



## THE FITZWILLIAM COLLEGE JUNIOR COMBINATION ROOM STANDING ORDERS

### 1. NAME

The name of the organisation shall be The Fitzwilliam College Junior Combination Room, hereafter referred to as the JCR.

### 2. OBJECTS

The JCR shall exist:

- a. to represent the views of the JCR members to the College authorities and any other body on matters concerning the interests and welfare of the JCR members.
- b. to provide amenities and entertainment for its members.
- c. to advance the education of its members.
- d. to administer and allocate funds made available to its members in their capacity as students, or as required by the JCR on behalf of its members in accordance with the objectives of the JCR.

### 3. MEMBERS

The JCR is affiliated with and part of the Fitzwilliam College Junior Members' Association (JMA), and as such, is subject to the JMA constitution. All resident undergraduates who are members of the JMA, excluding Affiliated Students, shall be full members of the JCR. Full members of the JCR are also members of the JMA but not vice versa.

### 4. JCR COMMITTEE

- a. The JCR Committee will consist of an Executive Committee and several sub-committees.
- b. The Executive Committee of the JCR shall consist of ten officers: a President, a Vice-President, a Treasurer, a Secretary, an Entertainment Officer, a Women's Welfare Officer and a Men's Welfare Officer, a Target and Access Officer, an Academic Affairs Officer and an Ethical Affairs Officer. While the roles of those on the Executive Committee may change, subject to approval by the Executive Trustees of the JMA, the size of the Executive Committee should not increase.
- c. The duties of the President shall be:

- i. To promote the proper functioning of the Committee and ensure good governance of the JCR as a whole.
    - ii. To represent the policies, decisions and interests of the JCR on behalf of the Executive Committee, its sub-committees, and the JCR members to the College committees, the students and to any other body which he/she deems appropriate.
    - iii. To chair Executive Committee meetings, JCRC meetings, and any Open meetings.
    - iv. To adjudicate in all matters pertaining to JCR activities not covered by these Standing Orders.
    - v. To conduct JCR elections in a transparent and democratic manner.
  - d. The duties of the Vice-President shall be:
    - i. To replace the President and fulfil the President's duties and responsibilities during any period of incapacity or absence by the President.
    - ii. To replace the President upon his resignation with immediate effect.
    - iii. To assist the President in all matters arising from the President's duties and responsibilities.
    - iv. To chair Executive Committee meetings in the event of incapacity or absence by the President.
    - v. To attend the General Purposes Committee and Governing Body, along with the President.
    - vi. To act as the CUSU External Officer for the College when eligible to do so.
    - vii. To act as the JCR Accommodation Officer to coordinate the housing ballot and provide a direct link between the students, domestic staff and catering within College.
    - viii. To organise the College family system.
  - e. The duties of the Treasurer shall be:
    - i. To attend meetings of the College General Purposes Committee, the JMA Executive Trustees Committee, and Governing Body.
    - ii. To be the financial administrator for the JCR, as detailed in Section 8 of these Standing Orders.
  - f. The duties of the Secretary shall be:
    - i. To chair the JCR Communications sub-committee meetings.
    - ii. To coordinate the dates and times of Executive meetings.
    - iii. To prepare the agenda for meetings in consultation with the presiding officer and to circulate these to all JCR committee members.
    - iv. To take the minutes of each meeting.
    - v. To ensure minutes are available within four days of each meeting. Minutes should be made public to JCR members e.g. posted on the JCR website.
    - vi. To ensure that any minutes of sub-committee meetings are submitted to the Executive Committee.
    - vii. To deal with all routine correspondence.
    - viii. To ensure effective communication with the student body.
    - ix. To coordinate the compilation of the Fresher's handbook.

- x. To attend the College Communications committee.
- g. The duties of the Executive Entertainment Officer shall be:
  - i. To chair the Entertainment Committee meetings.
  - ii. To organise social activities for junior members of the College.
  - iii. To inform JCR members of upcoming JCR events.
  - iv. To organise the JCR handover dinner.
- h. The duties of the two Executive Welfare Officers shall be:
  - i. To jointly chair the Welfare Committee.
  - ii. To promote the general welfare of all JCR Members.
  - iii. To attend and report on any College and University committee meetings (CUSU) pertaining to student welfare when eligible to do so.
- i. The duties of the Executive Target and Access Officer shall be:
  - i. To chair the Target and Access Committee.
  - ii. To work with College on Target and Access issues and attend the Undergraduate Admissions committee.
  - iii. To promote participation amongst Junior Members in Target and Access initiatives.
  - iv. To maintain the alternative prospectus.
- j. The duties of the Academic Affairs Officer shall be:
  - i. To attend the Education committee and Library committee.
  - ii. To nurture an academic environment with College.
- k. The duties of the Ethical Affairs Officer shall be:
  - i. To chair the Ethical Affairs Committee.
  - ii. To attend the Environmental Committee.
  - iii. To conduct and promote charitable and environmental activities in College.
- l. Other offices will be organised under sub-committees.
- m. An Executive Committee officer may delegate to an appropriate sub-committee member the responsibility of representing the JCR at external (e.g. CUSU) meetings.
- n. Standing sub-committees will be the Entertainment Committee, Target and Access Committee, Welfare Committee, Communications Committee, and Ethical Affairs Committee. A vote of the Executive Committee will determine the number of officers on each sub-committee for the following year.
- o. To establish a new sub-committee or to remove an existing sub-committee, a two-thirds majority of the Executive Committee must be obtained, subject to the approval of the JMA Executive Trustees Committee. Each associated office shall be filled by one JCR member according to the rules in Section 7.
- p. All positions and a description of their roles and responsibilities will be clearly advertised to JCR members prior to the election of Committee members. The individuals successfully elected to these positions will be expected to abide by these advertised roles and responsibilities in as far as it is reasonably possible for them to do so.

