

Appendix to the Constitution of the Queens' College Junior Combination Room

This document was last updated on the 26th of November 2020.

Preamble

1. This document ('The Appendix') provides further guidelines, rules and regulations for the Queens' College JCR, and may not contradict the provisions of the Constitution of the JCR.

2. This document:
 - a. describes the election and co-option procedures of JCR Committee members.
 - b. outlines rules and regulations for candidates in elections.
 - c. outlines rules and regulations for the administration of JCR elections.
 - d. describes the duties expected of JCR Committee members.
 - e. outlines rules and regulations for JCR Committee Meetings.
 - f. described the procedure for appointing subcommittees of the JCR.

3. 'The College', 'Governing Body' and 'College Union' will be defined as in the Constitution of the JCR.

4. Any proposed changes to this document must be approved by a JCR Referendum and the Council of the College Union.

5. The JCR Committee shall, at least, consist of the following: President; Vice-President and Secretary; Treasurer; QEnts President; Access Officer; Male and Non-Binary Welfare Officer; Female and Non-Binary Welfare Officer; Sports and Societies Officer; Steward; Accommodation and Facilities Officer; Environmental Officer; Academics Officer; LGBT+ Welfare and Representative Officer; People of Colour Representative Officer; Women and Non-Binary Officer; Disabilities Officer; Internationals Officer; two First Year Representatives.

6. The JCR Committee may also include: Communications Officer; Computer Officer; External Accommodation Officer.

7. In addition, there shall be one subcommittee, as named and defined in the following sections.

JCR Election Procedures

8. For the purposes of appointment, there shall be five categories of JCR Committee Positions: Executive Positions, Ordinary Positions, Equal Opportunities Positions, Michaelmas Positions, and Optional Co-Opted Positions.

9. Executive Positions shall:

- a. be elected in week 3 of Lent term.
- b. be voted for by all undergraduate members of the JCR.

10. In the event that the null candidate is elected for an Executive Position, or if there are no nominations in time for the election, nominations in the first instance will be reopened and the election held again with other positions in the week 4 Lent elections. If the election in question is a by-election, or if the null candidate is elected or there are insufficient nominations for elections run again in week 4 Lent elections, then the post shall be considered vacant as of the election date, whether it occurred or not, and by-election procedures shall commence per the provisions of the Constitution.

11. Ordinary Positions shall be elected in week 4 of Lent term.

12. In the event that the null candidate is elected for an Ordinary Position, or if there are insufficient nominations in time for the election, the position(s) may be co-opted by the JCR Committee, following the procedure outlined in this document.

13. Equal Opportunities Positions shall be elected in week 4 of Lent term.

14. In the event that the null candidate is elected for an Equal Opportunities Position, or if there are insufficient nominations in time for the election then the post shall be considered vacant as of the election date, whether an election for that

position occurred or not, and by-election procedures shall commence per the provisions of the Constitution.

15. Optional Co-Opted Positions shall:

- a. be occupied only if the JCR Committee deems the role necessary.
- b. be co-opted by the JCR Committee, following the procedure outlined in this document.
- c. normally hold office from the date of co-option until the next Full Committee Handover.

16. Michaelmas Positions shall, in the first instance, be elected in week 4 of Michaelmas term, take office at the half division of Michaelmas term, and serve until the following half division of Michaelmas term.

17. In the event that the null candidate is elected for a Michaelmas Position, or if there are insufficient nominations in time for the election, the position(s) may be co-opted by the JCR Committee, following the procedure outlined in this document.

Co-Option

18. Where the co-option of a position of the JCR Committee is required, by vacancy of some permanent positions or by the decision of the JCR Committee to appoint someone to an optional position, the JCR Committee shall advertise the vacancy to all JCR members within a week of the co-option becoming required.

19. Members of the JCR shall be given at least four days to submit an application (the nature of which shall be decided by the JCR Committee) to the Secretary of the JCR or another JCR Committee Member nominated by the JCR Committee.

20. The co-option shall be approved by majority vote of a quorate JCR Committee Meeting

Nominations

21. Candidates shall be given at least three days from the first notice of elections to submit nominations.

22. The deadlines for nominations shall be at least three days before the election.

23. The Returning Officers shall release the names of JCR members running for election, and the positions they are running no fewer than three days before the election.

