



**GIRTON COLLEGE JCR COMMITTEE CONSTITUTION
Amended June 2021**

Table of Contents

1. Mission Statement 2 *2. The JCR Committee 2* *3. Committee Member's Responsibilities 3* *4. Committee Meetings 11* *5. Election of Committee Members 12* *6. Election Procedure 13* *7. Resignation of Committee Members 15* *8. Votes of No Confidence 15* *9. Open Meetings 15* *10. Emergency Open Meetings 16* *11. Referenda 16* *12. Indemnity 17* *Schedule One – JCR Finance Committee 17* *Schedule Two – Open Meetings 19* *Schedule Three – Freshers' Committee 20* *Schedule Four - Inclusivity Working Group 20* *Schedule Five – Glossary 21*

Appendix 1: Appendix to the JCR constitution in accordance with requirements of the Education Act of 1994 21

Appendix 2: JCR Welfare Confidentiality Agreement 23

1. Mission Statement

- a) There shall be in Girton College a Junior Combination Room (hereinafter referred to as the JCR).
- b) It shall be an official body for the expression of opinion of junior members on matters concerning the College.
- c) The JCR shall be provided with an office within College.
- d) All undergraduates at Girton College shall be members of the JCR. e) The general administration of the JCR shall be in the hands of a Committee.

2a. The JCR Committee

The JCR Committee shall consist of:

i) Elected members

- President
- Vice President
- Treasurer
- Executive Secretary
- Accommodation Officer
- Catering Officer
- Events Officer
- Access & Academic Officer
- Sustainability and Ethical Affairs Officer
- Welfare Officers (of which there shall be two)
- Bike Officer
- IT Officer
- Sports Officer
- Fresher Representative

ii) Community elected members

- Women's Officer
- International Officer
- LGBTQ+ Officer
- Ethnic Minorities Officer
- Physical and Mental Disabilities Officer
- Socio-economic Inclusivity Officer

2b. The Executive and Full Committee

- i) The Executive Committee will consist of a President, Vice-President, Treasurer and Executive Secretary.
- ii) The full committee will consist of the Executive Committee, two Welfare Officers, Access & Academic Officer, Accommodation Officer, Catering Officer, Events Officer, Sustainability and Ethical Affairs Officer, LGBTQ+ Officer, Women's Officer, Bike Officer, IT Officer, Sports Officer, International Officer, Physical and Mental Disabilities Officer, Socio-economic Inclusivity Officer and Ethnic Minorities Officer.
- iii) The full Committee **shall not exceed 25 persons** at any time.
- iv) Each elected office (denoting one role rather than one individual) of the C committee **shall have one vote**. Where there are two people holding a single office they shall have one vote between them. The President shall have a casting vote in the event of a tie.
- v) Before an election is announced, the Executive Committee shall have the power to determine whether or not an office may be held by two people for the coming year.
- vi) Notwithstanding V, **no Executive Office may be held by more than one person at a time**.
- vii) **Candidates may not stand for more than one office at any one election**. Where an office may be held by two people, two candidates may stand for election together for the office, or candidates may stand individually.

3. Committee Member's Responsibilities

- a) The role of the **President** shall be as follows
 - i. Have overall responsibility for the JCR, the management of the JCR Committee and ensuring the JCR Constitution is adhered to.
 - ii. Chair meetings of the JCR Committee, Open Meetings, and Election Hustings.
 - iii. Perform the duties of the Vice President in their absence.
 - iv. Attend College Council as a Trustee.
 - v. Attend C-SU Presidents' and Externals' meetings and College Forum.
 - vi. Assist in the planning and execution of Freshers' Week as Vice President of the Freshers' Committee.
 - vii. Attend PREVENT Committee.
 - viii. Be responsible for ensuring JCR representatives attend relevant College Committees and Council Working Groups.
 - ix. Meet with College Senior Officers fortnightly to represent student views.
 - x. Encourage and facilitate communication between the JCR Committee, the JCR body, the MCR and College.
- b) The role of the **Vice President** shall be as follows
 - i. Perform the duties of the President in their absence.

- ii. Attend College Council as a Trustee.
- iii. Plan and execute Freshers' Week as President with an elected committee.
- iv. Attend all C-SU Councils, C-SU Presidents' and Externals' meetings, C-SU open meetings and College Forum.
- v. Encourage and facilitate communication between the JCR Committee and the JCR body.
- vi. Act as Returning Officer to run JCR Committee elections.
- vii. Meet with College Senior Officers fortnightly to represent student views.
- viii. Encourage and facilitate communication between the JCR Committee, the JCR body, and College.

c) The role of the **Treasurer** shall be as follows

- i. Be responsible for all financial dealings of the JCR.
- ii. Arrange reimbursement from College for any JCR-related spending.
- iii. Attend College Council as a Trustee.
- iv. Attend College Financial Planning Committee.
- v. Organise and chair the JCR Finance Committee.
- vi. Produce annually a financial report for the past year and budget for the forthcoming year, which shall be presented to the Full Committee and College Council.
- vii. Produce annually and submit to Council for approval a list of Charities that the JCR may support.
- viii. Advertise and allocate funding for societies and sports clubs, with approval from the JCR Finance Committee.
- ix. Assist sports clubs and societies with setup and financial planning.
- x. Keep a register of all sports clubs and societies and submit to Council annually in Michaelmas Term.
- xi. Ensure all sports clubs and societies abide by JCR Guidelines.
- xii. Follow the College's financial regulations and undergo online bribery act and data protection training as advised by college data protection officer.

d) The role of the **Executive Secretary** shall be as follows

- i. Be responsible for the calling of Committee Meetings and Open Meetings.
- ii. Prepare and circulate agenda points and record minutes for Committee Meetings, Open Meetings and Election Hustings. Minutes shall be circulated as soon as possible.
- iii. Be responsible for general JCR administration, including the updating of JCR noticeboards and lists.