## 5. MEETINGS

- a. If the President is absent from any meeting or is unable to represent the Executive Committee in relation to any official function, the Vice-President shall be Acting President until the President returns. If both the President and the Vice-President are absent, the Secretary shall be Acting President, failing that, the Treasurer shall be Acting President. In this event, an Acting Secretary and/or an Acting Treasurer shall be appointed by a simple majority of the remaining officers of the Executive Committee.
- b. JCR Committee meetings
  - i. JCR Committee meetings will be open to members of the JCR Executive Committee and members of its constituent sub-committees.
  - ii. The JCR Executive Committee may vote on matters arising from the sub-committee meetings, and other JCR business. Each Executive Officer will have one vote to represent the views of his or her respective committee.
  - iii. In order to constitute a quorum, more than half of the JCR Executive Committee shall be in attendance.
- c. Open meetings
  - i. An Open Meeting shall be open to all members of the JCR.
  - ii. An Open Meeting of the JCR shall be held when requested
    - a. by the Executive Committee; or
    - b. by a petition signed by 20 full members of the JCR, submitted to the President. The Executive Committee shall hold the Open Meeting within two weeks of the President receiving such a petition.
  - iii. The Executive Committee shall give to the Full Members of the JCR at least one week's notice of any or all Open meetings. When possible, such notice should consist of e-mails sent to each Full Member of the JCR, stating the time, date and place of the meeting and the provisional agenda.
  - iv. The quorum for such meetings open meetings called by a petition shall be 10% of the total JCR membership 20 full members of the JCR. Non-members may attend but they are not eligible to vote, and may speak only at the invitation of the President. Decisions, except for decisions on Standing Orders matters (see section 9), at all meetings shall be taken by a simple majority of those present at the meeting. In the event of a tie, the President shall have a casting vote which is to be in addition to his or her ordinary vote.
  - v. Decisions taken at open meetings called by a petition shall be binding on the Executive Committee only if the meeting is quorate.
  - vi. Motions at the Open Meeting must be proposed and seconded by full members of the JCR and shall be submitted in writing or by email to the Secretary at least three days before the meeting.

vii. Motions passed under section 5.c.iv shall become JCR policy unless they constitute a breach of these Standing Orders or the JMA Constitution in the majority opinion of the Executive Committee.

viii. Where no JCR policy exists, the Executive Committee shall be empowered to act on its own initiative so long as it acts within the objects of the JCR.

## 6. RESIGNATIONS

- a. The President may resign by giving notice in writing to the Secretary.
- b. Any other Officer of the Committee may resign by giving notice in writing to the President.
- c. Any Officer of the Committee, including the President, shall be deemed to have resigned:
  - i. if he or she ceases to be a member of the JCR; or
  - ii. if directed to resign. The Officer can be directed to resign if a formal complaint is made by a Full Member and the complaint is supported by at least one other officer of the Executive Committee, and this is supported by a resolution of an Open Meeting; or
  - iii. if he or she is away from Cambridge for any period that renders them unable to do their duties.
- d. Voluntary resignations by the President, Vice-President, Secretary or Treasurer shall require a period of two weeks' notice unless otherwise previously agreed with the other Officers of the Executive Committee. Resignations of all other Committee Officers shall take immediate effect upon giving notice.

## 7. ELECTIONS

- a. Elections shall be held in order to elect officers of the Executive Committee and its subcommittees. All full members of the JCR are entitled to vote in the elections for JCR officers.
- b. The outgoing JCR President shall act as Returning Officer unless the Executive Committee agrees to appoint someone else as Returning Officer. The Returning Officer shall conduct the election according to the provisions of this section.
- c. Elections for officers of the Executive Committee shall take place in week 5 of Michaelmas Full Term.
- d. Elections for officers of sub-committees shall take place in week 7 of Michaelmas Full Term. JCR members who ran unsuccessfully for Executive Committee may be candidates for subcommittee positions.
- e. A notice inviting candidates to announce an intention to stand for election shall be posted on the JMA/JCR noticeboard and on the JMA/JCR website. This notice shall state clearly the date on which the list of candidates will close and the identity and contact details of the Returning Officer. The list shall be open for not less than 7 and for not more than 14 days.
- f. All candidates must confirm their intention to stand for election in writing (e.g. by note or by e-mail) to the Returning Officer not later than 2 days after the closing of the list.

