Corpus JCR Constitution version 18.10.2018
1. NAME, MEMBERSHIP AND AIMS

(a) The name of the association shall be “The Junior Combination Room of the College of Corpus Christi and the Blessed Virgin Mary in the University of Cambridge” (“JCR”).

(b) The membership of the JCR shall consist of all members of College in statu pupillari and all students of the College registered for a Ph.D or other postgraduate qualification.

(c) The Master of the College shall be the Senior President of the JCR. The Senior President shall have no executive power, save as for powers as specified by the Constitution.

(d) The primary aims of the JCR shall be:
   (1) To represent its members to the College and other authorities or persons.
   (2) To advise its members on all matters relating to their individual and corporate welfare
   (3) To administer the allocation of funds as made available from public or private bodies or individuals and funds derived from other sources to the general benefit of its members.

(e) The secondary aims of the JCR shall be:
   (1) to promote any action helpful to its primary aims.
   (2) any other matters which it may from time to time see fit.

(f) The primary aims of the JCR shall take precedence over the secondary aims of the JCR at all times.
(g) The above aims shall be pursued without regard to race, gender identity, sexual orientation, ethnic origin, religion or creed, independent of any party political organization or any religious body.

(h) Notwithstanding the provisions in this Constitution as to automatic membership of the JCR, any person who would by virtue of those provisions be a member of the JCR may in any academic year declare that they do not wish to be a member, and in that case such a person shall not be a member of the JCR for that academic year. Such written notice shall be served on the President of the JCR within three weeks of the commencement of the Michaelmas Term. The contribution to the JCR from the fees paid to the College for a person opting out of JCR membership shall go then to the College.

(i) It is the responsibility of the Governing Body of Corpus Christi College, Cambridge (“GB”) to provide information at least once a year to students about opting out from union membership and about arrangements for services to opted out students.

(j) An undergraduate 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.

(k) The GB shall prepare, issue and revise a code of practice. They shall bring to the attention of all students at least once a year: the current code of practice, restrictions on activities of unions imposed by the law of charities, and the requirements of the 1986 Education Act as to freedom of speech and codes of practice.

2. JCR COMMITTEES

(a) There shall be a JCR Committee (“the Committee”). The Committee shall discuss all matters relevant to the JCR. It may make decisions on matters discussed or refer them to Open Meeting or Emergency Open Meeting or
another appropriate body. Each member of this committee has a voting right in motions raised during Committee Meetings.

(b) The Committee shall be composed of:

(1) President
(2) Vice President
(3) Treasurer
(4) Secretary
(5) Academic and Access Officer
(6) Green Officer
(7) Catering, Accommodation and Facilities Officer
(8) Sports and Societies Officer
(9) MCR Officer
(10) Entertainments Officer
(11) Ethnic Minorities Officer
(12) International Students Officer
(13) LGBT+ Officer
(14) Gender Equalities Officer
(15) 3 Welfare Officers
(16) First Year Officer

(c) All JCR Committee posts shall be elected in accordance with the regulations set out in the Election Schedule (1) to this Constitution. Those elected are to be known as a “JCR Committee Officer” (“Officer”) and also as “major union offices” in accordance with the Education Act 1994.

(d) All posts shall serve for one calendar year from the last day of Michaelmas Term, taking effect in Easter Term 2019.

(e) The Treasurer may hold office in any club or society for which the JCR provides funds.
(f) Post 16 shall serve from election to the last day of the Lent Term following their election. Only those who are in the first year may stand and vote for this post.

(g) Post 9 shall serve as outlined in the regulations set out in Section 15 of this Constitution.

(h) Only those who self-define as belonging to an ethnic minority may stand and vote for post 11.

(i) Only those living overseas (except Northern Ireland and islands comprising UK) may stand and vote for post 12.

(j) Only those who self-define as “LGBT+” may stand and vote for post 13.

(k) Any JCR member may run for post 14.

(l) The person elected in accordance with Schedule 1(f)(1) shall hold the post of “President-Elect” until the end of that Committee’s term of office. The President-Elect shall be entitled to sit on the serving Committee from the time of election until the last day of the Michaelmas Term.

(m) In the event of the resignation of a member of the Committee, or their removal from office, a by-election shall be held within three Full Term weeks of this resignation or removal from office.

(n) In the case where the candidate is elected by by-election, then the term of office shall be from the announcement of the result of the by-election until the last day of the office previously relating to the member whose resignation caused that by-election.

(o) No one person may hold more than one voting post on the JCR Committee, or any subcommittee of the JCR.

(p) The JCR Committee shall have the power to appoint ad-hoc subcommittees. Such subcommittees may be incorporated from time to time into this Constitution as schedules to the Constitution. The JCR Committee may overrule all decisions of subcommittees at any time.

(q) There shall also be a ‘Welfare Body’, who shall meet four times per term, composed of the three welfare officers.
(r) The LGBT+, Ethnic Minorities and Gender Equalities officers shall also meet, separately, at least once a term.

(s) The Welfare Officers will have voting rights in Committee meetings.

(t) Within the Welfare Body, they shall assign a member of the Welfare Body to be a representative for disabilities.

3. FUNCTIONS OF THE COMMITTEE

MEETINGS

(a) The JCR Committee is recommended to meet at least once every second week during full term, and may meet during the long vacation. There shall be at least two meetings per term, and a maximum of four weeks may elapse between consecutive meetings in the same term. All members of the Committee may attend these meetings; the expectation of Officers’ attendance is outlined in Section 19(c).

(b) The President, or the Vice-President in consultation with the President, or the President at the request of five members of the Committee, shall call a meeting. Seven members of the Committee shall constitute a quorum. The President, or their appointee, shall chair the meeting and have a casting vote if necessary.

(c) All other Officers of the Committee shall have one vote. The President-Elect shall only have a vote if that person is also already entitled by virtue of being an existing Officer.

