



The Constitution of the JCR of St Catharine's College, Cambridge

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1. Aims and Objectives of the Committee

The Committee exists:

- to promote the interests and the general welfare of the Ordinary Members via the provision of appropriate services
- to act as a channel of communication between the Ordinary Members and the Senior Members of the College and other bodies
- to encourage student societies, sports and social activities; and
- to represent the Ordinary Members to St Catharine's College, on a university wide and on a national level.

2. The Rights of the Ordinary Members

2.1 . Calling and voting in Referendums

An Ordinary Member may mandate the Committee to hold a Referendum on a particular motion by gaining the support of 10% of Ordinary Members, evidenced by the submission of Appendix A to the President or Vice President. An Ordinary Member can also mandate a Referendum by proposing a motion at a Meeting to be passed by a simple majority of the Committee. Referendums in relation to proposed constitutional amendments may however only be mandated by the procedure set out in Section 2.4, and not via Appendix A.

Each Ordinary Member may cast one vote in response to each question posed in any Referendum. In cases where more than one question is being put to the vote as part of the same Referendum, Ordinary Members may choose to vote on some questions but not others.

2.2 . Calling and voting in Votes of Confidence

An Ordinary Member may mandate the Committee to hold a vote of Confidence for any Office by gaining the support of 20% of Ordinary Members, evidenced by the submission of Appendix E to the President or Vice President in line with the procedure set out in Section 9.1. An Ordinary Member can also mandate a vote of Confidence by proposing a motion at a Meeting to be passed by a simple majority.

Each Ordinary Member may place one vote in each vote of Confidence. If two or more Offices are being called into question simultaneously separate votes of Confidence shall be held in relation to each, so that Ordinary Members may choose to vote in relation to some Offices but not others.

2.3 . Calling Forums and Emergency Meetings

An Ordinary Member may mandate the Committee to hold an Emergency Meeting or a Forum by gaining the support of 5% of Ordinary Members, evidenced by the

submission of Appendix C or Appendix D to the President or Vice President. An Ordinary Member can also mandate a Forum or Emergency Meeting by proposing a motion at a Meeting to be passed by a simple majority. Forums in relation to proposed constitutional amendments may however only be mandated by the procedure set out in Section 2.4, and not via Appendix C.

2.4 . Calling Forums and Referendums to discuss Constitutional Amendments

An Ordinary Member may mandate the Committee to hold a Referendum or Forum in relation to a Constitutional Amendment by gaining the support of 20% of Ordinary Members, evidenced by the submission of Appendix E to the President or Vice President. An Ordinary Member can also mandate a Forum or Referendum in relation to a Constitutional Amendment by proposing a motion at a Meeting to be passed by a simple majority.

2.5 . Attendance, Participation and Voting at Meetings, Emergency Meetings and Forums

Ordinary Members are invited to attend any Meeting and speak on any matter other than matters included under Section 4.1(e) of the Meeting agenda as detailed below. Ordinary Members who are not Committee Members may not vote at a Meeting unless the Committee deems it appropriate on any specific occasion.

Ordinary Members are invited to attend any Emergency Meeting unless there is a special condition stating otherwise. Ordinary Members may not vote at an Emergency Meeting unless there is a special condition stating otherwise. Ordinary Members are invited to attend, speak at and vote at any Forum.

2.6 . Attendance and Participation at Hustings

Ordinary Members are invited to attend and speak at any Hustings.

2.7 . Elections and Referendums

Ordinary Members may stand in Elections to Offices in accordance with the procedures and restrictions set out in Section 7.

Each Ordinary Member may place one vote in response to each question posed in any Election or Referendum. In cases where more than one question is being put to the vote as part of the same Election or Referendum, Ordinary Members may choose to vote on some questions but not others.

2.8 . Transparency

The JCR constitution and minutes of all Meetings and Forums shall be made available to all Ordinary Members.

2.9 . Opting Out

Ordinary Members may opt out of the JCR, and must do so by providing written notification of their intention to the President and to the Senior Bursar's secretary. On receipt of this notice the President will add the name of the person in question to a register of Non-members, thereby changing the status of the person to that of Non-member.

Any Non-member can opt to re-join the JCR by providing the President and the Senior Bursar's secretary of written notice of this intention.

Non-members shall not be disadvantaged with regard to the provision of JCR services.

If any Non-member believes that he/she has suffered such disadvantage a complaint should be made in writing to the President, who will then deal with the matter at his or her discretion. If the Non-member is not satisfied with the President's response to his/her complaint, he/she may raise this with the Governing Body.

Non-members may not:

- stand in Elections
- vote in Elections, Referendums or Votes of Confidence
- attend Meetings, Emergency Meetings or Forums; or
- mandate Referendums, Votes of Confidence, Emergency Meetings or Forums.

3. The Responsibilities of the Ordinary Members

Ordinary Members must pay a subscription fee for each year that they are resident in Cambridge. The amount of the fee shall be decided by the Committee before the end of the preceding academic year. Ordinary Members who are not resident in Cambridge (for example linguists on their years abroad) are not required to pay a subscription fee for the year that they are not resident.

