

Stenton Hall Junior Common Room

Adopted June 2010

Amended October 2010
Published December 2010



Stenton Hall JCR Constitution

Contents

1	Name, Purpose, Function, Business, Authority.....	4
1.1	Name	4
1.2	Purpose.....	4
1.3	Functions	4
1.4	Business	4
1.5	Authority.....	4
2	Membership.....	5
2.1	Eligibility	5
2.2	Process.....	5
2.3	Rights of Members	5
2.4	Honorary Memberships.....	5
2.5	Membership Safeguards.....	5
3	General Meetings.....	6
3.1	Frequency	6
3.2	Convening.....	6
3.3	Notice	6
3.4	Agenda.....	6
3.5	Emergency Agenda.....	7
3.6	Quorum	7
3.7	JCR Committee Attendance	7
3.8	Minutes.....	7
3.9	Standing Orders	7
3.10	Standing Policies	7
4	JCR Committee.....	9
4.1	Conduct of Operations	9
4.2	Executives and Officers	9
4.3	Representatives of The Membership.....	9
4.4	Executive Without Portfolio	9
4.5	Requirements.....	9
4.6	Meetings.....	9
4.7	Minutes.....	10

4.8	Resignation	10
4.9	No Confidence in a JCR Committee Member	10
4.10	Conflict of Interest	10
5	Elections	11
5.1	Eligibility	11
5.2	Method	11
5.3	Timing and Term of Office	11
6	Finance	12
6.1	Membership Fees.....	12
6.2	Accounts	12
6.3	Inventory	12
6.4	Expenditure.....	12
6.5	Reserve	12
7	Amendments	13
7.1	Notice	13
7.2	Procedure	13
7.3	Availability	13
8	Bridges Hall Junior Common Room.....	14
8.1	Establishment of Stenton Hall Junior Common Room	14
8.2	Mechanism for the Re-establishment of Bridges Hall Junior Common Room	14
9	Transitional Arrangements	15
9.1	Process of Establishing the Organisation and this Constitution	15
A1	Appendix 1: Standing Orders	16
A2	Appendix 2: Responsibilities of the JCR Committee.....	19
A3	Appendix 3: Procedure to be Followed in Elections.....	20
A4	Appendix 4: Standing Policies	23

1 Name, Purpose, Function, Business, Authority

1.1 Name

- 1.1.a The name of the organisation is “Stenton Hall Junior Common Room”
- 1.1.b In short reference the organisation will be known as “Stenton Hall JCR” or “Stenton JCR”.
- 1.1.c Hereafter, it will be referred to as “the JCR”.

1.2 Purpose

The purpose of the JCR is to serve the interests of its members seeking to make their residence in Stenton Hall as pleasant and enjoyable as possible.

1.3 Functions

In pursuit of this purpose the JCR will carry out and perform the following functions:

- 1.3.a Provide such welfare support to its Members as is possible and necessary.
- 1.3.b Provide opportunities for its Members to socialise by holding social events.
- 1.3.c Provide opportunities for its Members to relax by maintaining entertainment and sports facilities.
- 1.3.d Represent the interests of its Members to the Hall Management, University Authorities, Students’ Union, and such others as may be necessary from time to time.
- 1.3.e Liaise with the local community and residents about matters that concern members.
- 1.3.f Such other functions as may, from time to time, prove desirable or necessary in line with the purpose of the JCR.

1.4 Business

The business of the JCR shall be discharged by the following:

- 1.4.a General Meetings and Emergency General Meetings.
- 1.4.b Meetings of the JCR Committee.
- 1.4.c Other committees and working parties as shall from time to time be empowered by decisions of General Meetings or the JCR Committee.
- 1.4.d Representatives of the JCR as directed by General Meetings or the JCR Committee.

1.5 Authority

General Meetings shall possess the highest authority in the JCR. The JCR Committee shall be responsible through General Meetings to the Members of the JCR.

2 Membership

2.1 Eligibility

Membership of the JCR shall be open to the following;

- 2.1.a Students who are resident in Stenton Hall must become a Member in line with the relevant section of the University of Reading's Calendar
- 2.1.b Students that have been a resident in Stenton Hall or Bridges Hall may become a member.
- 2.1.c Anyone may be sponsored for Membership by two (2) existing Members.

2.2 Process

A person shall become a Member of the JCR upon payment of the appropriate Membership Fee. A list of Membership Fees is set out in section 6.1b.

