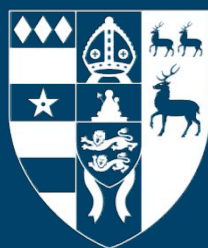


LINCOLN COLLEGE JCR

CONSTITUTION



Lincoln College

UNIVERSITY OF OXFORD

LINCOLN COLLEGE JCR Lincoln College, Turl Street, Oxford, OX1 3DR



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Article 1: Our Purpose

- i. **Lincoln College Junior Common Room, (the “JCR”), shall represent and advance the interests of its members on issues that relate to them as students of the University and of Lincoln College (the “College”);**
- ii. **The JCR shall offer its members welfare provisions and entertainment services, and shall make available certain facilities;**
- iii. **The JCR shall oversee the affairs of the undergraduate body in College and shall represent their views to the relevant College and University authorities, and to the Oxford University Student Union (Oxford SU) through the JCR President and Vice President;**
- iv. **The JCR will abide by its Constitution, its By-Laws and the College’s Code of Conduct as set out in Appendix 1.**

Article 2: Membership

- i. **Ordinary Members**
 - a. All current members of Lincoln College studying for an undergraduate degree are entitled to be members of the Junior Common Room;
 - b. Membership shall be free of charge;
 - c. Every member of the JCR is a member of the Amalgamated Clubs (“Amalgams”) and will be represented by the Sports Representative;
 - d. Any student not wishing to take up membership of the JCR should notify the JCR President; such students will not be allowed to stand for office in, or vote at, or attend the meetings of the JCR, but will be eligible to use the facilities that the JCR provides for its members.
- ii. **Other JCR membership categories**
 - a. The JCR may have other categories of membership as set out in Schedule 1 of the By-Laws.



Article 3: Committees

i. JCR Executive Committee

- a. The JCR Executive Committee shall be the body ultimately responsible for the running of the JCR;
- b. The JCR Executive Committee shall consist of: The President, Vice President, and Treasurer;
 - i. The list of Officers above represents the governance structure of the JCR and the order in which roles should be delegated, should it be necessary in any circumstance;
 - ii. The Independent Chair shall be a non-committee participant in honorary activities of the JCR Officers Committee including, and not limited to, the JCR Executive Photograph and handover meal;
- c. The JCR Executive Committee shall endeavour in all matters of representation to function as a cohesive body; it shall ensure that to the best of its ability, a member of the committee attends all College committee meetings to which JCR Representatives are invited; should the JCR Executive Committee hold votes on any issue during JCR Executive Committee meetings, it shall be resolved by a simple majority;
- d. The JCR Executive Committee shall make itself accountable to the JCR by making its minutes available on request to both JCR members and Governing Body;
- e. The JCR Executive Committee shall not create any policy that is contrary to the JCR Constitution or contrary to the Statutes or By-Laws of Lincoln College;
- f. The JCR Executive Committee shall, in so far as is practicable, attend all JCR Meetings;
- g. It will be the responsibility of the JCR Executive to ensure that any member of the JCR can obtain a copy of the JCR Constitution including an up-to-date copy on the JCR website;
- h. The Executive Committee shall meet every two weeks during term time;
- i. In return for their services, the Executive and Officer Committees shall have a joint handover meal following the Trinity Elections.

ii. JCR Officers Committee

- a. The JCR Officers Committee shall consist of: The President, Vice President, Treasurer, Secretary, both Welfare Officers, Entertainment Committee Chair, Access Officer, Academic Affairs Officer, and Environment and Ethics Officer;
 - i. The list of officers above represents the order in which roles should be delegated, should it be necessary in any circumstance.
- b. The JCR Officers Committee shall endeavour in all matters of representation to function as a cohesive body; should the JCR Officers Committee hold votes on any issue during JCR Officers meetings, the President shall hold the casting vote;



- c. The JCR Officers Committee shall make itself accountable to the JCR by making its minutes available on request to both JCR members and Governing Body;
- d. The JCR Officers Committee shall not create any policy that is contrary to the JCR Constitution or contrary to the Statutes or By-Laws of Lincoln College;
- e. The JCR Officers Committee shall, in so far as is practicable, attend all JCR Meetings;
- f. The JCR Officers Committee shall have the power to form, at its discretion, Sub-Committees or Working Groups of the JCR to carry out such functions as it deems necessary; these Sub-Committees and Working Groups shall be subject to all requirements laid down in Schedule 2 of the By-Laws;
- g. The JCR Officers Committee shall meet three times every term;
- h. In return for their services, the Executive and Officer Committees shall have a joint handover meal following the Trinity Elections

iii. JCR Sub-Committees

- a. All JCR Sub-Committees shall appoint, from within the Sub-Committee, a Secretary;
- b. Minutes shall be kept of all JCR Sub-Committee meetings;
- c. The Secretary of each Sub-Committee shall provide the JCR Secretary with the minutes of their meetings upon request;
- d. In the case of the Sub-Committee having a separate bank account, they shall appoint, from within the sub-committee, a Treasurer;
- e. All Treasurers of JCR Sub-Committees shall, upon the request of the JCR Treasurer, submit their accounts for inspection within two weeks;
- f. Any Sub-Committee that operates under its own constitution must have any changes to such a constitution ratified by the JCR through a constitutional motion before these changes become effective;
- g. No Sub-Committee of the JCR may propose and/or second a motion as a body.

iv. JCR Working Groups

- a. All JCR Working Groups shall appoint, from within the JCR Working Group, a Secretary;
- b. Minutes shall be kept of JCR Working Group meetings;
- c. The Secretary of each Working Group shall provide the JCR Secretary with the minutes of their meetings upon request;
- d. No Working Group of the JCR may propose and/or second a motion as a body.

v. Conduct in Committees

- a. The Chair of each Committee, Sub-Committee, and Working Group of the JCR is mandated to take action if necessary to ensure that discourse does not harass individuals or groups of students, and to intervene and eject any attendees who make discriminatory comments, including but not limited to comments on the basis of race, ethnicity, gender, sexuality, faith, or mental or physical attributes.



- b. Any attendee of a Committee, Sub-Committee, or Working Group may impel its Chair to consider the ejection of another attendee on the above grounds.

Article 4: Officers

i. All JCR Officers should represent the interests of the JCR and its members.

ii. JCR Officers

- a. The JCR Officers shall include the President, Vice President, Treasurer, Secretary, Welfare Officers, Entertainment Committee Chair, Access Officer, Academic Affairs Officer, and Environment and Ethics Officer, and all other officers as set out in Schedule 3 of the By-Laws;
- b. The role of each officer shall be as described in Article 4 of the Constitution and Schedule 3 of the By-Laws;
- c. All Officers are to be accountable to the JCR;
- d. All Officers are required to explain all actions taken on behalf of the JCR and are liable for any misuse of funds as ruled by the JCR;
- e. All Officers are responsible for line-managing the members of their committees and/or working groups;
- f. All Officers shall create a handover document to be given to their successors before the end of their term; they shall also make reasonable efforts to meet their successors and to ensure a smooth handover of responsibilities.

iii. President

- a. The President shall, together with the JCR Executive and Officers Committees, conduct the JCR's relations with College authorities and with various external bodies;
- b. The President shall be responsible for informing the JCR of all relevant College and University business, including but not restricted to College and Oxford University Student Union (henceforth "Oxford SU") business;
- c. The President shall oversee all JCR business;
- d. The President shall regularly report to the JCR;
- e. The President shall be an ex-officio member of every Committee, Sub-Committee, and Working Group of the JCR;
- f. The President shall be one of the JCR's representatives at Oxford SU;
- g. The following positions shall report directly to the President: Vice President, Treasurer, Secretary, Welfare Officers, Access Officer, Academic Affairs Officer, the Entertainment Committee Chair, Ball President, Environment and Ethics Officer, Lincoln Unites President and JCR Honorary Archivist(s);



- h. The President shall be responsible for chairing Executive Committee and Officers Committee meetings;
- i. The President shall take the necessary actions to ensure students who do not wish to be part of the JCR and the effects of this are accounted for;
- j. The President shall be trained in the college's 'Prevent' duty and procedures;
- k. In return for their service, the President shall be bought an engraved tankard by the incoming president partially paid for by the JCR.

iv. Vice President

- a. The Vice President shall primarily assist the JCR President in fulfilling their duties;
- b. In collaboration with the College Accommodation Manager, the Vice President shall be responsible for all issues relating to accommodation for JCR members, including the allocation of accommodation for JCR members and the organisation of room ballots;
- c. The Vice President shall be responsible for the maintenance and good condition of the JCR facilities;
- d. The Vice President will hold control over the fair allocation of resources to groups or clubs and will act in collaboration with the Treasurer and Sports Representative on this matter;
- e. The Vice President shall be one of the JCR's representatives at Oxford SU meetings;
- f. The Vice President shall be an ex-officio member of every Committee, Sub-Committee and Working Group of the JCR;
- g. The Vice President shall be responsible for matters of vacation storage for domestic students;
- h. The following positions shall report directly to the Vice President: 1427 President, Arts Representative(s), Sports Representative, Revue Representative(s), Stash Representative, War Minister, Cookie Fairy(ies), Steak Fairy(ies), Marmite Fairy(ies), Keeper of the College Tortoise, Yearbook Officer(s), Djungleskog Fairy(ies), and Common Room Fairies;
- i. The Vice President shall be responsible for arranging, chairing and minuting JCR Operations Working Group meetings;
- j. The Vice President shall assist the JCR Committee as required of them.

v. Treasurer

- a. The Treasurer will administer the funds of the JCR at the direction of the JCR Officers Committee and in accordance with the wishes of the JCR as decided at its meetings;
- b. The Treasurer must at all times be able to produce information as to the state of the accounts of the JCR;
- c. The Treasurer shall publish the budget and expenditure following audit;