MINUTES

(d) With the consent of a majority of the JCR Committee, certain minutes may be starred, save that no minutes involving executive action are starred. Starred minutes may only be distributed to members of the JCR Committee.

(e) The Secretary shall be responsible for the taking of minutes, (which may be delegated to another member of the Committee). The full minutes of
every JCR Committee meeting must be approved by a majority of the Committee at the start of the succeeding JCR Committee meeting. The full minutes must be included in a minute book, and the non-starred sections of the minutes shall also be posted on the website. In addition, a list of all subjects discussed under starred minutes shall be incorporated into the minutes. Any JCR member shall be able to orally ask any Committee member questions regarding the content of the starred minutes.

(f) The minutes can be anonymous, such that they reflect an accurate description of the topics discussed without naming committee members.

OTHER FUNCTIONS

(g) The JCR Committee shall provide four representatives to the GB of Corpus Christi College, Cambridge. The representatives shall be:

(1) The JCR President;
(2) The MCR President;
(3) The JCR Vice-President
(4) The MCR Vice-President.

(h) The JCR Committee shall be represented in the “Joint Consultative Committee” (“JCC”) as outlined in Schedule 2 of this Constitution.

(i) The President (or a nominated committee member) shall represent the JCR on the College Health and Safety Committee.

(j) The President shall attend CUSU Council and CUSU Presidents’ Meeting. The Vice President shall act as External Officer. In this capacity they shall attend CUSU Council meetings, liaise with CUSU, and shall be responsible for all matters relating to the NUS. The Gender Equalities Officer shall engage with CUSU Women’s Council. Should the JCR not be affiliated to either CUSU or NUS (or both) then these duties shall cease to be required.
(k) Other functions of members of the JCR Committee shall be as decided by the President, Committee and as mandated by an Open or Emergency Open Meeting.

4. JCR SUBCOMMITTEES

The Chair of each subcommittee shall be responsible for giving a report of each meeting at the next JCR Committee meeting. The following committees are recommended to meet at least twice per term in Michaelmas and Lent, and once in Easter term.

K&B SUBCOMMITTEE

(a) There can be a “Kitchen and Buttery Subcommittee” (“K&B Committee”).

(b) This subcommittee shall be comprised of the Amenities Officer, Catering Officer, MCR K&B Rep and Catering Manager, and others whom the committee deems it appropriate to invite. The Catering Officer shall Chair these meetings.

(c) The committee should invite representatives on behalf of members of the JCR who have special dietary requirements.

ENTERTAINMENTS SUBCOMMITTEE

(d) There can be an “Entertainments Subcommittee” (“Corpus Ents”) at the discretion of the JCR President and the Entertainments Officer. Corpus Ents shall be responsible for arranging entertainment and social events for members of the JCR. The budget for Corpus Ents shall be allocated from within the JCR Budget.

(e) The total membership of Corpus Ents may not exceed twelve people.

(f) Corpus Ents must present its sales revenue to the JCR Committee.

5. OPEN MEETINGS
(a) There shall be at least two Open Meetings in the Michaelmas and Lent Terms and at least one Open Meeting in the Easter Term.

(b) At least four days notice of an Open Meeting shall be given. An announcement on the JCR website, or by email, shall constitute such notice.

(c) Should the Chair of the meeting wish to accept anonymous points for discussion prior to the open meeting then seven days notice is required.

(d) Any member of the JCR may submit a motion for discussion at Open Meeting. The motion must have a proposer and a seconder, who must also be members of the JCR.

(e) The conduct and procedure of Open Meetings is set out in the JCR Standing Orders in this Constitution.

6. EMERGENCY OPEN MEETINGS

(a) An Emergency Open Meeting shall be called at the request of:

(1) The President; or

(2) Five members of the Committee; or

(3) Twenty-six members of the JCR

(b) Discussion at an Emergency Open Meeting shall be restricted to the specific causes for calling that meeting.

(c) At least 24-hours notice shall be given of an Emergency Open Meeting. An announcement on the website and by email shall constitute such notice.

7. OPEN AND EMERGENCY OPEN MEETINGS - GENERAL
(a) Any member of the JCR may submit amendments to the motions on the agenda.

(b) The agenda for Open Meetings and Emergency Open Meetings shall be displayed at least 24- hours before the meetings. There must be no material difference of motive between the final form of the agenda and the original submissions.

(c) The President, or their appointee from the Committee, shall take the Chair at Open Meetings or Emergency Open Meetings. All statements and questions shall be addressed to the Chair. The Chair of such meetings shall have a vote and a casting vote where necessary.

(d) At such meetings, twenty-five members shall constitute a quorum. To be passed, a motion requires a simple majority of those voting, save for specific cases referred to elsewhere in these Rules.

(e) The Secretary shall be responsible for the taking of minutes, (which may be delegated to another member of the Committee), and for their publication on the website. A paper copy shall also be included in a minute book. The minutes of any Meeting shall be amended if necessary and approved at the start of the succeeding Meeting by a simple majority of those present at the Meeting.

(f) Decisions of a quorate Open Meeting or Emergency Open Meeting, or of a ballot, shall be considered binding on the JCR Committee.

(g) Policy decisions shall lapse after two years. The Vice President shall be responsible for informing the Committee of policy which is to lapse. This policy shall be referred to Open Meeting for either reaffirmation or lapse. This clause shall take effect on policy formulated after the start of Easter Term 1988 and shall not act retrospectively on policy passed before that date.

(h) A proxy vote may be exercised at any Open Meeting, or Emergency Open Meeting, by any member of the JCR - but only through the President or their appointee (who must be informed in writing or email of the member’s desire to vote by proxy). Such a proxy vote must be delivered
directly to the President, or their appointee, and not through a third party such as via a petition.

8. BALLOTS

(a) The JCR Committee shall have the power to put to a ballot of all members any matter, which it deems appropriate.

