



Christ's JCR Constitution

CHRIST'S JCR CONSTITUTION

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Section 1. General

- (1) In this Constitution the expression "GB" shall mean the Governing Body of Christ's College; the expression "CCSU" shall mean the Christ's College Students' Union; the expression "JCR" shall mean the Christ's College Undergraduate Society; the expression 'MCR' shall mean the Christ's College Graduate Society; the expression 'Council' shall refer to the elected body of JCR representatives; the expression "Exec" shall mean the Executive Committee of the JCR Council; and the term "OM" shall mean an Open Meeting of the JCR.
- (2) The CCSU shall be the parent body of the JCR and MCR, and the JCR shall be subject to the CCSU constitution.
- (3) No alteration shall be made to this Constitution without the approval of GB, and OM or referendum. All alterations to this Constitution shall be in accordance with the Education Act 1994.
- (4) Standing Orders may be amended by referendum or OM alone, as under Section 2. If GB judges any provision of Standing Orders to be inconsistent with this Constitution, then that provision shall be null and void with retrospective effect.
- (5) This Constitution shall be submitted to GB for review in accordance with the Education Act 1994, within twelve months and at intervals of not more than five years thereafter.
- (6) The JCR shall act in a fair and democratic manner in accordance with the Education Act 1994.
- (7) The membership of the JCR shall be those matriculated undergraduates of Christ's College, subject to the right not to be a member as under Section 1(8).
- (8) Any person qualified to be a member of the JCR may, by written notice to the President of the JCR, declare that they do not wish to be a member. The decision not to be a member of the JCR shall be a further decision not to be a member of the CCSU. Any person eligible to be a member that has previously disaffiliated with JCR may re affiliate by written notice to the President.
- (9) Any member of the College who exercises the right not to be a member of the JCR shall not be unfairly disadvantaged with regard to the provision of services or otherwise.

- (10) The object of JCR shall be to promote the interests of its members as determined by its members, within the bounds permitted by Charity Law.
- (11) In the event of any dispute arising as to the interpretation of the provisions of this Constitution, the ruling of the Master of Christ's College shall be final.

Section 2. Open Meetings and Referenda

- (1) The OM shall be the sovereign body of the JCR, except that it shall be bound by the outcome of referenda, whether enacted previously or subsequently.
- (2) The Council shall convene at least two OM in each of the Michaelmas and Lent full terms, and at least one OM in the Easter Full Term. An OM must be convened within seven days if a written request is received, signed by at least 5% of the JCR membership, unless there are fewer than seven days of Full Term remaining, in which case the meeting shall take place within seven days of the start of the next Full Term.
- (3) Referenda shall be called at the discretion of the Council, or at the written request of at least 10% of the JCR membership. In the latter case, a referendum shall take place within ten days of receiving the request, unless there are fewer than ten days of Full Term remaining, in which case the referendum shall be held within ten days of the start of the next Full Term.
- (4) OM and referenda shall be carried out in accordance with Standing Orders Sections A and B.
- (5) The quorum at an OM shall be 5% of the JCR membership for an ordinary motion, 10% of the JCR membership for a constitutional motion, and 20% of the JCR membership for a motion of no confidence. Ordinary motions shall be passed by simple majority while constitutional motions and motions of no confidence shall require a two thirds majority.
- (6) The quorum required for all motions voted on by referendum shall be 10% of the JCR membership, except for motions of no confidence which shall require 20% of the JCR membership. Ordinary motions shall be passed by simple majority while constitutional motions and motions of no confidence shall require a two thirds majority.
- (7) Where an OM or referendum passes any change to this Constitution, it shall be the duty of the Exec to submit those changes to GB as soon as practicable for ratification.

- (8) An Emergency OM (EOM) may be called by the Council at any time, and must be called within 24 hours of receiving a petition signed by at least 10% of the JCR membership. An EOM must be publicised immediately, and may only discuss the motion(s) for which it has been called. The EOM must take place not less than twenty-four hours, and not more than five days, after notice is given. The quorum for an EOM shall be the same for an ordinary OM as outlined in Section 2(5).
- (9) Any policy passed at an OM or by referendum shall stand for a period of three years, unless renewed by a further OM or referendum, or continued by the Council voluntarily. Any changes within three years may only be passed by OM or by referendum, corresponding to how the original policies were passed.