2.3 Rights of Members

JCR Members shall have the following rights subject to such rules as may apply:

- 2.3.a To use JCR facilities, attend JCR events and meetings.
- 2.3.b To admit to the JCR, including its events and facilities, guests.
- 2.3.c To propose or second motions at General Meetings.
- 2.3.d To address General Meetings.
- 2.3.e To vote at General Meetings.
- 2.3.f To stand for election to posts in the JCR,
- 2.3.g To propose or second candidates for the same.
- 2.3.h To vote in JCR elections.
- 2.3.i To opt out of being represented as per 1.3.d. This shall affect JCR fees as determined by the JCR Committee.

2.4 Honorary Memberships

- 2.4.a Honorary Membership shall be open to staff of Stenton Hall. It shall be conferred by a vote in a General Meeting and shall last until the end of the academic year upon which it was conferred.
- 2.4.b Honorary Members shall have rights enumerated in section 2.3a. The exercise of all other rights shall be subject to the discretion of the Membership at a General Meeting or the JCR Committee.
- 2.4.c Honorary Life Membership shall be open to those deemed by the Membership to have merit it by their service to the JCR. It shall be conferred by a provenly quorate vote in a General Meeting.
- 2.4.d Honorary Life Members shall have rights as enumerated in section 2.3 a, b, c, d, e, h & i.

2.5 Membership Safeguards

- 2.5.a Any motions regarding this section (Membership) may only be voted on by a General Meeting or Emergency General Meeting.
- 2.5.b A quoracy count shall be taken immediately before the vote; a motion regarding 'Membership' issues may not be passed by an inquorate meeting, nor will the meeting continue in a recommendatory role as per A1.7.d.

3 General Meetings

3.1 Frequency

To discharge the functions of the JCR at least one (1) General Meeting of the Membership shall be held each term. Emergency General Meetings may also be held as required. No General Meeting or Emergency General Meeting may be held outside of an academic term.

3.2 Convening

- 3.2.a General Meetings shall be convened by the President at their discretion or at the request, in writing, of a majority of the JCR Committee or at the request, in writing, of thirty-five (35) Members of the JCR.
- 3.2.b Requested General Meetings shall be held within one (1) week of the request being submitted in an area accessible to all Members of the JCR.
- 3.2.c Emergency General Meetings shall be convened by the President at the unanimous request, in writing, of the JCR Committee or at the request, in writing, of forty (40) Members of the JCR.
- 3.2.d Requested Emergency General Meetings shall be held within three (3) days of the request being submitted in an area accessible to all Members of the JCR.

3.3 Notice

- 3.3.a Notice of General Meetings shall be posted at least four (4) days in advance in an area accessible to all Members of the JCR. This shall normally be the JCR notice board at the least.
- 3.3.b Notice of Emergency General Meetings shall be posted at least one (1) day in advance in an area accessible to all Members of the JCR. This shall normally be the JCR notice board at the least.

3.4 Agenda

- 3.4.a Items for inclusion in the Agenda of a General Meeting, including motions, shall be submitted to the Secretary or, if the Secretary is unavailable, another Executive at least three (3) days in advance of the meeting at which it is to be considered. Items submitted in this manner must be signed by two (2) Members of the JCR. The Agenda shall be posted at least two (2) days in advance in an area accessible to all Members of the JCR. This shall normally be the JCR notice board.
- 3.4.b The Agenda shall be ordered as follows:
 - Opening Remarks by the Chair
 - Vote to accept the minutes of the previous General Meeting
 - Report(s) of the Members of the JCR Committee and Questions
 - Motions
 - Recommendations
 - Other Business
 - Emergency Business
 - Closing Remarks
- 3.4.c Proposed motions must be displayed as close as reasonably possible to the agenda with the names of the proposer and legitimate supporters clearly displayed and posted a minimum of two (2) days in advance of the meeting in an area accessible to all Members of the JCR. Typically, this shall be the JCR notice board.
- 3.4.d Items may be added to the Agenda at the meeting under Emergency Business at the discretion of the Chair or at the request of two (2) Members of the JCR.

3.5 Emergency Agenda

Items for inclusion in the Agenda of an Emergency General Meeting shall be submitted to the President or, if the President is unavailable, another Executive with the request for such a meeting. The Agenda shall be posted at least one (1) day in advance in an area accessible to all Members of the JCR. This shall normally be the JCR notice board. No other business shall be considered by an Emergency General Meeting.

3.6 Quorum

In order for a General Meeting or Emergency General Meeting to be quorate at least thirty-five (35) Members of the JCR must be present.

3.7 JCR Committee Attendance

Members of the JCR Committee shall be required to attend General Meetings and Emergency General Meetings. Should a JCR Committee Member be unable to attend they shall submit their apologies to the President.

3.8 Minutes

Minutes of General Meetings and Emergency General Meetings shall be recorded by the Secretary or another Executive if the Secretary is unable to do so. Minutes shall be posted no later than three (3) days after the meeting in an area accessible to all Members of the JCR. This shall normally be the JCR notice board.

