, alongside the College administration to organise an annual Equalities Week in the 7th week of Michaelmas Term.

LGBTQ+ Representative

32. The LGBTQ+ Representative's duties shall be, to:
 - a. 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,
 - e. Host and participate in the Identities Workshops alongside other Identities Reps, which are held in Freshers' Week and other times,
 - f. Work with other JCR Committee Members - specifically the Access, ETHNIC MINORITIES, Disabilities, International Students', Social Backgrounds, and Women*'s representatives - to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap,



- g. Work with the Access, ETHNIC MINORITIES, Social Backgrounds, Disabilities, International Students' and Women*'s representatives, alongside the College administration to organise an annual Equalities Week in the seventh week of Michaelmas Term.
- h. Administer the Gender Expression Fund in conjunction with the Welfare Representatives.



Women*'s Representative

33. The duties of the Women*'s Rep shall be, to:
- 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. Promote the welfare of women* at College by:
 - i. Lobbying the College to better implement the aims of its Access and Outreach programmes,
 - ii. Ensuring that College and University resources and services are well publicised and accessible.
 - d. Attend all meetings of the College Equality Committee,
 - e. Host and participate in the Identities Workshops alongside other Identities Reps, which are held in Freshers' Week and other times,
 - f. Liaise with Oxford SU to promote representation of female* students,
 - g. Work with other JCR Committee Members - specifically the Access, ETHNIC MINORITIES, Disabilities, International Students', LGBTQ+ 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. Attend the Oxford SU "Bystander Intervention" and "Consent Workshop Facilitator" training at the first available opportunity subsequent to election; and read their "Women*'s Rep Guide",
 - i. Provide free non-reusable sanitary products upon request by a member of the JCR (within reason), in conjunction with the Welfare Representatives,
 - j. Subsidise 50% of the cost of reusable sanitary products (including Mooncups, Thinx pants, reusable sanitary towels, etc.) not including delivery; one product per person initially, and then at the discretion of the Women*'s Rep, in conjunction with the Welfare Representatives,
 - k. Work with the LGBTQ+, Access, ETHNIC MINORITIES, Social Backgrounds, Disabilities and International Students' representatives, alongside the College administration to organise an annual Equalities Week in the 7th week of Michaelmas Term.

Social media representative

34. The duties of the Social Media Rep shall be, to:
- a. Oversee and maintain the public and private JCR social media pages, in collaboration with the JCR President and IT rep.
 - b. Liaise with the JCR Committee, in terms of content to publicise
 - c. Upon election, meet with the College Communications Officer and the JCR President.



- d. Be responsible for the JCR cameras, by organising and overseeing a borrowing system during term-time, keeping them in a safe location over the vacations and liaising with the JCR Treasurer to renew their insurance policies annually.

Sub-Committees

35. 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 Open 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 circulated to JCR Members via email.

Complaints Procedure

1. Formal complaints about a member of the JCR Committee should be made to the Secretary.
 - a. If the complaint concerns the Secretary, it should be made to the President.
 - b. If the complaint concerns both the Secretary and the President, it should be made to the Vice-President, and so on down the Executive order of seniority.
2. If the complaint concerns a majority or all of the JCR Executive Committee it should be brought to an Extraordinary Open Meeting.
3. The member of the Executive Committee who receives the complaint will act as and henceforth be known as "the Independent Chair".
4. The Independent Chair will refer the complaint to the JCR Executive, minus any Executive Committee member implicated in or making the complaint, who will act as and henceforth be known as "the Jury".
5. If the complainant wishes to remain anonymous, they may ask someone to present the complaint on their behalf, this person will act as a conduit between the Jury and the complainant. If the complainant does not wish to remain anonymous, they should respond to questions put to them by the Jury in person.



6. The implicated Committee member should respond to questions put to them by the Jury in person.
7. The Jury may request further evidence from other people involved.
8. After the evidence has been given, each member of the Jury must vote for or against, or abstain, on each of the following responses:
 - a. Insufficient evidence to come to a conclusion, the complaint is left unresolved;
 - b. Complaint dismissed;
 - c. Written apology from the implicated Committee member, the wording of which must satisfy the Jury, to be sent to the complainant;
 - d. Formal apology from the implicated Committee member at the subsequent Open Meeting, where questions must be taken and answered, which will be published in the JCR Open Meeting minutes;
 - e. Recall motion to be submitted by the Jury to the next JCR Open Meeting.
9. The Jury must proceed with whichever of the responses receives the most votes (calculated as the votes in favour minus the votes against). If multiple responses receive the same number of votes, they will be voted on again and if they remain tied, the Independent Chair will have the casting vote.
10. If either the complainant or the implicated Committee member is dissatisfied with the result of the complaints procedure, they can either:
 - a. Appeal in writing to the Jury, who will then take a vote on whether to consider the complaint again. If the Jury votes against considering the complaint again, the complainant/implicated member of the Committee can still appeal to the JCR. If the Jury votes for considering the complaint again, the procedure as laid out in paragraph 8. begins again; or,
 - b. Appeal to the JCR at an Open Meeting (redundant in the case of a recall motion) where the JCR will vote on whether the decision of the Jury was correct. The Independent Chair should produce a summary of how the Jury reached its decision and the complainant (or the person acting on the complainant's behalf) and implicated Committee member must answer questions from the JCR. If the JCR decides to uphold the decision of the Jury, the complainant and implicated Committee member must accept the result. If the Committee member refuses to accept the JCR's decision, they must resign. If the JCR decides not to uphold the decision of the Jury, they must vote on the following responses (with the same voting system used as in the Jury where members of the JCR are equivalent to members of the Jury):
 - i. Insufficient evidence to come to a conclusion, the complaint is left unresolved;
 - ii. Complaint dismissed;
 - iii. Written apology from the implicated Committee member to be sent to the complainant;
 - iv. Formal apology from the implicated Committee member at the subsequent Open Meeting, with questions from the JCR, to be published in the JCR Open Meeting minutes;
 - v. Committee member is recalled from their post.



Recall Procedure

1. It should be noted that recall motions may be submitted to Open Meetings by any member of the JCR without pursuing a formal complaint first.
2. If the recall motion is the product of the Complaints procedure and is brought forward by the Executive Committee, but the JCR decides against recall, then the JCR will vote on whether to pursue an alternative response as laid out in paragraph 10b.
3. If a recall motion is submitted and the proposer so requests, the President must call an Extraordinary Open Meeting within 48 hours of receiving the motion.
4. To pass, the recall motion must receive a simple majority.
5. The JCR may amend the recall motion to refer it to the Executive Committee as a formal complaint, initiating the Complaints Procedure.