



Goodricke JCRC Constitution:

Preamble:

This is the Constitution of the Junior Common Room of Goodricke College, a College of the University of York. It shall be the governing document and guide in all of the activities of the Common Room, and is dedicated to Sir Michael Meredith Swann, Lord Swann of Coln St Denys.

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1. Guiding and Governing Principles:

- 1.1 The Goodricke Junior Common Room, hereinafter referred to as the JCR, exists to:
 - a) Represent the interests of its members.
 - b) Promote, defend and maintain the social, cultural, and general interests of its members.
 - c) Act as a channel of communication between its members and the college, the University of York Students' Union, the University, and other bodies.
 - d) Further and promote such policies of the JCR as are decided by its members according to the procedures laid out in the Constitution.
 - e) Provide facilities as and when the provision of such facilities is decided by its members according to such procedures laid out in the Constitution.
- 1.2 The Junior Common Room Committee, hereinafter known as the JCRC, exists to facilitate the above and to implement any policy decided upon by the JCR not contravening this constitution.
- 1.3 The JCR is autonomous and independent of the Student Union, the University, and the Government, but exists within the regulatory confines of all of these; therefore it shall not violate the regulations of the Student Union or the University, nor shall it violate the law of the land.
- 1.4 The JCR, nevertheless, shall manage its own affairs. The sovereign body of the JCR is its Open Meeting. When the Open Meeting is not in session, the governance of the JCR shall be through the medium of the JCRC and when not in session through the medium of the chairperson as defined within this Constitution.
- 1.5 The JCR shall pursue its aims, objectives, principles and policies without regard to race, sex, sexual orientation, disability, ethnic origin, religion, ideology, or creed.





1.6 To this end, neither the JCR nor any of its members shall discriminate against any person or body of people acting within the regulatory confines of the Student Union, the University, and the law of the land.

1.7 The JCR shall not align itself with or favour any party political organisation or religious body.

2. The Constitution:

2.1 The Constitution is the ultimate and final authority on the conduct of the JCR.

2.2 The Constitution shall be amended only by a two-thirds majority in a democratic and general vote of the JCR at an Open Meeting.

2.3 Amendments to the Constitution must be ratified by the Goodricke College Council, save if no such body exists.

2.4 Where this Constitution is considered ambiguous, it shall be considered to tend to liberality and the rule of law.

2.5 Where this Constitution is disputed, its provisions and interpretation contested, the Students Union complaints procedure, as defined within its own constitution, is invoked.

2.6 No omission of this Constitution shall be construed to deny rights to the membership of the JCR.

3. Membership:

3.1 The following are ordinary members of the JCR and are entitled to participate fully in all JCR meetings and elections, and to use all JCR facilities.

a) All undergraduate members of Goodricke College.

b) Any undergraduate member of Goodricke College undertaking a legitimate and permitted leave of absence from the University, for a period of up to one year.

c) Any sabbatical officer of the Student Union who was a member of Goodricke College at the time of his or her election.

3.2 The following are associate members of the JCR. They are entitled to use JCR facilities and participate in its social, recreational and cultural activities; but they are not permitted to participate in the governance and policy making of the JCR. Specifically they are not permitted to vote in elections or Open Meetings.

a) All Graduate and Senior Members of Goodricke College.

b) Honorary Members of the JCR, designated so as determined by policy.

c) Any other category set by policy.

3.3 Members of the JCR are entitled to revoke their membership by written communication with the Chairperson. Revocation of membership shall not be construed to deny the possibility of readopting membership in the future.