3.9 Standing Orders

The standing orders to be followed for General Meetings and Emergency General Meetings are detailed in Section A1.

3.10 Standing Policies

- 3.10.a The JCR Committee or Members of the JCR may submit policies to a General Meeting which shall be binding on the JCR Committee.
- 3.10.b A policy for the JCR to adopt shall be submitted as a motion to a General Meeting for discussion and vote in the normal way as detailed in section 3.4a.
- 3.10.c Prior to the meeting the JCR shall decide whether or not to support the motion on the basis of whether or not the potential policy will be of harm to the JCR and the decision shall be stated at the General Meeting in question. The President has the right to invite the proposer of the motion to the committee meeting and to consult the proposer privately depending on the situation.
- 3.10.d All policy motions must be submitted and displayed in the same manner as a motion.
- 3.10.e The proposed policy shall become policy if the motion is supported by a quorate majority vote of Members at a General Meeting.
- 3.10.f Policy motions may not be considered under emergency business of a General Meeting.
- 3.10.g All active policies shall be listed in full in Section A4 of this constitution and include the date of when the policy first became active.
- 3.10.h Policies shall automatically be reviewed one (1) year after the initial proposal for discussion and shall be considered renewed by a majority vote of a General Meeting. If the motion does not gather enough support then the active policy will no longer be in effect from the close of the meeting.
- 3.10.i A policy can be amended at the annual review as per section A1.5 of this constitution without the submission of a normal motion.
- 3.10.j Any policy can be amended or removed before the annual review by the submission of a motion detailing the amendment to a General Meeting, or if urgent and section 3.2.c is tabled correctly, and shall be treated in the same way as a motion or emergency motion as applicable.

- 3.10.k Any and all versions of policies no less than three years must be detailed in Appendix 4. If an inactive policy or amendment is more than three years old it is at the discretion of the President as to whether or not it remains in the constitution for historical purposes.
- 3.10.l No proposed policy may contradict any currently existing policy, this constitution or the University Calendar without first amending the policy currently in place. In this case the committee reserves the right to reject the motion after clearly identifying the contradiction and explaining to the supporters of the motion the reasons why and outline the correct procedure in order to achieve the original spirit of the proposed motion.
- 3.10.m Any motions rejected in 3.10.l which do not get submitted in time for the General Meeting shall be mentioned in brief by the Chair but neither discussion nor vote shall be taken.

4 JCR Committee

4.1 Conduct of Operations

The JCR Committee shall discharge the functions of the JCR in the interval between General Meetings and conduct the daily operations of the JCR. The responsibilities of each office are detailed in section A2. The President, Vice President, Treasurer and Secretary shall be referred to as the 'Executive Officers' or 'Executives'.

4.2 Executives and Officers

Executives and Officers shall be elected, as per section 5, to the JCR Committee. The Committee comprises the following unless directed otherwise by a General Meeting:

- A President
- A Vice President
- A Treasurer
- A Secretary
- Two (2) Welfare Officers, one (1) female and one (1) male
- Two (2) Social Officers
- Two (2) Sports Officers

4.3 Representatives of The Membership

In addition to the elected members of the committee, there shall be a number of elected representatives whose office shall be determined at the discretion of the JCR Committee. These Representatives shall be elected as per Section 5 in order to achieve a fair reflection of the views and demographic of the membership.

4.4 Executive Without Portfolio

- 4.4.a There shall also be the position of Executive Without Portfolio (EXWOP) which shall be created by the vote of the JCR Committee.
- 4.4.b In order to be eligible to hold the post of EXWOP the person must be a member of the JCR as described in section 2.2 and not disqualified under section 4.8 or section 4.9.
- 4.4.c They shall hold their positions until the end of the term of the committee that created them.

4.5 Requirements

- 4.5.a The President, Treasurer and Welfare Officers shall, whenever possible, be resident in Stenton Hall.
- 4.5.b Other elected or JCR Committee Members shall, whenever possible, be resident in Stenton Hall.
- 4.5.c No person shall hold more than one (1) position on the JCR Committee; however Committee Members may stand for new positions as described in section 5.1b.

4.6 Meetings

- 4.6.a The JCR Committee shall hold at least one (1) meeting every two (2) weeks during each term. Meetings shall be convened by the President, who shall normally be Chair of the JCR Committee, or at the request, in writing, of two (2) Members of the JCR Committee. If the President is unavailable then another Executive shall Chair.
- 4.6.b In order for a JCR Committee Meeting to be quorate at least half plus one of the elected or Members of the JCR Committee must be present. If not quorate the Meeting will not be considered to have made binding decisions.
- 4.6.c JCR Committee Members who are unable to attend a meeting shall submit their apologies to the Chair at

least four (4) hours before the meeting.