Section 3. The Council

- (1) The Council, directed by and including the Exec, collectively shall be responsible for pursuing such objectives as are dictated by OM or referenda, for the administration of JCR finances, and for the organisation of JCR activities.
- (2) The Exec shall be responsible for communicating with College administration and ensuring the implementation of Council decisions.
- (3) The Exec shall include the following Major Officers:
- i. President
 - The President shall be the formal head of CCSU and of the JCR, and shall take ultimate responsibility for the activities and organisation of the Council.
 - ii. Vice President
 - The Vice President shall be the Vice President of the JCR and CCSU and shall support the President in their duties, and ensure that the JCR Constitution, CCSU Constitution and Standing Orders are adhered to. They shall also act as External Officer and Educational Affairs Officer.
 - iii. Treasurer
 - The Treasurer shall be the Treasurer of CCSU and the JCR and shall be responsible for CCSU and JCR finances, and shall maintain communication between the Council, the CCSU Finance Committee, and the amalgamated clubs regarding budgetary matters. The Treasurer is authorised to use the JCR debit card.
 - iv. Welfare Officer (x2)
 - The Welfare Officers shall work to support the wellbeing of all students at Christ's. They will also be

responsible for maintaining sexual health supplies in College. One officer must not identify solely as male, and the other officer must not identify solely as female. After the Michaelmas elections, if one of the Welfare Officer posts remains vacant, a student of any gender may stand in a subsequent by-election.

v. Secretary

- The Secretary shall be responsible for advertising Council meetings to JCR members, above all by publicising the agenda for Council meetings to students beforehand and taking minutes (to be publicised afterwards) during each Council meeting, as well as by producing a weekly email bulletin of events taking place in College.

- (4) The Council shall include all members of the Exec and other Officers in such numbers and for such purposes as prescribed in Standing Orders Section C.
- (5) The Council shall have the power to co-opt further members by simple majority vote. Co-opted members shall have no voting rights.
- (6) Elected members of the Council shall serve from the end of Michaelmas term to the end of the subsequent Michaelmas term. Co-opted members shall serve from the date of their appointment until the dissolution of the Exec and Council at the end of Michaelmas, or until released from their duties by a vote of the Council.
- (7) At its discretion, the Council may appoint further sub-committees to advise it. Council members are to be informed of the times and venues of such committee meetings. All posts on such committees shall lapse at the end of Michaelmas term.
- (8) There shall be at least four Exec meetings each term. The quorum for Exec meetings shall be four. All members of the Exec may vote.
- (9) There shall be at least two Council meetings each term. The quorum for Council meetings shall be seven. All elected members of the Council may vote.
- (10) Any member of the JCR may attend Council meetings, and may speak with the permission of the Chair, though may not vote. Business declared reserved by the Chair may only be heard by members of the Council, and the Chair shall have the power to ask other attendees to leave when such business is raised.
- (11) Any member of the JCR may attend Exec meetings, and may speak with the permission of the Chair, though may not vote. Business declared reserved by the

Chair shall only be heard by members of the Exec, and the Chair shall have the power to ask other attendees to leave when such business is raised.

(12) Minutes of Exec and Council meetings shall be taken by the Secretary and published to members of the Council before the next meeting. On request, minutes with reserved business redacted shall be published to all members of the JCR.

(13) A Council post shall fall vacant whenever an officer:

- i. Resigns their post either through their own volition or through failing a vote of no confidence by OM or referendum;
- ii. Ceases to be a member of the JCR;
- iii. Fails to attend three Exec, Council or Open Meetings without prior apologies being received by the President or Secretary, except in the case of extenuating circumstances;
- iv. Is dismissed by the Council as under Section 3(14). In these cases, a by-election shall be held as under Section D(14).

(14) The Council may, by two thirds majority, vote to dismiss an Officer on the grounds of persistent or severe failure to carry out their responsibilities under this Constitution and associated Standing Orders. Before such a vote takes place, the affected Officer must be given an opportunity to make representations in support of their case to the Council. If the Council does vote to dismiss the Officer, the affected Officer may submit an appeal against this decision to the Senior Tutor of Christ's College, in which case the Council shall appoint members to prepare a written case for the dismissal. After allowing the affected Officer to answer any points raised in this written case, the Senior Tutor shall adjudicate whether the dismissal is upheld.

(15) Council members shall be committed to maintaining confidentiality when acting in their role. Confidentiality in this context shall mean that no personal information regarding any student who has approached a Council member in their capacity as an officer shall be shared to anyone, unless either explicit and informed consent of the student is given, or if the interests of confidentiality are outweighed by other reasons such as a legal obligation to divulge information, or if there is an imminent and significant risk to the student's own, or to others', safety.

Section 4. Elections for the Council

(1) Elections shall be by secret ballot in which all members of the JCR are entitled to vote, except in the cases as under Section D(2). Voting by proxy is prohibited.

(2) Half of the elected officers shall be elected in the sixth week of Michaelmas term and the other half elected in the seventh week of Michaelmas term. The composition of

each round shall be at the discretion of the Junior Returning Officer, however the President must be elected in the first round.