If an Ordinary Member is not resident in Cambridge for a period lasting less than one year, he/she may have his/her subscription fee reduced in accordance with the time spent not in residence. In this case it shall be the responsibility of the Ordinary Member in question to trigger the reduction by providing written notification that he/she will temporarily not be in residence to the JCR President and the Senior Bursar's secretary.

4. Meetings

4.1 . Conduct of Meetings

There shall be a minimum of four meetings in Michaelmas and Lent term, and a minimum of two in Easter term.

The agenda for Meetings will take the following format:

- a. Matters arising from the last minutes
- b. News and updates
- c. Items for discussion
- d. Any other business – unreserved (invite items for discussion from Ordinary Members)
- e. Any other business – reserved

Ordinary motions, procedural motions, Emergency Motions and amendments to motions may be proposed by any Ordinary Member attending a Meeting. The Chair may not refuse to discuss a motion suggested by an Officer indefinitely unless it is contrary to the Aims and Objectives of the Committee, as detailed in Section 1. The Chair may however decide at his/her discretion to advise the Officer to raise the motion in the future if he/she believes that the Committee is not sufficiently informed on the matter in question at the time that the motion is initially proposed. For motions proposed by Ordinary Members who are not Officers but are in attendance at Meetings, the Chair will decide which are discussed and put to the vote at his/her discretion.

The time, location and agenda of a Meeting shall be circulated to the Ordinary Members at least 24 hours before the scheduled Meeting.

4.2 . Conduct of Emergency Meetings

Emergency Meetings are for the discussion of one item only. The item must be of an urgent nature – non-urgent items are to be discussed at Meetings or Forums. An Emergency Meeting must be held within 72 hours of a request by any of the following:

- i. The President.
- ii. The Vice President.
- iii. Three members of the Committee.
- iv. A proposer and seconder who may be any Ordinary Member but must have the support of 5% of the Ordinary Members, evidenced by submission of Appendix D

The request must be submitted to the President, Vice President or External Officer. It must stipulate the item for discussion and any special conditions (for example in relation to who is invited to attend).

The time, location and item for discussion at an Emergency Meeting must be circulated to all Ordinary Members a minimum of 24 hours before the Emergency Meeting, unless there is a special condition stating otherwise or the Emergency Meeting is to be held so urgently that this is impossible.

All Ordinary Members are invited to attend and speak at Emergency Meetings unless there is a special condition stating otherwise. Ordinary Members may not vote at Emergency Meetings unless there is a special condition stating otherwise.

4.3 . General Conduct applicable to both Meetings and Emergency Meetings

Meetings and Emergency Meetings shall be chaired by the President unless there is a Conflict of Interest or he/she is unavailable. In the case of a Conflict of Interest or lack of availability the Chair will pass first to the Vice President, then to the Treasurer. If it is not possible for any of these Officers to chair the Meeting, the Committee will decide who is the most appropriate Chair given the circumstances. Any Officers with a Conflict of Interest will not be involved in such decisions. Conflicts of Interests shall be determined either by:

- i. self-admission; or
- ii. a procedural motion to exclude somebody from the discussion and any subsequent vote, passed by majority of the Committee.

Minutes shall be recorded by the Vice President unless he or she is unavailable. If he or she is not available the Committee will decide who should take the minutes. Minutes shall be made available by email within a week of the Meeting or Emergency Meeting taking place.

Meetings will achieve Quoracy if attended by 35% of the Committee, excluding the Chair. For an Emergency Meeting, at least one of the Ordinary Members responsible for triggering it (see 4.2(i) – (iv)) must also be in attendance. In the case of 4.2(iv), the attendance of signatories to the mandate form will not satisfy this requirement.

Motions raised at Meetings and Emergency Meetings shall be passed by simple majority.

Non-members may only attend Meetings or Emergency Meetings at the discretion of the Committee.

5. Forums

5.1 . Conduct of Forums

Forums shall be held in any of the following circumstances:

- i. When proposed by the President
- ii. When proposed at a Meeting and supported by simple majority of the Committee; or
- iii. When proposed and seconded by Ordinary Members, and supported by 5% of Ordinary Members as evidenced by the submission of Appendix C to the President or Vice President.

Forums exist for the discussion of specific items which are decided by the Committee in cases 5.1(i) and 5.1(ii), and by the Ordinary Member proposing the Forum in case 5.1(iii).

Forums are chaired by the President, the Vice President and any other Ordinary Member with particular knowledge of the topic at hand, unless there is a Conflict of Interest. The Chairs are responsible for presenting the topic for discussion and for ensuring a balanced debate.

Conflicts of Interests shall be determined either by:

- i. self-admission; or
- ii. a procedural motion to change the Chair, passed by a majority of those in attendance. The Chair may not refuse this form of procedural motion.

Quoracy shall be reached when 5% of the Ordinary Members are in attendance, regardless of the proportion of these who choose to abstain from the vote on any given motion.

Only Ordinary Members may attend Forums.

Motions at Forums shall be passed by simple majority.

Ordinary motions, procedural motions, Emergency Motions and amendments to motions may be proposed by any Ordinary Member attending a Forum. The Chair/s may not reject a proposed motion or amendment unless it is substantively inappropriate to the subject matter of the Forum, or procedurally inappropriate at a given point in the Forum. The final decision on whether a proposed motion or amendment is inappropriate will rest with the Chair/s.