- 4.6.d The Senior Resident Tutor may be invited to meetings to discuss general issues with regards to the hall, primarily with regards to pastoral care.
- 4.6.e In the event of a vote taking place, the President shall have a deciding vote. Members of the Committee shall be expected to publicly uphold any decision made by the committee.
- 4.6.f Other rules for the conduct of JCR Committee Meetings shall be decided by the JCR Committee.

4.7 Minutes

- 4.7.a Minutes of JCR Committee Meetings shall be recorded by the Secretary or another Executive if the Secretary is unable to. Minutes of JCR Committee Meetings shall be posted no later than three (3) days after the meeting in an area accessible to all Members of the JCR and shall be signed by all members of the Executive. This shall normally be the JCR notice board.
- 4.7.b The JCR Committee shall vote to accept the minutes of the previous meeting as a true and accurate reflection of the meeting

4.8 Resignation

A Member of the JCR Committee may tender their resignation at any time, in writing to the President or, if the President is unavailable, to the Vice-President. A Member of the JCR Committee who resigns shall be ineligible for election or co-option in the future, save with the permission of a General Meeting. Ineligibility shall not apply to EXWOPs.

4.9 No Confidence in a JCR Committee Member

An elected member of the Committee may be removed from Office if a motion of No Confidence is passed by a $\frac{2}{3}$ (two thirds) majority vote at a provenly quorate General Meeting and the following process is adhered to:

- 4.9.a A no confidence motion shall be submitted in the usual manner and acceptable time period as described in section 3.4a.
- 4.9.b The President (or Vice President if the motion regards the President) shall call and chair an emergency meeting of the Committee with the proposers of the motion in attendance.
- 4.9.c If at least two proposers do not attend the meeting then the motion shall not be allowed to progress to a General Meeting and the usual restrictions shall still apply.
- 4.9.d The sole purpose of the meeting shall be to resolve any issue before the General Meeting. If no agreement can be made then the motion shall pass to a General Meeting. The original motion may be altered with the agreement of the Chair of the meeting and the proposers of the motion.
- 4.9.e Should the motion pass to a General Meeting then the voting must take place using the method of secret ballot in order for the motion to pass.
- 4.9.f If the motion is successful then the person in question shall be removed from their office, become illegible for election or co-option to the committee except with the express permission of a General Meeting.
- 4.9.g If the meeting is declared not quorate at any point during the meeting then any decision taken on the matter shall be considered not binding and the motion shall not become a recommendation as per section A1.7.d.

4.10 Conflict of Interest

It is forbidden for any member of the JCR Committee to use their position on the Committee for personal capital gain. Any and all funds raised in this manner shall be donated to the JCR to fund the execution of its functions.

5 Elections

5.1 Eligibility

- 5.1.a In order to be eligible for election a person must be a Member of the JCR as described in 2.2.
- 5.1.b Current Committee Members may stand for election without resigning their position. If elected they assume their new role but cease operating in their former position from the beginning of their new position's term in line with 4.5c. If not elected, the Committee Member continues in their existing role until the end of their term of office.

5.2 Method

- 5.2.a All elections shall be by secret ballot of the Members of the JCR.
- 5.2.b Elections shall employ the Single Transferable Vote method. The methods and procedures are described in section A3.
- 5.2.c Re-Open Nomination (R.O.N) shall be a candidate in all elections.
- 5.2.d The term "ballot paper" shall refer to either the piece of paper on which the voter indicates their choice, or the row or column of a table in which the voters preferences were recorded using an online or electronic method.

5.3 Timing and Term of Office

- 5.3.a Elections to all the JCR Committee posts listed in 4.2 must be opened in the Spring Term of each academic year. They shall be elected by the end of week six (6) of the Spring Term. Those elected shall hold office from the first day of the following Summer Term for a period of one (1) year.
- 5.3.b In the event of a post listed in 4.2 falling vacant, the JCR Committee may order a by-election to be held at the earliest possible moment. Those elected in this manner shall serve until the expiration of the term of office of the JCR Committee that ordered the election.
- 5.3.c Elections for Representatives as described in section 4.3 shall be elected by the end of week two (2) of the Autumn Term. Those elected shall serve until the end of the Summer Term of the academic year in which they were elected.