(b) Any decision of an Open Meeting or an Emergency Open Meeting may be put to a ballot provided:

1. Any JCR member declares to the Chair of the meeting concerned within 24-hours their intention of putting the matter to a ballot; and
2. They are able to collect and present to the Chair within 48-hours of the meeting, thirty signatures of members of the JCR on their request for a ballot. The implementation of the relevant decision of the Open Meeting or Emergency Open Meeting shall be delayed for two days to allow time for the collection of signatures in such a case.

(d) At least two days notice must be given of any ballot. A notice of the motion to be balloted must be posted on the JCR website, and by email at least one day before the ballot.

(e) The formalities of the balloting shall be as specified in Schedule 1(i).

(f) Unless otherwise specified in other parts of these rules, the motion to be balloted shall be deemed 'passed' if a simple majority of those JCR members voting vote for it.

(g) Spoilt ballot papers will be counted only for the purpose of measuring the turnout.

(h) In Michaelmas term, there shall be a JCR-wide ballot regarding affiliation to CUSU. This shall follow an Open Meeting, to which the President must invite the CUSU President (and another representative) to speak for affiliation.
9. FINANCE-GENERAL

(a) The Senior Treasurer shall be a Fellow of the College that has been elected by the GB.

(b) The Treasurer, assisted by the JCR Committee, and supervised by the Senior Treasurer, shall allocate the JCR funds. The income shall be composed of the JCR/AC component of the college fee, the revenue from the JCR Investment Units held by the College, an entrance fee optionally set by the JCR Committee payable by all members of the JCR, and all other income raised by JCR activities or contributed by external bodies.

(c) The JCR shall publish annually to all undergraduate members of College a full financial report, which shall also be presented to the GB by the division of the Michaelmas term. The report shall include details of any donations made by the JCR to any external organizations in the period to which it relates.

(d) Donations to charitable causes may be approved by a ballot (held in the Lent term). Such donations shall be payable only out of income from JCR machines, or from other funds raised by the JCR. “Funds raised by the JCR” shall not include any funds received directly or indirectly from Local Education Authorities.

(e) No JCR funds shall be used to support political causes. The word “political” in this context shall be open to interpretation by an Open Meeting or Emergency Open Meeting, but any decision shall be taken in the light of the Local Education Authorities’ restrictions on the use of their funds and of the charitable status of the College.

(f) All officers of the JCR Committee and subcommittees shall be jointly and severally liable for any excess expenditure they incur over and above that authorised by the JCR.

(g) Representatives of clubs and societies applying for funds shall have the right to speak at a meeting of the JCR Committee.
(h) If any club or society exceeds the expenditure authorised by the JCR Committee then the officers of that club or society shall be personally liable for the excess expenditure they incur.

(i) No club or society shall make purchases or order goods or services not already authorised by the JCR Committee without the consent of the Treasurer, who shall report such extra-budgetary expenditure to the Committee at its next meeting.

(j) Any decision to withdraw financial support to any club or society to such an extent as to prevent its continued functioning shall be taken only by a quorate Open Meeting or Emergency Open Meeting. Such a decision to withdraw financial support may be revised by a succeeding Open Meeting or Emergency Open Meeting.

(k) No officer or committee member of any club or society shall chair any part/s of a meeting dealing directly with the funds of that club or society. For this purpose, a meeting shall include any meeting of the JCR Committee or any JCR subcommittees, an Open Meeting or an Emergency Open Meeting.

10. FINANCE - JCR BUDGET

(a) The Treasurer, in consultation with the Senior Treasurer and the MCR Treasurer, shall present at an Open Meeting or Emergency Open Meeting not later than the division of the Lent Term each year, a proposed JCR Budget for the allocation and spending of all JCR funds during the forthcoming year. A majority - in support of the motion proposing that the Budget be accepted for the forthcoming academic year, may pass this JCR Budget. The Treasurer shall propose such a motion. Once the Budget is accepted by the JCR, it shall be submitted to the GB for approval.
(b) The proposed Budget shall be on display for at least 7 days before the Open Meeting or Emergency Open Meeting at which it is proposed. Such copies must be displayed on the JCR website.

(c) The Treasurer shall have the right to speak immediately after the JCR Budget is proposed. Any officer of any club or society, or any other body funded by the JCR or seeking funds from the JCR Budget, or any member of the JCR shall have the right to speak at such an Open Meeting.

(d) The procedure for allocating resources to groups and clubs is as follows:

(1) The bid must detail all estimated expenditure.

(2) The Treasurer will consider all the bids and produce a Budget once the JCR’s income is known. The Treasurer will consider all bids fairly and without prejudice, but reserves the right to reduce those bids with insufficient spending estimates. The Treasurer may, if they feel that the bid is too large, consult with that club or society’s president to try and negotiate savings. If no agreement is reached, the Treasurer reserves the right to reduce the bid in order to balance the Budget in a manner that is both fair to the society in question and also to the other societies bidding.

(e) Each society will be entitled to bid for whatever expenditure is appropriate for its activities, with the following provisos:

(1) The JCR shall not finance more than the cost of one guest at any society’s annual dinner.

(2) Any expenditure on social activities must be shown to further the society’s aims or activities.

(3) Money for charity donations must be of an amount to be able to be drawn from the JCR’s income from independently raised funds rather than funds allocated by UK LEAs or overseas equivalents.

(4) Bids from religious, political or campaigning groups will not be considered.
(5) The JCR will only pay for equipment if it is the property of the society and not of its members. If societies lose equipment by wilful negligence then the JCR will be under no obligation to purchase replacements. The Treasurer may demand a deposit in the form of a cheque from a society president to indemnify the JCR against any losses.

(f) Funds allocated within the JCR Budget shall not be paid until specific expense claims are made.

(g) If the proposed Budget is not passed, then the Treasurer shall resubmit a new proposed Budget to an Emergency Open Meeting within fourteen days (days for this purpose only being days of Full Term) and inform the GB that a Budget has not been agreed by the division of the Lent Term. A revised budget will then be submitted to the GB by the end of the Lent Term.