- iv. Manage use of the JCR Office.
- v. Publish a weekly JCR bulletin to communicate news and advertise events.
- vi. Manage the JCR social media page (e.g. Facebook, Instagram) and post regular updates.
- vii. Gather and share news from the Girton community, sports clubs, societies, C-SU, College and JCR Committee members via the bulletin and social media.
- viii. Ensure that all JCR records (e.g. committee minutes, bulletins) are kept in accordance with the records retention schedule and where appropriate, a record of activities (including posters etc.) and passed to the Archivist either termly or annually.

e) The role of the **Accommodation Officer** shall be as follows

- i. Run the annual Room Balloting process.
- ii. Update the Room Balloting website regularly and regrade College rooms where appropriate.
- iii. Represent student opinions on College accommodation, storage and facilities.
- iv. Arrange to meet the College Accommodation Officer every term.
- v. Collect student feedback through the annual accommodation survey.
- vi. Take ANUK training
- vii. Assist college with the 3-yearly ANUK accommodation audit if it falls in time in office

f) The role of the **Catering Officer** shall be as follows

- i. Represent student opinions on catering.
- ii. Arrange to meet the College Catering Team every term.
- iii. Collect student feedback about College catering and social hub facilities.
- iv. Propose a list of charitable/themed formals to Council in Easter term for approval for the next academic year.

g) The role of the **Welfare Officers** shall be as follows

- i. One officer shall be an undergraduate who self-identifies as male or non binary. One officer shall be an undergraduate who self-identifies as female or non-binary.
- ii. Be responsible for running and sharing welfare campaigns and resources with students.
- iii. Bring issues of student-welfare concern before the JCR Committee and relevant College Committees.
- iv. Supply condoms, pregnancy tests, personal alarms and other welfare provisions to the student body.
- v. Attend C-SU Welfare meetings.

- vi. Promote university-wide and C-SU Welfare campaigns, support and events in College.
- vii. Attend College Health and Safety Committee.
- viii. Be available for anonymous consultation by all members of the JCR if requested and direct them to the correct welfare provider depending on the specific case.
- ix. Organise the College Parent Scheme and consult with the Inclusivity Working Group over any proposed changes to this.
- x. Hold office hours twice a week in College.
- xi. Sign and be bound by JCR Welfare Confidentiality Agreement (see appendix 2) and undergo welfare training.
- xii. Give a talk about College welfare provisions in Freshers' week.
- xiii. Organise the Marriage Formal in early Easter term.

h) The role of the **Events Officer** shall be as follows:

- i. Organise at least two Ents per term and other recreational events.
- ii. Organise the annual JCR garden party.

i) The role of the **Sustainability and Ethical Affairs Officer** shall be as follows:

- i. Encourage College to conduct its business in an ethically sound manner through meeting with relevant College officials.
- ii. Bring short-term and systemic issues of environmental, charitable and ethical concern before the JCR Committee and relevant College Committees.
- iii. Promote and maintain the recycling system in College.
- iv. Organise the Green formal.
- v. Attend C-SU Sustainability and Ethical Affairs meetings.
- vi. Promote university-wide and C-SU Sustainability and Ethical Affairs campaigns, support and events in College, e.g. the annual NUS Student Switch Off campaign.
- vii. Join the Green Impact team and liaise with college on the annual Green Impact audit.

j) The role of the **Access and Academic Officer** shall be as follows:

- i. Liaise with the Thrive Committee and Librarian to provide information concerning academic facilities (library, study rooms), study skills sessions and academic support resources to all members of the JCR.
- ii. Attend C-SU Access Officer meetings.
- iii. Promote university-wide and C-SU Access campaigns, support and events in College.
- iv. Attend the College Library Committee.
- v. Attend the Thrive Committee.

