

# Bridges Hall Junior Common Room

**Summer 2010**

(Last Amended Spring 2010)



## **Bridges Hall JCR Constitution**

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## **1.0 Name, Purpose, Function, Business, Authority**

### **1.1 Name**

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

### **1.2 Purpose**

The purpose of the JCR will be to serve the interests of its members, seeking to make their time at university as pleasant and as enjoyable as possible.

### **1.3 Functions**

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

- 1.3a Providing such welfare support to its Members as is possible and necessary.
- 1.3b Providing opportunities for its Members to socialise by holding social events.
- 1.3c Providing opportunities for its Members to relax by maintaining entertainment and sports facilities.
- 1.3d Providing opportunities for its Members to raise charitable donations.
- 1.3e Representing the interests of its Members to the Hall Management, University Authorities, Students’ Union, the JCR Trust and such others as may be necessary from time to time.
- 1.3f Such other functions as may, from time to time, prove desirable or necessary in line with the purpose of the JCR.

### **1.4 Business**

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

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

### **1.5 Authority**

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

### **1.6 Affiliation**

The JCR is affiliated with the Joint Common Room Trust, hereafter referred to as “the Trust”, and shall be under regulatory oversight of the Trust.

## 2.0 Membership

### 2.1 Eligibility

Membership of the JCR shall be open to the following:

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

### 2.2 Process

A person shall become a Member of the JCR upon payment of the appropriate Membership Fee. A list of Membership Fees is set out in 7.1b.

### 2.3 Rights of Members

JCR Members shall have the following rights:

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

### 2.4 Honorary Memberships

- 2.4a Honorary Membership shall be open to staff of Bridges Hall. It shall be conferred by a vote in a General Meeting and shall last until the end of the academic year upon which it was conferred.
- 2.4b Honorary Life Membership shall be open to those deemed by the Membership to have merit it by their service to the JCR. It shall be conferred by a provenly quorate vote in a General Meeting.
- 2.4c Honorary and Honorary Life Members shall have the rights enumerated in 2.2a. The exercise of all other rights shall be subject to the discretion of the Membership in a General Meeting or the JCR Committee.

### 2.5 Permanent Members of the Trust

The Permanent Members of the JCR Trust, as stated in the Trust's constitution, shall be considered members of this JCR and shall all rights listed in section 2.3a and 2.3 c.

### 2.6 Membership Safeguards

- 2.6a Any motions regarding this "Membership" Section (Section 2) may only be voted on by a General Meeting or Emergency General Meeting.

- 2.6b A quoracy count shall be taken immediately before the vote; a motion regarding “Membership” issues may not be passed by an inquorate meeting, nor will the meeting continue in a recommendatory role as per 7.4 in Appendix 1.6.

## 3.0 General Meetings

### 3.1 Frequency

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

### 3.2 Convening

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

### 3.3 Notice

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

### 3.4 Agenda

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

### **3.5 Emergency Agenda**

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

### **3.6 Quoracy**

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

### **3.7 JCR Committee Attendance**

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

### **3.8 Minutes**

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

### **3.9 Standing Orders**

The standing orders to be followed for General Meetings and Emergency General Meetings are detailed in Appendix 1.8.

## 4.0 JCR Committee

### 4.1 Conduct of Operations

The JCR Committee shall discharge the functions of the JCR in the interval between General Meetings and conduct the daily operations of the JCR. The responsibilities of each office are detailed in Appendix 2. The President, Treasurer and Secretary shall be referred to as the “Executive Officers” or “Executives”.

### 4.2 Officers and Executives

Officers and Executives shall be elected to the JCR Committee (see Section 5). The Committee comprises the following:

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

### 4.3 Representatives

In addition, representative positions may be opened at the discretion of the JCR Committee in order to create balance on the JCR Committee. These Representatives shall be elected (see Section 5) or co-opted (see Section 6) to the JCR Committee. These shall be:

- Two (2) Fresher Representatives, one (1) male and one (1) female
- A Second Year Representative
- A Third Year Representative
- An International Students’ Representative
- A Postgraduate Representative
- A New Wing Representative

### 4.4 EXWOPs

- 4.4a There shall also be the post of Executive Without Portfolio (EXWOP) which shall be created by vote of the JCR Committee. The number of EXWOPs appointed shall not exceed four (4).
- 4.4b In order to be eligible to hold the post of EXWOP must be a Member of the JCR as described in 2.1 and shall hold their positions until the end of the term of the committee that created them.
- 4.4c A member shall be ineligible to hold the post of EXWOP if they are disqualified under section 4.8 or 4.9.