(h) The MCR shall be allocated funds in accordance with Section 15(c) of this Constitution.

(i) Any grievance or complaint against the process of Budget allocation or against any financial matter shall be dealt with through the complaints procedure set out in Section 17 of this Constitution.

11. FINANCE - JCR ACCOUNTS

(a) The Treasurer shall present to the Senior Treasurer of the JCR before the first Open Meeting of every term their statement of the JCR accounts for the previous term.

(b) The JCR accounting year shall be the same as the College’s accounting year, which is from the 1st July to the 30th June. Accounts shall be kept for each College financial year and shall be examined by a qualified accountant sponsored by college before being presented formally to the Senior Treasurer for examination and approval at the start of the Michaelmas term immediately following the year to which they refer.
Copies of the examined accounts shall be explicitly distributed to JCR members and made available to any member of the JCR on request.

(c) All income received by the JCR, except those monies set aside for the Special Reserve Fund, shall be paid into a Bank Account(s) held in the name of the JCR.

(d) Money may only be withdrawn under the signatures of any two of the following: (1) the President; or (2) the Vice-President; or (3) the Treasurer; or by the sole signature of the Senior Treasurer, with the approval of the JCR Committee.

(e) Monies may be transferred between accounts held in the name of the JCR by either the Treasurer or the Senior Treasurer as sole signatories.

12. SPECIAL FUNDS

(a) The JCR may hold either with the College or in bank accounts special funds, which have been established for specific purposes particularly in connection with clubs or societies. The officer in charge should forward the accounts for these special funds to the Treasurer at the start of the Lent Term for inclusion in the Treasurer’s statement.

(b) Transfers in and out of these accounts shall be authorised by the JCR unless there is a specific club or society with its own constitution, Treasurer and Senior Treasurer in which case permission from the JCR shall not be required.

(c) In the case of suspension of the club or society, the funds shall remain dormant except for accumulation of interest until either the recommencement of the club or society or its abolishment when the monies shall return to the control of the JCR.
13. SPECIAL RESERVE FUND

(a) There shall be invested with the College a Special Reserve Fund that may be added to from any source. Applications for expenditure may be made by any member of the JCR and will be considered in accordance with the following procedure:

(1) No more than 20 per cent of the value of the Reserve Fund on 30th June immediately preceding the decision to spend the monies may be withdrawn in any one year.

(2) If more than 10 per cent of the Fund has been spent in the previous financial year then the limit in Section 13(a)(1) above shall be reduced to 10 per cent.

(b) An application must state the maximum amount requested and whether the application is for Capital Expenditure and/or for a Loan. Any other applications are automatically invalid. The Treasurer shall ensure that any monies granted will only be spent on appropriate items, and shall be responsible for ensuring that the loans are repaid correctly.

(c) When an application is discussed at a Committee or Open Meeting or Emergency Open Meeting then both the Proposer and the Seconder of the application shall be entitled to speak in favour of the motion. The Treasurer and the Senior Treasurer must be given 48-hours notice of the application preceding the proposed discussion meeting. Only the Treasurer and the Senior Treasurer, or the President and the Vice-President are entitled to waive such notice. The Treasurer or the Senior Treasurer shall be entitled to speak after the Proposer and the Seconder.

(d) If:

(1) The sum of money to be withdrawn from the Fund is £500 or less, then a valid decision may be made by either a quorate Committee or Open Meeting or Emergency Open Meeting.
The sum of money is £2000 or less, but more than £500, then a valid decision may be made by a quorate Open Meeting or Emergency Open Meeting held in Full Term if notice of the application to the Fund has been given at least seventy-two hours in advance of the Open Meeting or Emergency Open Meeting. The request must then be passed by a two-thirds majority of those present. This decision may later be put to a ballot as outlined in Section 6 of the Constitution.

The sum of money exceeds £2000, then a ballot must be held. It shall take place within 7 days of the Open Meeting or Emergency Open Meeting at which the application is discussed as detailed in Subsection (c) above. At least 48-hours notice shall be given on the JCR website and by email before the start of the ballot. The times and the places of the ballot shall be as specified in Schedules 1(i)(1) and 1(i)(2) (the Elections Schedule). It shall be a simple yes/no vote only; no other choices shall be given. An application can only be granted if fifty five percent of the members voting decide in favour of the expenditure. For the purposes of this ballot, the quorum shall be forty per cent of the undergraduate members of the JCR. If both the Treasurer and the Senior Treasurer are satisfied that the stipulations in this section have been complied with, then they must authorise the release of the said monies.

14. EXTERNAL AFFILIATIONS

(a) If the JCR is, or decides to become, affiliated to any external organisation, notice of this proposed affiliation should be given to all members of the JCR and to the GB. Such notice must include the name of the external organisation in question, any details of subscription or fee payable as a cause of such an affiliation and details of any donation, made or proposed, to such an organisation. A notice detailing the above, posted
on the website and by email shall constitute “notice” to the JCR for the purpose of this section. A letter to the GB shall constitute “notice” for the purposes of this section.

(b) If the JCR is affiliated to any external organizations, it shall publish annually to all undergraduate members of the College, and to the GB, a report stating the names of all the external organizations to which it is affiliated and the details of any subscriptions or similar fees paid, and of any donation made or proposed to be made, to the organizations within the year covered by the report. A copy of the report shall be made available to the GB and to any undergraduate members who desire to obtain a copy. Copies of the report being posted on the website Parlour shall be deemed to constitute “publishing” to the members of the JCR for the purposes of this section.

(c) Upon the request of at least three percent of JCR members, the JCR Committee shall submit for the approval of JCR members a list of the organizations to which the JCR is affiliated. If at least five per cent of the members so request, the question of continued affiliation to any particular organization shall be decided upon by a secret ballot in which all members of the JCR are entitled to vote. This secret ballot may be permitted at least once annually.

15. THE MCR

(a) There shall be a subset of the JCR to be known as the “Middle Combination Room” (“MCR”).