5.2 . Format of Forums

The format of a Forum is as follows:

- i. The Chair/s briefly explain the format of the Forum, the role of the Chair/s and the procedural motions available to Ordinary Members.
- ii. The Chair/s present the item for discussion.
- iii. The Chair/s direct the discussion including questions/suggestions as appropriate from Ordinary Members in attendance.
- iv. The Chair/s propose motions or nominate Ordinary Members to propose motions pursuant to the discussion in Section 5.2(ii) above as appropriate throughout said discussion.
- v. Following the proposal of a motion a vote shall be held and the result decided by majority.
- vi. The Chair/s will suggest a motion for the Forum to be closed when all issues have been resolved so far as possible at that time. The motion shall be decided by vote as outlined in Section 5.2(vi).

6. Referendums

6.1 . Conduct of Referendums

Referendums shall be held in any of the following circumstances:

- where Ordinary Members propose and second one with the support of 10% of the Ordinary Members, as evidenced by the submission of Appendix A to the JCR President or Vice President
- to gain approval for a change to Section 2, Section 3 or Section 11 of this constitution; or
- when deemed appropriate by a majority of the Committee.

The register of those eligible to vote in Referendums consists only of Ordinary Members.

Voting in Referendums will take place over a period of up to 48 hours and be conducted via the CUSU online voting system using the Single Transferable Vote electoral system.

Referendums will achieve Quoracy if 20% of Ordinary Members participate. If a Referendum does not achieve Quoracy the Referendum will fall.

In the case of a tied result, the Referendum shall be repeated without amendment at the next reasonable opportunity.

Two Returning Officers shall be chosen from the Committee. The primary Returning Officer will ordinarily be the External Officer and the second shall be chosen by the primary Returning Officer, unless a majority of the Committee decide that there is a Conflict of Interest. The External Officer may delegate the position of Primary Returning Officer to another Committee Member, subject to Committee approval of the choice by simple majority.

Before voting opens the Returning Officers must inform the Ordinary Members that after they have voted they must check that they have received their voting token (automatically sent out by email by the CUSU online voting system) as this is the only way to know whether or not their vote has been counted. The Returning Officers must also tell the Ordinary Members not to delete their voting tokens until after the result of the Referendum has been formally announced so that if there any problems with the Referendum it is possible to recount the vote manually.

The final result shall be formally announced by the Primary Returning Officer a minimum of 48 hours after voting closes in order to allow Ordinary Members 48 hours to raise any issues they may have with the conduct of the Referendum.

7. Elections

7.1 . Electoral Calendar

Presidential Elections shall be held in Week 4, 5 or 6 of Michaelmas Term. Elections to all other Offices will take place in Week 4, 5 or 6 of Lent Term. If an Office becomes vacant at any other time a By-election shall be held as soon as is reasonably possible. Winners of By-elections hold the Office until the end of the usual Electoral Term.

Candidate nominations shall be opened and close before Hustings at the discretion of the committee.

7.2 . Electoral Procedure

The electoral register for all Elections consists only of Ordinary Members of the JCR.

Ordinary Members wishing to become Candidates must:

- Sign up on the relevant form; and
- Ensure that their candidacy is proposed and seconded by two other Ordinary Members who are not Officers at the time of the nominations.

The External Officer shall be the primary Returning Officer for any Election in which he/she is not a Candidate. If he/she is a Candidate the JCR President shall be primary Returning Officer. The primary Returning Officer will choose a second Returning Officer from the Committee.

Elections to Offices will take place over a period of between 24 and 48 hours and be conducted via the CUSU online voting system using the Single Transferrable Vote Electoral System.

In the case of a tied Election, a new Election shall be held at the next reasonable opportunity. Only the tied Candidates may stand in the new Election. Repeating an Election does not require Hustings to be repeated. However, Hustings may be repeated if agreed unanimously by the Returning Officers and all Candidates in the new Election.

Quoracy for the Office of President shall be reached if 20% of Ordinary Members participate in the vote for that Office. Quoracy for all other Offices shall be reached if 10% of Ordinary Members participate in the votes for those Offices specifically. If over 10% of Ordinary Members vote in the Lent Election but some Offices do not reach Quoracy individually, those specific Offices will not have reached Quoracy.

7.3 . Restrictions on Candidacy

Any Ordinary Member is welcome to become a Candidate for Office, except:

- i. if he/she will cease to be an Ordinary Member (for example by graduating) before the end of the Electoral Term
- ii. if he/she is already holding an Office and is hoping to become a Candidate in a By-election; or
- iii. for the Office of First Year Representative, if he/she is not in the First Year.

No Ordinary Member may be a Candidate for more than one Office at the same time.

The only situation in which an Ordinary Member may simultaneously hold more than one Office is where an existing Officer of the Committee is elected to the Office of President. Where this occurs the Committee may decide at its discretion whether:

- i. the President will continue to carry out the duties of his/her original Office alongside those of President until a new Officer is elected into his/her original Office in the next Lent Election
- ii. the duties of the new President's previous Office should be passed informally to one or more other Officers in the period between the Michaelmas and Lent Elections; or
- iii. an existing Officer should be elected formally to the new President's previous Office via an internal Committee vote. If this occurs, in the next Lent Election the Officer taking the new President's previous Office may not stand for the specific Office he/she takes in place of the new President. He or she may stand for other Offices

Only female or non-binary Ordinary Members may be Candidates for the Offices of Female First Year Representative and Female Welfare Officer. Only male or non-binary Ordinary Members may be Candidates for the Offices of Male First Year Representative and Male Welfare Officer.

7.4 . Safeguards to ensure good Electoral Conduct

Officers must not take a public position on the suitability of Candidates for Offices.

"Re-open Nominations" (RON) must be a Candidate in every Election to an Office (except where a new Election is required following a tied result; in this instance RON will only remain a Candidate if he is one of the tied Candidates). If RON is the successful Candidate, the nominations shall be re-opened at the next reasonable opportunity and a new Election conducted.

The final result shall be formally announced by the Primary Returning Officer after an appropriate amount of backstop time once voting closes. Ordinary Members are allowed 24 hours to raise any issues they may have with the conduct of the Election.

Before voting opens the Returning Officers must inform the Ordinary Members that after they have voted they must check that they have received their voting token (automatically sent out by email by the CUSU online voting system) as this is the only way to know whether or not their vote has been counted. The Returning Officers must also tell the Ordinary Members not to delete their voting tokens until after the result of the Election has been formally announced so that if there any problems with the Election it is possible to recount the vote manually.

All Candidates must stand individually, except potential Entertainment Officers, who must stand in pairs. In exceptional circumstances, candidates may run in pairs at the discretion of the committee.

Ordinary Members may only hold the Office of President for one Electoral Term. Ordinary Members may hold any other Office for more than one Electoral Term only where:

- i. they are re-elected at the end of each Electoral Term in accordance with normal electoral procedure outlined in Section 7; or
- ii. the Office is left vacant pursuant to an Election, and the Officer therefore decides to continue to hold his/her position under the procedure in Section 7.7(b) until a Candidate is found.

Electoral campaigns may only consist of:

- Printed and/or electronic manifestos
- Appropriate posters and/or flyers
- An appearance at Hustings
- Personal communications
- Personal social media campaign groups

Electoral campaigns may not cost more than £15, and must not involve material likely to offend or defame another Candidate. Candidates may not post in any society or administrative groups or chats that other candidates would not have access to. Electoral campaigns may not be disseminated via mass emails or student press.

7.5 . Agenda of Hustings

Hustings for each Office will take the following format:

- i. The Chair/s announce which Office is being considered to the floor.
- ii. The Chair/s invite the first Candidate to speak. Candidates for President may speak for five minutes. Candidates for other Offices may speak for a maximum of three minutes (however the Chair/s are entitled to reduce this time for all Candidates for any Office at their discretion).

- iii. If there is no other Candidate, the Chair/s open questions to the floor. If there are more Candidates, the Chair/s invite them each to speak in turn.
- iv. If there is more than one Candidate, after all Candidates have delivered their initial speeches each Candidate may choose whether or not they wish to speak for a maximum of one minute in order to respond to points raised by the other Candidate/s in their initial speeches.
- v. The Chair/s then invite as many questions from the floor as they deem appropriate.

7.6 . Conduct of Hustings

All members of St Catharine's College may attend Hustings.

Questions may be taken from anybody in attendance, but priority shall be given to Ordinary Members.

Questions are usually directed at all Candidates. A question may be only be directed specifically at one Candidate where:

- there is only one Candidate (other than Re-Open Nominations);
- the question refers to an element of one Candidate's manifesto; or
- the question refers to something that one Candidate has already said during the same Hustings.

The Chair/s must reject all slanderous, irrelevant, potentially offensive or aggressive questions. The Chair/s are also entitled to reject any questions or prevent any Candidate from speaking on an issue that they deem inappropriate.

Hustings are chaired by any or all of the following: The President, Primary Returning Officer, Secondary Returning Officer, Vice-President, External Officer. The order in which Candidates are invited to speak is randomly determined.

7.7 . Procedure if an Office is left Empty following an Election

If an Election for any Office is won by "Re-open Nominations" (RON), does not meet Quoracy, does not have a willing Candidate, or has no Candidate who can gain the support of a proposer and seconder, Candidate nominations shall be re-opened as soon as reasonably possible after the Election. Provided there is a Candidate, a new Election shall be held a week after the first Election.

If no Ordinary Member is willing to become a Candidate:

- a. the Committee must continue to use its best reasonable efforts to find a willing Candidate, and nomination periods shall be re-opened and closed until there is a Candidate;

- b. until a Candidate is found, the existing Officer may choose to continue to hold the Office for as long as he/she is an Ordinary Member and resident in Cambridge;
- c. if the existing Officer does not wish to or is unable to continue to hold the Office, for as long as no Candidate can be found the Committee may at its discretion choose either to operate without the Office being filled or to decide by simple majority to move an existing Officer from his/her position into the empty Office. In this case the Committee must continue to carry out 7.7a.