24. The deadline for nominations for a position may be extended up until one day prior to the election if no nominations are received for that position.

25. The Returning Officers of the election shall outline how candidates shall nominate themselves.

26. A candidate may withdraw their nomination at any time prior to the election by notifying the Returning Officers.

Manifestos

27. Candidates in JCR elections may submit a single A4-page manifesto for digital distribution to all JCR members within one day of the close of nominations.

28. The Returning Officers may refuse to distribute a manifesto if they deem it to be inappropriate, including if it contains offensive or false material or material attacking the character of an opponent.

Campaigning

29. The Returning Officers shall be responsible for determining and communicating the rules of campaigning to candidates in elections, provided that they adhere to the provisions of the Constitution and the Appendix.

30. Campaigning shall be permitted, between the close of nominations and the opening of elections.

31. Campaigning may be in person or through personal social media.

32. JCR mailing lists may not be used for campaigning purposes.

33. The Returning Officers may rule any published material out of order if they deem it to be inappropriate, including if it contains offensive or false material or material attacking the character of an opponent.

34. Canvassing by visiting the private rooms of JCR members without invitation shall be forbidden.

35. The JCR Committee may set guidelines for returning officers via Committee Policy prior to the election.

36. The Returning Officers may rule certain College locations or JCR-administered social media spaces off-limits to campaigning.

37. The Returning Officers shall have the right to administer penalties for breach of campaigning rules, or if it deemed that a candidate has acted unlawfully or unfairly, provided the penalty is agreed by both officers, including but not limited to:

- a. the distribution of a blank manifesto for that candidate.
- b. a reduced allowed time for speech in election hustings.

38. If the Returning Officers rule any published material out of order or administer penalties to a candidate, it must be made clear to JCR members before the election which candidates(s) have had published materials declared out-of-order, and which candidates(s) have had which penalties applied.

Election Hustings

39. The Returning Officers shall be responsible for organising the hustings with the aim of allowing JCR members to ask questions of candidates in JCR elections and by-elections in order to inform voting intentions.

40. Hustings shall be held for each position, except if there is only a single nomination in a by-election for all positions other than the President of the JCR, in which case the Returning Officers shall decide whether to host hustings.

41. Hustings may take place virtually, or in a large, accessible room within the College premises and all JCR members shall be welcome to attend.

42. During hustings, candidates shall have the opportunity to give a brief speech and shall answer questions from JCR members.

43. Further guidelines for hosting hustings may be prescribed in Committee Policy.

JCR Committee Positions

44. All members of the JCR Committee are expected to:

- a. attend Ordinary JCR Committee meetings.
- b. assist in the organisation and running of activities for incoming first-year JCR members in the first week of Michaelmas.
- c. complete duties prescribed for their position in this document.
- d. act as points of contact between members of the JCR and the JCR Committee.
- e. engage with their counterparts on the MCR Committee and in the SCR to work on joint ventures.
- f. complete any other duties as prescribed in Committee Policy.

45. The President shall:

- a. be an undergraduate member of the JCR.
- b. be an Executive Position for the purposes of appointment.
- c. represent the JCR to Senior Members and various committees of the College.
- d. assist and advice individual members of the JCR.
- e. ensure that all members and representatives of the JCR Committee fulfil their constitutional and mandated duties.
- f. oversee the administration of Freshers' Week.
- g. fulfil the duties of the 'JCR President' as prescribed in the constitution of the College Union.
- h. liaise with the MCR.
- i. carry out other duties as determined by the JCR Committee.

46. The Treasurer shall:

- a. be an undergraduate member of the JCR.
- b. be an Executive Position for the purposes of appointment.
- c. fulfil the duties of the 'JCR Treasurer' as prescribed in the constitution of the JCR and College Union, and all other official documents of the College.
- d. liaise with the Senior Treasurer of the College Union on financial matters concerning the JCR, including society funding.
- e. organise the funding and private accounts of the JCR Committee and keep a regular, complete and accurate record of all JCR accounts, ensuring financial sustainability.
- f. oversee the administration of year dinners, and work with organisers to ensure that all necessary financial transactions are completed.
- g. have the power to examine the finances of all subcommittees of the JCR.
- h. assist the President with the day to day running of the JCR, with emphasis on financial affairs within the college.
- i. carry out other duties as determined by the JCR Committee.