- d. The Treasurer shall make the JCR budget available to all members;
- e. The Treasurer shall publish the budgets for all Sub-Committees of the JCR that hold an account; the Treasurer holds the right to audit these accounts;
- f. The Treasurer shall be an ex-officio member of every Committee, Sub-Committee, and Working Group of the JCR;
- g. A written report of the JCR financial situation shall be produced before the end of first week of each full term and shall be made available to members of the JCR on request;
- h. The Treasurer will provide a budget to be reviewed by the Governing Body;
- i. The Treasurer will present an annual financial report to the JCR and Governing Body;
- j. The Treasurer shall act as the Data Controller for the JCR and ensure all data protection guidelines are adhered to, and ensure that the JCR acts within GDPR regulations;
 - i. The JCR Treasurer is required to ensure that GDPR training has been completed by the Executive Committee, all chairs of Committees, and any member acting in a role that may involve the handling of special category data.
 - ii. This training should, where possible, be the training provided by the University.
 - iii. The Treasurer is required to keep an orderly record of the certificates generated upon the completion of this training, as a record of the compliance measures taken.
 - iv. The Treasurer shall work with the President to identify the most appropriate action in the event of non-completion by an officer who is mandated to complete this training within 3 weeks of their appointment.
- k. The Treasurer is responsible for all the accounts of the JCR and will maintain an inventory of all its property, being responsible for keeping this up to date;
- l. The Treasurer will be an ex-officio member of any Ball Committee and shall not take up any other position on the Ball Committee;
- m. The Treasurer will be responsible for the coordination of the summer punts and will post information about the punt scheme as required;
- n. The Treasurer is responsible for placing the JCR charges on battels, ensuring that those who wish to opt out can do so;
 - i. The Treasurer is required to inform the JCR of the charges to be placed on battels at the beginning of each academic year;
- o. The Treasurer shall assist the JCR Committee as required of them.

Article 5: Elections

- i. **Elections of Officers shall be conducted in a fair and proper manner.**



ii. Election of Officers by secret ballot

- a. Election of major officers will be by secret ballot, including the President, Vice President, Treasurer, Secretary, Ball President and including, where an Officer is elected for the role: the Access Officer, Academic Affairs Officer, Welfare Officers, Entertainment Committee Chair, 1427 Committee President, Sports Representative, JCR Website Manager, Imp Editor, Disabilities Representative, Social Backgrounds Representative, Gender Representative and CRED Representative.

iii. Voting Procedure

- a. All ordinary members of the JCR, including visiting students, are entitled to vote in all elections;
- b. In all secret ballot elections, the voting will be by the Alternative Vote system;
- c. In all secret ballot elections, in the event of a tied vote in the final round of voting, the winner shall be the candidate who received the highest number of first preference votes;
- d. In all secret ballot elections, in the case that both final and first preferences are identical, the winner shall be selected by the drawing of lots by the Returning Officer;
- e. All secret ballot elections shall be held in full term between the hours of 8:30am and 8:30pm;
- f. All Elections using a secret ballot shall be run using the Oxford SU online voting platform or such other voting platform as considered appropriate; this is to be organised by the Independent Chair;
- g. The results of all secret ballot elections shall be declared by the Independent Chair as soon as is possible;
- h. Any election conducted in a JCR meeting is to be decided by a show of hands with closed eyes.

vi. By-Elections

- a. In the event that any JCR position on the Officer's Committee, or the position of Ball President, is unfilled, the Independent Chair must call for a by-election for that position to be held no later than two weeks from the date on which the position was vacated;
- b. In the event that the position is still unfilled, it is at the discretion of the Independent Chair to call further elections to attempt to fill the role at the earliest feasible moment;
- c. Between the date on which the position is vacated and the by-election, the JCR Executive Committee shall assume the responsibilities of the role;
- d. In the event that any other JCR position not on the Officer's Committee is unfilled, the Independent Chair must attempt to fill that position in a by-



election at the next JCR meeting;

- e. Between the date on which the position is vacated and the by-election, the JCR Executive Committee shall assume or delegate the responsibilities of the role.

vii. Nomination

- a. All ordinary members of the JCR are entitled to stand in all elections, unless banned from running on the basis of electoral malpractice;
- b. All candidates must nominate themselves to the Independent Chair when the nominations period for that position is open;
- c. Candidates for President and Welfare Officer must declare their willingness to live in College during their term of office.

viii. Returning Officer

- a. The Independent Chair is to be the Returning Officer;
- b. The Returning Officer and Deputy Returning Officer (JCR President) shall not propose or second any candidate for any election;
- c. In the case of the election of the Independent Chair, the incumbent Independent Chair shall act as returning officer;
- d. In the case that there is no Independent Chair, the JCR President will act as the Returning Officer.

ix. Electoral Malpractice

- a. Electoral malpractice shall include:
 - i. Making false claims in connection with the election. This shall include, but not be limited to:
 - i. false or misleading claims in manifestoes (including unenforceable guarantees);
 - ii. false or misleading claims in hustings;
 - iii. misrepresenting the views of other members of the JCR;
 - iv. claiming the endorsement of incumbent officers of the JCR for an individual's candidacy and claiming a project of an incumbent officer of the JCR as a candidate's idea or achievement;
 - ii. Soliciting incumbent officers of the JCR for guidance or personal endorsement;
 - iii. Any incumbent officer of the JCR endorsing a candidate in an official capacity;
 - iv. Presenting ineligible members as a candidate's endorsers;
 - v. Taking part in unconstitutional or otherwise disallowed campaigning;
 - vi. Offering any form of incentive in return for promised votes;



- vii. Refusing to comply with the requests of the Returning Officer in relation to these electoral rules;
 - viii. Inappropriate application of these rules by the Returning Officer.
 - b. Any allegation of electoral malpractice should be referred to the Returning Officer. If the Returning Officer believes, on the balance of probability, that electoral malpractice has occurred, they may take action against the member who has committed the malpractice. The action taken should be in proportion to the offence committed, and all members of the JCR should be informed by email of the decision of the Returning Officer and the resulting penalties.
 - c. The actions available to the Returning Officer may include any combination of:
 - i. Passing a motion of censure against the member;
 - ii. Requiring an apology and a retraction of a false claim from the member;
 - iii. Removal of the member from the ballot in that election;
 - iv. A ban on the member from running in future elections in the JCR;
 - v. The issuing of a first and final warning to the member.
 - d. In the case that such an allegation is made against the Returning Officer, the JCR President shall act as Returning Officer, including investigating the allegation, until it has been resolved. The President may require the Vice President to act as Deputy Returning Officer to assist;
 - e. In exceptional cases, and with the consent of the Returning Officer and the President, or the Vice President in cases where the President is acting as Returning Officer, the decision of the Returning Officer may be withheld from the general membership of the JCR.
- x. **Recall**
 - a. Any individual holding a JCR position may be recalled by the passing of a recall motion in either an ordinary or extraordinary JCR meeting;
 - b. Where the recall motion passes, the individual in question must immediately relinquish their office, and the Returning Officer will follow the by-election procedure laid down in Article 5, section iv of the JCR Constitution;
 - c. The recalled individual will be entitled to stand in any by-election;
 - d. In the case that the Independent Chair is recalled from office, the duties of Returning Officer for that by-election shall be taken by the President (or Vice President in the case that the President is not present at the meeting in question).

Article 6: Meetings



The General Regulations for Meetings are set out below. Meetings shall be conducted in accordance with these General Regulations and the Regulations set out in Schedule 5 of the By-Laws.

i. General regulations for Meetings

- a. There will be three ordinary meetings per term;
- b. Extraordinary meetings may be called at 48 hours' notice via email following a majority vote, conducted blind, among the Officers Committee, or on the written request of 25 members of the JCR; the notice announcing the meeting must contain a statement of the main reasons for it;
- c. The meetings will be chaired by an Independent Chair who shall not be a member of a JCR Committee;
- d. The Independent Chair shall invite motions before the meeting;
- e. By proposing a motion, any JCR member may bring before the JCR any matter that interests or affects the College or the JCR;
- f. Motions will pass with a simple majority, except motions relating to a change in the JCR Constitution, a recall of Officers, or a 'move to vote' motion which shall require a two-thirds majority to pass;
- g. Any moves to count quorum shall be unopposed;
- h. Visitors may be admitted to, and speak at, JCR Meetings at the Independent Chair's discretion, but must not vote;
- i. A quorum is constituted by 25 JCR members, who can include members of the Officers Committee;
- j. At all meetings of the JCR, minutes shall be taken, and any necessary corrections made at the next appropriate meeting. Confirmed minutes shall be archived and shall be available to all students. At the end of each academic year, confirmed minutes shall be sent to the JCR Honorary Archivist(s) who will ensure a proper physical set is deposited at the College Archive;
- k. The minutes of JCR meetings will be taken by the JCR Secretary and shall be circulated via email at the earliest convenience;
- l. A copy of the Constitution and the By-Laws and a copy of the annual financial report, together with plans for the JCR's activities, including the budget, shall be made available to all JCR members;
- m. Meetings with external speakers shall be approved by the JCR President and confirmed with College where necessary and should adhere to the College's 'Prevent' procedures.

ii. Constitutional and By-Laws Motions

- a. Motions that propose any changes to the Constitution require a two-thirds supermajority to pass; otherwise, they are considered in the same



- way as motions as set out in the By-Laws;
- b. Motions that propose any change in the By-Laws may be approved by a two-thirds majority to pass;
 - c. All constitutional motions shall contain the exact wording of the proposed amendment to the JCR Constitution or By-Laws.