4. The Junior Common Room Committee – Composition:

- 4.1** The Junior Common Room Committee, or JCRC, is the Executive Body of the JCR. Its purpose is to execute the policy of the JCR as determined in concord with this Constitution.
- 4.2** Each officer shall have the following responsibilities and is hereby given a continuing and on-going mandate to fulfil them wherever possible:
- a)** To fulfil, maintain and uphold this Constitution, the Policy of the Junior Common Room and the ideals of the College.
 - b)** To work within the law of the land, the Constitution, and the regulatory framework of the University.
 - c)** To assist with college events and activities.
 - d)** To assist with Freshers' week activities.
 - e)** To publicise the acts, ideas and attributes of the JCR as requested.
 - f)** To assist the other Officers as requested.
 - g)** To participate in all relevant training offered.
 - h)** To attend Junior Common Room Committee Meetings, or else send apologies.
 - i)** To represent the Junior Common Room and College on other bodies as appropriate.
 - j)** To maintain the cleanliness and tidiness of the JCR office and store cupboard.
 - k)** To construct a proper handover to take place from the night of elections until the handover of position on the last night of term.
 - l)** To be granted and have free access to the use of the keycards for both the JCRC Office and Storeroom as well as access to the JCRC postering keycard for the purposes of promoting college business.
- 4.3** No officership shall be considered a sabbatical or full-time position; no financial compensation for fulfilling the duties of an officership shall be requested.
- 4.4** No-one may hold more than one post on the JCRC.
- 4.5** The Officers of the Junior Common Room Committee are as follows:
- a)** The Chairperson
 - b)** The Vice Chairperson for Democracy and Welfare
 - c)** The Vice Chairperson for Services
 - d)** The Secretary
 - e)** The Treasurer
 - f)** The Male Welfare Officer





- g)** The Female Welfare Officer
- h)** The Campaigns Officer(s)
- i)** The Entertainments Officer(s)
- j)** The Bar(less) Officer(s)
- k)** The Sports Officer(s)
- l)** The Merchandise Officer(s)
- m)** The Social Officer(s)
- n)** The Environment and Ethics Officer(s)
- o)** The RAG Officer(s)
- p)** The Volunteering Officer(s)
- q)** The Technical Officer(s)
- r)** The Sponsorship Officer(s)
- s)** The Marketing Officer(s)
- t)** The Newsletter Officer(s)
- u)** The LGBT Officer(s)
- v)** The International Officer(s)
- w)** The Disabilities Officer(s)
- x)** Janet Baker Court Representative(s)
- y)** Kenneth Dixon Court Representative(s)
- z)** Oliver Sheldon Court Representatives(s)

Except the position of Vice Chairperson which may be up to two people, the following positions may only be held by one person and for the purposes of the Education Act 1994 these are the 'major JCR Officers'.

1. Chairperson:

The Chairperson shall have the following responsibilities:

- a)** To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b)** Represents the College on all University, Students Union or College committees as required by these bodies.
- c)** Ordinarily chairs the JCR and JCRC meetings.





d) Is ultimately responsible for all JCR affairs and deputises for any officer unable to do their job or any untaken officership.

e) Calls JCRC meetings and JCR Open Meetings.

f) Is responsible for the writing of the annual report to the College and University.

g) Co-ordinates other officers work, to be made aware of all activities and decisions made, to then let others know.

h) Is responsible for the continuity and consistency of the JCR.

i) Holds a seat on College Council.

j) Is the main point of contact of the JCRC for dealings with all external bodies including the University and Students Union.

k) To attend the meetings of the Freshers' Subcommittee as set out in this constitution.

l) Is a signatory for processing transactions through the Students Union Finance.

2. Vice-Chairperson for Democracy and Welfare:

The Vice-Chairperson for Democracy and Welfare shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Deputises for any officer unable to do their job including the Chairperson.

d) Acts as returning officer for all elections and promotes participation.

e) Co-ordinates other officers work, especially those relating to Democracy, Participation and Welfare: Welfare, Campaigns, Sports, Environments and Ethics, RAG, Volunteering, LGBT, International and Democracy, Participation and Welfare aspects of other officerships

f) Shall attend meetings of the Welfare and Freshers' Subcommittees as set out in this Constitution.

g) Is a signatory for processing transactions through the Students Union Finance.