8. Offices

The Offices of the Committee are as follows:

- President
- Vice President
- Treasurer
- Academic Affairs Officer
- Access & Admissions Officer
- Accommodation Officer
- BME Officer
- Catering and Facilities Officer
- Charities Officer
- Communications Officer
- Two Entertainment Officers
- Ethical and Environmental Officer
- External Officer
- Male First Year Representative
- Female First Year Representative
- International Officer
- Mental Health and Disabilities Officer
- Self identifying Male or non-binary Welfare Officer
- Self identifying Female or non-binary Welfare Officer
- Sports and Societies Officer
- Women's Officer
- LGBT+ Officer

The specific portfolio of each Office is detailed in Appendix F.

In addition to carrying out the duties outlined in their specific portfolios, Officers must promote the Committee's Aims and Objectives as detailed in Section 1.

In the event of an Officer failing to attend at least half of the scheduled Meetings in each term without submitting apologies to the Vice President which are acceptable to the rest of the Committee, s/he shall be deemed to have resigned.

No Ordinary Member shall be deemed to hold an Office unless he/she has been elected in accordance with the procedure set out in Section 7.

Additional Offices may be created in Lent Elections if suggestions are made in writing to and approved by the President no less than 3 days before nominations for candidacy in those Lent Elections are opened. The Committee will decide whether or not any proposed Offices are appropriate. The Office will not be opened in the current electoral cycle if the President feels that the proposed portfolio:

- Overlaps significantly with the duties of an existing Office;
- Does not represent the Aims and Objectives of the Committee, as detailed in Section 1;

If the Committee deems any proposed Office to be appropriate, this Office shall be opened for nominations for candidacy at the same time as the nominations for all other Offices.

This Office will only be continued in the following Electoral Term if:

- A new suggestion is made in writing to and approved by the President; or
- The constitution is amended to include the new Offices, in accordance with the procedure set out in Section 12.

Officers may not make any direct financial gain through activities carried out as part of their Office.

9. Votes of Confidence

9.1 Conduct of Votes of Confidence

Votes of Confidence shall be held where:

- i. supported by a majority of the Officers of the Committee; or
- ii. mandated by the submission of Appendix B to the President, or, in the case of a Conflict of Interest, the Vice President.
- iii. in the case of Conflicts of Interest affecting both the President and the Vice President, mandated by the submission of Appendix B to another Officer.

If either 9.1(i), 9.1(ii) or 9.1(iii) occur, a Vote of Confidence shall be opened a minimum of 48 hours and a maximum of 120 hours directly thereafter.

Votes of Confidence are to be held over a period of 48 hours via the CUSU online voting system. If the CUSU online voting system is temporarily unavailable, the Vote of Confidence must be held as soon as it becomes available again.

The final result shall be formally announced by the primary Returning Officer after an appropriate amount of backstop time once voting closes. Ordinary Members may raise any issues they may have with the conduct of the Vote of Confidence.

Before voting opens the Returning Officers must inform the Ordinary Members that after they have voted they must check that they have received their voting token (automatically sent out by email by the CUSU online voting system) as this is the only way to know whether or not their vote has been counted. The Returning Officers must also tell the Ordinary Members not to delete their voting tokens until after the result of the Vote of Confidence has been formally announced so that if there any problems with the Vote of Confidence it is possible to recount the vote manually.

Two Returning Officers shall be chosen from the Committee. The primary Returning Officer will ordinarily be the External Officer and the second shall be chosen by the primary Returning Officer, unless a majority of the Committee decide that there is a Conflict of Interest. The External Officer may delegate the position of Primary Returning Officer to another Committee Member, subject to Committee approval of the choice by simple majority.

Votes of Confidence will achieve Quoracy if 25% of Ordinary Members participate. If a Vote of Confidence does not achieve Quoracy the Officer will remain in his/her position

If the Officer in question wins his/her Vote of Confidence or there is a tied ballot, he/she will continue to hold his/her Office until the end of the Electoral Term. If the Officer in question does not win his/her Vote of Confidence, he/she must step down from his/her Office with immediate effect, and a By-election must be held at the next reasonable opportunity.

An Officer may not be subject to more than one Vote of Confidence during one Electoral Term, unless

- i. there is an Electoral Misconduct with the previous Vote of Confidence which renders that result invalid; or
- ii. 75% of the Committee decide that a new Vote of Confidence is required.

An Officer who is the subject of a Vote of Confidence may choose to become a Candidate in the resulting By-election. However, if the only other Candidate is Re-Open Nominations, and Re-Open Nominations wins the By-election, the Ordinary Member may not stand for Election again until the next Electoral Term.

10. Complaints in relation to Referendums, Elections or Votes of Confidence

All members of the JCR, MCR and SCR of St Catharine's College are actively encouraged to bring any potential Electoral Misconduct to the attention of the Returning Officers.

Potential Electoral Misconducts must be brought to the attention of the Returning Officers within 24 hours of the close of the ballot in order that they may be investigated.

The Returning Officers must investigate any and every potential Electoral Misconduct that is brought to their attention. It is the duty of the Returning Officers to ensure that Referendums, Elections and Votes of Confidence are conducted with the maximum possible fairness and transparency.