Article 7: Finances

i. Accounts

- a. The JCR shall maintain proper annual accounts;
- b. The JCR Treasurer shall be responsible for collating such accounts and submitting them for review by the Governing Body and by JCR members;
- c. The Treasurer shall be responsible for having the accounts audited at the JCR's cost if this is requested by College or at the Treasurer's own discretion;
- d. The JCR shall prepare a budget annually, setting out income and expenditure for the coming year;
- e. No JCR Budget may be enforced without the approval of the JCR Officers Committee;
- f. The JCR shall present its budget annually to the Governing Body for its approval.

ii. Resource allocation

- a. The procedures for allocating resources to Committees, groups or clubs shall be set out in writing and accessible to all students in Schedule 7 of the By-Laws;
- b. All expenditure above £250 must be approved by both the President and the Treasurer;
- c. The President may not agree to an annual contract costing more than £500 that will continue beyond their year in office, except with the express permission of the JCR;
- d. The petty cash balance shall not exceed £200, and receipts shall be provided for all amounts over £10;
- e. Any payment in excess of £5,000 requires approval by the College Bursar;
- f. The JCR shall not make donations to any organisations outside the aims and objectives of the JCR. The JCR may allow its facilities to be used for special events which raise money for a specific charity, subject to 'Prevent' restrictions and as approved by the JCR President. Only the net profit from such events may be passed to the charity;
- g. All bank transfers or cheques written from the JCR Main or Reserve Account must be carried out by either the JCR President or the JCR Treasurer; records relating to such transfers, bank transactions or cheques must be presented to the JCR Officers Committee on request.



iii. Indemnity

- a. Every JCR Officer and Representative approved to make decisions on behalf of the JCR shall be entitled to be indemnified out of the assets of the JCR against all losses or liability which they may incur in or about the execution of their office or otherwise in relation thereto; no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the JCR in the execution of the duties of their office or position, or in relation thereto; provided that nothing in this clause shall affect their liability for the consequences of any negligent or unlawful act on their part.

Article 8: Complaints

i. Complaints

- a. The JCR shall endeavour to address complaints promptly and fairly;
- b. Complaints about the management of the JCR should be made to the Independent Chair, who will then refer the complaint to the JCR Officers Committee, minus any officers involved in the complaint;
- c. The JCR Officers Committee, minus any officers involved in the complaint, will then consider the complaint, with the Independent Chair forming a voting member in this instance, and may take any of the following options by a simple majority vote;
 - i. Complaint dismissed;
 - ii. Written Apology to the member who made the complaint, to be published in the minutes of the next JCR Officers Committee meeting;
 - iii. Formal Apology to the JCR in the next full meeting, to be put as an Extraordinary Event. Questions must be taken and answered;
 - iv. Recall motion to be submitted to the next full JCR Meeting;
 - v. The restriction of a subject of a complaint of electoral malpractice from attending hustings or submitting questions to be asked to candidates, including anonymous questions.
- d. Should the vote be tied, the Independent Chair will hold the casting vote;
- e. Should a complaint be made which relates to the JCR Officers Committee in its entirety, then the Independent Chair is to submit the complaint in full as an Extraordinary Event at the next full JCR Meeting;
- f. The Independent Chair will keep a record of all deliberations, from the moment the complaint is made through to a decision being taken. They will then produce a report, detailing the original complaint, the discussions



surrounding it, and the reasoning behind the actions taken, to be delivered by them at the next full JCR meeting. The report is to be attached to the agenda for the said meeting as an appendix;

- g. The Independent Chair or any member of the JCR dissatisfied with the conduct of the JCR complaints procedure may ask the Governing Body to appoint an independent person to investigate and report on a complaint;
- h. The JCR Officers Committee will, to the extent it is in its power to do so, provide a remedy for complaints which are upheld;
- i. If an independent person is appointed by the Governing Body to investigate and report on the complaint, such person will be given the full co-operation of the JCR.

The application and interpretation of this Constitution shall in all respects be governed by English law and any dispute or difference arising under this Constitution shall be subject to the jurisdiction of the English courts.



By-Laws of the Lincoln College Junior Common Room

Schedule 1: Membership

In addition to Ordinary Members, the JCR has the following categories of membership:

i. MCR Members

- a. Members of the college classified as members of the MCR, other than those who are also members of the SCR, are entitled to be members of the JCR;
- b. These members will not be allowed to vote in meetings of the JCR except on charity motions;
- c. These members will not be allowed to vote in JCR elections or to run for JCR office;
- d. These members' privileges will be limited to attending meetings of the JCR, subject to the qualifications previously stipulated in this section.

ii. Honorary Members

- a. Any person may be nominated for Honorary Membership, subject to the approval of the JCR;
- b. Honorary Membership shall last for three years, but may be renewed by JCR motion;
- c. Honorary Members will be allowed certain privileges, including use of facilities, the right to attend and to vote at meetings;
- d. Honorary Members will not be allowed to stand in elections of the JCR;
- e. The President will notify Honorary Members of their appointment within two weeks of their election.

iii. Associate Members

- a. Any child, spouse or partner of a current ordinary member of the JCR who has signed a licence agreement with College shall be associate members of the JCR;
- b. Associate members shall not have any other rights of any other class of member of the JCR.

iv. 4th Year Undergraduates

- a. Undergraduates in the final year of a four-year undergraduate course will automatically become Ordinary Members of the MCR.



This includes Linguists, Medics, and those on the 4th year of an M-degree. They will not be billed for any JCR Battels charges, unless they were on a year abroad in their third year and so should pay the relevant charges for the Yearbook, if they received one. In 6th week of Trinity of the preceding year, the MCR President is responsible for obtaining a list of all those progressing into 4th year and contacting them to give the choice to remain a JCR Ordinary Member. The list of anyone who wishes to stay within the JCR will be sent to the JCR President. The MCR President shall be responsible for ensuring the College Office is updated and the JCR and MCR Mailing Lists are updated.

Schedule 2: Committees

In addition to the Executive Committee and Officers Committee, the JCR has the following Committees and Working Groups:

i. Entertainment Committee

- a. The Entertainment Committee exists to arrange events and entertainment throughout the academic year;
- b. The Entertainment Committee shall meet at least three times every term;
- c. The Entertainment Committee must not arrange any event without first gaining the approval of the JCR President and, where appropriate, of the College;
- d. The Entertainment Committee shall generally be composed of four to six members, with additional members allowed if, prior to election, their position on the team can be justified to the Independent Chair, and if elected to the committee as a group;
 - i. If any member of the JCR takes individual issue with the size of a team running for election following a decision by the Independent Chair, they may call on the JCR to vote to decide whether or not to allow the team as it stands to run;
 - ii. If a team is disallowed from running for Entertainment Committee for size considerations, then it must restrict its numbers to a maximum of six members and may resubmit its manifesto.
- e. An Entertainment Committee Chair and Treasurer of the Entertainment Committee should be identified before the election, and the prospective Committee must be confident



they can fulfil the roles required of them;

- f. In return for their services, the Entertainment Committee shall have a handover meal once a year paid for by the JCR.

ii. The Lincoln College Ball Committee

- a. The Lincoln College Ball Committee is responsible to the JCR for organising a Ball/Event once every two years;
- b. Any member of the JCR may put themselves forward to be on the Ball Committee;
- c. The Lincoln College Ball Committee will be appointed by the Ball President, in accordance with its published constitution;
 - i. This constitution should reflect that the first £2,000 of surplus from any Ball must be set aside to provide subsidised tickets for Lincoln students who apply for financial support for the next Ball.
- d. The Ball Committee Treasurer shall present the Ball Budget to the JCR Treasurer and the JCR President at least twice a term and on request;
- e. In return for their services, each member of the Ball Committee will be given a free ticket to the ball that they organise.

iii. The Lincoln Unites Committee

- a. The Lincoln Unites Committee is responsible to the JCR for organising the annual Equality and Diversity week (Lincoln Unites);
- b. The Lincoln Unites Committee shall meet at least twice in Michaelmas and Hilary term;
- c. The Lincoln Unites Committee shall consist of: the Lincoln Unites President, LGBTQIA+ Representative(s), International Students Representative(s), Disabilities Representative, CRED Representative(s), Social Backgrounds Representative, and Gender Representative(s);
- d. Any member of the JCR may put themselves forward to be on the Lincoln Unites Committee, and shall be appointed by the Lincoln Unites President in accordance with their published mission statement, and the Committee will be ratified by the JCR;
- e. Within the Lincoln Unites Committee, the Lincoln Unites President shall appoint a Lincoln Unites Treasurer;
- f. The Lincoln Unites Treasurer shall present their budget to the JCR Treasurer and the JCR President on request.



iv. JCR Welfare Working Group

- a. The JCR Welfare Working Group exists to oversee and coordinate the provisions made by the JCR for the welfare of its ordinary members, and to serve as a forum for discussion on matters relating to equality within a college context;
- b. The Wellbeing and Equalities Committee shall be convened, chaired, and minuted by the Welfare Officers and shall consist of: the Welfare Officers, LGBTQIA+ Representative(s), International Students' Representative(s), Gender Representative(s), Disabilities Representative, CRED Representative(s), and Social Backgrounds Representative;
- c. Members of the JCR Welfare Working Group shall, where possible, be encouraged to undertake Peer Support Training;
- d. The JCR Welfare Working Group shall meet at least twice every term;
- e. Any ordinary member of the JCR may also attend the second termly meeting of the JCR Welfare Working Group. An invitation to all ordinary members of the JCR must be issued by the convenors at least 48 hours before this meeting of the Working Group;

v. JCR Operations Working Group

- a. The JCR Operations Working Group exists to oversee and coordinate the miscellaneous operations of the JCR, and to serve as a forum for discussion on matters relating to the allocation and/or organization of JCR resources related to these operations;
- b. The JCR Operations Working Group shall be convened, chaired and minuted by the Vice President, and shall consist of: the Vice President, Treasurer, 1427 President, Arts Representative(s), Sports Representative, Revue Representative(s), Stash Representative, War Minister, Cookie Fairy(ies), Steak Fairy(ies), Marmite Fairy(ies), Djungleskog Fairy(ies), Keeper of the College Tortoise, Yearbook Officer(s), JCR Honorary Archivist(s), and Common Room Fairies;
- c. The JCR Operations Working Group shall meet at least twice every term.

vi. The JCR Sustainability Working Group

- a. The JCR Sustainability Working Group exists to oversee and coordinate the JCR's approach to matters of sustainability, the environment, and ethics, and to serve as a forum for discussion on both these matters, as well as food provisions within a College context;
- b. The JCR Sustainability Working Group shall be convened, chaired,



and minuted by the Environment and Ethics Officer, and shall consist of: the President, Environment and Ethics Officer, Entertainment Committee Chair, Food Representative(s), Charities Representative(s), and Bicycle Representative;

- c. The JCR Sustainability Working Group shall meet at least twice every term;
- d. Any ordinary member of the JCR may also attend the second termly meeting of the JCR Sustainability Working Group. An invitation to all ordinary members of the JCR must be issued by the convenors at least 48 hours before this meeting of the Working Group.

vii. The JCR Internal and External Relations Working Group

- a. The JCR Internal and External Relations Working Group exists to oversee and coordinate the JCR's internal and external relations with the JCR, alumni and charities, and to serve as a forum for discussion on these matters;
- b. The JCR Internal and External Relations Working Group shall be convened, chaired, and minuted by the Access Officer, and shall consist of: the Vice President, Access Officer, 1427 President, Imp Editor, Website Manager, and Charities Representative(s);
- c. The JCR Internal and External Relations Working Group shall meet at least twice every term.