- vi. Sit on the Education Board.
- vii. Liaise with the Admissions Office and Schools Liaison Officer to arrange workers for the interview period, assist with open days and be involved in the target school scheme.
- viii. Liaise with the Inclusivity Working Group on access issues regarding students from various backgrounds.
- ix. Run the C-SU Shadowing Scheme at Girton.
- x. Develop access resources directly for applicants and for current Girton students to share with their networks to encourage applications to Girton.
- xi. Liaise with the Senior Tutor and Junior Bursar to run the annual Student Survey.

k) The role of the **IT Officer** shall be as follows:

- i. Be responsible for the maintenance of the JCR website.
- ii. Assist Committee members with setting up their JCR email addresses.
- iii. Liaise with the College IT department
- iv. Attend IT Committee meetings.
- v. Moderate messages to the JCR email list sent by members of the student body.
- vi. Ensure JCR Committee members are aware of and abiding by GDPR (data protection) guidelines.

l) The role of the **Sports Officer** shall be as follows:

- i. Undertake a referee training course where possible.
- ii. Referee at least five matches for college teams on college grounds free of charge.
- iii. Provide referee services to Girton College sports teams on College grounds at their own discretion.
- iv. Be responsible for the maintenance and storage of sports equipment across College.
- v. Organise the presentation and celebration of the annual JCR Sports Awards.
- vi. Liaise with the Executive Secretary to advertise and publicise College team trials and publish match reports to all members of the JCR.
- vii. Act as a first point of call for sports-related issues that are raised by captains of any Girton sports teams.
- viii. Assist Sports Captains in organising inter-college matches.
- ix. Organise the sports and societies photographs in Easter term

m) The role of the **Bike Officer** shall be as follows:

- i. Assist students with urgent bike problems.
- ii. Give advice on traffic rules and promote cycling safety and security.
- iii. Maintain the JCR bikes and keep them in a safe condition.
- iv. Make

tools and useful accessories available for students from the Porter's Lodge.

v. Oversee the Bike Hire scheme and Bike Cull in liaison with the Porters' Lodge.

vi. Ensure there is parking space available for students on all College sites.

n) The role of the **Ethnic Minorities' Officer** shall be as follows:

i. Should self-define as being a member of an ethnic minority. ii. Act as a visible point of call for issues facing ethnic minorities. iii. Ensure views of ethnic minorities are brought to the attention of the JCR Committee and College.

iv. Work towards achieving equality for students of ethnic minorities in the College and University.

v. Attend C-SU BME Campaign meetings.

vi. Promote university-wide and C-SU BME campaigns, support and events in College.

vii. Sit on the Inclusivity Working Group and liaise with college on annual inclusivity student survey.

viii. Advise Access Officer on access issues regarding ethnic minority students. Give a race relations talk in Freshers' week.

ix. Organise at least one social event per term.

x. Liaise with Catering Officer and College Catering Office to ensure that religious food provisions are in place (Ramadan, Halal Food, etc.)

o) The role of the **Women's Officer** shall be as follows:

i. Should self-define as a woman or non-binary.

ii. Act as a visible point of call for issues facing female and non-binary students.

iii. Ensure views of female and non-binary students are brought to the attention of the JCR Committee and College

iv. Work towards achieving gender equality in the College and University

v. Attend C-SU Women's Campaign meetings

vi. Promote university-wide and C-SU Women's campaigns, support and events in College.

vii. Sit on the Inclusivity Working Group and liaise with college on annual inclusivity student survey.

viii. Run a consent workshop in Freshers' week.

Stock sanitary products in all female public toilets in College.

p) The role of the **LGBTQ+ Officer** shall be as follows:

i. Should self-define as LGBTQ+.

ii. Act as a visible point of call for issues facing LGBTQ+ students. iii.

Ensure views of LGBTQ+ students are brought to the attention of the JCR Committee and College

iv. Work towards achieving equality for LGBTQ+ students in the College and University

v. Attend C-SU LGBTQ+ meetings.

- vi. Promote university-wide and C-SU LGBTQ+ campaigns, support and events in College.
- vii. Sit on the Inclusivity Working Group and liaise with college on annual inclusivity student survey.
- viii. Advise Access Officer on access issues regarding LGBTQ+ students.
- ix. Organise at least one social event per term.
- x. Give an LGBTQ+ specific welfare talk in Freshers' week.
- xi. Assume a responsibility for welfare and hold weekly welfare hours. Sign and be bound by JCR Welfare Confidentiality Agreement (see appendix 2) and undergo welfare training.

q) The role of the **International Officer** shall be as follows:

- i. Should self-identify as an International Student.
- ii. Act as a visible point of call for issues facing international students.
- iii. Ensure views of international students are brought to the attention of the JCR Committee and College
- iv. Work towards achieving equality for international students in the College and University
- v. Attend Cambridge International Students' Union Meetings.
- vi. Promote university-wide and iC-SU campaigns, support and events in College.
- vii. Sit on the Inclusivity Working Group and liaise with college on annual inclusivity student survey.
- viii. Advise Access Officer on access issues regarding international students.
- ix. Organise at least one social event per term.
- x. Be responsible for liaising with the Junior Bursar and Accommodation Officer to ensure the arrangement of vacation storage.
- xi. Organise International Freshers Week.

r) The role of the **Physical and Mental Disabilities Officer** shall be as follows: i.

- May be any member of college, but it is recommended that this role should be held by a member who self-identifies as having or having had a disability (physical or non-physical).
- ii. Act as a visible point of call for issues facing students with physical or mental disabilities.
- iii. Ensure views of these students are brought to the attention of the JCR Committee and College
- iv. Work towards achieving equality for disabled students in the College and University
- v. Attend C-SU Disabilities Campaign Meetings.
- vi. Promote university-wide and C-SU Disabilities campaigns, support and events in College.
- vii. Sit on the Inclusivity Working Group and liaise with college on annual inclusivity student survey.
- viii. Advise Access Officer on access issues regarding disabled students.

s) The role of the **Socio-Economic Inclusivity Officer** shall be as follows: i.