### 4.5 Requirements

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

## 4.6 Meetings

- 4.6a The JCR Committee shall hold at least one (1) meeting every two (2) weeks during each term. Meetings shall be convened by the President, who shall normally be Chair of the JCR Committee, or at the request, in writing, of two (2) Members of the JCR Committee. If the President is unavailable then another Executive shall Chair.
- 4.6b In order for a JCR Committee Meeting to be quorate at least half plus one of the elected or co-opted Members of the JCR Committee must be present. If not quorate the Meeting will not be considered to have made binding decisions.
- 4.6c JCR Committee Members who are unable to attend a meeting shall submit their apologies to the Chair at least four (4) hours before the meeting.
- 4.6d The Senior Resident Tutor may be invited to meetings to discuss general issues with regards to the hall, primarily with regards to pastoral care.
- 4.6e Other rules for the conduct of JCR Committee Meetings shall be decided by the JCR Committee.

## 4.7 Minutes

- 4.7a Minutes of JCR Committee Meetings shall be recorded by the Secretary or another Executive if the Secretary is unable to. Minutes of JCR Committee Meetings shall be posted no later than five (5) days after the meeting in an area accessible to all Members of the JCR and shall be signed by all members of the Executive. This shall normally be the JCR notice board.
- 4.7b Acceptance of the minutes, as a true and accurate reflection of the meeting, must be voted on at the next JCR Committee meeting.

## 4.8 Resignation

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

## 4.9 No Confidence

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

- 4.9a A no confidence motion shall be submitted in the usual manner and acceptable time period as described in section 3.4a.
- 4.9b The President, (or VP Treasurer is the motion regards the President) shall call and chair an emergency meeting of the Committee with the proposers of the motion in attendance.
- 4.9c If at least two proposers do not attend the meeting then the motion shall not be allowed to progress to a General Meeting and the usual restrictions shall still apply.
- 4.9d The sole purpose of the meeting shall be to resolve any issue before the General Meeting. If no agreement can be made then the motion shall pass to a General Meeting. The original motion may be altered with the agreement of the Chair of the meeting and the proposers of the motion.

- 4.9e Should the motion pass to a General Meeting then the voting must take place using the method of secret ballot in order for the motion to pass.

#### **4.10 Representatives of the JCR Trust**

At the first General Meeting of a new committee, a motion shall be put forward to select three eligible members of the elected committee, as outlined in the Trust's constitution, to sit on the Trust's board. These shall typically be the President, Treasurer and Secretary of the committee. The Representatives shall vacate their seat on the Board upon leaving their office on the committee.

#### **4.11 Conflict of Interest**

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

## 5.0 Elections

### 5.1 Eligibility

- 5.1a In order to be eligible for election a person must be a Member of the JCR as described in 2.1.
- 5.1b Current Committee Members may stand for election without resigning their position. If elected they assume their new role but cease operating in their former position from the beginning of their new position's term in line with 4.5c. If not elected, the Committee Member continues in their existing role until the end of their term of office.

### 5.2 Method

- 5.2a All elections shall be by secret ballot of the Members of the JCR.
- 5.2b Elections shall employ the Single Transferable Vote method. The methods and procedures are described in Appendix 3.
- 5.2c Re-Open Nomination (R.O.N) shall be a candidate in all elections.