Schedule 3: Officers

In addition to the President, Vice President and Treasurer, the JCR has the following Officers:

i. Secretary

- a. The Secretary is responsible for the orderly arrangement of minutes of JCR General meetings, JCR Executive Committee meetings, JCR Officers Committee meetings, and JCR Sub-Committee and Working Group meetings;
- b. The Secretary will provide the minutes of General meetings to the Independent Chair, and to Governing Body on request; of Executive Committee and Officers Committee meetings to JCR members on request; and of Sub-Committee and Working Group meetings to the JCR Executive Committee on request;
- c. The Secretary shall convene and minute JCR Executive Committee and Officers Committee meetings;
- d. The Secretary is responsible for organising and administering JCR events and projects including, but not restricted to, Halfway Hall and the Finalists'



Dinner;

- e. The Secretary is responsible for organising matriculation photographs and the JCR and society photographs;
- f. The Secretary is responsible for the running of the JCR Wine Cellar;
- g. The Secretary shall ensure that the JCR Constitution is kept up to date;
- h. The Secretary shall distribute the menu to JCR members each week, along with an informative food fact;
- i. The Secretary shall assist the JCR Committee as required of them.

ii. Welfare Officers

- a. The Welfare Officers will have specific responsibility to provide services and information for the general welfare of ordinary JCR Members;
- b. The Welfare Officers will convene, co-ordinate and chair the JCR Welfare Working Group;
- c. The Welfare Officers shall, as far as is possible, host a weekly Welfare Tea in the JCR;
- d. The Welfare Officers shall, alongside the above-mentioned Welfare Teas, host at least one other designated welfare event each term;
- e. The Welfare Officers will undertake peer support training;
- f. The following positions shall report directly to the Welfare Officers: LGBTQIA+ Representative(s), International Students' Representative(s), Disabilities Representative, CRED Representative(s), Social Backgrounds Representative, Gender Representative(s);
- g. Should one Welfare Officer resign from their role, the Independent Chair should attempt to fill the role with a candidate of a different gender from the remaining Welfare Officer, following the procedure in Schedule 4, section iii, part b of the By-Laws as if there was only one role to fill. If no candidate of a different gender from the remaining Welfare Officer can be found by the end of the extended nomination period, then a new by-election should be held with no requirement for candidates to be of a different gender from the remaining Welfare Officer.
- h. Should both Welfare Officers resign from their roles, the by-election will follow the procedure laid out in Schedule 4, section iii, part b of the By-Laws;
- i. The Welfare Officers shall assist the JCR Committee as required of them.

iii. Access and Outreach Officer



- a. The Access and Outreach Officer (Access Officer) shall work in conjunction with the Schools Liaison Officer, Access and Career Development Fellow, Senior Tutor and Tutor for Admissions to co-ordinate and promote the Student Ambassador Scheme and other initiatives for access to the College;
- b. The Access Officer will undertake Student Ambassador Scheme training at the first available opportunity;
- c. The Access Officer shall also be responsible for ensuring the Alternative Prospectus is updated at least biennially and is distributed at College open days;
- d. The Access Officer shall be mandated to be present for the interview period in the December following their term of office, shall assist with open days wherever possible, and help the Schools Liaison officer to recruit other JCR members to assist;
- e. The Access Officer will act as a permanent contact in College for members of the JCR with access or outreach related issues, along with the Social Backgrounds Representative;
- f. The Access Officer will be responsible for running the Lincoln College Oxford JCR Outreach social media accounts, posting resources for prospective students who may not be able to visit Lincoln;
- g. The Access Officer will convene, co-ordinate and chair the JCR Internal and External Relations Working Group;
- h. The following positions shall report directly to the Access Officer: Imp Editor, Website Manager and Charities Representative(s);
- i. Alongside the officers they line-manage, the Access Officer shall liaise with the Disabilities Representative, CRED Representatives, LGBTQIA+ Representative(s), Social Background Representative and International Students Representative(s) to assist in any way deemed necessary;
- j. The Access Officer shall assist the JCR Committee as required of them.

iv. Academic Affairs Officer

- a. The Academic Affairs Officer shall seek to assist members of the JCR with academic-related problems they may have;
- b. The Academic Affairs Officer shall, if required, make representations on behalf of such members to the relevant College or Departmental authorities;
- c. The Academic Affairs Officer shall also represent the JCR at any committee involving academic affairs of Lincoln students;
- d. The Academic Affairs Officer shall organize and run at least one



event that will assist members of the JCR to approach their studies;

- e. The Academic Affairs Officer shall oversee the careers advice available to JCR members and liaise with the Careers Service;
- f. The Academic Affairs Officer shall arrange at least one event with either the Careers Service or Linc Up for JCR members per term;
- g. The Academic Affairs Officer shall ensure that the Subject Mentors arrange meetings at least twice a term and shall be responsible for the initial selection of Subject Mentors each Trinity Term;
- h. The Academic Affairs Officer will be responsible for producing a report for presentation to College following Academic Feedback sessions in Hilary Term;
- i. The Academic Affairs Officer shall organise the Adopt-a-Finalist scheme in Trinity Term each year;
- j. The Academic Affairs Officer shall assist the JCR Committee as required of them.

v. Entertainment Committee Chair

- a. The Entertainment Committee Chair shall be responsible for organising events and entertainments for the JCR;
- b. The Entertainment Committee Chair shall be responsible for chairing and co-ordinating the actions of the Entertainment Committee;
- c. The Entertainment Committee Chair shall assist the JCR Committee as required of them.

vi. Environment and Ethics Officer

- a. The Environment and Ethics Officer shall work with College to ensure the proper provision of environmental services such as recycling schemes and information;
- b. The Environment and Ethics Officer will convene, co-ordinate, and chair the JCR Sustainability Working Group;
- c. The following positions shall report directly to the Environment and Ethics Officer: the Food Representative(s), the Bicycle Representative(s);
- d. The Environment and Ethics Officer shall, in so far as possible, encourage College to adopt environmentally friendly policies;
- e. The Environment and Ethics Officer shall assist the JCR Committee as required of them.

vii. 1427 President



- a. The 1427 Committee President will be responsible for organising the 1427 Parents' Dinner at least once a term;
- b. The 1427 Committee President shall be responsible for overseeing JCR participation in alumni relations through regular liaison with the Development Office and assisting them in their endeavours and events;
- c. The 1427 Committee President shall work closely with the Development Office;
- d. The 1427 Committee President shall assist the JCR Committee as required of them.

viii. Arts Representative(s)

- a. The Arts Representative(s) shall promote cultural activities (drama, music, film, dance, etc.) in College, or involving members of the JCR, and regularly publicise up-coming events;
- b. The Arts Representative(s) may arrange cultural trips throughout the academic year;
- c. The Arts Representative(s) shall liaise with University-wide societies regarding cultural issues, events and opportunities;
- d. The Arts Representative(s) will automatically be part of the Turl Street Arts Society Committee alongside members from Jesus and Exeter Colleges;
- e. The Arts Representative(s) will be involved in organising and advertising the annual Turl Street Arts Festival;
- f. The Arts Representative(s) shall assist the JCR Committee as required of them.

ix. Sports Representative

- a. The Sports Representative shall co-ordinate sport in College, and regularly publicise sports results via the JCR website;
- b. The Sports Representative shall liaise with other colleges regarding sporting issues, and will represent the JCR at Amalgers;
- c. The Sports Representative shall endeavour to hold an annual JCR Sports Day every Trinity Term in the format that they choose;
- d. The Sports Representative shall act as the Treasurer of Amalgers;
- e. The Sports Representative shall liaise with the Vice President and Treasurer to help oversee the allocation of funds and resources to College clubs and societies;
- f. The Sports Representative shall assist the JCR Committee as required of them.



x. LGBTQIA+ Representative(s)

- a. The LGBTQIA+ Representative(s) will act as a permanent contact in College for anybody who identifies as LGBTQIA+, or has uncertainties about their sexuality or gender;
- b. The LGBTQIA+ Representative(s) will serve to raise awareness relating to LGBTQIA+ issues, including but not limited to the promotion of events and activities in College and across the university;
- c. The LGBTQIA+ Representative(s) shall, where possible, endeavour to undertake Peer Support Training;
- d. In cooperation with the JCR Treasurer, the LGBTQIA+ Representative(s) will organise the distribution of the Gender Expression Fund to whoever requests it;
- e. The LGBTQIA+ Representative(s) shall assist the JCR Committee as required of them.

xi. Gender Representative(s)