6 Finance

6.1 Membership Fees

- 6.1.a The JCR shall levy from its members an annual fee, which money shall be used exclusively to fund the execution of the JCR's functions.
- 6.1.b The JCR fee shall be divided into the following categories;
 - a) A full rate levied on Members of the JCR resident in Stenton Hall for the whole academic year. Membership will last for the whole academic year for which the fee was paid.
 - b) A reduced rate levied on Members of the JCR resident in Stenton Hall for less than one (1) academic year. Membership will last for as long as the Member is a resident of Stenton Hall.
 - c) A reduced rate levied on Members of the JCR not resident in Stenton Hall. Membership will last for the whole academic year for which the fee was paid.
- 6.1.c The Membership fees shall be set by the JCR Committee with the approval of a General Meeting in the Summer Term to apply for the next academic year.
- 6.1.d A record of payment shall be kept by the Treasurer.
- 6.1.e Collection of the Membership Fees shall be arranged by the Treasurer with the support of the rest of the JCR Committee.

6.2 Accounts

- 6.2.a Accounts recording income and expenditure shall be kept by the Treasurer.
- 6.2.b The accounts shall be made available to Members of the JCR upon written, including e-mail, request within two (2) days.
- 6.2.c The accounts shall be audited by an external organisation annually which shall be selected at a General Meeting.

6.3 Inventory

An inventory of property owned by the JCR shall be prepared and maintained by the Treasurer.

6.4 Expenditure

- 6.4.a The Treasurer shall set a budget for the JCR in consultation with the President and it shall be agreed by the JCR Committee and shall be presented to a General Meeting for discussion and adoption.
- 6.4.b Any JCR Committee Member may authorise expenditure up to £500 with the agreement of the Treasurer.
- 6.4.c The JCR Committee may authorise expenditure in excess of £500 with the agreement of a majority.
- 6.4.d Any Member of the JCR may propose expenditure at a General Meeting.
- 6.4.e For unusual expenditures three (3) quotes from different sources shall be taken and the most cost effective chosen.

6.5 Reserve

There must, at all times, be a reserve of not less than £3000 budgeted for in the accounts. This reserve may be held in a separate account which can only be accessed with the unanimous approval of the Executives.

7 Amendments

7.1 Notice

Proposed constitutional amendments shall be posted at least two (2) days before the General Meeting or Emergency General Meeting at which they are to be considered in an area accessible to all Members of the JCR. This shall normally be the JCR notice board.

7.2 Procedure

7.2.a Proposed constitutional amendments shall only be considered at a General Meeting or Emergency General Meeting.

7.2.b A quoracy count shall be taken immediately before the vote on any constitutional amendment; no constitutional amendment may be adopted by an inquorate meeting, nor will the meeting continue in a recommendatory role as per A1.7.d.

7.2.c This constitution shall be deemed amended if a constitutional amendment is passed by a two thirds (2/3) majority at a General Meeting or Emergency General Meeting.

7.3 Availability

A current copy of the constitution shall be held by the following, in both printed and computer disk form, and shall be made readily available:

- a) President
- b) Secretary
- c) Senior Resident Tutor/Warden

8 Bridges Hall Junior Common Room

8.1 Establishment of Stenton Hall Junior Common Room

This constitution, committee and organisation recognise that it was established by the closure of Bridges Hall Junior Common Room and their funds used exclusively to execute the establishment and functions of this organisation. This organisation is committed to the re-establishment of Bridges Hall Junior Common Room as per section 9.1.6 of the Bridges Hall Junior Common Room Constitution in the event that Bridges Hall should be reopened or rebuilt.

8.2 Mechanism for the Re-establishment of Bridges Hall Junior Common Room

- 8.2.a Stenton Hall Junior Common Room commits itself to the re-establishment of Bridges Hall Junior Common Room.
- 8.2.b This JCR shall contribute to Bridges Hall Junior Common Room the same amount as was received to achieve the establishment of this JCR.
- 8.2.c The next committee of Bridges Hall JCR shall be elected from the Stenton Hall JCR Membership.

9 Transitional Arrangements

9.1 Process of Establishing the Organisation and this Constitution

- 9.1.a This constitution shall first be discussed and voted upon by the JCR Committee.
- 9.1.b This constitution shall then come into force with immediate effect.
- 9.1.c The constitution shall be voted upon to be accepted by the first General Meeting of Stenton JCR.

A1 Appendix 1: Standing Orders

A1.1 Applicability

Standing orders shall apply to General Meetings and Emergency General Meetings.