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- g. Any candidate may withdraw an intention to stand in writing to the Returning Officer at any time before the opening of the poll.
- h. The poll shall be held within ten days of the closing of the list and shall be by secret ballot. It shall last at least two days, including at least two weekdays.
- i. Elections shall be conducted on a single transferable voting system.
- j. In the event of a tie, the Returning Officer shall be consulted, who may direct that another election be held immediately between the candidates concerned.
- k. All elected officers and committee members shall enter office on the first day after the end of the Michaelmas Full Term in which the election is held. They shall hold office for one year.
- l. In the event of an interim vacancy at least seven clear days' notice of an election shall be given. If the vacancy occurs within the last eight days of full term the election shall take place as early as possible in the following full term. All other provisions of this section that are not inconsistent with this limited period of notice shall apply to such interim arrangements.

## 8. FINANCE

- a. The financial year shall run in line with dates of office of elected members, from the day after the end of Michaelmas Term to the final day of Michaelmas Term the following year. The financial report shall cover this period.
- b. A budget for the year shall be drawn up by the JCR Treasurer, approved by the JCR Executive, and presented to Executive Trustees at the first meeting of Lent term.
- c. On approval of the budget, an agreed allowance provided from the main JMA account shall be transferred into a subsidiary JCR account. This shall rise at a minimum in line with the JMA's annual grant from the College. Expenditure may be made for the provision of general facilities, periodicals and entertainments, and the administrative and miscellaneous costs incurred in the running of the JCR. This expenditure shall be governed by the following rules:
  - i. Any expenditure from this account must be for the benefit of Members generally.
  - ii. No expenditure may have divisive political, social or ideological implications, as determined by a vote of the JCR Executive.
  - iii. Expenditure may not be incurred on any venture which promotes the excessive consumption of alcohol.
  - iv. Any expense over £50 must be approved by a vote of the JCR Executive.
- d. Signing authority on the account shall be held by the JCR Treasurer, the JCR President and the Senior Treasurer of the JMA. The JCR Treasurer and President will have a signing limit of £250. The Senior Treasurer shall be able to sign without limitation.
- e. The responsibility of the transfer of signatures on the JCR account shall lie with the outgoing JCR Treasurer.
- f. The JCR Treasurer shall keep and maintain financial records, including receipts for transactions, and prepare termly accounts and statements, in a form acceptable to the Senior Treasurer and Executive Trustees of the JMA. These shall be presented in the first meeting of the Executive Trustees of the JMA following the completed term for which they

represent. An outgoing JCR Treasurer will be expected to present the final term's account at the first meeting of the Executive Trustees in Lent Term, a meeting at which the incoming JCR Treasurer will also be in attendance. All accounts should be made publically available to all Members within a week of being presented to the Executive Trustees.

- g. The outgoing JCR Treasurer shall have responsibility for passing on information and processes to the incoming JCR Treasurer.
- h. JCR Funds
  - i. JCR funds shall not be used for the purpose of making donations or loans.
  - ii. The JCR is empowered to act as agent, collecting money from individual members to donate to a third party, or to organise activities to raise money for JCR funds. Such activities shall be conducted through a separate bank account (the 'Events' account) so as to ensure that the payments and receipts shall not be intermingled with normal business of the JCR.
  - iii. It is recognised that in the latter case it may be necessary to incur expenditure in advance of the receipt of income. It is permissible to use JCR funds up to a maximum of (£100) per venture for this purpose. Such a transaction shall not be deemed a loan in the sense of paragraph (a) above. However repayment of this initial investment to the JCR shall be a first call on any funds raised .
- i. All officers of the JCR shall be entitled to be indemnified out of the assets of the JCR against all losses or liabilities which they may sustain or incur in the execution of their offices, and no officer shall be liable for any loss, damage or misfortune which may be incurred by the JCR; notwithstanding which, nothing in this clause shall affect their liability for any fraudulent or negligent act on their part.

## 9. STANDING ORDERS

- a. These Standing Orders may be amended only by a resolution approved by two-thirds majority of Officers of the Executive Committee and if not contested by the JMA Executive Trustees. The proposed change to the Standing Orders must be presented to the JMA Executive Trustees at least seven days prior to their next meeting.
- b. JCR members are allowed to propose amendments to the Standing Orders provided that such an amendment is seconded by another JCR member and must be submitted in writing, to the Secretary at least seven days before the next Executive Committee meeting or any Open or Annual General JCR meeting, and must be posted on the JCR noticeboard and website at least five days before the meeting. The changes will be accepted subject to Section 9a.

## 10. INTERPRETATION OF THE STANDING ORDERS

- a. These Standing Orders shall be interpreted by the Executive Committee. In as far as it is possible to do, these Standing Orders must be read effect in a way which is compatible with the objects of the JCR contained in section 2.

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- b. In cases of dispute the point shall be settled by the Senior Treasurer, whose decision shall be final.