- Should self-identify as having experienced substantial socio-economic inequalities, including but not limited to: being working-class, low income,

first generation, care experienced or estranged, in order to show representation

- ii. Act as a visible point of call for bursary and finance issues and an advocate for students regarding these issues.
- iii. Liaise with college to publicise opportunities with financial support available while studying at Cambridge.
- iv. Ensure socio-economic issues are brought to JCR Committee and College attention, while working towards achieving equality for students from diverse socioeconomic backgrounds.
- v. Sit on the Inclusivity working group and liaise with college on annual inclusivity student survey.
- vi. Sit on the Student Living Costs Working Group.
- vii. Publicise support through university-wide initiatives such as Class Act, and attend C-SU Class Act meetings when appropriate.
- viii. Advise Access Officer on access issues regarding students facing socio economic inequality.

t) The role of the Freshers Representative shall be as follows:

- i. Should be held by a First Year student
 - ii. Represent the opinions of the First Year students on the JCR
 - iii. Have an automatic place on the Freshers' Committee where they will help plan and execute Freshers' Week with the elected committee
 - iv. Complete Freshers Survey after Freshers Week to evaluate points of improvement
 - v. Attend C-SU Freshers' Rep meetings
- u) All officers must be members of the JCR throughout their entire Term of office and normally they should reside in Girton College or Swirles Court.
- v) Every JCR Officer shall be involved in general initiatives and shall assist other members with large projects where deemed necessary by the President.
- w) Every JCR Officer who books external speakers must complete modules one and four of the online PREVENT training course.
- x) Every JCR Officer needs to be aware of and follow the GDPR (data protection) guidelines, email, and social media policies as indicated by College.
- y) Every JCR Officer must provide a full and comprehensive handover to their successor.
- z) The President, Vice-President and Treasurer must undergo Trustee training as specified by the Secretary to Council.

4. Committee Meetings

- a) Full Committee Meetings shall be held a minimum of three times during each

Term. These are to be arranged at the discretion of the President and Executive Secretary and shall be attended by the Full Committee.

- b) In addition to Full Committee Meetings, Executive Committee Meetings may take place when necessary. The Executive Committee shall attend these meetings.
- c) For a decision to be made during an Executive Committee Meeting, the motion requires the unanimous consensus of all members present. The decision will then be presented to the JCR Committee in the following meeting, where objections may be raised.
- d) If a JCR Committee member would like to raise an agenda point for the Executive Committee to discuss, they can arrange this through the President and Executive Secretary.
- e) If a member of the Committee misses three meetings in one term without sending apologies, the JCR Committee may decide to take a vote of no confidence in that member after consulting their Tutor.
- f) The Executive Secretary shall normally give at least three days' notice of Committee Meetings.
- g) Any member of the JCR may be invited to attend Committee Meetings as an observer.
- h) Each elected member of the Committee shall have one vote. The President shall have a casting vote in the event of a tie.
- i) The quorum of the Full Committee for voting shall be eight elected members.
- j) There shall be a sub-committee called the Finance Committee. The Finance Committee shall report to the JCR Committee at least once per Term. It shall have as members the President, Vice-President, Treasurer and Executive Secretary. The requirements, capacities and procedures of this committee are those defined in Schedule One of this Constitution.
- k) Spending
 - i. Any Committee Member wishing to spend more than £100 on any one item must have the endorsement of a simple majority at a Committee Meeting, including the unanimous approval of the Executive Committee.
 - ii. Any Committee Member wishing to spend any amount from JCR reserves must have the endorsement of a simple majority at a Committee Meeting, including the unanimous approval of the Executive Committee. If the amount is over 10% of the total reserves, then the approval of the Assistant Bursar is required.
 - iii. The JCR reserves are designated as an 'equipment fund' with the sole purpose to replace and/or upgrade any JCR equipment when necessary. The JCR Committee shall not aim to increase this amount above £9000.
 - iv. Any Committee Member wishing to claim back money must present the appropriate receipts to the JCR Treasurer.

5. Election of Committee Members

- a) All candidates for election to the JCR Committee must be undergraduates during the entire time they hold office.
- b) The following positions should be elected in Michaelmas Term:
 - i. Vice-President
 - ii. Treasurer
 - iii. Access & Academic Officer
 - iv. Accommodation Officer
 - v. Events Officer
 - vi. Sports Officer
 - vii. Bike Officer
 - viii. Socio-economic Inclusivity Officer
 - ix. Physical and Mental Disabilities Officer
 - x. Freshers Representative
- c) The following positions should be elected in Lent Term:
 - i. President
 - ii. Executive Secretary
 - iii. Catering Officer
 - iv. Sustainability & Ethical Affairs Officer
 - v. IT Officer
 - vi. Men's Welfare Officer
 - vii. Women's Welfare Officer
 - viii. International Officer
 - ix. LGBTQ+ Officer
 - x. Women's Officer
 - xi. Ethnic Minorities Officer
- d) The Executive Committee may, in liaison with College Senior Officers, rearrange the election timings between Michaelmas/ Lent of any non executive roles if circumstances warrant it and with agreement from the current JCR officers in the role.
- e) All new officers take up their role on the last day of the term that they were elected in (Michaelmas or Lent, full term as set out by the University statutes).
- f) Any JCR Officer shall serve no more than two terms in Office in the same role.
- g) Only those in second year or above may apply for the following roles: President, Vice-President, Male Welfare Officer, Female Welfare Officer and Accommodation Officer.
- h) Should no candidate apply for the above roles specified in section 3(g) by the deadline specified by the Returning Officer, the role will then be opened up to first year applicants.
- i) In the event of any officer ceasing to be a member of the JCR, their post shall fall vacant immediately and a by-election shall be held in accordance with Section 6(m) of this Constitution. The outgoing officer must provide a hand-over.