(b) There shall be an MCR Constitution to cover the workings of the MCR. If at any time there is no MCR Constitution, then Sections 15(d) to 15(h) shall not be applicable.

(c) Each year, the JCR shall make funds available to the MCR, that the MCR may spend as it sees fit. The amount payable shall not be less than fifteen
per cent of the annual income resulting from the membership of the MCR to the JCR.

(d) The JCR Committee may refuse at any time to provide funds to the MCR in excess of the allocation outlined in Section 15(c) above.

(e) The MCR shall be required to produce accounts each year, not later than the beginning of the Lent term, which shall be made available to the JCR Treasurer, for inclusion in the audit of JCR accounts.

(f) The MCR shall nominate one member to sit as MCR Officer on the JCR Committee.

(g) Amendments to Section 15 of this Constitution shall be referred to a ballot by the decision of a simple majority at a quorate Open Meeting or Emergency Open Meeting, and shall be passed should it be approved in separate secret ballots of both (i) all members of the MCR, and (ii) all members of the JCR, under the conditions that two thirds of those voting and expressing a preference are in favour of the motion where an abstention vote shall not be deemed to express a preference, and the number of votes in favour of the amendment the number of abstention votes.

(h) The returning officers for such ballots shall be the JCR President and the MCR President.

(i) The President, in liaison and agreement with the MCR Committee, reserves the right to exclude MCR members from ballots and/or votes.

(j) MCR members cannot stand for JCR committee roles

16. AUTHORITY, AMENDMENTS AND INTERPRETATION OF THE RULES

(a) The Rules of the Association shall comprise the Constitution, the Schedules to the Constitution and the Standing Orders.
(b) The parts of this Constitution enacted pursuant to the 'Education Act 1994' take precedence over any other part of the Constitution. They may only be amended if the amendment would not infringe the Act or if the Act and its provisions subsequently no longer have the force of law. The parts enacted pursuant to the Education Act 1994 are deemed to be Sections 1(g), 1(h), 9(c), 10(d), 10(e), 10(g), 12(b), 16(b), 16(c) and Elections Schedules 1(a)(1), 1(e) and 1(j).

c) All the provisions of this Constitution shall be subject to the approval of the GB. No alteration shall be made to any part of this Constitution without the approval of the GB, which shall review this Constitution at intervals of no more than five years.

d) Constitutional amendments, except where specific provision is made elsewhere in this Constitution, shall be referred to a ballot by the decision of a simple majority at a quorate Open Meeting or Emergency Open Meeting, and shall be passed in a ballot of all members of the JCR under the following conditions:

(1) At least 50% of the undergraduate members of the JCR cast a vote; and

(2) 51% of those voting and expressing a preference are in favour of the amendment, where an abstention vote shall not be deemed to express a preference, and the number of votes in favour of the amendment is greater than the number of abstention votes.

(3) Where the amendment refers to Section 13 of this Constitution (the Special Reserve Fund) at least 51% of the members of the JCR are in favour of the amendment. Such a requirement shall also apply to any amendments to clause 16(d)(3) of this Constitution.

e) Amendments to Schedules shall be subject to the same requirements as for Constitutional amendments.

(f) Amendments to JCR Standing Orders may be passed by a two-thirds majority at a quorate Open Meeting (or Emergency Open Meeting).

(g) The authority of these rules shall be in the following order of precedence:
(1) The Education Act amendment;
(2) The Constitution;
(3) The Elections Schedule;
(4) The Schedules to the Constitution;
(5) The Standing Orders

(h) In the event of a dispute concerning the interpretation of these rules, the JCR President shall make a provisional decision, subject to later verification of a two-thirds majority of the JCR Committee. Should such a majority be unobtainable, the conflicting interpretations shall be decided upon by a simple majority of a quorate Open Meeting or Emergency Open Meeting. During an Open Meeting or an Emergency Open Meeting, the Chair shall be responsible for all interpretations of the Rules. Such interpretations shall be made on the advice of the JCR President if available, and shall stand unless overruled by an appropriate procedural motion.

(i) The JCR Committee shall be responsible for ensuring that these Rules are adhered to.

(j) Any member of the JCR shall be provided with a copy of these Rules upon request.

(k) A JCR Standing Order, or any part of one, may be suspended without notice by a two-thirds majority of a quorate Open Meeting or Emergency Open Meeting. A motion to suspend shall regain effect at the close of such business without further decision by the Open Meeting or Emergency Open Meeting.

(l) The JCR Committee may at any time, and at their sole discretion, renumber the whole or parts of these Rules, adjusting all the cross-references in the rules to suit the renumbered Rules.

17. COMPLAINTS PROCEDURE
(a) All undergraduate members of the College or groups of such members who are dissatisfied in their dealings with the JCR, including in dealings with the JCR Treasurer during the process of Budget Allocation, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JCR, may prefer a complaint. This complaint shall be handled in three stages:

(1) At first instance, the complainant shall have the right to lodge a complaint with the relevant member of the JCR Committee. The “relevant member of the JCR Committee” shall be deemed to be the member whose post most closely links them with the matter being complained of, or the member who had previous dealings with the source of the complaint. If no such member is deemed to exist by the complainant, then the complaint may lie to the JCR President, who will then be deemed to have become the relevant member.

(2) The relevant member of the JCR Committee shall be given seven days from the lodging of the complaint with them to reply to the complaint, in written or oral form, specifying whether the complaint is upheld, and the remedy, if any remedy is ordered. They shall also have to give reasons for the decision reached.

(3) If the complainant thinks that their complaint was not dealt with satisfactorily, or that the remedy instituted by the relevant member was not an effective one, a complaint may lie, at second instance, to the full JCR Committee.

(4) The full JCR Committee shall be given 14 days from the lodging of the complaint with them to reply to the complaint in written form. The reply shall specify whether the complaint is upheld, and the remedy, if any remedy is ordered. It shall also give reasons for the decision reached.