47. The Vice-President & Secretary shall:

- a. be an undergraduate member of the JCR.
- b. be an Executive Position for the purposes of appointment.
- c. fulfil the duties of the 'JCR Secretary' as prescribed in the constitution of the JCR, and all other official documents of the College.
- d. be responsible for the JCR's relations with external bodies.
- e. assume or delegate the duties (nominally to the Academic Officer) of any unfilled optional positions of the JCR Committee.
- f. organise and minute the meetings of the JCR Committee.
- g. maintain and display the Constitution of the JCR and ensure that it is followed.
- h. maintain and display the policy of the JCR and minutes of JCR meetings.
- i. assist the President with the day to day running of the JCR, with emphasis on constitutional affairs and the administration of the JCR Committee.
- j. carry out other duties determined by the JCR Committee.
- k. deputise in the absence of the President.

48. The Accommodation and Facilities Officer shall:

- a. be an undergraduate member of the JCR.

- b. be an Executive Position for the purposes of appointment.
- c. be voted for by all members of the JCR.
- d. assist the President with the day to day running of the JCR, with emphasis on domestic affairs within the college.
- e. have responsibility for communicating on behalf of the JCR with regards to accommodation, including room charges and room allocation.
- f. advocate for more accessible modes of administering College facilities.
- g. ensure that members of the JCR are aware of how to use the facilities of the College.
- h. be responsible for the management of the JCR Room.
- i. represent the JCR to the heads of departments and the Domus Committee of the College.

49. The Access Officer shall:

- a. be an undergraduate member of the JCR.
- b. be an Executive Position for the purposes of appointment.
- c. liaise with the Senior Tutor, Admissions Office, and relevant college committees in order to ensure fair and representative access to the College.
- d. liaise with the Admissions Office in order to coordinate student participation in the widening participation schemes of the College.
- e. promote widening participation schemes to members of the JCR.

50. The Male and Non-Binary Welfare Officer shall:

- a. be an undergraduate member of the JCR self-identifying as male or non-binary.
- b. be an Ordinary Position for the purposes of appointment.
- c. be voted for by members of the JCR self-identifying as male or non-binary.
- d. have particular responsibility for ensuring the wellbeing of students.
- e. liaise with the College welfare team on welfare matters.
- f. publicise all avenues of support available for students of the College.
- g. develop and promote wellbeing initiatives and information to JCR members.
- h. provide assistance and advice to members of the JCR.
- i. maintain supplies of sexual health and sanitary products.

j. liaise with cross-campus organisations with special reference to student welfare.

51. The Female and Non-Binary Welfare Officer shall:

- a. be an undergraduate member of the JCR self-identifying as female or non-binary.
- b. be an Ordinary Position for the purposes of appointment.
- c. be voted for by members of the JCR self-identifying as female or non-binary.
- d. have particular responsibility for ensuring the wellbeing of students.
- e. liaise with the College welfare team on welfare matters.
- f. publicise all avenues of support available for students of the College.
- g. develop and promote wellbeing initiatives and information to JCR members.
- h. provide assistance and advice to members of the JCR.
- i. maintain supplies of sexual health and sanitary products.
- j. liaise with cross-campus organisations with special reference to student welfare.

52. The LGBT+ Welfare and Representative Officer (LGBT+ Officer) shall:

- a. be an undergraduate member of the JCR self-identifying as LGBT+.
- b. be an Equal Opportunities Position for the purposes of appointment.
- c. be voted for by all members of the JCR self-identifying as LGBT+.
- d. have particular responsibility for ensuring the equal opportunities and wellbeing of LGBT+ students.
- e. ensure that the College is welcoming to LGBT+ students.
- f. liaise with the Senior Members of the College and the Welfare Team on matters of concern to LGBT+ students.
- g. make available to members of the LGBT+ community in the College specific information relating to welfare provision offered by the JCR Committee, College and all other relevant bodies.
- h. liaise with cross-campus organisations with special reference to LGBT+ students.
- i. Provide advice and assistance to LGBT+ members of the JCR.