- a. The Gender Representative(s) will act as gender awareness representative(s) and permanent contact(s) in College for anyone who experiences issues related to their gender;
- b. The Gender Representative(s) will serve to raise awareness and resolve issues relating to gender, including but not limited to the promotion of events and activities in College and across the University focused on gender issues;
- c. The Gender Representatives(s) will provide a scheme which enables students to access period products;
- d. The Gender Representative(s) shall, where possible, endeavour to undertake Peer Support Training;
- e. The Gender Representative(s) shall assist the JCR Committee as required of them.

xii. CRED Representative(s)

- a. The CRED Representative(s) will act as a permanent contact in College for cultural, religious and ethnic minority students in college;
- b. The CRED Representative(s) will serve to support the interests of cultural, religious and ethnic minorities in college, including but not limited to the promotion of events and activities catering to cultural, religious and ethnic minorities, and acting as a point of liaison with other ethnic minority student movements across the University;
- c. The CRED Representative(s) shall, where possible, endeavour to



undertake Peer Support Training;

- d. The CRED Representative(s) shall assist the JCR Committee as required of them.

xiii. Disabilities Representative

- a. The Disabilities Representative will act as a permanent contact in College for students with physical disabilities, as well as those with special educational needs or mental health conditions;
- b. The Disabilities Representative shall maintain regular contact with the University Disability Advisory Service to ensure where possible that the needs of JCR members in this regard are met;
- c. The Disabilities Representative shall assist the JCR Committee as required of them.

xiv. Charities Representative(s)

- a. The Charities Representative(s) shall be responsible for co-ordination of all charitable activities in College, including leading the discussion on choosing the JCR Charities;
- b. The Charities Representative(s) shall assist the JCR Committee as required of them.

xv. JCR Website Manager

- a. The JCR Website Manager shall be responsible for ensuring the good condition of the JCR Website;
- b. The JCR Website Manager shall be responsible for ensuring that the JCR website contains accurate and up-to-date information;
- c. The JCR Website Manager shall be paid £25 per term as thanks for their services, dependent on the service being carried out to a sufficient standard at the discretion of the JCR Officers Committee;
- d. The JCR Website Manager shall assist the JCR Committee as required of them.

xvi. Ball President

- a. The Ball President shall be responsible for organising the College Ball;
- b. The Ball President is responsible for selecting and organising a committee according to the Lincoln College Ball Committee constitution;
- c. The Ball President shall be an ex-officio member of the JCR Officers Committee;
- d. The Ball President shall assist the JCR Committee as required of them.



xvii. International Students Representative(s)

- a. The International Students' Representative(s) shall be responsible for supporting students from overseas during their time at Lincoln;
- b. The International Students' Representative(s) shall help international students, in particular during their first few weeks in the U.K. while they settle in;
- c. The International Students' Representative(s) shall ensure that international students are able, at the start of each term, to access items left in College storage over the vacation period;
- d. The International Students Representative(s) will serve to further the interests of international Students in College, including but not limited to the promotion of events and activities catering for international students;
- e. The International Students' Representative(s) shall assist the JCR Committee as required of them.

xviii. Social Backgrounds Representative

- a. The Social Backgrounds Representative will act as a permanent contact for students in College from under-represented backgrounds;
- b. The Social Backgrounds Representative will serve to further the interests of students from under-represented backgrounds in College;
- c. This must include the promotion of events and activities catering for students from under-represented backgrounds, and liaison with other similar student movements across the University;
- d. The Social Backgrounds Representative shall, where possible, endeavour to undertake Peer Support Training;
- e. The Social Backgrounds Representative shall assist the JCR Committee as required of them.

xix. Lincoln Unites President

- a. The Lincoln Unites President will be responsible for organising the Lincoln Unites Equality and Diversity Week which will be held in Hilary each year;
- b. The Lincoln Unites President will convene, co-ordinate, and chair the Lincoln Unites Committee to organise this week as they see fit;
- c. The Lincoln Unites President will liaise with College and relevant JCR and MCR officers to ensure that matters of equality and



diversity are addressed in these events with appropriate sensitivity.

- d. The Lincoln Unites President shall assist the JCR Committee as required of them.

xx. Revue Representative(s)

- a. A maximum of two Revue Representatives will be responsible for organising the Lincoln College Musical in Michaelmas term;
- b. The Representative(s) will be responsible for appointing a director, musical director, and producer, as well as any other roles deemed necessary for the success of the musical, and may fill any such roles themselves;
- c. The Representative(s) shall ensure the proper managing of the Musical's finances throughout the production, subject to review by JCR Treasurer;
- d. The Representative(s) shall also be president of Lincon Musical/Revue Society;
- e. The Revue Representative(s) shall assist the JCR Committee as required of them.

xxi. *The Imp* Editor

- a. *The Imp* Editor shall be in charge of producing *The Imp*, the College magazine;
- b. *The Imp* Editor shall ensure that a copy of *The Imp* (whether electronic or paper) is sent to the College Archivist(s) when published;
- c. *The Imp* Editor shall assist the JCR Committee as required of them.

xxii. Food Representative(s)

- a. The Food Representative(s) shall represent the views of JCR members to Chef and the kitchen authorities;
- b. If possible, the Food Representative(s) would have special dietary needs or an alternate diet, but where not possible the Food Representative(s) is responsible for ensuring people with special dietary needs or an alternative diet have the opportunity to share their views with the Food Representative(s), and/or the kitchen staff where appropriate;
- c. The Food Representative(s) shall assist the JCR Committee as required of them.

xxiii. Stash Representative



- a. The Stash Representative shall organise an order of stash (College branded merchandise) at least once a year; this should include designing, buying and distributing the stash;
- b. The Stash Representative shall assist the JCR Committee as required of them.

xxiv. War Minister

- a. The War Minister shall be responsible for the ongoing 'wars' against other colleges, and holds the title of First Sea Lord; the JCR will not take responsibility for any action against any college unless a motion is passed supporting such action by the JCR meeting;
- b. The War Minister shall assist the JCR Committee as required of them.

xxv. Cookie Fairy(ies)

- a. The Cookie Fairy(ies) shall be responsible for providing cookies for members of the JCR in need of them, including catering to specific dietary requirements where possible;
- b. The Cookie Fairy(ies) shall assist the JCR Committee as required of them.

xxvi. Steak Fairy(ies)

- a. The Steak Fairy(ies) shall be responsible for providing steaks for members of the JCR in need of them, or a suitable vegetarian alternative;
- b. The Steak Fairy(ies) shall assist the JCR Committee as required of them.

xxvii. Marmite Fairy(ies)

- a. The Marmite Fairy(ies) shall be responsible for providing Marmite for members of the JCR in need of it;
- b. The Marmite Fairy(ies) shall assist the JCR Committee as required of them.

xxviii. Bicycle Representative

- a. The Bicycle Representative shall oversee the JCR Bike Rental Scheme, in order to provide students with sustainable and inexpensive means of transport within Oxford;
- b. The Bicycle Representative shall liaise with the Lodge to organise the annual 'bike cull' and auction;
- c. The Bicycle Representative shall see to the good maintenance of the JCR Bikes;
- d. The Bicycle Representative shall assist the JCR Committee as required of them.



xxix. Keeper of the College Tortoise

- a. The Keeper of the College Tortoise shall be the lead student volunteer taking care of the college tortoise;
- b. The Keeper of the College Tortoise shall be in charge of forming a team of tortoise carers from across the JCR and MCR, putting together a weekly caring schedule, organising training sessions for new tortoise carers, and providing updates about the college tortoise's progress;
- c. The Keeper of the College Tortoise shall assist the JCR Committee as required of them.

xxx. Yearbook Officer(s)

- a. The Yearbook Officer(s) shall be responsible for the organisation of the yearbook for the JCR leavers each year demand requires it;
- b. The Yearbook Officer(s) shall be in charge of forming and chairing a committee of Finalists who wish to create the yearbook;
- c. Once a committee is formed, they can petition the JCR Treasurer for a sufficient budget to manage the project;
- d. The Yearbook Officer(s) shall assist the JCR Committee as required of them.

xxxi. JCR Honorary Archivist(s)

- a. The JCR Honorary Archivist(s) shall be responsible for collating physical and digital material relating to the JCR and current student life throughout the academic year;
- b. The JCR Honorary Archivist(s) shall make a physical and or/digital deposit to the College Archive in 8th Week of each term, provided there are sufficient materials collected;
- c. There can be up to two students holding the position of JCR Honorary Archivist(s) at any one time;
- d. Alongside the JCR President, the JCR Honorary Archivist(s) shall report to the College Archivist;
- e. The JCR Honorary Archivist(s) shall assist the JCR Committee as required of them.

xxxii. Common Room Fairies

- a. The Common Room Fairies shall be responsible for ensuring the good condition of the JCR Kitchen and general tidiness of the common room;
- b. This position should ideally be held by 2 students at any one time. The JCR Executive Committee will choose the Fairies for each term, always ensuring that Fairies are compensated for the time they put into the role;
- c. The Fairies shall be responsible for ensuring that the JCR kitchen remains



clean and hygienic and that the physical common room is generally presentable;

- d. Each Common Room Fairy should visit the kitchen at least once per week to ensure cleanliness and perform any necessary washing up, cleaning of surfaces, tidying cupboards and disposing of out-of-date products;
- e. Additionally, they should keep an eye on the rest of the common room, occasionally hoovering and performing any necessary tidying. Additionally, they should keep an eye on the entertainment equipment, particularly making sure batteries are topped up;
- f. Every week, the Common Room Fairies should make a shopping trip to buy supplies suggested by the JCR Officers Committee and other students. The Common Room Fairies have some flexibility and choice in the products they buy but they must not exceed a weekly budget set out by the JCR Treasurer at the start of each term. Where possible, the Fairies should choose to reduce single-use plastic packaging and purchase sustainably produced goods;
- g. The Common Room Fairies shall be paid £50 per term as thanks for their services, dependent on the service being carried out to a sufficient standard at the discretion of the JCR Executive Committee. If this position is only held for a proportion of term, the JCR Executive Committee may decide an equivalent rate calculated from the proportion of term the role was carried out;
- h. The Common Room Fairies shall assist the JCR Committee as required of them.

xxxiii. Djungleskog Fairy(ies)

- a. The Djungleskog Fairy(ies) shall be responsible for organising and running events to facilitate the allocation of Djungleskog bears to members of the JCR in need of them;
- b. The Djungleskog Fairy(ies) shall assist the JCR Committee as required of them.