(5) If the complainant thinks that the complaint was not dealt with satisfactorily or that the remedy instituted by the JCR Committee was not an effective one, a complainant may bring their case in
writing, at third instance, to the GB of the College. The GB may
decline to deal with the complaint if it feels that the complainant has
failed to establish a prima facie case to that effect.

(b) In considering any such complaint, the GB, or person appointed by the
GB, may regard the failure by the JCR Committee to give reasons for its
decision as amounting to a failure to deal with the complaint satisfactorily.

(c) If no reasons at all are given for the decision reached, and if this lack can
be seen as detrimentally affecting the complainant, then the complaint
may be deemed not to have been dealt with satisfactorily.

(d) If a remedy is instituted, it has to be in force and effective within 21 days of
its institution. An “effective remedy” will be commensurate to the gravity
of the complaint, and may range from a public apology through to
dismissal from office.

(e) For the purposes of this Section only, “days” shall refer only to days in Full
Term.

18. REMOVAL OF THE ELECTED OFFICERS OF THE
JCR

(a) Any elected member of the JCR may be removed from office by the
following procedure, which must be carried out in full:

(1) A procedural motion of no confidence in the member must be
passed by a quorate Open Meeting or Emergency Open Meeting,
as defined in Section 7(d).

(2) A motion of no confidence is passed by a simple majority in a secret
ballot of all relevant members of the JCR, in which at least 30% of
those entitled to vote have done so.

(3) Where 18(a)(1) above is fulfilled, the secret ballot on the motion shall
be held within one week of this Open Meeting or Emergency Open
Meeting. The date and the time of the ballot shall be announced by
a written notice in the JCR, the Leckhampton House notice board and in the Bachelor’s Parlour, or by email, at least two days before the ballot opens. The times and places of the ballot shall be as specified in Schedules 1(i)(1) and 1(i)(2) (the Elections Schedule).

(4) If this procedure is carried out in full and the no confidence ballot is passed, then the relevant officer shall immediately forfeit their place on the Committee, and there shall be a by-election held within three weeks of the publication of the ballot result (weeks for this purpose being only weeks in full term).

(b) “Relevant Members” shall be interpreted as those JCR members who would be entitled to vote for the election of the post held by the JCR Committee member.

(c) In the event of a member of the JCR Committee missing more than half the JCR Committee meetings in any one term the procedure for removal of that Officer, as detailed in Section 18(a), shall be instigated by the JCR Committee at the beginning of the next JCR Open Meeting. For the purposes of this rule, an Officer may be deemed to have missed a JCR Committee meeting if and only if:

(1) That member was an elected member of the JCR Committee at the time of the meeting, and was properly notified of it, and had not been given warning for their inability to attend for valid reasons, and;

(2) That member was absent during discussion of half of the items on the published agenda of that meeting, or half the time taken for that meeting, whichever is the lesser of the two. The remainder of the Committee shall be the ultimate arbiter in the case of a dispute.

19. JURISDICTION OF RULES

(a) All previous rules and Constitutions of Corpus Christi JCR are expressly revoked.
(b) These rules shall be in effect from 7th March 2016.

Appendix I: SCHEDULES

1. ELECTIONS SCHEDULE

(a) The electorate entitled to vote in the elections for JCR Committee posts shall be all members of the JCR, except for those posts specifically referred to in Sections 2 and 15 of the Constitution.

(b) Members of the MCR are excluded from voting in elections for JCR Committee positions.

(c) The electorate entitled to vote in elections for all other posts shall be as specified in the relevant Schedules of the Constitution.

(d) A member of the JCR may only stand for election to posts for which they are entitled to cast a vote, subject to Section 2 of the Constitution.

(e) All posts shall be elected by a secret ballot, employing the Single Transferable Vote system outlined in Schedule 1(l).

(f)

(1) The validity of these elections shall be subject to the GB being satisfied that the elections are conducted in a fair and proper manner.

(2) If the GB is not satisfied that the elections were conducted in a fair and proper manner, new elections shall be held within three weeks of the pronouncement of invalidity of the first elections. Exactly the same rules shall apply to the new elections as apply to all other elections, as specified in this Schedule and in this Constitution.

(g)

(1) Elections for Committee post 1 shall be held during Michaelmas Term, provided that the election takes place before the nominations open for the elections to be held in accordance with Schedule 1(f)(2).
(2) Elections for all Committee posts except Committee post 1 and Committee post 9 shall be held during the last two weeks of Michaelmas Term.

(3) The nomination for JCR Committee post 9 shall be in accordance with section 15 of the Constitution.

(h) In any JCR Committee elections a candidate may stand for only one post. However, a candidate who stands for, but is not elected to, the position of President under Schedule (1)(f)(1) may stand in the elections provided for by Schedule 1(f)(2). A serving member of the Committee is not precluded from standing for election under Schedule 1(f)(2). The order of counting the vote will be as in Section 2 of the Constitution.

(i)

(1) Nominations for JCR Committee posts shall open at least two weeks before the election date, and remain open for at least ten days. A notice to the effect of their being open shall be posted on the JCR website and by email two days before the nominations open.

(2) A candidate must be nominated and seconded by two persons eligible to vote in the relevant election, save that no member of the JCR Committee shall be a Proposer or Seconder for any candidate.

(j)

(1) Voting may take the form of online voting or paper voting.

(2) Where online voting is employed, the polls must be open between 09:00 and 22:00, and accessible from the front page of the JCR website. An email should be sent to the JCR and MCR at the start of polling to inform them the polls have opened.

(3) Where paper voting is employed, the polls shall be open in the JCR (or other nominated place) for at least four hours between 09:00 and 22:00.

(4) Online and paper voting may not be employed simultaneously. Paper voting may be employed subsequently to an online vote,
provided all those who already voted electronically are removed from the electoral roll.