If the Returning Officers ascertain that any Electoral Misconduct has occurred, they are obligated to produce a report detailing the impact of the Electoral Misconduct and the exact steps taken during their investigation. This report must be made freely available to the JCR. If the problem relates to the Election of or a Vote of Confidence in relation to the President or the Vice President, the report should also be made available to the Governing Body.

Where an Electoral Misconduct has occurred the Returning Officers must first do everything reasonably possible to isolate and eliminate its impact. If they can ascertain beyond all reasonable doubt that the Electoral Misconduct did not change the result of the Referendum, Election or Vote of Confidence, the result will stand.

If the Returning Officers cannot ascertain beyond all reasonable doubt that the Electoral Misconduct did not change the result of the Referendum, Election or Vote of Confidence, that Referendum, Election or Vote of Confidence must be repeated at the soonest possible opportunity.

If a Referendum, Election or Vote of Confidence is repeated in order to correct an Electoral Misconduct, its format may not be changed other than so far as is necessary to rectify the Electoral Misconduct. For example, nominations may not be re-opened to gather new Candidates for an Election unless the Electoral Misconduct was in relation to a Candidate's electioneering and has resulted in the Candidate being disqualified.

If any Ordinary Member believes that the conduct of the Returning Officers should be called into question he/she may voice his/her concerns in the first instance to the President. If the Ordinary Member believes that this raises a Conflict of Interest he/she should instead voice his/her concerns to the Vice President. If the Ordinary Member believes that both the President and Vice President face Conflicts of Interests he/she should voice these concerns to the Governing Body.

The final decision on any dispute shall be made by the Primary Returning Officer, except in the case of a Conflict of Interest when it will pass to first the President, then the Vice President and finally the Governing Body in accordance with the procedure immediately above.

11. Affiliations

The JCR is affiliated to the Cambridge University Students' Union.

General notice shall be published to Ordinary Members and to the Governing Body of all new external affiliations and shall include the name of the organisation(s) and the cost of the affiliation.

Changes to the affiliations of the JCR must be supported by a Referendum, held in accordance with the procedure outlined in Section 6.

No Referendum may be re-opened on the same affiliation within the same academic year, unless

- i. there is an Electoral Misconduct with the previous Referendum which renders that result invalid; or
- ii. the President believes that there has been a significant change in the circumstances of the organisation in question which may affect the JCR's position on affiliation. Requests to re-open a Referendum in this situation must be submitted in writing to the President.

12. Constitutional Amendments

The constitution shall be reviewed at least every five years by a committee assembled and chaired by the President or External Officer.

Purely administrative changes to any Section need only be approved by the Committee. Any changes that have practical effect must be passed by at least a Forum. Any other changes may be approved by Referendum at the Committee's discretion.

Any Ordinary Member may propose a change to the constitution at any time. The Committee will decide at its discretion whether to consider a proposed change formally via a Forum or Referendum.

If the Committee decides that a proposed change is not sufficiently beneficial to warrant formal consideration via a Forum or Referendum, the Ordinary Member proposing it may mandate a Forum or Referendum to be held via submission of Appendix E.

Any constitutional changes must be approved by the Governing body. The Governing body may not unreasonably withhold consent.

13. Defining Terms

By-election: An Election to an Office held in accordance with all the procedures outlined in Section 7 other than that it is precipitated in response to an extraordinary event such as the loss of a Vote of Confidence rather than held at the end of an Electoral Term.

Candidate: An Ordinary Member who has demonstrated via the procedure outlined in Section 7.2 his/her wish to stand for Election to any of the Offices listed in Section 8.1 but who is yet to be elected or rejected in accordance with Section 7.

Chair: The Ordinary Member/s presiding over a Meeting, Emergency Meeting, Forum or Hustings, chosen in accordance with the procedures outlined in Sections 4.3, 5.1 and 7.6.

Committee: The collective body of Officers holding Offices listed in Section 8 and elected in accordance with Section 7.

Conflict of Interest: A situation in which an Officer has an interest which is likely to impair his/her ability to carry out a duty in a fair and impartial manner.

Election: A vote to choose an Ordinary Member to become an Officer of the Committee, held in accordance with the procedure outlined in Section 7.

Electoral Misconduct: A problem with the conduct of a campaign, Referendum, Election or Vote of Confidence which could reasonably be prevented and which calls the validity of the result into question.

Electoral Term: The period for which any given Office is usually held following the Election of an Officer. The Electoral Term for all Offices is one year. The new Electoral Term for the Office of President commences in Week 5 of Michaelmas Term, and the new Electoral Term for all other offices commences in Week 5 of Lent Term.

Emergency Meeting: A Meeting to discuss a specific urgent issue, called via the procedure outlined in Section 4.2 and held in accordance with the procedure outlined in Sections 4.2 and 4.3.

Emergency Motion: A motion submitted after the Agenda has been sent to the JCR, including during the course of the Meeting or Forum, and to be accepted at the Chair's discretion.

Forum: A discussion of a specific topic or topics, at which all Ordinary Members may speak and vote. Forums shall be conducted in accordance with Section 5.

Governing body: The Master and Fellows of St Catharine's College.