Schedule 4: Elections

This Section of the By-Laws sets out procedures to be followed for elections.

i. Michaelmas

- a. The positions of Vice President, Treasurer, Secretary, Access Officer, Academic Affairs Officer, 1427 Committee President, Sports Representative, JCR Website Manager, *The Imp* Editor, Disabilities



Representative, and Social Backgrounds Representative to the JCR are to be elected by secret ballot on Thursday of 6th Week of Michaelmas Term, after manifestos have been published;

- i. Official handover of the above positions shall take place in the 8th Week Meeting of Michaelmas Term; the Officers shall take up their posts for one academic year.
- b. The position of Independent Chair shall be elected in the 8th Week JCR Meeting by show of hands or other voting method determined to be acceptable by the Returning Officer;
 - i. Official handover of the Independent Chair shall take place in the 8th Week meeting of Michaelmas Term; the Independent Chair shall take up their post for one year from this day.

ii. Hilary

- a. In alternate years, the position of Ball President is to be elected by secret ballot on Thursday of 5th Week of Hilary Term, after manifestos have been published;
 - i. The Ball President shall take up the position immediately on election until the election of a successor.
- b. The positions of Gender Representative, Lincoln Unites President, Revue Representative(s), CRED Representative(s), Yearbook Officer(s), Djungleskog Fairy(ies), and Keeper of the College Tortoise to the JCR are to be elected by secret ballot on Thursday of 5th Week of Hilary Term, after manifestos have been published;
 - i. Official handover of the above positions shall take place in the 8th Week Meeting of Hilary Term; the Officers shall take up their posts for one year from this day.

iii. Trinity

- a. The Entertainment Committee are to be elected by secret ballot on Thursday of 2nd Week of Trinity Term, after manifestos have been published;
- b. The positions of President, LGBTQIA+ Representative(s), Arts Representative(s), Charities Representative, Environment and Ethics Officer, JCR Honorary Archivist(s), and the International Students' Representative(s) of the JCR are to be elected by secret ballot on Thursday of 5th Week of Trinity Term, after manifestos have been published;
 - i. Official handover of the above positions shall take place



- in the 8th Week JCR Meeting of Trinity Term; the Officers shall take up their posts for one year from this day.
- c. The positions of Welfare Officers of the JCR are to be elected by secret ballot on Thursday of 5th Week of Trinity Term, after manifestos have been published;
 - i. The candidate who comes first in the Welfare Officer election and the next best ranking candidate of a different gender as self- declared to the JCR Independent Chair during the nomination period will be elected. If candidates of only one gender are nominated by the closure of nominations, then the Independent Chair shall extend nominations, as in Schedule 4, section iv, for nominations of candidates of different genders to the gender of current candidates only. If, by the end of the extended nomination period, candidates of only one gender are nominated, then only one Welfare Officer position shall be filled, and the Independent Chair shall hold a new by-election for the second Welfare Officer position as in article 5, section iv, allowing nominations of candidates of any gender;
 - ii. Official handover of the above positions shall take place immediately after the election and the Officers shall take up their posts for one academic year.
 - d. The positions of First Sea Lord, Bicycle Representative(s), Steak Fairy, Cookie Fairy(ies), Marmite Fairy, Stash Representative, and Food Representative(s) shall be elected in the 8th Week meeting of Trinity Term by show of hands;
 - i. Official handover of the above positions shall take place in the 8th Week JCR Meeting of Trinity Term; the Officers shall take up their posts for one year from this day.

iv. Nominations

- a. All nominations for Trinity 2nd and 5th Week elections must be handed to the Returning Officer by midnight on Sunday of 2nd and 5th Week respectively;
- b. All nominations for Michaelmas 6th Week elections must be handed to the Returning Officer by midnight on Sunday of 6th Week;
- c. All nominations for the office of Ball President must be handed in to the Returning Officer by 6pm on Friday of 4th Week, Hilary term;
- d. If no valid nomination for a post is received at the appointed time, the Returning Officer is to extend nominations by 36 hours; the



- Returning Officer must notify the JCR of any such extension;
- e. If still no valid nomination is received, the Returning Officer will follow the procedure on by-elections laid down in Article 5, section v;
 - f. Nominations for positions not elected by secret ballot are to be made during the meeting in which they are to be elected; if still no valid nomination is received, the Returning Officer will follow the procedure on by-elections laid down in Article 5, section v;
 - g. No member of the JCR who is also a member of the group known as 'The Goblin Club' may run for JCR Executive or Officers Committee Roles;
 - h. No more than two people may run together for JCR positions that allow for one or more people to hold the role.

v. Campaigning, Manifestos and Endorsements

- a. The Returning Officer shall send manifestos via email to every member of the JCR before hustings. They will also be posted in hard copy in the JCR;
 - i. No further promotional material is permitted, unless specified in the challenges set by the incumbent officer. This ban includes posters around College as well as public or group posts on social media promoting any candidate. Private messages to specific individuals, even by social media, however, shall not be prohibited.
- b. During hustings, candidates should focus on their own suitability for a role, and their own policies. Comments must not be made regarding the suitability and policies of opponents, even where questions from the audience appear to encourage such comment;
- c. The only permitted campaigning shall be the publication of manifestos by the Returning Officer and the hustings.

vi. Hustings

- a. Hustings shall take place for the elections held by secret ballot in Trinity Term on the Tuesdays of 2nd and 5th Week, of Trinity Term;
- b. Hustings shall take place for the elections held by secret ballot in Michaelmas Term on the Tuesday of 6th Week, of Michaelmas Term;
- c. Hustings shall take place for the elections held by secret ballot in Hilary Term on the Tuesday of 5th Week, of Hilary Term;
- d. The Independent Chair shall determine the format for hustings as they see fit, and may move the hustings for some positions to the Monday of the above weeks where they deem the number of candidates makes this necessary;



- e. Hustings for positions elected in a meeting shall take place in that meeting;
- f. The Independent Chair will video the Hustings and live stream them to the JCR, as well as place the videos online up until the day of the election.

vii. Vacancies

- a. In the event that a position should still remain vacant after a further secret ballot at the end of an extended nomination period, then the Independent Chair may conduct elections at the next JCR meeting;
- b. This will usually take the form of an appeal for candidates, an optional husting, followed by an election by a show of hands;
- c. Whether a husting is held will be determined by the JCR, and will take a form that the Independent Chair deems appropriate, though a minute's speech followed by questions is advised;
- d. The following positions are not affected by this section: the entire Officers Committee, Independent Chair and Ball President. All other positions are subject to the provisions of this section.

viii. Resignations

- a. In the event that a JCR officer wishes to offer their resignation, a signed letter must be sent to the JCR President, with a copy sent to the Independent Chair;
- b. The President shall respond within a 72-hour period, and in the event that the offer is rejected, clear reasons for doing so must be outlined. A rejection may be appealed via the standard complaints procedure;
- c. If the offer is accepted, the President is responsible for informing the Independent Chair of their decision, prior to announcing it to the JCR, via email, at which point a by-election shall be held in the ordinary fashion;
- d. The newly elected JCR officer shall hold their position until the end of their predecessor's term, and may stand for re-election provided that successful election would not exceed any term limits as per this Constitution and/or the College By-Laws;
- e. Should the President be unable to receive the letter of resignation, then the highest-ranking member of the Executive Committee as determined by Article 3, section i, subsection b shall assume fulfil this role. In the event that no member of the Executive Committee is available, this duty will then fall onto the Independent Chair;
- f. Reasons for being unable to receive the letter of resignation



include, but are not limited to: wishing to offer their own resignation, being indisposed or being personally involved with the case and judging themselves not be able to make an impartial verdict;

- g. Any resigning officer shall be entitled to run for any JCR role, providing doing so does not exceed any term limits as per this Constitution and/or the College By-Laws;
- h. In the event that a member of the JCR Entertainment Committee should resign, and their resignation be accepted, the resignation should be announced to the JCR in line with the usual procedure, with a by-election held for that member's position on the committee only. The entire committee does not need to seek re-election.