### 5.3 Timing and Term of Office

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

## 6.0 Co-option

### 6.1 Eligibility

- 6.1a In order to be eligible for co-option a person must be a Member of the JCR as described in 2.1.
- 6.1b Co-option is only available to those positions listed in 4.3.
- 6.1c In order for co-option to take place the JCR Committee must first have attempted to open elections for the relevant position for posts listed in 4.3 (see Section 5), with no candidate being successfully returned.
- 6.1d No election needs to be held prior for the co-option of Trust Representative.
- 6.1e A member may hold the position of Trust Representative as well as an office on the committee simultaneously.
- 6.1f Current Committee Members may be nominated for co-option without resigning their position. If co-opted they assume their new role but cease operating in their former position from the beginning of their new position's term in line with 4.5c. If not co-opted the Committee Member continues in their existing role until the end of their term of office.

### 6.2 Method

- 6.2a Nominations for co-option shall be made at a General Meeting and must be submitted as a motion for the Agenda as described in 3.4a.
- 6.2b The nomination for co-option is to be treated in all respects as a General Meeting motion, following the relevant Standing Orders described in Appendix 1.
- 6.2c Motions of co-option may not be called at an Emergency General Meeting.

### 6.3 Term of Office

Those co-opted shall serve until the end of the summer term, in the academic year in which they were co-opted.

## 7.0 Finance

### 7.1 Membership Fees

- 7.1a The JCR shall levy from its members an annual fee, which money shall be used exclusively to fund the execution of the JCR's functions.
- 7.1b The JCR shall be divided into the following categories:
  - (a) A full rate levied on Members of the JCR resident in Bridges Hall for the whole academic year. Membership will last for the whole academic year for which the fee was paid.
  - (b) A reduced rate levied on Members of the JCR resident in Bridges Hall for less than one (1) academic year. Membership will last for as long as the Member is a resident of Bridges Hall.
  - (c) A reduced rate levied on Members of the JCR not resident in Bridges Hall. Membership will last for the whole academic year for which the fee was paid.
- 7.1c The Membership fees shall be set by the JCR Committee with the approval of a General Meeting in the Summer Term to apply for the next academic year.
- 7.1d A record of payment shall be kept by the Treasurer.
- 7.1e Collection of the Membership Fees shall be arranged by the Treasurer with the support of the rest of the JCR Committee.

### 7.2 Accounts

- 7.2a Accounts recording income and expenditure shall be kept by the Treasurer.
- 7.2b The accounts shall be made available to Members of the JCR upon written request.
- 7.2c The accounts shall be audited by the Vice-Chair Accounts Secretary of the Trust annually and the results shall be presented at the following General Meeting.

### 7.3 Inventory

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

### 7.4 Expenditure

- 7.4a The Treasurer shall set a budget for the JCR in consultation with the President and it shall be agreed by the JCR Committee.
- 7.4b Any JCR Committee Member may authorise expenditure up to £500 with the agreement of the Treasurer.
- 7.4c The JCR Committee may authorise expenditure in excess of £500 with the agreement of a majority.
- 7.4d Any Member of the JCR may propose expenditure at a General Meeting.
- 7.4e For unusual expenditures three (3) quotes from different sources shall be taken and the most cost effective chosen.

### 7.5 Reserve

There must, at all times, be a reserve of not less than £3000 budgeted for in the accounts. This amount may be held in an account of the JCR Trust for exclusive use for removing any overdraft that might occur on the accounts.

## 8.0 Amendments

### 8.1 Notice

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

### 8.2 Procedure

- 8.2a Proposed constitutional amendments shall only be considered at a General Meeting or Emergency General Meeting.
- 8.2b A quoracy count shall be taken immediately before the vote on any constitutional amendment; no constitutional amendment may be adopted by an inquorate meeting, nor will the meeting continue in a recommendatory role as per 7.4 in Appendix 1.
- 8.2c This constitution shall be deemed amended if a constitutional amendment is passed by a  $\frac{2}{3}$  (two thirds) majority at a General Meeting or Emergency General Meeting.

### 8.3 Availability

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

- (a) President
- (b) Secretary
- (c) Warden

## **9.0 Procedure upon close of Hall**

The purpose of this section is to outline the procedure to be followed for such a time should the Hall close and the JCR become unable to operate until the Hall is open again. Once this section has been accepted it may not be deemed altered without approval of a General Meeting of the JCR and the Trust's Board of Trustees, referred to hereafter as "the Board".

### **9.1 Transition from Bridges Hall to Stenton Hall**

#### **9.1.1 Extension of the current Bridges Hall Junior Common Room Committee's Term**

The current term of Bridges Hall Junior Common Room Committee shall be extended until the end of the Summer Term 2010.

#### **9.1.2 Election of the first Stenton Hall Junior Common Room Committee**

Elections will be held in Week 9 of the Spring Term 2010 to fill the positions of President, Vice-President, Treasurer, Secretary, Male Welfare, Female Welfare, Social Officer x2 and Sports Officer.

#### **9.1.3 Establishing Stenton Hall Junior Common Room Committee**

Those elected under Section 9.1.2 will take up their positions at the start of the Summer Term 2010. During this term, the Stenton Hall Junior Common Room Committee will shadow the Bridges Hall Junior Common Room Committee whilst establishing their structure, i.e. Constitution, bank account etc., with guidance from the Bridges Hall Junior Common Room Committee. Those standing under Section 9.1.2 accept that the Stenton Hall Junior Common Room Committee Constitution will be ratified by the Bridges Hall Junior Common Room Committee requiring a 2/3 majority to pass. This is to ensure that Stenton Hall Junior Common Room Committee maintains the high standards that have been associated with Bridges Hall Junior Common Room Committee.

#### **9.1.4 Future of Bridges Hall Junior Common Room Committee**

Bridges Hall Junior Common Room Committee will cease operating on 31<sup>st</sup> August 2010 in its current fashion. After this date the JCR Trust shall become responsible for management of the organisation as sees fit. By this point all contracts should be cancelled and assets auctioned off or ownership transferred to Stenton Hall Junior Common Room Committee. A substantial amount of remaining funds of Bridges Junior Common Room Committee shall be transferred to Stenton Hall Junior Common Room Committee for use of providing services for students in the 2010/2011 academic year.

#### **9.1.5 Legal issues surrounding Bridges JCR Accounts**

The law states that the accounts must be available for a period of seven years. For this purpose, those standing under section 9.1.2 accept the responsibility to store a copy of the accounts for a seven year period.

#### **9.1.6 Re-opening of Bridges Hall**

Those standing under section 9.1.2 commit themselves to ensuring that the Stenton Hall Junior Common Room Committee Constitution has provisions for re-establishing Bridges Hall Junior Common Room Committee written into it.

# APPENDIX 1: Standing Orders

## 1.0 Applicability

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

## 2.0 Chairperson

- 2.1 The Chair shall run General Meetings and Emergency General Meetings and abide by the Standing Orders.
- 2.2 The President of the JCR shall normally be Chairperson at General Meetings and Emergency General Meetings and assume the Chair. Should the President of the JCR vacate the Chair, another member of the committee shall assume the Chair.
- 2.3 The Chairperson must at all times be impartial and shall not vote except when the number recorded in a division is equal, when he shall have a casting vote.
- 2.4 Whenever the Chairperson speaks he shall be heard in silence and any other members speaking shall at once cease from speaking.
- 2.5 The Chairperson may, with a majority vote of Members, eject a Member from a meeting at any time if that member is deemed to be "obstructing the progress of the meeting".
- 2.6 The Chairperson may address the meeting from the Chair in order to explain or administer these orders, or to answer a question directed to him on a point of fact.
- 2.7 If the Chairperson desires to address the meeting to a motion he shall vacate the Chair.
- 2.8 The Chairperson shall be sole interpreter of the constitution and shall always bring a copy to meetings.
- 2.9 A challenge to the Chairperson's interpretation of this Constitution may be made at any time. The Chairperson shall vacate the Chair and answer the challenge. A challenge to the Chairperson may be upheld by a  $\frac{2}{3}$  (two thirds) majority of the meeting. If upheld, the Chairperson will abide by that interpretation and resume the Chair. If the challenge is not upheld, the Chairperson may continue with their interpretation and resume the Chair.
- 2.10 If a movement of no-confidence is brought against the Chairperson he shall vacate the Chair and answer the movement. A vote of no-confidence may be upheld by a  $\frac{2}{3}$  (two thirds) majority of the meeting. If upheld, the Chairperson will vacate the Chair for the rest of the meeting. If not upheld, the Chairperson will resume the Chair.

## 3.0 Speaking

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

## 4.0 Motions

- 4.1 Before discussion is permissible, a motion shall be proposed.
- 4.2 The proposer of a motion must not speak for more than two minutes.

- 4.3 If there is no formal opposition, and in the absence of discussion, the motion shall be passed nem-con.
- 4.4 The opposer, if any, must not speak for more than one minute.
- 4.5 A seconder for both sides may speak for up to one minute.
- 4.6 The Chairperson shall allow questions until such time as he considers that no new information can be given, or until the members decide to move to a vote. A summary of the discussion is then permissible by the opposer and proposer (in that order) before the vote is taken. No new information may be given to the meeting during the summing up.
- 4.7 No motion once moved and seconded shall be withdrawn without leave of the meeting.

## 5.0 Amendments

- 5.1 Only one amendment may be proposed to a motion at any one time and no amendment shall be moved which alters the meaning and spirit of the original motion.
- 5.2 An amendment shall be discussed immediately after the motion has been proposed and seconded. If the amendment is accepted by a majority of the meeting, the motion as amended shall become the substantive motion, the main motion to which further amendments may then be moved.
- 5.3 An amendment may be tabled at the meeting during the discussion of the motion, but must be acceptable to the proposer and seconder of the motion.

## 6.0 Emergency Motions

- 6.1 The subject of an emergency motion shall relate to a matter of urgency or importance that has arisen since the last day for receiving motions.
- 6.2 An emergency motion need not be submitted to the Secretary or, if the Secretary unavailable, an Executive of the JCR prior to the meeting. Nor need it have been posted prior to the meeting.

## 7.0 Points of Order

- 7.1 Points of order must be framed as a question to the Chair and relate to the conduct of the meeting.
- 7.2 Points of order have preference over all other business, but they may not be raised during a speech or a vote unless relating to the conduct of that vote.
- 7.3 Points of order shall have priority in the following order:
  - (a) A request for a quorum count
  - (b) A request for a ruling or interpretation
  - (c) A request for a revote
  - (d) Other points of order
- 7.4 If after a count it is found that the meeting is not quorate then the meeting may only continue in a recommendatory role, any such recommendations are not binding on the committee.
- 7.5 Constitutional amendments may not be considered, and will be deemed not to have been recommended, by a non quorate meeting.
- 7.6 No-confidence motions and motions regarding Section 2 of this Constitution may not be considered, and will be deemed not to have been recommended, by a non quorate meeting.

## 8.0 Points of Information

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

## 9.0 Procedural Motions

- 9.1 Procedural motions have precedence over all other business except points of order and may not be raised during a speech or the course of a vote unless relating to the conduct of that vote.
- 9.2 Procedural motions require no seconder and there shall be a one minute speech proposing and a one minute speech in opposition.
- 9.3 The Chairperson shall be entitled to make the speech against any motion of no confidence in them, or any challenge to their ruling.
- 9.4 There shall be the following procedural motions which are listed in order of priority:
  - (a) That the meeting has no confidence in the Chairperson (see 2.10 of this Appendix)
  - (b) That the Chairperson's ruling be overturned (see 2.9 of this Appendix)
  - (c) That the question, as specified, be now put
  - (d) That the question, as specified, be adjourned to a later time in the same meeting or to a later meeting
  - (e) That the question, as specified, be voted in parts

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

## 10.0 Recommendations

A recommendation may be made under the item "Any other business". This does not require a seconder, and does not have the binding force of a motion. A recommendation shall be considered at the next meeting of the JCR Committee. Constitutional amendments may not be considered under "Any other business". No-confidence motions and motions regarding Section 2 of this Constitution may not be considered under "Any other business".

## 11.0 Voting

Voting on any motion shall be by a show of hands or by secret ballot at the Chairperson's discretion except in relation to a motion of no confidence which shall always be by secret ballot. No vote shall be recorded on behalf of any Member not present at the meeting. The Chairperson shall appoint tellers at their own discretion.

## **APPENDIX 2 Responsibilities of the JCR Committee**

### **All JCR Committee Members**

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

### **President**

The President shall have overall responsibility for the management of the JCR; oversee the activities of the JCR Committee as its Chair; serve as the main point of contact for the JCR with the Hall, Students' Union and University.