53. The Internationals Officer shall:

- a. be an undergraduate member of the JCR who is classed as an international student or who is a student who normally resides outside the UK or who is a non-UK national.
- b. be an Equal Opportunities Position for the purposes of appointment.
- c. be voted for by all members of the JCR self-identifying as an international student or a student who lives overseas.
- d. represent the views of international students and students living overseas to the JCR Committee and the College.
- e. ensure that incoming international students are given adequate information to settle into their university lives.
- f. liaise with the Senior Members of the College and the Welfare Team on matters of concern to international students, both individually and generally.
- g. liaise with cross-campus organisations with special reference to international students.
- h. provide advice and assistance to overseas JCR members.

54. The Steward shall:

- a. be an undergraduate member of the JCR.
- b. be an Ordinary Position for the purposes of appointment.
- c. be voted for by all members of the JCR.
- d. have particular responsibility for the food and beverages available in College.
- e. represent the JCR to the Catering Department.
- f. organise the sale and advertising of Guest Night tickets.
- g. liaise with the Catering Department and MCR Steward on all relevant matters.

55. The Sports and Societies Officer shall:

- a. be an undergraduate member of the JCR.
- b. be an Ordinary Position for the purposes of appointment.
- c. be voted for by all members of the JCR.
- d. advise registered societies of the College with regards to use of facilities, the College Union and publicity.
- e. consult for JCR members on the registration of new societies.

- f. organise the Queens' societies fair for incoming JCR members.
- g. publicise the sporting opportunities, fixtures and achievements of the societies of the College to members of the JCR.
- h. promote physical wellbeing initiatives to members of the JCR.
- i. promote the use of College sporting facilities.

56. The Academic Officer shall:

- a. be an undergraduate member of the JCR.
- b. be an Ordinary Position for the purposes of appointment.
- c. be voted for by all members of the JCR.
- d. represent the academic interests of the JCR membership.
- e. engage with the College library staff and committee on behalf of the JCR.
- f. represent the JCR to the judging panel of teaching prizes.
- g. promote skills and careers workshops to members of the JCR.
- h. advise and assist academic interest societies of the college.
- i. organise trials for the Queens' University Challenge team.
- j. liaising with the MCR and SCR to hold talks, debates, and trials for academic competitions.

57. The First Year Representatives shall:

- a. be first-year undergraduate members of the JCR at the time of appointment.
- b. be Michaelmas Positions for the purposes of appointment.
- c. represent the interests of first-year students to the JCR Committee.
- d. organise first year dinner and be given the opportunity to organise year dinners in the two subsequent years.
- e. be responsible for organising JCR-led parts of Freshers' Week with the assistance of the JCR Committee.

58. The Computer Officer shall:

- a. be an undergraduate member of the JCR.
- b. be an Optional Co-Opted Position for the purposes of appointment.
- c. maintain the mailing lists of the JCR.

- d. maintain the website of the JCR.
- e. maintain the online files of the JCR.
- f. assist the JCR Committee with any technical requests.
- g. assist with the administration of JCR elections and referenda.

59. The Women and Non-Binary Officer shall:

- a. be an undergraduate member of the JCR self-identifying as female or non-binary.
- b. be an Equal Opportunities Position for the purposes of appointment.
- c. be voted for by members of the JCR self-identifying as female or non-binary.
- d. have particular responsibility for ensuring the equal opportunities and wellbeing of female and non-binary students.
- e. liaise with the Senior Members of the College and the Welfare Team on matters of concern to female and non-binary students.
- f. liaise with cross-campus organisations with special reference to female and non-binary students.
- g. Provide advice and assistance to female and non-binary students.

60. The People of Colour Representative Officer ('PoC Rep') shall:

- a. be an undergraduate member of the JCR self-identifying as being non-white.
- b. be an Equal Opportunities Position for the purposes of appointment.
- c. be voted for by all members of the JCR self-identifying as being from a minority ethnic background.
- d. advise and represent the special concerns of students of non-white ethnicity.
- e. ensure that the College is welcoming to students of all ethnicities.
- f. promote diversity and anti-racism in the College.
- g. have particular responsibility for ensuring equal access to the college.
- h. have particular responsibility for ensuring equal opportunities in the college.
- i. liaise with cross-campus organisations with special reference to minority ethnic students.
- j. liaise with the Senior Members of the College and the Welfare Team on matters of concern to minority ethnic students.

61. The Disabilities Officer shall:
- a. be an undergraduate member of the JCR.
 - b. be an Equal Opportunities Position for the purposes of appointment.
 - c. be voted for by all members of the JCR self-identifying as having a disability.
 - d. have particular responsibility for ensuring equal opportunities in the college.
 - e. liaise with the Senior Members of the College and the Welfare Team on matters of concern to disabled students, both individually and generally.
 - f. collect and distribute information relevant to students with disabilities.
 - g. promote and review the inclusion of accessibility information in all JCR and College communication.
 - h. liaise with cross-campus organisations with special reference to disabled students.
 - i. provide advice and assistance to JCR members with disabilities and health conditions which affect their life at university.

62. The Environmental Officer shall:
- a. be an undergraduate member of the JCR.
 - b. be an Ordinary Position for the purposes of appointment.
 - c. be voted for by all members of the JCR.
 - d. promote sustainable living to members of the JCR.
 - e. coordinate schemes to reduce the carbon footprint of the college.
 - f. liaise with the Gardening Department on behalf of the JCR.
 - g. liaise with cross-campus organisations with regards to environmental sustainability.

63. The QEnts President shall:
- a. be an undergraduate member of the JCR.
 - b. be an Executive Position for the purposes of appointment.
 - c. have particular responsibility for running QEnts
 - d. represent and hold ultimate responsibility for the administration of QEnts
perform a termly review of QEnts to the JCR Committee

64. The Communications Officer shall:
- a. be an undergraduate member of the JCR.
 - b. be an Optional Co-Opted Position for the purposes of appointment.
 - c. ensure the JCR membership is aware of the work and meetings of the JCR Committee.
 - d. compile and distribute the JCR newsletter.
 - e. administrate the social media accounts of the JCR.
 - f. publicise the initiatives of the JCR to its members.
 - g. ensure online content by the JCR is kept updated.

65. The External Accommodation Representative shall:
- a. be an undergraduate member of the JCR.
 - b. be an Optional Co-Opted Position for the purposes of appointment.
 - c. be expected to resign should they cease to reside off Queens' College Main Site.
 - d. represent the interests of students who do not live on the Queens' College Main Site.
 - e. liaise with the JCR and QEnts committees to organise events in Owlstone Croft for all Queens' students.
 - f. liaise with the MCR to provide social entertainments for the residents of external properties off the Main Site.
 - g. ensure equitable and easy access to all facilities on the Main Site for students living elsewhere.

JCR Committee Meetings

66. Ordinary JCR Committee Meetings shall be held at least four times in a term.
67. There shall be a JCR Committee Policy document that outlines further guidance on JCR Committee Meetings, covering:
- a. the mechanisms and purposes of voting.
 - b. location and timing of JCR Committee Meetings.
 - c. the agenda of JCR Committee Meetings.
 - d. attendance and apologies of JCR Committee Meetings.

e. any other guidelines needed, as seen fit by the JCR Committee.

68. The time and location of Ordinary JCR Committee Meetings must be circulated at least 5 days in advance of the meeting.

69. The time and location of Emergency JCR Committee Meetings must be circulated at least 2 days in advance of the meeting.

JCR Subcommittees

70. All JCR Subcommittees shall:

- a. be chaired by a JCR member occupying any position on the JCR Committee.
- b. conduct their day-to-day activities independently of the JCR.
- c. report on activities to the JCR Committee.
- d. submit, on request, financial accounts to the JCR Treasurer or the Senior Treasurer of the College Union.
- e. be governed by distinct documents of JCR Committee Policy.

71. A JCR Subcommittee shall be created only by a quorate vote of the JCR Committee to create a new subcommittee and introduce an accompanying Committee Policy document.

72. A JCR Subcommittee may register as a society with the College Union, but must have a nominated treasurer, approved by the JCR Committee, if it is to claim funding directly.

73. There shall be an entertainment subcommittee of the JCR, known as 'QEnts', whose purpose shall be to organise social events for members of the JCR.