Hustings: An event where Candidates for Election present their campaigns, which all members of the JCR, MCR and SCR of St Catharine's College are welcome to attend and to speak at.

Meeting: A meeting of the Committee at which any Ordinary Member may speak but not vote. Meetings shall be conducted in accordance with Sections 4.1 and 4.3.

The JCR: The undergraduate students' union of St Catharine's College, the full name of which is "St Catharine's College Junior Combination Room". The JCR membership consists of all Ordinary Members.

Non-member: An undergraduate member of St Catharine's College who has chosen to opt out of his/her membership of the JCR in accordance with the procedure outlined in Section 2.9.

Office: A position on the Committee as detailed in Section 8.

Officer: An Ordinary Member who has been elected in accordance with the procedure outlined in Section 7 to hold any of the Offices listed in Section 8.1.

Ordinary Members: All undergraduate members of St Catharine's College who have not opted out under the procedure detailed in Section 2.9. This includes undergraduates who are only not paying their subscription fees because they are not in residence in Cambridge.

Portfolio: The specific duties of each Officer, as detailed in Appendix F.

Quoracy: The threshold proportion of Ordinary Member participation required in order for a decision to be valid.

Referendum: A ballot in which all Ordinary Members are entitled to vote. Referendums shall be held under any of the circumstances detailed in Section 6.1, and in accordance with the procedure outlined therein.

Returning Officers: The Officers overseeing any Election, Referendum, or Vote of Confidence, chosen in accordance with the procedures outlined in Sections 7.2, 6.1 and 9.

Vote of Confidence: A vote called in accordance with the procedure outlined in Section 9 to determine whether an Officer still has sufficient support from the Ordinary Members to continue holding his/her Office until the end of the Electoral Term

14. Appendices

Appendix A

Referendum Mandate Form

Proposer:

Secunder:

Please state the specific question that you wish to be put to the vote:

Please outline the options that you wish to be made available to those voting:

Please note that the Committee may amend either the question or the options if they are biased, misleading or in any way likely to lead to an unrepresentative outcome.

10% of Ordinary Members must sign the form in order for this Referendum to be successfully mandated. You may have a printed form or online one such as a Google form. In either case, the name and CRSid of Ordinary Members must be noted.

Appendix B

Vote of Confidence Mandate Form

Proposer:

Secunder:

Please state which Committee Member /s this Vote of Confidence is in relation to:

20% of Ordinary Members must sign the form in order for this Referendum to be successfully mandated. You may have a printed form or online one such as a Google form. In either case, the name and CRSid of Ordinary Members must be noted.

Appendix C

Forum Mandate Form

Proposer:

Secunder:

Please state the topic of the proposed Forum/Emergency Meeting:

5% of Ordinary Members must sign the form in order for this Forum to be successfully mandated. You may have a printed form or online one such as a Google form. In either case, the name and CRSid of Ordinary Members must be noted.

Appendix D

Emergency Meeting Mandate Form

Proposer:

Secunder:

Please state the item to be discussed at the proposed Emergency Meeting:

Please state any special conditions of the Emergency Meeting – for example, is there anybody who must or must not be in attendance?

Please note that Emergency Meetings are for the discussion of urgent items only.

5% of Ordinary Members must sign the form in order for this Emergency Meeting to be successfully mandated. You may have a printed form or online one such as a Google form. In either case, the name and CRSid of Ordinary Members must be noted.

Appendix E

Constitutional Amendment Mandate Form

Proposer:

Secunder:

Please state the proposed amendment and the relevant section of the constitution:

Successful completion of this form will result in a Forum being held to discuss the proposed amendment, unless it is in relation to Sections 2, 3 or 11 in which case it will result in a Referendum.

20% of Ordinary Members must sign the form in order for this Referendum/Forum to be successfully mandated. You may have a printed form or online one such as a Google form. In either case, the name and CRSid of Ordinary Members must be noted.

Appendix F

Major Office Portfolios

- a) President
- Represent the interests of the Ordinary Members
 - Attend Governing Body meetings, College Consultative Committee meetings, CUSU meetings
 - Vote at CUSU meetings
 - Organise Meetings, Forums, Elections and Referendums
 - Liaise with college authorities over undergraduate issues
 - Oversee any constitutional review
 - Support other Officers in carrying out their duties
 - Inform the student body of relevant issues, information and events
 - Have final responsibility for any JCR contracts
 - Approve posts to the JCR mailing list
- b) Vice President
- Compile the agenda and minutes for each Meeting, and circulate them to the JCR
 - Support the President in overseeing the operation of the Committee
 - Deputise for the President as required
 - Support other Officers in carrying out their duties as required
 - Attend Governing Body meetings and College Consultative Committee meetings
- c) Treasurer
- Submit expense forms to the College Accountant and liaise with them about charity expenditure
 - Authorise expenditure and monitor budgets
 - Arrange reimbursements as required
 - Monitor any JCR contracts
 - Attend college Health and Safety Meetings
 - Participate in rent negotiation and heating/lighting negotiation
- d) Academic Affairs Officer
- Attend the termly Education Committee meetings
 - Regular meetings with the College Librarian
 - Assist with communication between the College's undergraduates and the Library, to include improvements to Library services and facilities, and recommendations for purchase
 - Liaise with the CUSU Education Officer
- e) Access & Admissions Officer
- Raise the profile of the access campaigns of St Catharine's college and the University of Cambridge
 - Support the schools liaison officer in promoting access at external institutions
 - Update the Alternative Prospectus as required
 - Help JCR members get involved in the CUSU Shadowing Scheme
 - Co-ordinate the CUSU Target Schools programme
 - Manage the JCR Access Officer Student Room Account
 - Promote university-wide access and outreach schemes, such as being a CAMbassador or a CambTweeter
- f) Accommodation Officer
- Organise room ballot
 - Collate and maintain database of up-to-date information on rooms to aid choice
 - Oversee rent reviews and kitchen fixed charge negotiations

- Liaise between the JCR and college authorities to ensure that the JCR's views are taken into account when college invests in accommodation each year
 - Manage the Trunk Room booking form
 - Attend Health and Safety Committee meetings
- g) BME Officer
- Represent BME students at St Catharine's
 - Encourage applications of students to St Catharine's from BME backgrounds
 - Attend CUSU Liberation officer training
 - Inform BME students of any university-wide events
- h) Catering and Facilities Officer
- Maintain JCR store rooms, air bed and bike shed
 - Represent the views of the JCR about hall and the bar to college
 - Ensure feedback is regularly collected and passed on to catering
 - Organise the provision of other facilities to the JCR as required
 - Manage the Catz Catering and Facilities Facebook page
- i) Charities Officer
- Organise Charity Formals
 - Help with AG day & Worcester Sports day
 - Organise events to support RAG and other charities
 - Promote university-wide RAG events in college
 - Manage the Catz Charities Facebook page
- j) Communications Officer
- Maintain and update the JCR website
 - Collate and circulate the JCR bulletin
 - Approve posts to the JCR mailing list
 - Maintain the JCR noticeboard
- k) Two Entertainment Officers
- Organise bops and other entertainment at discretion
 - Organise non-drinking events such as pizza or quiz nights
 - Liaise with college authorities to ensure smooth running of events
- l) Ethical and Environmental Officer
- Raise awareness and enthusiasm about ethical and environmental issues in college
 - In consultation with the GB Environment Fellow, organise and chair environmental meetings with college authorities about environmental infrastructure and energy use
 - Be responsible for the student recycling systems on the Island Site and at Chads
 - Foster student engagement via social media and collaboration with the Student Switch Off Campaign
- m) External Officer
- Attend and vote at CUSU meetings
 - Informing the JCR President's vote at CUSU meetings.
 - Where he/she deems it appropriate, consult the Committee and/or the JCR on decisions at CUSU meetings
 - Be the Primary Returning Officer for all JCR Elections, Referendums and Votes of Confidence (unless there are exceptional circumstances)
 - Publicise CUSU events, policies, elections and campaigns
- n) Two First Year Representatives (one male, one female)
- Organise freshers' week in liaison with the Senior Tutor and Dean
 - Prepare freshers' guide in liaison with Senior Tutor

- Run the freshers' team
 - Manage the freshers' week budget
 - Represent freshers at meetings
 - Be the main student contact for the freshers before and after they arrive in college
- o) International Officer
- Co-ordinating international freshers' week
 - Manage the Fresher Off the Boat page
 - Help mitigate cultural shock and homesickness
 - Represent the interests of international members of the JCR
 - Be available to advise students on living in the United Kingdom – before and after matriculation
 - Update the International Fresher's Guide
 - Organise welcome events and liaise with the University's International Office and iCUSU
 - Work closely with College to ensure that adequate vacation storage is available to all international students
- p) Mental Health and Disabilities Officer
- Represent and advocate for students who self identify with mental health problems or disabilities on the JCR
 - Liaise with the college Nurse, Tutor for Disabilities, College staff, and the CUSU Disabled Students Officer on all relevant issues
- q) Two Welfare Officers (one self identifying male or non-binary, one self identifying female or non-binary)
- Organise welfare events
 - Provide contraception
 - Provide support to members of the JCR as required
 - Train with CUSU on a range of welfare issues to direct people as needed
- r) Sports and Societies Officer
- Organise AG Day
 - Organise Worcester Sports day
 - Advertise and support sports and societies around college
 - Promote and encourage participation
 - Liaise with college to ensure that clubs and societies are appropriately funded
 - Liaise with finance office to advertise opportunities for personal funding for sports and societies
 - Represent the views of the JCR regarding the provision of sports and society-related facilities
 - Attend Amalgamated Sports and Societies meetings
 - Organise freshers sports and societies squash
- s) Women's Officer
- Responsible for the well-being and representation of female members of the JCR
 - Liaise with the CUSU Women's Officer
 - Work on the consent workshops and harassment policy
 - Manage the Catz Women and NB Facebook group
- t) LGBT+ Officer
- Organise LGBT+ inclusive events
 - Provide support and advice for LGBT+ issues
 - Work towards making the college a more LGBT+ inclusive environment
 - Train with CUSU on a range of welfare issues to direct as needed
 - Integrate the college with CUSU LGBT+ and other liberation officers and campaigns