(k) The JCR President shall be the Returning Officer for all elections and shall supervise the polling with the assistance of the JCR Committee, save that no candidate shall act in any supervisory role. If, for whatever reason, the JCR President is unable to perform this role impartially, they may nominate another JCR Committee Member to be Returning Officer on an election-by-election basis. For any election to any major union office, a member of the GB, nominated by the GB, shall also act as Returning Officer.

(l) There shall be no quorum for election ballots.

(m) The essential features of the Single Transferable Vote system shall be defined as:

(1) A single vote, whereby each elector can choose their prospective representative from a number of candidates.

(2) Several representatives elected together to enable different viewpoints and opinions to be reflected.

(3) Election by quota, being the minimum number of votes which if attained by as many candidates as there are places to be filled leaves at most a quota of votes unused.

(4) The single vote to be transferable according to preferences expressed by the elector to enable the surpluses of candidates who exceed the quota and the votes of the candidates with no possibility of election to be transferred to the continuing candidates until the required number of representatives is elected.

(n) For the purpose of counting the votes, the “re-open nominations” (“RON”) rubric on the voting paper shall be treated as if a candidate. If at any stage of the count the “re-open nominations” candidate gains the required number of votes to be elected, it shall be deemed to have been elected and any surplus and any further votes transferred to a further “re-open nominations” candidate. This stage shall be repeated as required.
The returning officer shall declare unfilled the number of “re-open nominations” candidates deemed to have been elected, if any.

2. THE JCC

(a) There shall be a “Joint Consultative Committee” (“JCC”).

(b) The student representatives shall be the JCR President, the MCR President, the JCR Vice-President and the MCR Vice-President.

(c) The College representatives shall be the Senior Tutor, the Tutor for Advanced Students, the Treasurer and the Bursar.

(d) The Committee shall meet before Executive Body (“EB”) meetings and shall discuss any items on the EB agenda which directly affect student interests, or any items of common concern to junior and senior members of the College, regardless of whether the matter was due for discussion, so that the student views may be considered before any policy decisions. The JCC has no executive power.

Appendix II. JCR STANDING ORDERS

1. Procedures for JCR Open Meetings and Emergency Open Meetings

(a) The time spent on any item of the agenda of an Open Meeting shall be at the discretion of the Chair, save that an appropriate procedural motion may overrule them.

(b) The Chair shall leave the chair for any procedural motion under Standing Orders 11(a), 11(b), or 11(c) if the specified officer is in the chair.

(c) The deadline for submissions of motions to Open Meetings shall fall three days before the relevant Open Meeting. All motions submitted by this deadline shall be displayed on the JCR website at least 48 hours before the
relevant meeting.

d) The deadline for submission of amendments to Open Meeting motions shall fall 24 hours before the relevant Open Meeting. An agenda of all final motions with amendments shall be posted up on the JCR website at least six hours before the relevant meeting.

e) The agenda shall include the motions for debate.

f) Standing Orders 3, 4 and 5 shall not apply in the case of an Emergency Open Meeting.

g) The following procedure shall be adopted for discussing motions:

1) The time limit to be imposed on all speeches shall be announced by the Chair.

2) There will be a speech in favour of the motion made by the proposer or their appointee.

3) There will be a speech by the proposer of the first amendment, to be followed by an opportunity to have a speech against. Each successive amendment shall be dealt with in order in a similar manner.

4) After all the speeches relating to any one amendment, there will be a vote to decide whether or not to admit that amendment to the substantive.

5) There shall then be an opportunity for a speech against the substantive.

6) After the speech/es, the Chair shall accept such speeches for and against the motion, as they deem reasonable within the time constraints of the guillotine.

7) Before voting takes place on the substantive, the proposer shall be entitled to a summation speech.

h) Points of order may be raised to ask for a quorum count, to ask for a Chair’s ruling or interpretation, to ask for a revote, or to address any other question relating to the procedure of the meeting to the Chair. Points of
order have precedence over all other business, but they may not be raised during a speech or vote unless relating to the conduct of that vote.

(i) Points of order shall have priority in the following order:

1. A request for a quorum count;
2. A request for a ruling, clarification or interpretation;
3. A request for a revote;
4. Other points of order.

(j) Procedural motions have precedence over all other business except points of order and may not be raised during a speech or a vote unless relating to the conduct of that vote.

(k) There shall be the following procedural motions that are listed in order of priority:

1. That the meeting has no confidence in the Chair;
2. That the Chair’s ruling be overturned;
3. That the JCR has no confidence in a specified JCR Officer;
4. That a vote be by a secret ballot;
5. That a specified person be excluded from the meeting;
6. That the question, as specified, be not put;
7. That the question, as specified, be now put;
8. That the question, as specified, be adjourned to later in the meeting or to a later meeting;
9. That the question, as specified, be remitted to another body or person;
10. That the question, as specified, be voted in parts;
11. That a JCR Standing Order be suspended for a specified length of time;
12. That the order of the items on the agenda, or parts of any one
motion on the agenda, be changed to another specified order;

(13) That the meeting be adjourned or closed

(1) All procedural motions shall require the support of ten members in order to be discussed. All procedural motions, with the exception of 11(k) shall be voted on after at least one speech against, save that the Chair shall be entitled to make the final speech against any motions falling under 11(a) or 11(b). Procedural motions under 11(k) shall be regulated by JCR Standing Order 13.

(m) All procedural motions simple majority to be passed with the exception of 11(k) that shall require a two-thirds majority.

(n) Any call to create a set of parts, which has the support of ten members, shall be voted upon after an opportunity for a speech against the parts and a speech in favour of the parts. The vote will decide whether those parts are passed. After consideration of all such set of parts, the remaining text of the question shall be voted upon.

(o) Only one motion may be debated at one time.

(p) Amendments to any motion shall be voted on before the substantive of the motion.

(q) Voting on a question shall normally be by a show of hands.

(r) A revote can only be held after a vote by a secret ballot if the Chair rules that there has been misconduct in that vote. Such a revote shall be by the same method as the original vote.