3. Vice-Chairperson for Services:

The Vice-Chairperson for Services shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Deputises for any officer unable to do their job including the Chairperson.

d) Is responsible for arranging the annual Christmas and Summer Balls in conjunction with the Democracy and Welfare Vice-Chairperson, focusing on the business aspects of the Balls.





- e) Co-ordinates other officers work especially those relating to services: Entertainments, Bar, Merchandise, Social, Technical, Newsletter, Marketing, and service aspects of other Officerships.
- f) Shall attend meetings of the Events and Freshers' Subcommittees as set out in this Constitution.
- g) Is a signatory for processing transactions through the Students Union Finance.

4. Treasurer:

The Treasurer shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) Is responsible for training the JCRC and making them aware of the finance system used by the JCR and the methods and systems that they must use for its operation.
- d) Is responsible for keeping a financial account of the JCR.
- e) Prepares and publishes an account for each term and yearly presents the accounts to College Council and to be audited.
- f) Will show the accounts to any ordinary member of the JCR.
- g) Is ultimately responsible for any coin operated machines owned or hired by the JCR
- h) Is a signatory for processing transactions through the Students Union Finance.

5. Secretary:

The Secretary shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) Produces, publishes and maintains the officer lists and contact details.
- d) Is responsible for taking the minutes of all meeting and reporting them back to the officers.
- e) Is responsible for maintaining all files and reports kept and keeping them up to date.
- f) Is responsible for keeping records of all JCRC activities, correspondence and administration and maintaining the history of the JCRC.
- g) Is responsible for the maintenance and safekeeping of this constitution, and ensuring that the terms of this constitution are adhered to.





h) Is responsible for ensuring a copy of this constitution is available to all members of the JCR.

i) To attend the meetings of the Freshers' Subcommittee as set out in this constitution.

j) Is responsible for maintaining and updating the JCRC picture board.

k) Is a signatory for processing transactions through the Students Union Finance.

The following positions can have different numbers of people working together in a job-share, which is different from post to post but is at the discretion of the returning officer in elections. The exception is Court Representative(s), which is not a job share.

6. Male Welfare Officer:

The Male Welfare Officer shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Must ensure that all welfare, academic and careers information is available to JCR members.

d) Is responsible for the co-ordination of welfare provision and campaigns with the college, University and Students Union.

e) Maintains the welfare notice board.

f) Works jointly with the Female Welfare Officer.

g) Must self-define as a man.

h) To attend the meetings of the Welfare and Freshers' Subcommittees as set out in this constitution.

7. Female Welfare Officer:

The Female Welfare Officer shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Must ensure that all welfare, academic and careers information is available to JCR members.

d) Is responsible for the co-ordination of welfare provision and campaigns with the college, University and Students Union.

e) Maintains the welfare notice board.

f) Works jointly with the Male Welfare Officer.

g) Must self-define as a woman.





h) To attend the meetings of the Welfare and Freshers' Subcommittees as set out in this constitution.

8. Campaigns Officer(s):

The Campaigns Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Are responsible for carrying out any campaigns as determined by the JCR.

d) Are responsible for actively finding out what these campaigns should be, whilst operating within the structure of this constitution.

e) To be held by up to two people.

9. Entertainments Officer(s):

The Entertainments Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Are responsible for running of all JCR events on a major scale.

d) Are responsible for recording the attendance at all JCR events and reporting back to the JCRC for posterity and future reference.

e) In addition to other training sessions as arranged, must make arrangements for first aid training to occur for members of the JCRC who wish to and for at least one person holding the position.

f) To make arrangements for training as Responsible Persons (as defined by the Union) for those members of the JCRC who wish to and for all members holding the position.

g) To be held by up to three people.

h) To attend the meetings of the Events Subcommittee as set out in this constitution.

10. Bar(less) Officer(s):

The Bar(less) Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.





