



The JCR: **A Dummy's Guide**

What is the JCR?

JCR stands for Junior Common Room, referring to both our physical common room (located in Chapel Quad) and the college's undergraduate body. It serves as a kind of college level student union and it is managed and run by undergraduates of the college.

Once you are enrolled as an undergraduate with Lincoln College you become a member of the JCR. Regardless of how much you want to be involved in the JCR, we hope that this guide will give you an introduction into how it functions and how you can engage in it if you would like to.

If you are interested in getting more involved, we highly recommend you check out the JCR constitution, which can be found on the JCR website.

Meetings

JCR meetings are a chance for the undergraduate body to be updated on events in college, vote members onto the Committees, chose how the JCR's budget is spent, raise issues that they feel are important, and hold the JCR Committees to account.

JCR meetings are held at 8:30pm on the 2nd, 5th and 8th Sundays of each term.

- At least 25 JCR members need to be in attendance for the meeting to reach quorum.
- Every meeting is overseen by the JCR' s Independent Chair.
- Most importantly, **pizza** and **wine/beer** are provided free of charge at each meeting.

Meetings

Meetings typically run as follows:

1. The JCR President will give any notices.
2. Written questions are asked to the Committee
3. Oral questions are asked of the Committee.
4. Extraordinary events, such as in-meeting elections and emergency motions are dealt with.
5. Motions are debated.

The presenting of a motion runs as follows:

The JCR President will give any notices.

1. The proposer or seconder will give a synopsis of the motion.
2. The assembled members of the JCR will ask any questions they have in relation to the motion.
3. Members of the JCR will be invited to speak for or against the motion.
4. A vote will be held on the motion

Voting on motions

The Independent Chair will ask all present to close their eyes, and then raise their hands either, for, against, or in abstinence. All constitutional motions and motions to recall a JCR officer need a 2/3rds majority. All other motions require a simple majority.

Meetings

What Happens Next?

Once your motion has been voted on it normally gets handed over to the relevant officer to enact. This could be to a wide range of officers or representatives, but the president will make sure that the proposal is actually put in place. If the motion fails, then nothing is done and you cannot bring that same motion in the academic year. Even if a motion fails, though it can still spark a conversation and bring change to the JCR

Behaviour in JCR Meetings

More often than not, JCR meetings run smoothly, but occasionally contentious issues can arise for debate. When this happens, it is expected that JCR members will remain courteous and respectful to one another. Even when debates get heated, the constitution stipulates that all comments are to be directed to the chair, so shouting at other members is not appropriate.

Motions

Motions are what we vote on in JCR meetings; they can be submitted by any member of the JCR. If you want the JCR to spend money, support a charitable cause, raise an issue etc. then you can submit a motion asking it to do so.

There are five types of motions (recall, constitutional, charity, money, other), but **charity** and **money** motions are the most common in typical JCR meetings

Writing and submitting a motion:

A week before the next JCR meeting, the Independent Chair will send out a call for Motions. The deadline is 6pm on the Friday before the meeting. Agendas will then be circulated by the Chair at least 24 hours before the meeting takes place.

- You need a JCR member to second the motion and at least one of you must present the motion at the meeting.
- You should declare any conflicts of interest to the Independent Chair

Format of Motions:

- This JCR Notes: stating any relevant facts to the motion.
- This JCR Believes: what the passing of this motion would demonstrate the JCR believes.
- This JCR Resolves: any actions the JCR would take should the motion pass

Example Motions

Charity Motion - VacProj

Synopsis: We are requesting £200 to help fund the Vacation Project which is a Lincoln run charity that has been running for over 50 years.

This JCR notes:

- That the JCR usually gives money to VacProj, which has been running for over 50 years, and as an extremely important cause within the Lincoln community.

This JCR believes:

- That VacProj should be well funded and is to the benefit of the Oxford community and the College itself.

This JCR resolves:

- To donate £200 to VacProj

Money Motion - Lincoln College History Society

Synopsis: Lincoln History Society is a student-led society that organises history-related events and activities for Lincoln students. This motion is seeking £100 in funding from the JCR to put on more exciting events.

This JCR notes:

LCHS organise history events that are open to Lincolnites of all years and degrees.

LCHS has already secured some support from the Lincoln Annual Fund.

This JCR believes:

Extracurricular societies are worth supporting and enhance the student experience.

Funding would allow us to offer experiences for free or at a highly subsidised price, making it more accessible to all students

This JCR resolves:

To give £100 to Lincoln College History Society

JCR Structure

LINCOLN UNITES

Lincoln Unites
President
[MCR]

LGBTQIA+ Rep
Gender Rep
CRED Rep
Social backgrounds Rep
International Students' Rep
Disabilities Rep

RELATIONS

The Imp Editor

Website Manager

1427 President

Arts Rep

Sports Rep

Revue Rep

Stash Rep

Charities Rep

Cookie Fairy

Marmite Fairy

Steak Fairy

Welfare Officers

Access & Outreach

Academic Affairs

Vice * President

Treasurer

War Minister

Honorary Archivist

Yearbook Rep

FAIRIES

OPERATIONS

WELFARE

STRUCTURE

BALL

Ball Committee

Ball * President

OFFICERS

Secretary [Co]

Entz Committee Chair

President [Ch]

Environment & Ethics

Bike Rep

Food Rep

Entz Treasurer
Entz Team

ENTZ

SUSTAINABILITY

Independent Chair

VacProj President

Key:

bold = Executive Committee

* = Chair & Convenor

[Ch] = Chair

[Co] = Convenor

Roles

The JCR is comprised of many student-elected roles, all collaborating to ensure operations run smoothly. This section outlines the responsibilities of each position, with their point of election indicated in brackets.

Independent Chair is separate from all JCR committees acting like the Speaker of the House of Commons. They chair JCR meetings, ensure due process is followed, publish the agenda for meetings and run all elections. (*8th Week Michaelmas*)

Ball President is in charge of organising the College Ball. (*5th Week Hilary, in alternate years*)

JCR Executive Committee

President oversees all JCR business and informs the JCR of all relevant college and university business. They sit on college committees, regularly meeting with key figures like the Bursar and Senior Dean as a representative of the JCR. (*5th Week Trinity*)

Vice-President assists the President, helps to assign JCR accommodation and is responsible for the maintenance of the physical JCR. (*6th Week Michaelmas*)

Treasurer writes the budget and manages the JCR's funds at the direction of the Officers Committee and in accordance with motions passed at meetings. (*6th Week Michaelmas*)

JCR Officers Committee (also includes the Executive Committee)

Secretary is responsible for minuting JCR and officer committee meetings as well as keeping the constitution up to date. They organise matriculation and society photographs and the JCR wine cellar. (*6th Week Michaelmas*)

Welfare Officers provide services and information for the general welfare of JCR members including welfare teas. (*5th Week Trinity*)

Entertainment Committee (Entz) Chair is in charge of the Entz Team. Together they are responsible for organising entertainment and events for the JCR, such as BOPs, Groove Quad, and Black Tie Drinks. (*2nd Week Trinity, runs as a team*)

Environment and Ethics Officer (E&E) works with College to ensure the proper provision and adoption of environmentally friendly policies. (*5th Week Trinity*)

Roles

JCR Officers Committee (continued)

Access and Outreach Officer works with college figures to coordinate access initiatives. They are responsible for the JCR social media and the Alternative prospectus. They should endeavour to help at Open days. (*6th Week Michaelmas*)

Academic Affairs Officer (AcAff) assists JCR members with academic-related problems. They oversee the careers advice available, run the Subject Mentor and adopt-a-finalist schemes, and produce an academic report for college. (*6th Week Michaelmas*)

JCR Welfare Working Group (chaired by Welfare Officers)

LGBTQIA+ Representative(s) act as a contact in College and raise awareness relating to LGBTQIA+ issues. (*5th Week Trinity*)

Gender Representative(s) act as a contact in College and raise awareness for issues surrounding gender. They also provide a scheme which enables students to access period products. (*5th Week Hilary*)

CRED Representative(s) are a contact in College for and serve to support the interests of any cultural, religious and ethnic minority students. (*5th Week Hilary*)

Disabilities Representative(s) are a contact in College for students with physical disabilities, special educational needs or mental health conditions. They also liaise with the University Disability Advisory Service. (*6th Week Michaelmas*)

International Students' Representative(s) are responsible for supporting students from overseas while studying at Lincoln, helping them settle in particularly during their first few weeks. (*5th Week Trinity*)

Social Backgrounds Representative(s) acts as a contact in College for students from under-represented backgrounds, and will promote activities and events catering for these students. (*6th Week Michaelmas*)

Lincoln Unites President is responsible for organising the Lincoln Unites Equality and Diversity Week which will be held in Hilary each year. They also help to ensure matter of equality and diversity are discussed in these events with appropriate sensitivity. (*5th Week Hilary*)

Roles

JCR Sustainability Working Group (chaired by E&E Officer)

Entz Chair

Food Representative(s) represent the views of JCR members to the Chef and kitchen authorities. (*8th Week Trinity*)

Bicycle Representative(s) liaise with the College Lodge to organise the JCR's bike rental scheme to provide students with sustainable and inexpensive means of transport in Oxford, and to organise the annual bike auction. (*8th Week Trinity*)

Charities Representative(s) are in charge of coordinating all charitable activities in College, leading discussions on choosing the JCR charities. (*5th Week Trinity*)

JCR Relations Working Group (chaired by Access and Outreach Officer)

Academic Affairs Officer

Website Officer is responsible for the maintenance of the JCR's website. (*6th Week Michaelmas*)

The Imp Editor is in charge of producing an edition of the college journal by the end of each term. (*6th Week Michaelmas*)

1427 Committee President organises a termly dinner for parents to attend and get a taste of the Oxford life and work with the Development office to oversee alumni relations. (*6th Week Michaelmas*)

JCR Operations Working Group (chaired by Vice President)

Arts Representative(s) are responsible for promoting cultural and artistic activities in College including the annual Turl Street Arts Festival. (*5th Week Trinity*)

Sports Representative(s) oversee the coordination of sport in College and represents the JCR at Amalgers. One of their biggest tasks is organising the JCR Sports Day in Trinity Term. (*6th Week Michaelmas*)

Roles

JCR Operations Working Group (continued)

Revue Representative(s) are responsible for staging the Lincoln College Musical in Michaelmas Term. (*5th Week Hilary*)

Stash Representative(s) organise the order of college merchandise at least once a year. (*8th Week Trinity*)

War Minister (First Sea Lord) is responsible for the ongoing 'wars' with other colleges. The JCR does not take responsibility for any action against other colleges unless a motion is passed supporting it in a JCR meeting. (*8th Week Trinity*)

Common Room Fairy is responsible for ensuring the good condition of the JCR and JCR Kitchen, restocking the snacks cupboard each week. (*elected each term*)

Food Fairies (Cookie, Marmite, and Steak) are responsible for providing said items to JCR members in need of them, taking into account any relevant dietary requirements. (*8th Week Trinity*)

Djungleskog Fairy is responsible for organising and running events to facilitate the allocation of Djungleskog bears. (*5th Week Hilary*)

Well, that's it - a Dummy's Guide to Lincoln College JCR!

If you have any questions, check the JCR website, or reach out to the Independent Chair and JCR President who will be happy to answer them.