- (3) The Senior Returning Officer shall be the Chair of the CCSU Finance Committee. The Junior Returning Officer shall be the incumbent Vice President in the first instance, or a nominated member of the Exec in the second. The Junior Returning Officer and those members of the Council or CCSU delegated specific duties by the Junior Returning Officer may not propose or second a candidate for election.
- (4) All elections shall be carried out according to the procedure as under Section D.
- (5) The election shall take the form of an online election unless an OM mandates the Council to hold it using a physical ballot box.
- (6) If any post on the Council goes unfilled after an election, then nominations shall be re-opened for a second vote for that post. If there remains a vacancy after the second vote, then the Council shall have the discretion to co-opt a member, allow the post to remain vacant, or run a third and final election.
- (7) There shall be no sabbatical, or paid, elected office in the Council.

Section 5. Finances

- (1) The finances of the JCR shall be organised primarily by the Treasurer and shall be conducted entirely according to the document *JCR Financial Conduct & Procedure*, in coordination with the Exec and with oversight from the CCSU Finance Committee.
- (2) The Treasurer shall create a Draft Budget at the start of the financial year and submit this to the CCSU Finance Committee. This shall generate a Budget, which must then be presented to a JCR Open Meeting for approval. Only if approved shall the Budget authorise constitutional expenditure.
- (3) In all matters regarding funding for the Amalgamated Clubs, all JCR Officers shall comply with the *Funding Guidelines for Christ's Amalgamated Clubs* and shall thus ensure that no club is afforded privileged treatment. This document shall be made freely accessible to all members of CCSU and GB.
- (4) The CCSU Finance Committee shall be composed as specified in *JCR Financial Conduct & Procedure*, and shall fulfil its role as prescribed therein, including to consider proposed 'sets' of individual budgets from the JCR, retrospectively scrutinise financial activity by the JCR, and ensure that the JCR continues to abide by *JCR Financial Conduct & Procedure* and the *Funding Guidelines for Christ's Amalgamated Clubs*, as well as considering any proposed amendments to these documents.

- (5) All matters of financial transparency shall be organised according to Section 6 of *JCR Financial Conduct & Procedure*. This includes the obligation to publish an expenditure report for each term during the financial year and publicise it via a medium accessible to all members of the JCR.
- (6) All JCR Officers shall avoid engaging in impropriety, and all matters involving revenue shall be organised as specified in *JCR Financial Conduct & Procedure*.
- (7) It shall, in addition, be the duty of the Treasurer to audit all accounts held externally by a club in receipt of funds as an amalgamated club.
- (8) To join the Amalgamated Clubs, a club must submit its constitution and funding request for approval to an OM. The club must be open to any and all members of CCSU. Any club may be removed from the Amalgamated Clubs by an OM.
- (9) The JCR is explicitly authorised to hold a debit card for any account held in the name of Christ's College Undergraduate Society or Christ's College Student Union. This may only be used by the Treasurer, with written permission from the Exec, for such purposes as specified in *JCR Financial Conduct & Procedure*.
- (10) Whenever a Treasurer's term of office ends and as soon as a new Treasurer is elected, both the outgoing and incoming Treasurers shall meet to ensure that the accounts are in order at the start of the incoming Treasurer's term of office.
- (11) If the JCR wishes to enter into any long-term financial contract, this must be approved by both OM and the CCSU Finance Committee. For these purposes a long-term financial contract shall mean a contract greater than one year in length.

Section 6. Affiliation to External Organisations

- (1) If the JCR decides to become affiliated to any external organisation, it shall publish to all undergraduate and graduate student members of the College, and to the Undergraduate Liaison Committee, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid and any donation made or proposed to be made to the organisation. Affiliation shall mean any form of membership of, or formal association with, an organisation the purposes of which are not confined to purposes connected to the College.
- (2) The JCR shall publish annually to all undergraduate and graduate members of the College, and to the Undergraduate Liaison Committee, a report stating the names of all the external organisations to which it is affiliated and the details of any subscription or similar fee paid, and of any donation made or proposed to be made, to the organisations in the year covered by the report.

Section 7. Grievances

- (1) All members of the College or groups of such members who are dissatisfied in their dealings with the JCR, or claim to have been unfairly disadvantaged by reason of having exercised the right not to be a member of the JCR, or who object to an item of expenditure, may complain formally to the President. The Exec shall make every attempt to resolve the complaint.
- (2) If the complainant is not satisfied by the actions of the Exec then they may approach the Senior Tutor, who shall appoint a Fellow to investigate the issue promptly and fairly. The Fellow may not delegate this responsibility. Within fourteen days of appointment, the Fellow must submit a final report to the GB, the Exec, the Senior Tutor, and the complainant. This report will contain the findings of the investigation. If the complaint is upheld, then a subsequent course of action shall be recommended by the Senior Tutor.
- (3) The GB shall have the power to provide such effective remedy as they consider appropriate, if any, when a complaint is upheld.
- (4) All JCR facilities shall be available for all CCSU members. The JCR Room shall be available for all CCSU members, unless in the case of a severe grievance determined by a vote of the JCR Exec. This vote would restrict access to the JCR Room to JCR students only, for the duration of the term.