- c) Are responsible for helping to promote bars in the City, college bars, and the Union bar to members.
- d) Are responsible for running minor events in the City, on campus and in the JCR.
- e) Is required to steward at least one JCR event per term.
- f) To be held by up to two people.
- g) To attend the meetings of the Events Subcommittee as set out in this constitution.
- h) To arrange training as Responsible Persons (as defined by the Union) for all members holding the position.
- i) This position shall be referred to in JCRC communications as 'Bar(less) Officer(s)' in protest of the lack of a college bar, until such time as the bar is reinstated.

11. **Sports Officer(s):**

The Sports Officer(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) Promotes College sport to all JCR members.
- d) Co-ordinates inter-college sports matches.
- e) Maintains the sports notice board.
- f) Publishes the results of all relevant matches.
- g) Deputises as team captains where necessary.
- h) Liaise with college sports team captains, and to this end organise at least two meetings per term to which all college sports team captains are invited.
- i) To be held by up to four people.

12. **Merchandise Officer(s):**

The Merchandise Officer(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) Organise the sale of Goodricke College merchandise.



d) Organise the purchase and sale of Goodricke College sports merchandise.

e) To be held by up to two people.

13. Social Officer(s):

The Social Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Are responsible for running social trips outside of the remit of the Bar and Entertainments Officers.

d) Work to help maintain college spirit.

e) Work with other posts to arrange fund raising activities for the JCR.

f) To be held by up to two people.

g) To attend the meetings of the Events and Freshers' Subcommittees as set out in this constitution.

14. Environment and Ethics Officer(s):

The Environment and Ethics Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Are responsible for raising awareness of relevant issues within the college.

d) Are responsible for ensuring that the provision of recycling remains and its organisation.

e) To be held by up to two people.

15. RAG Officer(s):

The RAG Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as



required by these bodies.

- c) Promote the interests of RAG in Goodricke College.
- d) Circulate RAG publicity material.
- e) Are responsible for organising any RAG event, such as the parade, within the college.
- f) Are responsible for achieving the RAG College total.
- g) To be held by up to four people.

16. Volunteering Officer(s):

The Volunteering Officer(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on University, Students Union or College committees where necessary.
- c) Promotes the interest of Volunteering within Goodricke College.
- d) Circulate Volunteering publicity material.
- e) Are responsible for arranging College Challenges.
- f) To be held by up to four people.

17. Technical Officer(s):

The Technical Officer(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) Are responsible for the upkeep, maintenance and development of all Goodricke JCRC on-line facilities, including but not limited to the Goodricke JCRC Website and social networking sites/pages/groups affiliated with the JCR.
- d) Responsible for the storage and organisation of all JCRC administrative work on IT resources.
- e) Ensures the maintenance of all equipment and computing facilities owned by the JCR.



f) To train other members of the JCRC in the use of the equipment and IT facilities.

g) To be held by up to four people.

18. Sponsorship Officer(s):

The Sponsorship Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Works with all other officers to gain sponsorship for JCR activities and events.

d) Development of Goodricke JCR sponsors.

e) To be held by up to two people.

19. Marketing Officer(s):

The Marketing Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Work in conjunction with all members of the JCRC to publicise all activities of the JCR

d) Are responsible for actively publicising college events by creating, distributing and removing (old) publicity as well as organising 'block runs' to further promote events.

e) To be held by up to two people.

20. Newsletter Officer(s):

The Newsletter Officer(s) shall have the following responsibilities:

a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.

b) Represents the college on all University, Students Union or College committees as required by these bodies.

c) Work in conjunction with all members of the JCRC to publicise all activities of the JCR.



- d) Are responsible for gathering information for and producing the college newsletter (the Goodricke Gazette) at least twice a term.
- e) Are responsible for producing college correspondences such as a Fresher's Week Booklet etc.
- f) To be held by up to two people.

21. The LGBT Officer(s):

The LGBT Officer(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) To fulfil responsibilities as set out for the Welfare officers in this constitution.
- c) Represents the college on all University, Students Union or College committees as required by these bodies.
- d) To represent LGBT students on the Goodricke JCRC.
- e) To promote LGBT interests in Goodricke College and awareness through campaigns and work with the college, University and Students Union.
- f) To be held by up to two people and any candidate must self-define as lesbian, gay, bisexual, trans, or must otherwise not define as heterosexual and cisgendered.
- g) To attend the meetings of the Welfare Subcommittee as set out in this constitution.

22. The International Officer(s):

The International Officer(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) To fulfil responsibilities as set out for the Welfare officers in this constitution.
- c) Represents the college on all University, Students Union or College committees as required by these bodies.
- d) To represent the International students on Goodricke JCRC.
- e) To promote the interests of International students in Goodricke College.
- f) To be held by up to two people and any candidate must be of non-UK origin.
- g) To attend the meetings of the Welfare Subcommittee as set out in this constitution.



**23. The Disabilities Officer(s):**

The Disabilities Officer(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) To fulfil responsibilities as set out for the Welfare officers in this constitution.
- c) Represents the college on all University, Students Union or College committees as required by these bodies.
- d) To represent disabled students on Goodricke JCRC.
- e) To promote the interests of disabled students in Goodricke College.
- f) To be held by up to two people.
- g) To attend the meetings of the Welfare Subcommittee as set out in this constitution.

24. Janet Baker Court Representative(s):

The Janet Baker Court Representative(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) To assist all other officers in their duties when required and work beyond the remit of other officers of the JCRC.
- d) To represent the views of and present feedback from the residents of the Janet Baker residential court to the JCRC.
- e) Maintain the condition of the JCR and promote its use to Goodricke students.
- f) Are responsible for running events in the JCR.
- g) Are responsible for any coin-operated machines owned or hired by the JCR.
- h) Helps all other posts maintain notice boards and are responsible for the JCRC notice board.
- i) Must be resident within Janet Baker Court at the time of their election to the position.
- j) To be held by up to two people.

25. Kenneth Dixon Court Representative(s):



The Kenneth Dixon Court Representative(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) To assist all other officers in their duties when required and work beyond the remit of other officers of the JCRC.
- d) To represent the views of and present feedback from the residents of the Kenneth Dixon residential court to the JCRC.
- e) Maintain the condition of the JCR and promote its use to Goodricke students.
- f) Are responsible for running events in the JCR.
- g) Are responsible for any coin-operated machines owned or hired by the JCR.
- h) Helps all other posts maintain notice boards and are responsible for the JCRC notice board.
- i) Must be resident within Kenneth Dixon Court at the time of their election to the position.
- j) To be held by up to two people.

26. Oliver Sheldon Court Representative(s):

The Oliver Sheldon Court Representative(s) shall have the following responsibilities:

- a) To adopt responsibility for and fulfil the duties required of all officers as set out in Article 4.2 of this Constitution.
- b) Represents the college on all University, Students Union or College committees as required by these bodies.
- c) To assist all other officers in their duties when required and work beyond the remit of other officers of the JCRC.
- d) To represent the views of and present feedback from the residents of the Oliver Sheldon residential court to the JCRC.
- e) Maintain the condition of the JCR and promote its use to Goodricke students.
- f) Are responsible for running events in the JCR.
- g) Are responsible for any coin-operated machines owned or hired by the JCR.





- h) Helps all other posts maintain notice boards and are responsible for the JCRC notice board.
- i) Must be resident within Oliver Sheldon Court at the time of their election to the position.
- j) To be held by up to two people.

5. The Junior Common Room Committee – Conduct:

- 5.1 The Junior Common Room Committee shall carry out the everyday management of the Junior Common Room in accordance with this Constitution. It is the primary executive body of the Junior Common Room and works in accordance with the provisions outlined in this section.
- 5.2 The Junior Common Room Committee shall have the right to hold all Officers to account and question Officers on matters relating to their roles as well as to remove any/all privileges concerning access to the JCRC office and postering keycards afforded to them when appropriate. JCRC keycard and office privileges may only be removed following a simple majority vote at either a JCRC or Open Meeting by members of the committee. All minutes and officers reports since the last JCR meeting must be available to be questioned at the meeting.
- 5.3 The Junior Common Room Committee shall have the right to create and dissolve subcommittees and working groups with delegated rights from the Committee.
- 5.4 The Junior Common Room Committee shall have the right to create Policy of the Junior Common Room, but must submit to the decision of the Open Meeting in all matters.
- 5.5 The Junior Common Room Committee Meeting will be convened, called, overseen and chaired by the Chair or his or her expressly delegated representative. The Chair shall therefore adopt the responsibility for ensuring the Committee's decisions are executed.
- 5.6 Officers must attend each Junior Common Room Committee meeting.
 - 5.6.1 Failure to attend three meetings in succession without sufficient apology to the Chairperson will result in a motion of confidence in that officer at the next JCRC meeting. At no other time can the committee vote on a motion of confidence in a member, that being a power reserved to the Open Meeting as set out in this document.
 - 5.6.2 The officer shall be informed of the motion of confidence no less than 72 hours prior to such a vote taking place.
 - 5.6.3 The officer shall be considered to have lost the confidence of the committee if two-thirds or more of a quorum vote in agreement.
 - 5.6.4 An officer who has lost the confidence of the committee shall no longer be considered to be a member of the committee. If a position is unfilled as a result, the returning officer shall organise a by-election for that position at the earliest possible convenience in accordance with the rules set out in this document.
 - 5.6.5 JCRC Officers may also resign by informing the Chairperson either in a meeting or in writing.
- 5.7 JCR Officers hold office from midnight of the last day of the Autumn term until midnight of the last day of the Autumn term of the following year.

6. The Open Meeting:

- 6.1 The Open Meeting is the supreme body of the Junior Common Room, and has the following





rights:

- a) To pass motions of no confidence.
- b) To pass amendments to this Constitution.
- c) To establish the policy of the Junior Common Room and overturn or uphold the decisions of the Junior Common Room Committee in the same.
- d) To hold officers to account.

- 6.2 The Open Meeting may be called by the Chair, by a simple majority of the Junior Common Room Committee, or by a petition of 4% or greater of the registered Members. There should be at least one a term which is to be publicised and attended by everyone on the JCRC.
- 6.3 The Open Meeting will only be in session if quorate, the quoracy level being 4% of the registered members.
- 6.4 The rights of the Open Meeting may be exercised by a free debate administered and chaired by the Chair, save for a debate on the No Confidence of the Chair in which circumstances it shall be administered by a Vice-Chair.
- 6.5 Policy may be established or dismissed by a simple majority, as may motions of No-Confidence. A two-thirds majority may pass amendments to the Constitution.
- 6.6 It must be held within 5 days of being called and must have been publicised by the JCRC at least 48 hours in advance.
- 6.7 The Chairperson or their appointee arranges the agenda.

7. JCRC Meetings:

- 7.1 The Chairperson calls JCRC meetings and notice of the meeting must be given to each committee member at least one day in advance.
- 7.2 All JCRC meetings are open to the JCR membership except that the committee may vote to exclude any non-committee members for a closed session. Non-members may be invited or request speaking rights.
- 7.3 All JCRC meetings must be minuted and the minutes must be available to the committee 2 days after the meeting and to a JCR meeting when called. The minutes must include an attendance list and list of apologies from the meeting.
- 7.4 The quorum shall be when more voting members are present than absent. The JCRC may only vote when quorate.
- 7.5 All committee members can vote on and make proposals. Only Officers may vote at Junior Common Room Committee Meetings, will have one vote each and proposals are passed by simple majority. The Chair may not vote except to break a tie.
- 7.6 There shall be at least 5 meetings of the JCRC per term and meetings must not be held out of term time or at weekends.
- 7.7 The JCRC can set up sub-committees as seems fit and shall be made up of members appointed by the JCRC. All minutes and decisions should be made available to the JCRC.





- 7.8** The Chairperson or their appointee chair JCR meetings. The Chair must ensure that the meeting is in order, that all comments are relevant to the debate and that no defamatory remarks are made. The Chair's ruling is final in dispute over rules of the meeting.
- 7.9** Each JCR meeting must always include in its agenda a list of apologies, officers' reports and any other business.
- 8. Elections:**
- 8.1** The Officers of the Junior Common Room Committee will be elected during the Autumn term in concord with a preset timetable; by-elections may be conducted at other times in concord with a preset timetable. At least six days' notice of the elections will be given in this timetable.
- 8.2** The Vice-Chair for Democracy and Welfare will act as Returning Officer except where this is revoked or overturned by the Junior Common Room Committee.
- 8.3** Where the Returning Officer resigns or else becomes ineligible to conduct the elections, all elections are null and void.
- 8.4** The Returning Officer is ultimately responsible to ensure the free, fair and unbiased conduct of the elections and may not show any preference for any candidate. To this end the Returning Officer is ineligible to vote.
- 8.5** Members may stand for election, nominate candidates and vote, save that they may not nominate more than one candidate for the same position. Members have to be available to run for the duration of the post at the discretion of the returning officer.
- 8.6** Candidates must submit an official nomination form by the deadline as set out in the election timetable. This will include their photo, their signature and the signatures of four nominators. The deadline and availability of nomination forms will be publicised.
- 8.7** Candidates must not:
- (1)** Campaign before 8:00 or after 22:00.
 - (2)** Campaign until nominations have closed.
 - (3)** Spend more than a reasonable amount (as determined by the Returning Officer) on their Campaign.
 - (4)** Harass or otherwise attempt to influence voters immediately before or during the process of casting a ballot.
 - (5)** Combine publicity when standing for different positions.
 - (6)** Publicise using means that aren't available to all candidates, including (but not limited to) emailing lists and online social network lists or groupings, save for one such method created specifically for the candidate's campaign, as determined by the Returning Officer.
 - (7)** Remove or replace any publicity that is not their own.
- 8.8** The elections are held using the single transferable vote system, using rules issued by the Electoral Reform Society.
- 8.9** If a place remains unfilled after the elections, then a by-election will be held, in accordance with the rules for the main elections. If no candidate is found, then the next Junior Common Room





may make an appointment (“co-option”) to the position.

- 8.10** Any complaints regarding the elections may be referred to the Returning Officer, who reserves the right to apply punitive measures to candidates, extending to but not exceeding a candidate’s removal from the election. The Returning Officer’s decision is final in all matters regarding the elections.

9. Finance:

The following provisions apply in financial affairs:

- 9.1** In all circumstances the Junior Common Room, its officers and committees shall confirm all of its expenditure by agreement of the Junior Common Room Committee, except for pre-arranged budgetary arrangements at the start of the year.
- 9.2** All individual outlays must be authorised by the Treasurer and then one of the Chairperson, Secretary, or Vice-Chair(s).
- 9.3** The Junior Common Room shall respect the law and the regulatory framework of the University in its financial affairs.
- 9.4** The Junior Common Room shall prepare a budget each year through the person of the Treasurer; this shall be presented to the Student Union Finance Committee. The JCRC should be informed of this accordingly and asked to submit their own budgetary areas beforehand and should pass this budget before it reached the aforementioned Committee.

10. Sub-Committees:

- 10.1** Sub-committees may be set up by the JCRC to specialise in any activity of the JCRC
- 10.2** They should run within the rules of the JCRC meeting, except to say that the chair of the meeting is to be appointed by the arranging officership.
- 10.3** They must always report all activities back to the JCRC each week and decisions taken within it must be publicised to the JCRC, which may overturn any decision taken by one of its subcommittees.
- 10.4** The Freshers Week sub-committee (as set out in Article 10.7 of this Constitution) must be set-up in the last week of the Spring term every year to carry out the organisation of Freshers Week.

10.5 The Events Subcommittee:

10.5.1 The Events Sub-committee shall be set up by the JCRC at the first meeting held during the term of that committee. It shall have all the rights of sub-committees as set out in this constitution, and shall consist of the following members:

10.5.1.1 The Bar Officer(s).

10.5.1.2 The Entertainments Officer(s).

10.5.1.3 The Social Officer(s).

10.5.1.4 The Vice-Chair for Services (acting as chair of the subcommittee).





10.5.1.5 The Treasurer.

10.5.1.6 Any other committee members who wish to attend or as required by the committee.

10.5.2 The Events Sub-committee shall be responsible for coordinating the events being held by the Bar Officer(s), Entertainments Officer(s) and the Social Officer(s), in order to prevent clashes and/or to facilitate joint events.

10.5.3 The Events Sub-Committee shall meet a minimum number of three times per term.

10.5.4 All members of the Events Subcommittee must receive Responsible Person (RP) training in addition to other training sessions arranged by way of the Entertainments Officers as set out in this constitution.

10.6 The Welfare Subcommittee:

10.6.1 The Welfare Sub-committee shall be set up by the JCRC at the first meeting held during the term of that committee. It shall have all the rights of sub-committees as set out in this constitution, and shall consist of the following members:

10.6.1.1 The Welfare Officer(s).

10.6.1.2 The LGBT Officer(s).

10.6.1.3 The International Officer(s).

10.6.1.4 The Disabilities Officer(s).

10.6.1.5 The Vice-Chair for Democracy and Welfare (acting as chair of the subcommittee).

10.6.1.6 any other committee members who wish to attend or as required by the committee.

10.6.2 Members of the College Welfare Team shall be informed of the subcommittee's actions, and may be invited to attend at the discretion of the subcommittee chair. No invited member of the College Welfare Team shall have voting rights, but do have the right to speak.

10.6.3 The Welfare Sub-Committee shall be responsible for coordinating Welfare, academic and careers activities as performed by the Welfare Officer(s), the LGBT Officer(s), the International Officer(s) and the Disabilities Officer(s).

10.6.4 The Welfare Sub-Committee shall meet a minimum number of three times per term.

10.7 The Fresher's Week Sub Committee:

10.7.1 The Fresher's Week Sub-committee shall be set up by the JCRC at the final committee meeting held during the Spring term. It shall have all the rights of sub-committees as set out in this constitution, and shall consist of the following members:

10.7.1.1 The Chair (acting as chair of the subcommittee).



10.7.1.2 The Vice-Chair for Services.

10.7.1.3 The Vice Chair for Democracy and Welfare.

10.7.1.4 The Treasurer.

10.7.1.5 The Secretary.

10.7.1.6 The Welfare Officer(s).

10.7.1.7 The Entertainment Officer(s).

10.7.1.8. The Social Officer(s).

10.7.1.9 Any other committee members who wish to attend or as required by the committee.

10.7.2 The Fresher's Week Sub-Committee shall be responsible for the provision and organisation of Fresher's Week.

10.7.3 The Fresher's Week Sub-Committee shall meet a minimum number of three times during the summer term.

11. Miscellaneous Provisions:

11.1 The Constitution is and shall remain the copyright of Goodricke College Junior Common Room; it was created by Goodricke JCRC in the year 2005 and is licensed under the Creative Commons Licence, allowing free transmission and redistribution, disallowing commercial usage or modifications to the original document.

11.2 Where the provisions of the aforementioned licence are not met the Constitution shall not be lent, circulated, broadcasted or otherwise distributed by any means, electronic, mechanical or through any other vector.

11.3 The JCR will not be held accountable or responsible for any damage, loss of earnings, or other misfortune suffered as a direct or indirect result of this document or any derivatives thereof.

12. Appendix 1: Honorary Members of the JCR:

12.1 The following persons have been designated as honorary members of the JCR, and have the rights of associate members as set out in this document:

(1) Brian, the Goodricke Cat.