- j) If an officer is elected through a by-election, the post is only held until it is due for election as stated in Section 5(b) and 5(c).

6. Election Procedure

- a) All elections shall be by online ballot.
- b) There shall be no proxy votes.
- c) Notice of election and nomination lists, together with instructions for election procedure, shall be posted seven days before the day of election.
- d) Candidates may not stand for more than one post at any one election.
- e) Each candidate may post a manifesto of no more than 500 words.
- f) Hustings shall occur at a time agreed by the JCR Committee, before the election takes place, during which each candidate may submit a verbal manifesto.
- g) The nomination list shall be closed two days before hustings. The candidate manifestos will then be circulated throughout the JCR body.
- h) The candidate who receives the most votes shall be deemed to be elected.
- i) All members of the JCR shall be eligible to vote once.
- j) For the roles of International Officer, Physical and Mental Disabilities Officer, LGBTQ+ Officer, Women's Officer, Ethnic Minorities Officer, Socio-economic Inclusivity Officer, and Freshers Representative only those JCR members who self identify as a member of the respective community will be eligible to vote once.
- k) For the roles of Bike Officer and IT Officer, the outgoing officer will confirm that each candidate meets the required skill level before they are able to run.
- l) In all JCR elections, an additional candidate 'Re-Open Nominations' (RON) is to be included. RON is to be treated as a candidate when votes are being counted. If RON is elected, the post shall be deemed unfilled, nominations re-opened and another election held within two weeks.
- m) By-election procedure: notice of the poll shall be posted within twenty four hours of the resignation of a Committee Member. If the post becomes vacant within a week of the end of Full Term, the election shall be postponed until the beginning of the next Term. The position is only held until the correct Term of election of the post, as stated in Section

3(j). A Committee Member wishing to stand must first resign.

n) The JCR Committee reserves the right to disqualify any candidate contravening the Election Procedure. Campaigning rules for candidates shall be as follows:

- i. All advertising must be done on your own social media profiles/or an event that you have made for the campaign and are hosting. You cannot advertise on other events or pages. Advertisements should be public.
- ii. Facebook events and online posting can only begin once the JCR has circulated manifestos.

7. Resignation of Committee Members

Any Committee Member who wishes to resign must inform the President. If the President wishes to resign, they must inform the Executive Secretary. A by-election must then be held immediately.

8. Votes of No Confidence

Any member of the JCR may raise a request to hold a vote of no confidence in a JCR Committee member. The JCR Committee will then carry out the vote of no confidence, where each JCR Committee member will receive a single vote, excluding the Committee member that has the vote of no confidence invoked against them. If the vote is carried, the member is deemed to have resigned with immediate effect. A by-election to fill the post shall be called within three days. The ex Committee Member may stand for re-election.

9. Open Meetings

a) Open Meetings shall be the governing body of the JCR. The quorum shall be thirty members of the JCR for all Open Meetings.

b) Open Meetings shall be attended by the Full JCR Committee. Open Meetings shall be authorised and organised in one or more of the following ways:

- iii. By the President, College Council or by an elected Committee Member when there is no President.
- iv. By petition of thirty signatures of JCR members, to be presented to the President or an elected Committee Member.

c) A notice announcing the time and place of the meeting and giving the proposed agenda and a list for motions and other matters for discussion, shall be posted by the Executive Secretary. All motions must be displayed twenty-four hours in

advance and from that time this shall be deemed the final agenda for the meeting.

- d) Motions shall have a proposer and seconder, at least one of whom must be present at the meeting. If not, the motion is deemed to have been withdrawn.
- e) All Open Meetings shall be conducted in accordance with Standing Orders, contained in Schedule Two of this Constitution.
- f) The Executive Secretary shall post copies of the minutes as soon as possible after each meeting. The Open Meeting minutes shall be available from the Executive Secretary for any member of the JCR to inspect.
- g) The JCR Committee reserves the right to veto motions that would lead to a JCR budget deficit.

10. Emergency Open Meetings

- a) An Emergency Open Meeting shall be authorised in the same way as an Open Meeting to discuss and vote on a specific motion that must be written on the petition if the meeting is so called.
- b) The meeting shall be called within twenty-four hours of being authorised and held within three days.
- c) Notice of the meeting and the motion to be discussed shall be posted at least twenty-four hours before the meeting.
- d) No business may be transacted at the meeting other than that stated at the time of its authorisation.
- e) Amendments to the motions on the agenda may be proposed at the meeting but no new motions other than procedural motions may be added.