A1.2 Chairperson

- A1.2.a The Chairperson shall run General Meetings and Emergency General Meetings and abide by the Standing Orders.
- A1.2.b The President of the JCR shall normally be Chairperson at General Meetings and Emergency General Meetings and assume the Chair. Should the President of the JCR vacate the Chair, another member of the committee shall assume the Chair.
- A1.2.c The Chairperson must at all times be impartial and shall not vote except when the number recorded in a division is equal, when he shall have a casting vote.
- A1.2.d Whenever the Chairperson speaks he shall be heard in silence and any other members speaking shall at once cease from speaking.
- A1.2.e The Chairperson may, with a majority vote of Members, eject a Member from a meeting at any time if that member is deemed to be "obstructing the progress of the meeting".
- A1.2.f The Chairperson may address the meeting from the Chair in order to explain or administer these orders, or to answer a question directed to him on a point of fact.
- A1.2.g If the Chairperson desires to address the meeting to a motion he shall vacate the Chair.
- A1.2.h The Chairperson shall be sole interpreter of the constitution and shall always bring a copy to meetings.
- A1.2.i A challenge to the Chairperson's interpretation of this Constitution may be made at any time. The Chairperson shall vacate the Chair and answer the challenge. A challenge to the Chairperson may be upheld by a 2/3 majority of the meeting. If upheld, the Chairperson will abide by that interpretation and resume the Chair. If the challenge is not upheld, the Chairperson may continue with their interpretation and resume the Chair.
- A1.2.j If a movement of no-confidence is brought against the Chairperson he shall vacate the Chair and answer the movement. A vote of no-confidence may be upheld by a 2/3 majority of the meeting. If upheld, the Chairperson will vacate the Chair for the rest of the meeting. If not upheld, the Chairperson will resume the Chair.

A1.3 Speaking

- A1.3.a Every speaker shall address himself solely to the Chairperson.
- A1.3.b If two or more members speak at the same time, precedence shall be given to whoever first "catches the eye" of the Chairperson.
- A1.3.c Whenever any member speaks he shall be heard in silence.

A1.4 Motions

- A1.4.a Before discussion is permissible, a motion shall be proposed.
- A1.4.b The proposer of a motion must not speak for more than two minutes.
- A1.4.c If there is no formal opposition, and in the absence of discussion, the motion shall be passed nem-con.
- A1.4.d The opposer, if any, must not speak for more than one minute.
- A1.4.e A seconder for both sides may speak for up to one minute.
- A1.4.f The Chairperson shall allow questions until such time as he considers that no new information can be given, or until the members decide to move to a vote. A summary of the discussion is then permissible by the opposer and proposer (in that order) before the vote is taken. No new information may be given to the meeting during the summing up.

A1.4.g No motion once moved and seconded shall be withdrawn without leave of the meeting.

A1.5 Amendments

A1.5.a Only one amendment may be proposed to a motion at any one time and no amendment shall be moved which alters the meaning and spirit of the original motion.

A1.5.b An amendment shall be discussed immediately after the motion has been proposed and seconded. If the amendment is accepted by a majority of the meeting, the motion as amended shall become the substantive motion, the main motion to which further amendments may then be moved.

A1.5.c An amendment may be tabled at the meeting during the discussion of the motion, but must be acceptable to the proposer and seconder of the motion.

A1.6 Emergency Motions

A1.6.a The subject of an emergency motion shall relate to a matter of urgency or importance that has arisen since the last day for receiving motions.

A1.6.b An emergency motion need not be submitted prior to the meeting nor need it have been posted prior to the meeting.

A1.7 Points of Order

A1.7.a Points of order must be framed as a question to the Chair and relate to the conduct of the meeting.

A1.7.b Points of order have preference over all other business, but they may not be raised during a speech or a vote unless relating to the conduct of that vote.

A1.7.c Points of order shall have priority in the following order:

- a) A request for a quorum count.
- b) A request for a ruling or interpretation.
- c) A request for a revote.
- d) Other points of order.

A1.7.d If after a count it is found that the meeting is not quorate then the meeting may only continue in a recommendatory role, any such recommendations are not binding on the committee.

A1.7.e Constitutional amendments may not be considered, and will be deemed not to have been recommended, by a non quorate meeting.

A1.7.f No-confidence motions and motions regarding Section 2 of this Constitution may not be considered, and will be deemed not to have been recommended, by a non quorate meeting.

A1.8 Points of Information

These may be raised by a member calling on a "Point of Information". If the speaker is willing to give way, the member shall then offer to, or ask information of that member. No point of information shall be allowed during a summing up speech.

A1.9 Procedural Motions

A1.9.a Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote.

A1.9.b Procedural motions require no seconder and there shall be a one minute speech proposing and a one minute speech in opposition.

A1.9.c The Chairperson shall be entitled to make the speech against any motion of no confidence in them, or any challenge to their ruling.

A1.9.d There shall be the following procedural motions which are listed in order of priority:

- a) That the meeting has no confidence in the Chairperson (see section A1.2.j).
- b) That the Chairperson's ruling be overturned (see section A1.2.i).

- c) That the question, as specified, be now put.
- d) That the question, as specified, be adjourned to a later time in the same meeting or to a later meeting.
- e) That the question, as specified, be voted in parts.