### **Treasurer**

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

### **Secretary**

The Secretary shall be responsible for minuting meetings; preparing paperwork and notices; general communication with the Membership. The Secretary shall also serve as a deputy to the President.

### **Welfare Officers**

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

### **Social Officers**

The Social Officer shall have responsibility for organising and managing social events and activities; chair the Social Committee when convened; organising and managing regular small scale entertainment events.

### **Sports Officer**

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

### **Charities Officer**

The Charities Officer shall have responsibility for organising and managing charitable events.

### **Fresher Representatives**

Fresher Representatives shall be elected at the start of each new academic year from among the new undergraduate students who are Members of the JCR to represent the interests of those Members. Where a Fresher Representative cannot be elected, they may be co-opted at a General Meeting (see Section 6).

### **Second Year Representative**

A Second Year Representative shall be elected at the start of each new academic year from among the second year undergraduate students who are Members of the JCR to represent the interests of those Members. Where a Second Year Representative cannot be elected they may be co-opted at a General Meeting (see Section 6).

### **Third Year Representative**

A Third Year Representative shall be elected at the start of each new academic year from among the third year undergraduate students who are Members of the JCR to represent the interests of those Members. Where a Third Year Representative cannot be elected they may be co-opted at a General Meeting (see Section 6).

### **International Students' Representative**

The International Students' Representative may be elected in each new academic year from among the international students who are Members of the JCR to represent the interests of those Members. Where an International Students' Representative cannot be elected they may be co-opted at a General Meeting (see Section 6).

### **New Wing Representative**

The New Wing Representative may be elected at may be elected in each new academic year from among the New Wing residents who are Members of the JCR to represent the interests of those Members. Where a New Wing Representative cannot be elected they may be co-opted at a General Meeting (see Section 6).

### **Postgraduate Students' Representative**

The Postgraduate Students' Representative may be elected at the start of each new academic year from among the postgraduate students who are Members of the JCR to represent the interests of those Members. Where a Postgraduate Students' Representative cannot be elected they may be co-opted at a General Meeting (see Section 6).

### **EXWOPs**

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

### **Representatives of the JCR Trust**

These representatives shall be responsible for representing the interests of the membership to the JCR Trustee Board and shall be selected by a General Meeting. They shall be required to attend meetings of the Board and report from the Board to a General Meeting of the membership. They shall also be expected to help establish a new JCR in the new Hall with the Permanent Members of the Board. They shall also be responsible for holding the Permanent Members of the Board as to the status and upkeep of any and all monies given to the Trust for protection.

## **APPENDIX 3: Procedure to be followed in Elections**

### **1.0 Initial Procedure**

- 1.1 Except where they are candidates for election, the President and the Treasurer shall serve as Returning Officer and Witness respectively. Should one or both be standing for election substitutes shall be elected by the JCR Committee from within its own Membership. The Vice-Chair Elections Secretary from the Trust shall always be Senior Returning Officer and shall make the final decision in the event of a complaint.
- 1.2 The Returning Officer and Witness shall determine the rules of that election and shall make clear those rules to those nominated.

### **2.0 Nominations**

- 2.1 The Returning Officer and Witness shall post details regarding nominations in an area accessible to all Members of the JCR. This shall normally be the JCR notice board at the least. Nominations shall be open for no less than three (3) days.
- 2.2 Nominations shall be made in writing to the Returning Officer by one (1) Member of the JCR and seconded by another. All nominations shall be posted at least one (1) day before the Hustings for the election, in an area accessible to all Members of the JCR. This shall normally be the JCR notice board.

### **3.0 Hustings**

- 3.1 Hustings shall normally be held at a General Meeting.
- 3.2 The Returning Officer shall chair the Hustings.
- 3.3 The proposer of each candidate, or the seconder if the proposer is absent, shall propose in turn their candidate. Their speech shall last no longer than one (1) minute.
- 3.4 No member of the serving JCR committee may propose or second a candidate standing for election, unless they are also running in that set of elections.
- 3.5 The candidates shall each then make a speech, outlining their suitability for the office, for no longer than two (2) minutes.
- 3.6 After the candidates' speeches the Chair shall take questions from the Membership to all candidates only, the candidates may take up to one (1) minute to answer a question.

### **4.0 Voting**

Voting shall be opened after Hustings, in an area accessible to all Members of the JCR. It shall be open for a period of not less than three (3) days, with the ballot box being open for at least thirty (30) minutes each day between the times of 12.30pm and 9pm.

### **5.0 Method of Voting**

- 5.1 Each voter shall have one transferable vote.
- 5.2 A voter when recording his vote on the printed voting paper:
  - (a) Must place on his voting paper the figure 1 opposite the name of the candidate for whom he votes.

- (b) May indicate the order of his choice or preference for as many other candidates as he pleases by placing against their respective names the figure 2, 3, 4 and so on.

5.3 Re-Open Nominations (RON) shall always be a candidate in elections.

## 6.0 Spoilt Ballot Papers

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

- 6.1 A voting paper shall be invalid, and not counted in any way, on which:
  - (a) The figure 1 standing alone indicating a first preference for some one candidate is not placed or
  - (b) The figure 1 standing alone indicating a first preference is placed opposite the name of more than one candidate or
  - (c) The figure 1 standing alone indicating a first preference and some other figure place opposite the name of the same candidate or
  - (d) It cannot be determined for which candidate the first preference of the voter is recorded or
  - (e) There is written anything other than the names of the candidate and the figure indicating the voter's preference.

## 7.0 Sorting the Papers

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

## 8.0 Counting the Papers

- 8.1 The Returning Officer shall count the papers in each such parcel and shall credit each candidate with a number of votes equal to the number of valid papers on which a first preference has been recorded for that candidate.
- 8.2 If any one candidate has more votes than all the other candidates combined, that candidate shall be declared elected.
- 8.3 If not, the Returning Officer shall declare defeated the candidate having the fewest votes, and shall transfer each of that candidates papers to whichever of the continuing candidates is marked by that voter as his next preference. The votes thus transferred shall be added to the first preference votes of these candidates. Any paper on which no further preference is marked shall be set aside as non-transferable and the total of such papers shall be recorded.
- 8.4 If still no candidate can be declared elected as described in (c) above, the candidate then lowest on the poll shall be excluded and their vote shall be transferred to whichever of the continuing candidates is marked by the voter as his next available preference, this process shall continue until a candidate can be declared elected as in (b) above.

## 9.0 Ties

- 9.1 If, when a candidate has to be excluded, two or more candidates have each the same number of votes and are lowest on the poll; the candidate with the lowest

number of votes at the earliest count at which the candidates in question have an equal number of votes shall be excluded.

- 9.2 If the candidates are equal on all counts, the Returning Officer shall arrange the papers of the candidates according to the next available preference recorded thereon for continuing candidates, including the candidates in question, and shall exclude the candidate who is lowest in this operation.
- 9.3 If the two or more candidates are still equal and lowest, the Returning Officer shall determine by lot which shall be excluded.
- 9.4 If when there are only two candidates left, they each have the same number of votes, the candidate with the highest number of votes at the earliest count at which the candidate in question have an unequal number of votes shall be elected.
- 9.5 If the candidates are equal at all counts, the Returning Officer shall determine by lot which shall be excluded.

## 10.0 Definitions

- 10.1 The expression "continuing candidate" means any candidate not deemed to be elected and not excluded.
- 10.2
  - (a) The expression "first preference" means the figure 1 standing alone opposite the name of a candidate.
  - (b) The expression "second preference" means the figure 2 standing alone opposite the name of a candidate given second in the list of order of preference by the voter, and so on.
- 10.3 The expression "next available preference" means a second or subsequent preference recorded in consecutive numerical order for a continuing candidate, the preference next in order on the voting paper for candidate already excluded from the poll being ignored.
- 10.4 The expression "transferable paper" means a voting paper on which following a first preference, a second or subsequent preference is recorded in consecutive order for a continuing candidate.
- 10.5 The expression "non-transferable paper" means a voting paper on which no second or subsequent preference is recorded for a continuing candidate.