11. Referenda

- a) A referendum of all JCR members shall be held if one or more of the following conditions is satisfied:
 - i. when authorised by an Open Meeting
 - ii. when an Elected Member receives a petition of thirty signatures
 - iii. at the request of College Council with approval of the JCR Committee
 - iv. when authorised by consensus of the JCR Committee

- b) Referenda shall be carried out in accordance with the Election Procedure.
- c) Amendments to the Constitution, except for alterations to Schedules 1-3, shall only be carried out by referendums.
- d) Alterations to Schedules 1-5 may be carried out by a simple majority vote by the JCR Committee.
- e) Any matter decided by referendum is passed when at least two-thirds of votes cast are in favour.

12. Indemnity

The JCR shall not be held responsible for any loss, injury or liability to any of its members or guests, however sustained and whether or not incurred in the execution of the duties of a committee member during a function organised by the JCR body.

Schedule One – JCR Finance Committee

Requirements

- a) The Finance Committee shall have a minimum of one meeting per Term.
- b) The Finance Committee shall report to the JCR Committee at least once per Term.
- c) The Finance committee shall be chaired by the JCR Treasurer.
- d) The Finance Committee shall have as members the President, Vice President, Treasurer and Executive Secretary.
- e) The Finance Committee shall receive an allocation of JCR money in the annual budget for the purpose of distributing sums to College Societies and JCR members in the manner outlined in the following clauses. The sum allocated shall be subject to the approval of a Committee Meeting.
- f) To be eligible for consideration by the Finance Committee, a Society must
 - i. be open to all members of College
 - ii. have a viable membership
 - iii. not exist exclusively for the supply of goods and services to its members at below cost price
 - iv. have at least half its members within the JCR
 - v. keep accurate records of income and expenditure
 - vi. register the Society and its officers with the JCR Treasurer, informing them of any changes in officers
 - vii. impose a subscription which reflects the needs of the Society
 - viii. make its accounts available at the request of the Finance Committee

- g) All society and sports club material possessions funded by the JCR are owned fully by the JCR.

Capacity

- a) The Finance Committee has the powers to allocate the sums that it sees fit, taking into account the budget available and the applications received:
 - i. to College Societies
 - ii. to any member of the JCR who, in traveling to represent Girton College or a University Society, incurs traveling expenses over £10 in the course of any full Term.
- b) Each Member of the Finance Committee shall have one vote.

Procedure

- a) The JCR Treasurer shall give at least two weeks' notice for applications to the Finance Committee, making sure that application forms are available.
- b) Anyone applying for travel expenses shall submit the relevant application form to the JCR Treasurer, accompanied by a complete breakdown of the expenses incurred with receipts, before the closing date of applications.
- c) A society may, in addition, submit such supporting documents as it sees fit, including more recent accounts than those already submitted.
- d) The decisions of the Finance Committee and the details of the allocations of funds shall be posted before the next Committee Meeting.
- e) If the decisions of the Finance Committee are in dispute, then a written complaint must be forwarded to the Senior Tutor with at least thirty signatures of JCR members. The Senior Tutor shall then inform the JCR President and an Emergency Open Meeting shall be called, in the manner outlined in Section 10 of this Constitution.
- f) Any reference back to the Finance Committee shall be considered at a further meeting of the Finance Committee. This shall be held as soon as is reasonably practical. Decisions reached by the Finance Committee at this meeting shall be posted within three days.
- g) If within seven days of posting the notice referred to in paragraph (f) the amended decision of the Finance Committee is still found to be unacceptable to another Emergency Open Meeting of the JCR then the JCR President shall announce that a referendum of the JCR is to be held to decide the issue. The result of the referendum shall be final.

Schedule Two – Open Meetings

- a) Standing Orders shall apply to all Open Meetings of the JCR.
- b) Standing Orders shall be available at all Open Meetings and Emergency Open Meetings.
- c) The business of an Open Meeting shall be conducted in the following order:
 - i. minutes of the previous meeting
 - ii. matters arising
 - iii. reports and questions to the Committee
 - iv. Committee Members' reports
 - v. substantive motions
 - vi. any other business.
- d) The JCR President shall chair the Open Meeting. In their absence, the chair shall be taken by the Vice-President. In their absence the chair shall be taken by an elected Committee Member. It is not in order for the Chair to be the proposer or seconder of a substantive motion.
- e) Members wishing to speak shall address the Chair. The Chair shall decide the right of priority in speaking. Non-members may attend Open Meetings but may only speak at the invitation of the Chair.
- f) Voting at an Open Meeting shall be by a show of hands. Each member shall have one vote. The Chair's vote is a casting vote. There shall be no proxy votes.
- g) A simple majority shall pass substantive motions.
- h) The proposer or seconder of each motion shall move the motion and it shall then be open for discussion unless the proposer withdraws it.
- i) If the proposer of a motion is not present, the seconder of a motion can become the proposer.
- j) The guillotine for discussion following motions in Open Meetings is ten minutes. After this time there shall be a vote on whether to continue the discussion or not every ten minutes.
- k) The proposer of a motion shall have the right to sum up on the debate immediately before the vote is taken.
- l) Amendments to a motion may be moved at any Open Meeting. They must have a proposer and a seconder who must both be present at the meeting. If the proposer or seconder of the original motion accepts the amendment, the amended motion becomes the substantive motion. If the mover of the original motion does not

accept the amendment, the original motion shall be voted upon, and if it does not pass the amendment shall then be debated and voted on. If this is passed then the amended motion shall be voted on.