Schedule 5: Meetings

i. General

- a. There will be three Ordinary Meetings per term, which will be held on the Sundays of the 2nd, 5th and 8th weeks of full term; they will start at 8:30pm (Oxford time) and will not continue after 11:55;
- b. Extraordinary Meetings may be called at 48 hours' notice via email following a majority vote, conducted blind, among the Officers Committee, or on the written request of 25 members of the JCR; the notice announcing the meeting must contain a statement of the main reasons for it;
 - i. The motions(s) for an emergency meeting must be circulated no later than 24 hours before the meeting is scheduled to start;
 - ii. The meetings will be chaired by an Independent Chair.
- c. All remarks in meetings must be made to the Independent Chair;
- d. Visitors may be admitted to, and speak at, JCR Meetings at the Independent Chair's discretion, but must not vote; the Independent Chair must notify the JCR of any such decision at the beginning of the meeting;
- e. A quorum is constituted by 25 JCR members, who can include members of the Officers Committee;
- f. The minutes of JCR meetings will be taken by the JCR Secretary and shall be published on the JCR website.

ii. The Independent Chair

- a. The Independent Chair must remain neutral whilst performing their duties;



- b. The Independent Chair is not a member of the JCR Committee and shall take no direction from the Committee during meetings;
- c. The Independent Chair shall ensure that due process is followed in all JCR meetings;
- d. The Chair is responsible for maintaining an atmosphere conducive to constructive debate in all JCR meetings;
- e. The Chair shall be responsible for drawing up the agenda for JCR meetings and publishing the agenda for the meeting at least 24 hours before the JCR meeting;
- f. The Chair, in drafting the agenda for the meetings, may change the presentation of a motion; any other changes, including but not restricted to changes of substance, can only be made with permission of either the proposer or seconder;
- g. The Chair shall advertise posts for election within JCR meetings at least a week in advance of such an election;
- h. Should the Chair have an interest in a motion or wish to speak in the debate on a motion they must resign the Chair to the President before the motion begins; for the duration of that motion the President will remain neutral and assume all the functions of the Independent Chair;
- i. Should the President also have an interest in a motion or wish to speak in the debate on a motion they must resign the Chair to the next officer as listed in Article 3, section ii, subsection b, part i; this process should be repeated until the Chair is vested in an officer who has no interest in the motion nor desire to speak in the debate on the motion;
- j. The Independent Chair shall purchase food and/or drink for each meeting up to a budget determined by the Treasurer;
- k. The Independent Chair has the right to delay motions until the following meeting should there be extenuating circumstances;
 - i. The Independent Chair may not dismiss motions or attempt to delay them indefinitely;
 - ii. Should the Independent Chair delay a motion they should outline their reasoning to the JCR;
- l. The Chair shall ensure elections are fairly conducted;
- m. The Chair shall ensure no student holds office for more than two years;
- n. As Chair of JCR meetings and hustings, to take action to ensure that discourse does not harass individuals or groups of students, and to intervene and, if necessary, eject any members who make discriminatory comments, comments including but not limited to on the basis of race, ethnicity, gender, sexuality, faith, or mental or physical attributes.



iii. Submitting motions

- a. The Independent Chair must publish a call for motions by the Monday before an Ordinary Meeting;
- b. Motions must be submitted to the Chair by Friday 6pm before the meeting on the Sunday;
- c. The Independent Chair shall accept emergency motions received after the deadline at their discretion;
- d. If the Independent Chair accepts any motion after the published deadline for motions, then they must also accept any other motions submitted between the published deadline for motions and the time the accepted motion was submitted.

iv. Agenda for Ordinary JCR Meetings

- a. Ordinary JCR Meetings shall follow the order outlined here:
 1. Announcements, reports;
 2. Written questions to JCR officers;
 3. Oral questions to JCR officers;
 4. Extraordinary events, including but not restricted to by-elections;
 5. Recall motions;
 6. Constitutional motions;
 7. Charities motions;
 8. Money motions;
 9. All other motions;
- b. The Independent Chair may adjust this order should they consider it necessary and/or beneficial to the meeting.

v. Written Questions

- a. Written questions must be submitted to the Independent Chair by Friday 6pm before the meeting on the Sunday;
- b. Written questions can be anonymous.

vi. Oral Questions

- a. Oral questions can be put to any JCR officer, following written questions;
- b. Oral questions can be anonymous, as long as they are submitted to the Independent Chair prior to the meeting.

vii. Motions

- a. Any member of the JCR may bring before the JCR any matter that interests or affects the College or the JCR by proposing a motion;



- b. A motion that advocates a stance or action for reasons that do not explicitly relate in some way to active College or University affairs (at the discretion of the Independent Chair) may not be proposed;
 - i. A motion shall be considered to be asking the JCR to take a stance if it requires the JCR to advocate or declare a particular standpoint or opinion on an issue, but does not move to have the JCR behave in any particular manner following the vote, which would be considered an action as defined below;
 - ii. A motion shall be considered to be asking the JCR to take an action if it requires the JCR to take steps or measures following the passage of a motion.
- c. Motions must be seconded by a separate member of the JCR;
- d. If in the opinion of the Independent Chair any motion brought forward in this way falls outside the provision made in Article 6, section viii, subsection a, it is incumbent upon the Chair to highlight as an appendix to the agenda that such a motion implicitly repeals this provision of the Constitution; the Independent Chair must therefore classify the motion as a constitutional motion;
- e. Any motion which involves the expenditure of money shall be classified as a money motion or a charity motion;
- f. Only motions which are submitted in advance as recall motions may call for the removal of an officer;
- g. Motions cannot be brought whose content is substantially the same as another brought in the same academic year; the Independent Chair shall decide if motions are substantially the same;
- h. The proposer or seconder must be present at the meeting in order to bring the motion, else the motion shall be struck from the agenda;
- i. The Chair shall highlight the motion to be discussed;
- j. The Chair shall ask, at their discretion, if there are any short, factual questions to be asked regarding the motion;
- k. A proposition speech will be made by either the proposer or the seconder;
- l. Debate is opened out to any member wishing to speak;
- m. When the Chair feels that there has been sufficient debate, they will call for a vote;
- n. Motions are subject to the procedural motions.

viii. Procedural Motions

- a. Calls for the following procedural motions may be made at any



time during the JCR meeting and will take priority over any other business;

- i. Move to secret ballot/lobby system;
 - ii. Move to vote;
 - iii. Move to quorum count;
 - iv. Move to overrule the chair;
 - v. Move to remove an attendee.
- b. Procedural motions require a simple majority to pass, except for 'move to vote' which requires a two-thirds majority and 'move to quorum count' which cannot be opposed. 'Move to remove an attendee' cannot be opposed either and is not based on a vote; the motion will impel the Independent Chair to consider the ejection of any member(s) under the grounds outlined in Schedule 5, section ii, subsection n of the By-Laws.

ix. Recall Motions

- a. A recall motion is any motion which proposes to recall any officer of the JCR Committee;
- b. No amendments may be taken on a recall motion;
- c. A recall motion requires a two-thirds majority to pass.

x. Charity Motions

- a. At JCR meetings, the charity motions will be grouped together;
- b. Charity motions are to be distinguished from money motions on the basis that they propose the giving of money to an individual, or group of people, or an organisation for the purposes of charitable endeavour;
- c. The maximum amount a charity can ask for in a single meeting is £250. No single charity can ask for more than £500 in a year;
- d. At the start of the year, the Charity Fund will be estimated by the Treasurer; this amount will be recalculated by the Treasurer and announced once the full amounts have been received from Battels;
- e. Charity motions may not exceed the total annual charities budget unless the JCR Treasurer agrees to increase it prior to the meeting and presents where the money can be supplied from;
- f. The Independent Chair must indicate on each meeting's agenda the cumulative total expenditure in the charity motions category, and the extent of any proposed overspend/underspend;
- g. Students fundraising for mandatory targets may not ask the JCR for more than 10% of their total;
- h. If a group of students are fundraising for the same charity they must come to



the JCR as a whole group and on only one occasion;

- i. The JCR will decide upon its designated Chosen Charities for the year during the Michaelmas 2nd Week meeting. Two students can hust for a charity at the 2nd Week meeting and the JCR will vote on which charity they'd like to see as the charity of the year; the two charities which receive the most votes shall become the charities of the year. Any money which remains unspent by the end of the year shall be split equally between the Chosen Charities;
- j. Once a charity motion has passed, the motion proposer/seconded should make the donation themselves and send the receipt of donation to the JCR Treasurer to be reimbursed. Alternatively, an invoice from the charity addressed to the JCR with the relevant bank details can be submitted for the Treasurer to pay directly. The proof of donation or invoice should be received by the JCR Treasurer within 14 days of the motion passing.

xi. Money Motions

- a. At JCR meetings, the money motions shall be grouped together;
- b. No single ordinary motion can ask for more than £200 and no student can propose and/or second more than £200 worth of money motions in a single meeting;
- c. The maximum amount a club or society can request is £100. However, the society can request a total of £200 by presenting its complete finances for the past 12 months to the JCR Treasurer at least 5 days before the meeting. The JCR Treasurer will inspect them and determine if the society has budgeted well and used money effectively. This verdict will be announced at the meeting and if deemed successful, the society can ask for £200 rather than the standard £100;
- d. Each club or society may only submit one money motion per year;
- e. Any club or society requesting funding must have a Treasurer or committee member willing to accept responsibility for the funding and must be willing to submit an expenditure report of how the JCR's money has been spent once it has;
- f. Every money motion must clearly state how the funding will be used;
- g. Any college club/society requesting money through a money motion must be formally affiliated with the college through the registration process managed by the Senior Dean. Sports clubs should not submit a money motion and instead should apply to the Amalgams fund supported by the Sports Representative;
- h. Money motions may not exceed the total annual money motions budget unless the JCR Treasurer agrees to in advance and presents where the money can be supplied from;
- i. There shall be no limit on the amount of money the JCR can set aside for



money motions each year, however it must be a minimum of £1200 for the year;

- j. The Independent Chair must indicate on the agenda for each meeting the cumulative total expenditure in the money motions category, and the extent of any proposed overspend/underspend;
- k. If a motion passes, an invoice for the amount agreed must be sent to the JCR Treasurer within 14 days of the motion passing and only after it has been received will the payment be made.

xii. Other Motions

- a. Motions not referring to constitutional matters or directing spending of the JCR shall be considered as 'Other Motions';
- b. Other motions shall be presented in the order in which they are received by the Independent Chair.

xiii. Amendments

- a. Amendments may be proposed during the debate on a motion, but they require the support of a separate seconder;
- b. When the Independent Chair feels that there has been sufficient debate, they may call for a vote on any amendment suggested during the period of open debate;
- c. The Independent Chair is not able to propose amendments;
- d. The Independent Chair should make clear which motion or amendment is being debated or voted upon at any one time;
- e. Amending any motion to include a referendum shall require the support of at two-thirds of the members of the JCR present at the meeting in which the amendment is being discussed;
- f. Proposers and seconders may suggest amendments to their own motions during the course of the meeting; these amendments will only be voted upon if there is opposition to the amendments; else it shall be considered a friendly amendment.

xiv. Referenda

- a. Motions proposing to refer any matter to a JCR referendum require a two-thirds majority in favour in order for the referendum to be brought;
- b. JCR referenda can be called by the JCR President at any time;
- c. The Independent Chair shall run and oversee all referenda;
- d. All referenda require a simple majority to be binding, except referenda on constitutional matters, in which case a two-thirds



- majority is required;
- e. The Independent Chair must give five clear days' notice of any referendum that is called;
 - f. The Independent Chair is responsible for ensuring a proper method for organising and overseeing the referendum, although the Oxford SU online system, as for elections, shall be the default;
 - g. Online referenda shall be open for a period of no more than a week;
 - h. The period for voting in referenda can be as short as 2 days if both the Independent Chair and JCR President agree that the issue on which the referendum is called is sufficiently urgent;
 - i. JCR referenda will only be held by ballot box in the method outlined in Article 5, section iv, if the motion proposing the referendum explicitly requests it or if the JCR President explicitly requests such a course of action.

xv. Voting

- a. All voting is to be by show of hands, with closed eyes, directed by the Independent Chair, unless the Independent Chair deems it advisable to use a secret ballot, online vote or "lobby" system through the doors, or a procedural motion is passed to that effect;
- b. All motions require a simple majority vote in favour in order to pass, unless stated otherwise;
- c. In the case of a tied vote the motion is deemed not to have passed;
- d. Proxy voting is not permitted.