A1.9.e Procedural motion (e) may only be moved after the summing-up speeches and before the vote is taken.

A1.10 Recommendations

A recommendation may be made under the item "Any other business". This does not require a seconder, and does not have the binding force of a motion. A recommendation shall be considered at the next meeting of the JCR Committee.

A1.11 Voting

A1.11.a Voting on any motion shall be by a show of hands or by secret ballot at the Chairperson's discretion except in relation to a motion of no confidence which shall always be by secret ballot.

A1.11.b No vote shall be recorded on behalf of any Member not present at the meeting.

A1.11.c The Chairperson shall appoint tellers at their own discretion.

A1.11.d No vote shall be considered binding unless there is a minimum total of thirty five (35) votes, including abstentions, and quorum is achieved.

A2 Appendix 2: Responsibilities of the JCR Committee

A2.1 All JCR Committee Members

All Members of the JCR Committee shall be responsible for the operation of the JCR, seeking to ensure its goals are achieved; they shall promote the interests of the Membership wherever possible; support each other in their work for the JCR; attend all major events and assist in their preparation and management.

A2.2 President

The President shall have overall responsibility for the management of the JCR; oversee the activities of the JCR Committee as its Chair; serve as the main point of contact for the JCR with the Hall, Students' Union and University and local community; managing and constructing the development of the JCR; call and organise elections to the JCR committee; updating and maintaining this constitution as necessary or directed by General Meetings.

A2.3 Vice President

The Vice President shall serve at the President's deputy and perform his duties when he is unable to; be the official voice of the Committee at General Meetings; oversee all campaigning activities within the JCR including, but not limited to advertising, awareness campaigns and promotions.

A2.4 Treasurer

The Treasurer shall be responsible for the management of JCR finances; maintain an accurate record of Membership; serve as principal signatory on all JCR accounts.

A2.5 Secretary

The Secretary shall be responsible for minuting meetings; preparing paperwork and notices; general communication with the Membership.

A2.6 Welfare Officers

The Welfare Officers shall attend welfare training with or through the Students' Union; provide support and advice to Members; organise welfare events and campaigns.

A2.7 Social Officers

The Social Officer shall have responsibility for organising and managing social events and activities; organise and manage regular small scale entertainment events.

A2.8 Sports Officer

The Sports Officer shall have responsibility for organising and managing sports events, teams and facilities.

A2.9 Elected Representatives

Representatives shall have the responsibility to represent the interests of the members to the Executives and Officers on behalf of whom they were elected to represent.

A2.10 Executive Without Portfolio

EXWOP's shall be appointed to assist the Committee as and when required; they shall not normally attend JCR Committee Meetings without invitation and they shall not vote.

A3 Appendix 3: Procedure to be Followed in Elections

A3.1 Initial Procedure

- A3.1.a When an election is called the President shall establish the Elections Committee and assume the role of Returning Officer for the duration of the election.
- A3.1.b The Vice President and Treasurer shall assume the roles of Deputy Returning Officer.
- A3.1.c The Secretary shall witness the election to ensure that the conduct of the Elections Committee is fair and true. Other elected Officers or Representatives shall be elected to the Elections Committee by a vote of the Committee.
- A3.1.d No candidate may be a part of the Elections Committee. If the President is running in an election then the Vice President shall assume the role of Returning Officer and one other Officer shall be the Deputy Returning Officer.
- A3.1.e The Elections Committee shall determine the rules of that election and shall make clear those rules to those nominated.

A3.2 Nominations

- A3.2.a The Elections Committee shall post details regarding nominations in an area accessible to all Members of the JCR. This shall normally be the JCR notice board at the least. Nominations shall be open for no less than three (3) days.
- A3.2.b Nominations shall be made in writing to the Returning Officer by one (1) Member of the JCR and seconded by another. All nominations shall be posted at least one (1) day before the Hustings for the election, in an area accessible to all Members of the JCR. This shall normally be the JCR notice board.
- A3.2.c No member of the serving Elections or JCR committee may propose or second a candidate standing for election, unless they are also running in that set of elections.

A3.3 Hustings

- A3.3.a The Returning Officer shall chair the Hustings.
- A3.3.b The candidates shall each then make a speech, outlining their suitability for the office, for no longer than two (2) minutes.
- A3.3.c After the candidates' speeches the Chair shall take questions from the Membership to all candidates only; the procedure that questions are answered in shall be clearly stated by the Returning Officer before any question can be asked.

A3.4 Voting

Voting shall be opened after Hustings, in an area accessible to all Members of the JCR. It shall be open for a period of not less than three (3) days, with the ballot box being open for at least thirty (30) minutes each day between the times of 9am and 9pm.

A3.5 Method of Voting

- A3.5.a Each voter shall have one transferable vote.
- A3.5.b A voter when recording his vote on the printed voting paper
 - A3.5.b.1. Must place on his voting paper the figure 1 opposite the name of the candidate for whom he votes.
 - A3.5.b.2. May indicate the order of his choice or preference for as many other candidates as he pleases by placing against their respective names the figure 2, 3, 4 and so on.
- A3.5.c Re-Open Nominations (RON) shall always be a candidate in elections.

A3.6 Spoilt Ballot Papers

If a voter invalidates their ballot paper before it has been cast this paper shall not be counted and be declared spoilt. All papers declared spoilt shall be destroyed and a replacement valid ballot paper shall be supplied to the voter.

A3.7 Invalid Voting Papers

A voting paper shall be invalid, and not counted in any way, on which:

- A3.7.a The figure 1 standing alone indicating a first preference for some one candidate is not placed or
- A3.7.b The figure 1 standing alone indicating a first preference is placed opposite the name of more than one candidate or
- A3.7.c The figure 1 standing alone indicating a first preference and some other figure place opposite the name of the same candidate or
- A3.7.d It cannot be determined for which candidate the first preference of the voter is recorded; or
- A3.7.e There is written anything other than the names of the candidate and the figure indicating the voter's preference.

A3.8 Sorting the Papers

The Returning Officer shall examine the papers and shall sort them into parcels according to first preferences recorded for each candidate, rejecting any that are invalid.

A3.9 Counting the Papers

- A3.9.a The Returning Officer shall count the papers in each such parcel and shall credit each candidate with a number of votes equal to the number of valid papers on which a first preference has been recorded for that candidate.

In the event that:

- A3.9.a.1. In an election for a one-person post any one candidate has more votes than all the other candidates combined, that candidate shall be declared elected.
- A3.9.a.2. In an election for a two-person post any one candidate has more than one third (1/3) of the total votes that candidate shall be declared elected and the votes will be transferred to whichever of the continuing candidates is marked by that voter as their next preference.
- A3.9.b If not, the Returning Officer shall declare defeated the candidate having the fewest votes, and shall transfer each of that candidates papers to whichever of the continuing candidates is marked by that voter as his next preference. The votes thus transferred shall be added to the first preference votes of these candidates. Any paper on which no further preference is marked shall be set aside as non-transferable and the total of such papers shall be recorded.
- A3.9.c If still no candidate can be declared elected as described in (c) above, the candidate then lowest on the poll shall lie excluded and their vote shall be transferred to whichever of the continuing candidates is marked by the voter as his next available preference, this process shall continue until a candidate can be declared elected as in (b) above.

A3.10 Ties

- A3.10.a If, when a candidate has to be excluded, two or more candidates have each the same number of votes and are lowest on the poll; the candidate with the lowest number of votes at the earliest count at which the candidates in question have an equal number of votes shall be excluded.
- A3.10.b If the candidates are equal on all counts, the Returning Officer shall arrange the papers of the candidates according to the next available preference recorded thereon for continuing candidates, including the candidates in question, and shall exclude the candidate who is lowest in this operation.

- A3.10.c If the two or more candidates are still equal and lowest, the Returning Officer shall determine by lot which shall be excluded.
- A3.10.d If when there are only two candidates left, they each have the same number of votes, the candidate with the highest number of votes at the earliest count at which the candidate in question have an unequal number of votes shall be elected.
- A3.10.e If the candidates are equal at all counts, the Returning Officer shall determine by lot which shall be excluded.

A3.11 Definitions

- A3.11.a The expression "continuing candidate" means any candidate not deemed to be elected and not excluded.
- A3.11.b The expression "first preference" means the figure 1 standing alone opposite the name of a candidate.
- A3.11.c The expression "second preference" means the figure 2 standing alone opposite the name of a candidate given second in the list of order of preference by the voter, and so on.
- A3.11.d The expression "next available preference" means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate, the preference next in order on the voting paper for candidate already excluded from the poll being ignored.
- A3.11.e The expression "transferable paper" means a voting paper on which following a first preference, a second or subsequent preference is recorded in consecutive order for a continuing candidate.
- A3.11.f 10.5 The expression "non-transferable paper" means a voting paper on which no second or subsequent preference is recorded for a continuing candidate.

A4 Appendix 4: Standing Policies

All active policies that are instated as per section 3.10 Standing Policies shall be listed in this appendix. Policies shall lapse if they are not reviewed by a General Meeting within one (1) year of being accepted and each subsequent year thereafter. Any policies listed in this appendix are currently active unless stated otherwise, in which case they are included for historical purposes only. This section shall be updated when necessary and section 7.2 shall not apply.

There are currently no standing policies.