(s) A recount may be held on any vote if the Chair rules that there has been misconduct or an error in the count.

(t) If a motion of no confidence in the Chair is passed, the Chair to which the motion refers shall not resume the Chair during that meeting.

(u) The Chair may, at their discretion, decide to refer any motion, in whole or in part, to a secret ballot, in whole or in part.

(v) The Chair shall ensure that the meeting is in order, that remarks are relevant to the question under debate, and that no defamatory remarks are
made by one member of the meeting concerning another.

(w) Should members of the student body attending the meeting be deemed to be disruptive to the debate or insulting to other attending members, the Chair may give them one warning; should they continue, then the Chair may be allowed to ask them to leave.

Appendix III. Responsibilities of the JCR Committee

(1) General Responsibilities for all Committee Members:
   (a) Attend JCR Committee Meetings
   (b) Attend JCR Open Meetings
   (c) Assist with general JCR duties (Freshers’ Week, events, elections etc.)
   (d) Attend JCC / JCR Subcommittees where invited
   (e) Vote on the approval of “one-off” payments and on the expenditure of any JCR committee revenue

(2) President
   (a) Represent Student interests to College
   (b) Chair JCR Committee Meetings
   (c) Chair JCR Open Meetings
   (d) Chair JCC Meetings
   (e) Chair Rent Subcommittee Meetings
   (f) Attend GB Meetings (including Audit / Budget Meetings)
   (g) Attend EB Meetings
   (h) Attend CUSU P&E / Council
   (i) Attend Tutorial & Welfare Meetings
   (j) Act as Returning Officer for JCR/CUSU/University Council elections
(k) Ensure JCR Committee adhere to these standing orders
(l) Produce JCR End of Year Report, including individual report from each Officer

(3) Vice-President

(a) Assist President in representing student interests to College
(b) Chair meetings in case of absent President
(c) Attend JCC Meetings
(d) Attend GB Meetings
(e) Attend EB Meetings
(f) Attend CUSU P&E / Council
(g) Chair Tutorial & Welfare Meetings
(h) Organize Freshers’ Week
(l) Organize Room Ballot

(4) Treasurer

(a) Attend GB Audit / Budget Meetings
(b) Organize change of signatories
(c) Produce JCR Budget
(d) Document all JCR Transactions
(e) Write cheques where necessary
(f) Ensure JCR service contracts/subscriptions remain value for money

(5) Secretary

(a) Arrange JCR Committee / Open Meetings and prepare agendas
(b) Take and publish (on JCR Website) minutes of JCR Committee / Open Meetings etc.
(c) Take and publish (on JCR Website) minutes of JCR Hustings
(d) Maintain JCR Notice Boards
(e) Produce Corporeal
(f) manage JCR social media

(6) Academic & Access Officer
(a) Attend CUSU Access Officer Meetings
(b) Liaise with Admissions Office over Access Events
(c) Maintain Access information (on JCR website)
(d) Organize Corpus Students for CUSU Shadowing Scheme
(e) Organize volunteers for interviews, access events and summer schools
(f) Represent students’ academic interests to Senior Tutor / DoS’s

(7) Green Officer
(a) Attend relevant committee meetings
(d) Attend Green Committee
(e) Attend CUSU Ethical and Environmental Committee

(8) Catering, Accommodation and Facilities Officer
(a) Attend relevant committee meetings
(b) Organize JCR Campbeds Scheme
(c) Represent students to Housekeeping
(d) Chair K&B Subcommittee
(e) Attend Hospitality Committee (where invited)
(f) Liaise with Bar Manager over facilities / issues in bar
(g) Liaise with the College Catering Manager and the bar manager over facilities/issues
(h) Post formal menus, cafeteria menus and catering prices online

(9) Welfare Officers
(a) Attend Tutorial & Welfare Meetings
(b) Organize Welfare Events
(c) Provide welfare information and advice to students
(d) Maintain Welfare Contact List (on JCR website / in college)
(e) Maintain Forms in Welfare Pigeon Holes
(f) Represent students’ welfare to Senior Tutor / College
(g) Maintain Condom Machine

(11) Sports & Societies Officer

(a) Organize Summer / Freshers’ Week Sports Days
(b) Organize Corpus Challenge
(c) Liaise with groundskeeper over sports facilities
(d) Maintain Societies Page (on JCR Website)
(e) Maintain JCR Sports Results Board
(f) Distribute information from college to societies

(12) Entertainments Officer

(a) Organize two slacks in Easter Term, and three in Michaelmas / Lent Terms
(b) Organize JCR Garden Party
(c) Maintain sound / lighting equipment in Bar
(d) Present any revenue from ticket sales to the JCR committee

(13) Ethnic Minorities Officer

(a) Work with Access Officer to encourage higher EM application rates
(b) Represent EM students’ welfare to College
(c) Organize informative events for students on relevant topics
(d) Run liberation events with the Gender Equalities and LGBT+ Officers

(14) International Officer

(a) Attend iCUSU Meetings
(b) Organize International Freshers’ Week
(c) Organize events for International students
(d) Represent International students’ welfare to College

(15) LGBT+ Officer

(a) Attend CUSU LGBT+ Meetings
(b) Organize events for LGBT+ students
(c) Represent LGBT+ students’ welfare to College
(d) Assist the Welfare Officers in sexual health provisions
(e) Run liberation events with the Ethnic Minorities and Gender Equalities Officers

(16) Gender Equalities Officer

(a) Work to ensure gender equality within Corpus
(b) Work to promote gender awareness within Corpus, for example by advertising events within the University and/or running a gender awareness based society for students.
(c) Attend relevant University meetings, and is recommended to attend CUSU Women’s Campaign Forum
(d) Work with Access Officer to encourage gender equality in access
(e) Run liberation events with the Ethnic Minorities and LGBT+ Officers

(17) First Year Officer

(a) Represent First Year students’ views to JCR / College)