m) There shall be no emergency motions.

n) The following procedural motions may be put:

- i. a vote of no confidence in the Chair
- ii. that an individual be heard
- iii. that the motion be not put
- iv. that the motion be now voted on
- v. that the matter be adjourned to the next Open Meeting
- vi. that the matter be referred to the JCR Committee for re-examination
- vii. that the motion be voted on in parts
- viii. that a certain motion be now discussed

Schedule Three – Freshers’ Committee

- o) The President of Freshers’ Committee is the JCR Vice President.
- p) The Vice President of Freshers’ Committee is the JCR President.
- q) The Treasurer of Freshers’ Committee is the JCR Treasurer.
- r) The Freshers Rep of the JCR is a wildcard member of the Freshers’ Committee
- s) The Committee consists of up to 10 additional elected members.
- t) The positions up for election can be decided by the Freshers’ Committee President depending on need.
- u) The election of the Freshers’ Committee occurs early in Easter Term. t) The election process is the same as for the JCR Committee, as detailed in (6).
- v) Freshers Week is funded through allocation by the JCR Finance Committee.

Schedule Four - Inclusivity Working Group

The Inclusivity Working Group is a working group of College Council. The membership of the group includes the JCR LGBTQ+, Ethnic Minorities’, International, Women’s, Physical and Mental Disabilities, and Socio economic inclusivity Officers.

The remit is as follows:

- a) To consider student issues that pertain to inclusivity and equality of opportunity including financial, social, residential and academic matters and report to Council
- b) To oversee production of an annual survey on matters pertaining to inclusivity and equality and report to Council
- c) To report to Education Board on academic matters where there are concerns about inclusivity
- d) Review the Student Parents Scheme
- e) Consult with the Welfare Officers and Access Officer and invite to meetings as required
- f) Meet at least termly

Schedule Five – Glossary

Throughout the Constitution and the Schedule it is understood that:

- v) 'Girton' means the main buildings of Girton College on Huntingdon Road.
- w) 'College' means Girton and Swirles Court.
- x) 'Posted' means posted on the JCR notice boards in Girton College or posted on the JCR website and social media pages.
- y) 'C-SU' means Cambridge Students' Union
- z) 'Abstention' means a vote that is not counted as a 'No' vote and is not counted as a RON vote.

Appendix 1: Appendix to the JCR constitution in accordance with requirements of the Education Act of 1994

- a) In this Constitution the expression 'Council' shall mean the Council of College, and the expression 'affiliation to an external organisation' shall include anyone of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.
- b) No alteration shall be made to any part of this Constitution without the approval of the Council.
- c) No alteration shall be made to any part of this Constitution except in accordance with the provisions of the Education Act 1994.
- d) In the event of any conflict between any provision of this Constitution and any provision of this part of this Constitution, the provision of this part shall prevail.
- e) This Constitution shall be submitted to the Council for review in accordance with the provision of the Education Act 1994, on 15/03/2015 and at intervals of five years thereafter.
- f) The JCR shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.
- g) Notwithstanding any provisions in this Constitution as to automatic membership of the JCR, any person who by virtue of those provisions be a member of the JCR may in any academic year by written notice declare that they do not wish to be a member and in that case such a person shall not be a member of the JCR for that academic year. Such written notice shall be served to the President of the JCR within one week of the commencement of Michaelmas term.

- h) An undergraduate member of the College who exercises the right not to be a member of the JCR shall not be unfairly disadvantaged with regard to the provision of services or otherwise.
- i) Appointment to major union offices shall be by election in a secret ballot in which all members are entitled to vote and at which a Fellow of the College shall act as returning officer.
- j) There shall be no sabbatical or paid elected office in the JCR contrary to the provisions of s.22(2)(t) of the Education Act 1994.

Finance

- a) At the first committee meeting of every Michaelmas Term the JCR shall agree a budget for the coming academic year and submit it to the Council for approval.
- b) The JCR Treasurer shall present to the Bursar of the College annually the accounts for the previous year for submission to the College Auditors.
- c) The JCR shall publish annually to all undergraduate members of the College a financial report, which shall also be presented to the Council. the report shall include details of any donations made by the JCR to external organisations in the period to which it relates.
- d) The JCR shall set down in writing, and make freely accessible to all undergraduate members of the College and to the Council, a statement of the procedure for allocating resources to groups and clubs, ensuring that the procedure is fair.

Affiliation to Organisations

- a) If the JCR decides to become affiliated to any external organisation, it shall publish to all undergraduate members of the College, and to the Council, a notice of this decision stating the name of the organisation and the details of any subscription to be made, to the organisation.
- b) The JCR shall publish annually to all undergraduate members of the College, and to the Council, a report stating the names of all the external organisations to which it is affiliated and the details of any subscriptions or similar fee paid, and of any donation made or proposed to be made, to the organisations within the year covered by the report.
- c) Upon the request of at least three percent of its members the JCR shall submit for the approval of its members a list of the organisations to which the JCR is affiliated. If at least five percent of its members so require, the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote. No such ballot shall be held less than four calendar months after the previous ballot.