Schedule 6: Facilities

i. Facilities

- a. Members of the JCR and other undergraduates may use the JCR Common Room located on the ground floor of staircases 5 and 6; the College will pay for heat and lighting, maintenance, and the cost of cleaning; the JCR for any refurbishment;
- b. Members of the JCR wishing to hold a meeting in the JCR must first seek the permission of the JCR President and give sufficient notice to the JCR itself;
- c. The JCR will normally provide such things as newspapers, periodicals and a television for the use of its members;
- d. The JCR will provide a kitchen for the use of its members.



Schedule 7: Allocation of Resources

i. Financial Resources

- a. All elected JCR officers shall have a budget assigned to them at the start of each academic year. This budget is determined by the Treasurer with the President in Trinity of the preceding year and is subject to approval from both the Officers Committee and Governing Body;
- b. Should a JCR officer wish to run a social event, they are entitled to approach the Entertainment Committee to propose an event which is either partially or fully funded by the Entertainment Committee. This funding is entirely at the discretion of the Entertainment Committee Chair and Treasurer;
- c. All funding for sports clubs should be directed towards the College Amalgamers Committee;
- d. All JCR members shall adhere to the JCR Financial Standards Policy. This policy shall be made available as Annex 2 to the JCR Constitution. Any changes to the policy shall be subject to unanimous agreement from the Bursar, JCR President and JCR Treasurer, and shall be announced to the JCR with a minimum of 2 weeks' notice, or before a JCR meeting, whichever is sooner.

ii. Other Resources

- a. All JCR members wishing to use the JCR for meetings or social purposes must first seek approval from the JCR President;
- b. Permission to use all other JCR resources must be sought from the President. These include, but are not limited to:
 - i. Advertising space on JCR notice boards;
 - ii. The JCR website, under the assistance of the JCR Website Manager;
- c. The JCR Facebook page is to be moderated by the JCR President and Vice President who must ensure all published material adheres to the JCR Code of Conduct;
- d. Any JCR Outreach social media accounts are to be run by the Access Officer, as a resource for prospective students, with the JCR President and Vice President acting as moderators.

Annex 1: CODE OF CONDUCT

The JCR shall follow the Code of Conduct outlined below, as set out by Lincoln College.



i. The JCR shall:

- a. Abide by its Constitution and its By-Laws;
- b. Submit its Constitution to the College's Governing Body for review and approval on the earlier of the fifth anniversary since the last review and whenever any significant changes are made to the Constitution;
- c. Ensure elections are fairly and properly conducted, with election of all major officers being conducted by secret ballot and all members entitled to vote;
- d. Allow students to choose, without prejudice, not to be a member of the JCR and to enable such students to avail themselves of services provided to JCR members, including use of the JCR Common Room;
- e. Provide annually a budget to be approved by the College's Governing Body;
- f. Publish annually its financial report, including audited financial statements, and make them available to the Governing Body and all undergraduate students;
- g. On request of the Governing Body, provide minutes of JCR meetings;
- h. Disclose annually to the members and the Governing Body any affiliation with any external organisation, including Oxford SU, and disclose in the annual financial report details of any donations to any external organisation;
- i. Have a fair procedure for allocation of resources to groups or clubs, set out in writing and accessible to all students;
- j. Have an effective complaints procedure available to students dissatisfied in their dealings with the JCR that includes a provision for an independent person appointed by the Governing Body to investigate and report on such complaints. The JCR shall ensure complaints are dealt with fairly and properly;
- k. Comply with the By-Laws of the College, the Student Handbook and this Code of Conduct, as amended and updated, and give due consideration to laws, regulations and any published guidelines or recommendations as may be relevant to its activities. Where there is a conflict between this provision and the JCR's Constitution and By-Laws, the By-Laws of the College shall take precedence;
- l. Comply with the College's policies on data protection and information security;
- m. Comply with the College's requirements for approval of any association with the College of groups, clubs or societies.

Annex 2: FINANCIAL STANDARDS POLICY



i. Remit

- a. This document applies to all Committees and Sub-Committees (“Committees”) of the JCR as defined under the Lincoln College JCR Constitution and which hold a bank account;
- b. The President (or equivalent) and Treasurer of any such Committees must sign this document within four weeks of their appointment, within two weeks of publication of the latest version of this document or before making any financial transactions on behalf of the Committee, whichever is soonest;
- c. The signed document is to be returned to the JCR President and JCR Treasurer; the latter will be responsible for the orderly archiving of signed versions of this document;
- d. In the case that this document is not appropriately signed and returned as set out above, the JCR President and JCR Treasurer retain the right to seek a fair and proportionate resolution pursuant to the Complaints procedure of the JCR By-Laws;
- e. This document does not replace either in part or in whole Article 7 of the JCR Constitution, which takes precedence should there be a conflict of interpretation.

ii. Conflicts of interest

- a. A conflict of interest can occur when any member of a committee is put in a situation or circumstance that impacts their ability to apply judgement or act in their role, or where this ability could be impaired or influenced by a secondary interest;
- b. Even if the individual doesn’t actually benefit, a conflict can still occur if it appears a decision may have been influenced. The perception of competing interests, impaired judgement or undue influence can also be a conflict of interest.

iii. Conflicts of interest and JCR positions

- a. Individuals must disclose all relevant personal, financial or other interests on first taking up their position on a Committee and make any further disclosures should other interests arise during their tenure.
- b. Disclosures must be made using the ‘Conflict of Interest Disclosure Form’¹.
- c. Disclosure must be made in the first instance to the President of the relevant Committee and to the Independent Chair, who shall

¹ https://docs.google.com/document/d/1IRhSAdRz6TwS7kOBO_eqWWq8-Sk3AbYPCJu6_a-EuTg/edit



notify the JCR President in turn if not already notified. The Independent Chair shall hold the right to determine the appropriate action to be taken, provided that they themselves are not subject to a perceived conflict of interest, in which case the responsibility shall be distributed following Article 3, section i, subsection b of the JCR Constitution. Any such action shall be fair and proportionate, and includes but is not limited to;

- i. Requiring the individual to step aside from any matters to which the conflict of interest applies;
 - ii. Bringing the matter to the attention of the JCR.
- d. Any member of the JCR may seek resolution of the matter pursuant to its Complaints procedure.

iv. Conflicts of interest and JCR motions

- a. JCR members on any JCR Committee either proposing or seconding a JCR motion must disclose all relevant personal, financial or other interests through submission of the 'Conflict of Interest Disclosure Form' to the Independent Chair alongside said motion. Any such individual(s) must also indicate that there is a conflict of interest at the top of their submitted motion;
- b. The Independent Chair will then circulate the form as an appendix to the motion when the relevant JCR meeting agenda is circulated;
- c. In the case that the individuals proposing or seconding a JCR motion do not deem there to be any actual or potential conflicts of interest, they must indicate this at the top of their motion.

v. Payments

- a. All bank transfers or cheques from a Committee account must be carried out by the named person on said account;
- b. Records, detailing as a minimum the payee, amount and reason for paying must be kept;
- c. Receipts for all transactions which are reimbursed by bank transfer must be provided. In the interest of clarity, bank transfer records do not constitute receipts and should only be used in rare circumstances as proof of payment;
- d. Where possible, individuals making purchases on behalf of a Committee must not in the same transaction purchase items for personal use; this should be done in a separate transaction. In the event that personal purchases are included in a transaction on behalf of a Committee, the item(s) or service(s) and their value(s) must be clearly indicated on a signed copy of the receipt;
- e. In the event that no suitable committee member is available, the



JCR Treasurer must be informed prior to the transfer occurring;

- f. If the JCR Treasurer requires reimbursement, and the JCR President is unable to process payment, the Bursar should be consulted prior to payment occurring.

vi. Record-keeping

- a. Receipts and/or paid invoices shall be provided for all transactions over £10;
- b. This includes transactions “within college”, such as payments to the College Bar Manager;
- c. The use of bank statement records to record transactions is strongly advised against but is permissible strictly where necessary;
- d. In the event that bank statement records constitute more than 10% of records, or 10% of expenditure, the JCR Treasurer reserves the right to investigate and/or consult the Bursar, on the grounds of being concerned over the integrity of the Committee’s accounts;
- e. The JCR Treasurer holds the right to audit the accounts of all such Committees;
- f. If following an investigation or audit, the JCR Treasurer is dissatisfied with the state of the accounts, they may submit a recall motion, citing improper bookkeeping.