Grievances

- a) All undergraduate members of the College or groups of such members who are dissatisfied in their dealings with the JCR, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JCR, may prefer a complaint to the President of the JCR. An appeal shall lie from the President of the JCR to a person appointed by the Council to serve for such period as the Council may determine, who may not delegate their responsibility for hearing the appeal. The Council shall have power to provide such effective remedy if any as it considers appropriate when a complaint is upheld.

Appendix 2: JCR Welfare Confidentiality Agreement

The Male and Non-Binary Welfare Officer, Female and Non-Binary Welfare Officer and LGBTQ+ Officer on the Girton JCR Committee are bound to agreeing with, signing and following the Confidentiality Statement below.

Confidentiality Statement

The Welfare and LGBTQ+ Officers are committed to providing students with individual support, which is a confidential service. Nothing told to the Welfare and LGBTQ+ Officers, whether inside a designated office hour or approached in their capacity as JCR Officers at another time, will be revealed to anyone outside of the three Officers without the individual's prior wish or explicit permission, except in exceptional, predetermined circumstances. All Girton students have the right to this confidentiality in order to feel that they can trust the service. It should be noted however that if necessary the Welfare and LGBTQ+ Officers may share information about a student using the service among themselves.

Circumstances for breaching confidentiality

In very rare circumstances, the Welfare or LGBTQ+ Officers may need to breach confidentiality. There are only two situations in which a breach of confidentiality may be considered;

- a) Where there appears to be a serious and imminent risk to the student's own or to others' safety.
- b) Where the law requires disclosure for the prevention and detection of terrorism.

If neither of these situations is a possibility, the student can trust in total confidentiality from the service.

Procedure for breaching Confidentiality

The Welfare and LGBTQ+ Officers recognise that breaching confidentiality will only be done in defined cases. If confidentiality is to be breached:

- a) At least one of the other Officers should be informed and asked for their

advice. Ultimately it is up to the Officer involved to make the final decision as to whether confidentiality should be breached under the requirements made above. (If the breach must be made urgently, the Officer should go directly to who they think appropriate).

- b) The breach of confidentiality must be recorded with the following information provided:
- i. Name of the Girton student and brief outline of situation.
 - ii. Reason for breaching confidentiality.
 - iii. Who has been asked for advice before making this decision.
 - iv. What would be achieved by breaching confidentiality.
 - v. To whom confidentiality has been breached (see list below).
- c) Welfare and LGBTQ+ Officers must know that if a situation enters one of the circumstances above, confidentiality must be breached.
- d) List of people to whom confidentiality can be breached:
- i. College Nurses
 - ii. College Tutor

Consequences of breaking the agreement

If the Male and Non-Binary Welfare Officer, Female and Non-Binary Welfare Officer or LGBTQ+ Officer breaks this agreement by breaching confidentiality in an unpermitted context they shall be immediately dismissed from the Girton JCR Committee and their duties taken away from them. No further legal action may be taken.

Confidentiality Agreement

Male and Non-Binary Welfare Officer:

I, the Male and Non-Binary Welfare Officer of the Girton JCR Committee, agree to and will follow the Girton College Welfare Confidentiality Statement. I understand the circumstances in which confidentiality must be breached and the procedure for doing so. I understand that information about a student who has approached me as Male and Non-Binary Welfare Officer can be shared with the Female and Non-Binary Welfare Officer and the LGBTQ+ Officer if and only if I feel it is appropriate. I am aware of the consequences of breaking this agreement and in the absence of the circumstances specified, will provide a totally confidential service to Girton students approaching me in my capacity as the Male and Non Binary Welfare Officer.

Signed:

Date:

Female and Non-Binary Welfare Officer:

I, the Female and Non-Binary Welfare Officer of the Girton JCR Committee, agree to and will follow the Girton College Welfare Confidentiality Statement. I understand the circumstances in which confidentiality must be breached and the procedure for doing so. I understand that information about a student who has approached me as Female and Non-Binary Welfare Officer can be shared with the Male and Non-Binary Welfare Officer and the LGBTQ+ Officer if and only if I feel it is appropriate. I am aware of the consequences of breaking this agreement and in the absence of the circumstances specified, will provide a totally confidential service to Girton students approaching me in my capacity as the Female and Non-Binary Welfare Officer.

Signed:

Date:

LGBTQ+ Officer:

I, the LGBTQ+ Officer of the Girton JCR Committee, agree to and will follow the Girton College Welfare Confidentiality Statement. I understand the circumstances in which confidentiality must be breached and the procedure for doing so. I understand that information about a student who has approached me as LGBTQ+ Officer can be shared with the Male and Non-Binary Welfare Officer and the Female and Non-Binary if and only if I feel it is appropriate. I am aware of the consequences of breaking this agreement and in the absence of the circumstances specified, will provide a totally confidential service to Girton students approaching me in my capacity as the LGBTQ+ Officer.

Signed:

Date:

Agreement of Senior Tutor:

Signature:

Date: