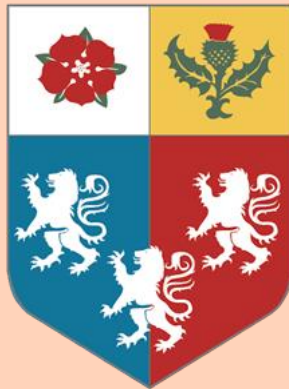


PEMBROKE
COLLEGE OXFORD
JUNIOR COMMON ROOM



***The* CONSTITUTION
and **STANDING ORDERS****

Last approved by Governing Body (Compliance committee): *pending*

Last major review: February 2024 (Ghosh and Shabgard)

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The Constitution

Article I. Object and values

- i.
- ii.
- iii.
- iv.
working document
- v.
- vi.
JCR Art Collection Fund Ltd.
- vii.

Preamble
Objects
Equality
The Constitution as a
Affiliations of the JCR
Pembroke College Oxford
Data protection

Article II. Interpretations and definitions

- i.
- ii.
- iii.
Body
- iv.

Statutory provisions
Definitions
Oversight of the Governing
Interpretations

Article III. Membership

- i.
membership
- ii.
- iii.
membership
- iv.
membership
- v.
the JCR

Qualification for Full
Rights of Full membership
Qualification for Honorary
Rights of Honorary
Revoking membership of

Article IV. General Meetings

- i.
Meetings
- ii.
- iii.
motions in meetings
- iv.
- v.

Procedures of General
Quorum
Procedure of presenting
Ordinary General Meeting
Emergency General Meeting

Article V. The Committee

- i.
Committee
- ii.
positions
- iii.
- iv.
- v.
sub-committees

*Composition of the
Committee member
The Liberation Council
The Arts Council
Supernumerary reps and*

Article VI. Elections

- i.
- ii.
- iii.
- iv.
- v.
- vi.
disputes
- vii.
- viii.
supernumerary positions

*Enfranchisement
Supervision
Nominations
Election rules
Handover
Electoral malpractice and
Vacancies
Appointment to*

Article VII. Finance

- i.
- ii.
- iii.
- iv.
- v.

*General
Expenditure
The Charity Ballot
The Motions Ballot
The Gender Expression Fund*

Article VIII. Accountability

- i.
- ii.
members
- iii.

*Transparency
Accountability of committee
Complaints procedure*

Standing Orders

- A. **The Committee**
- B. **Supernumerary reps and sub-committees**
- C. **Rules of ordinary and emergency general meetings**
- D. **Election procedures**

- E. Current levies and annual budgets**
- F. Societies and clubs**
- G. Regular events**
- H. Binding examples of best practice**

The Constitution

Article I. Object and values

i. *Preamble*

The JCR is the collective body of undergraduates (and any other Members as defined by [Article III](#)) at Pembroke College, Oxford. The JCR is a focal point of the social, extra-curricular and supra-curricular life of Pembroke undergraduate students, and supports undergraduate students through their academic studies. Having an active and engaged JCR allows all undergraduate students to benefit from a diverse community, with Members of a variety of backgrounds, academic disciplines, nationalities, ethnicities, religions, sexual orientations and modes of gender expression. The JCR must help this community to flourish, together.

The JCR is a democratic body whose administration is transparently carried out by representatives with the best interests of the JCR at heart.

ii. *Objects*

The objects of the JCR are to:

- a. advance the education of its Members;
- b. promote the general wellbeing of the students;
- c. encourage student societies, sports and social activities;
- d. provide certain amenities and facilities for the benefit of student life;
- e. represent its Members to other bodies;
- f. defend the rights and liberties of its Members.

iii. *Equality*

All Members of the JCR are equal under the Constitution. Members have the right to freedom of association, correspondence, movement, expression, speech and worship. No Member should face prejudice due to their ability,

gender expression, ethnicity, religion, sexual orientation, nor any other protected characteristics under the Equality Act 2010.

All JCR spaces, forums and events should be accessible and welcoming to all. All organisations and leadership structures of the JCR must uphold these values of equality, and assess any impacts to equality in making policy decisions. The Committee must strive to create an equitable and welcoming environment for students.

Committee members represent an ever-increasingly diverse common room and in their official capacity should avoid division within the JCR on the basis of political views, and should never make any member of the JCR feel marginalised on the basis of their race, ethnicity, gender, sexuality, or disability.

The JCR upholds the Oxford ethos of freedom of speech and expression, in line with section 43 of the Education (No. 2) Act (1986); however, this does not excuse hate speech, defined by the EHRC as:

- Speech causing fear or provocation of violence
- Acts intended or likely to stir up hatred on grounds of race, religion or sexual orientation
- Speech amounting to a terrorism related offence, and causing person harassment, alarm, or distress

iv. *The Constitution as a working document*

a. The Constitution is a working document that is subject to amendments and regular reviews, to be conducted by the President and Secretary, so that it shall accurately reflect and guide the affairs of the JCR. The Constitution is binding on Members, and therefore must be available to all, including in accessible formats where requested, and must be written in English. The Standing Orders function as a record of best-practice and give committee members and ordinary Members alike an overview of standard procedures and accepted norms in the JCR that do not need to be formally codified in the Constitution.

b. The Constitution must be updated as frequently as needed by amendments passed at two consecutive meetings, and may be proposed by any Full Member as set out in [Standing Order C](#). Amendments to Standing Orders may also be proposed but only need to be passed at one meeting to ensure the Standing Orders are flexible and more easily updated. The Secretary and The President should undertake a formal review of the Constitution at least once in their term (ordinarily during a Vacation) to ensure the text remains fit for purpose and up-to-date. A major review should take place every three years, alongside reviewing levies, from Hilary Term 2021. [Standing Order A](#) and [Standing Order B](#) which lay out a job description for each committee position must be updated at least once a year by the outgoing committee members.

c. The Secretary must keep all records of the Constitution up-to-date and make available copies to Members on request. The Secretary should regularly make the Constitution available to the College Librarian and/or archivist for archival purposes, in the format required by the Librarian.

v. *Affiliations of the JCR*

The JCR supports a number of collegiate societies, with many of them being chaired by committee members *ex officio*, as well as a number of collegiate sports teams, in line with the objects of the JCR. The JCR is also affiliated with extra-collegiate organisations that may operate across the University. A list of all college sports clubs, college societies and other affiliations as appropriate shall be maintained in [Standing Order E](#). The JCR also supports the endeavours of Pembroke students in extra-curricular activities practised outside of college, including university-wide societies.

vi. *Pembroke College Oxford JCR Art Collection Fund Ltd.*

The JCR is unique in Oxford in having a substantial art collection. The Art Collection Fund is as a registered company limited by guarantee (company number: 03359364) and charity (charity number: 1061991) in its own right. It was set up by the JCR in the 1940s with a focus on post-war and contemporary British art and has since

grown to encompass over 300 artworks. The Art Fund runs various initiatives to support Members, through their collection which can be lent to students; and also with their financial resources. The Art Fund has its own Memorandum and Articles of Association, as well as an independent board of trustees. The JCR should endeavour to maintain close links between the Art Fund and the wider JCR membership. A number of committee members are *ex-officio* trustees, a position which they hold for one year, on a rolling basis. The committee is comprised of Pembroke students, who work in tandem with college staff to manage the Fund and Art Collection.

The Art Collection Fund also functions as a Travel and Hardship Fund, and every term the Art Collection committee shall meet to allocate funds for the applications made to the Fund. This Hardship fund is typically intended for short-term and low-level requests; if a student requires more substantial financial aid, the JCR will advise them to seek support from the Academic Office.

vii. *Data protection*

The JCR and its committee may hold personal data about Members to carry out its functions. The JCR will endeavour to maintain records as securely as appropriate. The Secretary also serves as Data Protection Officer with responsibility for ensuring compliance with relevant legislation and best practice as regards the collection, retention and deletion of personal data. The Data Protection Officer should always take advice on such matters, in compliance with the Data Protection Act, as outlined [here](#).

If a member has any concerns about data protection and privacy, they will be encouraged to refer to the Data Protection Officer, IT Rep, or Wellbeing Reps (or peer supporters) for further assistance.

Article II. Interpretations and definitions

i. *Statutory provisions*

Nothing in this Constitution or in the Standing Orders shall conflict with the laws of England and Wales, including by-laws as apply to Oxford; in the case of any conflict, any relevant statutory obligations on the JCR shall take precedence.

ii. *Definitions*

All constructions in the Constitution shall be made in a gender-neutral manner, and unless otherwise stipulated, shall refer to both the singular and plural, and any gender expression.	
Pembroke College, Pembroke, (the) college	The corporate of the Master, Fellows, and Scholars of Pembroke College, Oxford.
The JCR	The Junior Common Room of Pembroke College.
The Constitution	The entire Constitution including the Standing Orders, unless otherwise stipulated.
Meetings	Any General Meeting of the JCR called under Article IV and any relevant Standing Orders.

Members	All Full and Honorary Members as set out in Article III , unless otherwise stipulated
Visiting Students	All students who are undertaking their Year Abroad programme at Pembroke.
The Chair	Is ordinarily the Vice-President in matters relating to Meetings, unless otherwise delegated under Article IV (i) (c) .
The Returning Officer	Is ordinarily the Secretary, unless disqualified by a conflict (or an appearance of a conflict) of interests under Article V (ii) (c) .
The JCR facilities	Any physical spaces intended for use by Members, which shall include the physical Common Room, the Ward Perkins Room, and any other shared facilities as deemed appropriate.
The Committee	The group of students who regularly meet as determined by the President and are jointly responsible for the administration of the JCR.
Full Term	The Dates of Term as reckoned by the University Regulations.
The MCR	The Middle Common Room of Pembroke.
The Governing Body	The board of trustees of the college, as set out in the college statutes.
The SU	The Oxford Student Union, which is the student union for the entire collegiate University.

iii. Oversight of the Governing Body

The JCR is subject in particular to the Education Act 1994, the Charities Act 2011 and any successive legislation. Pursuant to section 22(2)(b) of the Education Act 1994, the Governing Body (GB) may review the provisions of the Constitution and may request copies of the Constitution at their pleasure. The JCR endeavours to have a close relationship with the wider Governing Body based on mutual respect and cooperation. The JCR shall be the sole legitimate representative body of undergraduate members of Pembroke in relation to the college by virtue of the discretionary seat at Governing Body. The JCR has representation on the GB through via the President, who sits on the committee three times a term on average.

iv. Interpretations

Final powers of interpretation shall rest with the Returning Officer in consultation with the Executive. The guiding principle for interpreting the Constitution must be common sense and avoidance of conflict. In the event of dispute, the Returning Office should seek a democratic resolution. It is reasonable to assume a student union

constitution may have inadvertent flaws; discrepancies should be cleared up as soon as practicable in a transparent and simple manner.

Article III. Membership

i. *Qualification for Full membership*

All members of the college reading for a First Degree are eligible for Full membership of the JCR. Visiting Students shall be eligible for Full membership for the duration of their course of study at the college. Anyone given the status of Member of the MCR by virtue of being in their final years of a First Degree (that they started as undergraduate members of the college) remain eligible for Full membership. This ordinarily applies to fourth-year, fifth-year and sixth-year students. Those who are Full Members at the point of election as a Sabbatical Officer of the SU, shall be eligible for Full membership throughout their term of office.

ii. *Rights of Full membership*

All those who are eligible for Full membership are automatically granted the status of Full Member of the JCR unless they choose to decline. Any Member who subsequently suspends their studies retains their membership of the JCR throughout the period of suspension. Full membership of the JCR grants the rights to propose, second, oppose, amend, and speak on any motion at Meetings; to sit on committees under the direction or mandate of the JCR; full voting rights; to attend events organised by the JCR; the right to use JCR facilities; all such rights as enshrined in the Constitution; and any further rights the JCR shall from time to time set forth in the Constitution.

iii. *Qualification for Honorary membership*

Members of the MCR who are not reading for a first degree shall be eligible for Honorary membership of the JCR.

iv. *Rights of Honorary membership*

All those who are eligible for Honorary membership may be granted the status of Honorary Member of the JCR by request to the President. Honorary membership of the JCR grants the rights to speak at Meetings; to attend events organised by the JCR; to sit on committees under the direction or mandate of the JCR; and any further rights the JCR shall from time to time set forth in the Constitution.

v. *Revoking membership of the JCR*

Any Member may revoke or decline their membership by informing the President in writing. Membership shall also cease if the conditions for eligibility no longer apply. Any undergraduate member of the college who is not a Member of the JCR shall not suffer any disadvantage in the use of the JCR or the provision of services by the JCR. This includes anyone who is a Member of the MCR, while also eligible for Full membership of the JCR as laid out above.

In exceptional circumstances, memberships may be suspended on a case by case basis, as deemed appropriate by the Executive Committee.

Article IV. General Meetings

i. *Procedures of General Meetings*

- a. Meetings should ordinarily take place in the Common Room; however, meetings can take place online, using applications which are familiar and accessible to all Members. All Standing Orders relating to procedural matters of Meetings must account for both online and in-person Meetings.
- b. The types and format of motions are listed in the [Standing Order C](#) and the Secretary must receive all motions within the designated time. Any motion which passes will come into immediate effect.
- c. The Vice-President shall chair all meetings, unless there are reasonable grounds for absence, at the Returning Officer's discretion. Should the Vice-President be unavailable, the Chair shall fall — in order of preference — to the President, the Treasurer, or to a Member elected from the Meeting.
- d. The Secretary shall minute the Meeting, unless the task is otherwise delegated by the Chair. The minutes of each Meeting shall be emailed out to the Committee before the following Ordinary General Meeting, and, if accepted by that meeting, shall be signed and dated by both the President and Secretary. The minutes shall be an objective record of the Meeting, and can be requested by any Member on contacting the Secretary. Alternatively, at the Secretary's own discretion, minutes may be released publicly after each general meeting.
- e. The Vice-President shall provide a sufficient quantity drink and snacks, at each General Meeting if convened in-person.

ii. Quorum

- a. The quorum for all JCR Meetings shall be one-twelfth of the total Full Members of the JCR and must be maintained for the full duration of the Meeting. If there is no quorum, a period of fifteen minutes will be allowed during which the Meeting may begin at any point at which a quorum is reached. If there is still no quorum at this point, the Meeting shall be deemed to have ended, and all business shall be carried over to the next Ordinary Meeting.
- b. It is the duty of the Chair to ensure that the Meeting at all times is quorate, but if at any time a Member suspects that the Meeting is inquorate, "Quorum" may be called by the Chair, and an immediate quorum count must be taken by the Chair, the result of which will determine whether or not the Meeting is inquorate.

iii. Procedure of presenting motions in meetings

- a. **All submitted motions must be reviewed by the Returning Officer upon proposal. Where necessary, the Returning Officer may consult the Liberation Council, to deem whether the motion is appropriate to be discussed and voted upon in the forthcoming meeting.**
- b. When a motion is proposed, it must be presented at a JCR meeting by the proposer in question. If the proposer is unable to present, the seconder may present in their stead. If neither proposer nor seconder are able to present, then the motion shall be postponed until the next general meeting.
- c. When presenting a motion, the proposer or seconder may make a short speech (usually no longer than a minute) explaining their motion to the JCR. After this speech, the Returning Officer shall open the floor to questions for the proposer, as well as general comments about the motion. The proposer may choose to reply to such questions and remarks, at their own discretion.
- d. The Returning Officer shall then ask if there are any proposed amendments to the motion. A similar procedure as above will follow: the proposer of the amendment may explain the impetus behind said amendment to the JCR, and open themselves to questions and comments from the floor. In the case of proposed amendments, however, they will be voted upon by a show of hands. If the majority rules in favour of the amendment, then it shall be written into the motion effective immediately.

e. The JCR are reminded to be civil and respectful of one another when discussing motions, particularly if they pertain to a sensitive subject matter. All queries should be made with reference to the motion: the JCR is not a forum for wider debate. The Chair and Returning Officer will moderate the discussion, and deem at their own discretion when said discussion has become irrelevant to the matter at hand. All members of the JCR must defer to the Chair and Returning Officer's final judgement.

f. If individuals begin to espouse views that are inappropriate, harmful, or triggering, even after an informal verbal warning, the Chair may exercise their right to expel them from the meeting.

iv. *Ordinary General Meeting*

There shall be at least four Ordinary JCR meetings each term. These shall be held only in Full Term and at least one week apart, and shall commence not earlier than 2.00pm and not later than 9.00pm. Notice of the time and venue of each Ordinary JCR Meeting shall be emailed to the JCR by the JCR Secretary between two to four days before the Meeting.

v. *Emergency General Meeting*

Upon petition by thirty Members, or a majority vote of the Committee, the Chair may call an Emergency General Meeting with 48 hours notice to Members. The Meeting shall consider only one motion as put forward by the petitioners or the Committee. An Emergency General Meeting may only consider a significant emergency that requires immediate action from the JCR, and Motions related to financial expenditure or amending the Constitution shall not be submitted as Emergency Motions.

Article V. The Committee

i. *Composition of the Committee*

a. There shall be a committee of the JCR to be elected from amongst Members. The President should endeavour to fill every single position on the committee by elections. In conditions laid out in [Article VI \(viii\)](#) the Executive may appoint Members to a vacant position or distribute responsibilities to other committee members.

b. The Constitution shall enshrine the principles which should guide each committee member as well as the framework by which supernumerary reps may be elected. The Standing Orders should lay out an informal and detailed job description of each position, including the supernumerary positions, so that prospective nominees can see what is required of each role. The President may also maintain an organigram of the committee and a list of the elected Members in the Standing Orders that shall be updated at least once a year.

c. The President shall call committee meetings informally at their discretion with no fewer than four committee meetings per Full Term. The President, Vice-President, and Secretary may also employ a database or application which tracks attendance and work completed by committee members, and allows for efficient delegation.

d. Records and minutes of all committee meetings shall be taken and held by the Secretary, excepting any extraordinarily sensitive matters which are discussed *in camera*. The Secretary shall ensure that copies are sent to and approved by the President and any other parties as necessary.

e. The Executive includes the President, Vice-President, Secretary and Treasurers. They work together informally to oversee the general management and administration of the JCR and the Committee.

f. All JCR representatives are fully responsible to the JCR for all actions in their official capacities, and are answerable to Meetings. [Article VIII](#) sets out the formal ways by which the Members may hold their committee members to account, which should be encouraged and made easy.

g. If a committee member fails to attend three meetings, either of the Committee or of Ordinary Meetings, or fails to satisfy the aspects of their role over the course of their term of office, without submitting a prior apology and valid excuse, they shall automatically forfeit their position.

ii. *Committee member positions (excluding supernumerary reps and sub-committees)*

Role (quantity)	Key information	Further info
President	Responsible for representing the JCR and has ultimate responsibility for the administration of the JCR Chair of the Executive, Trustee of the Art Fund	Standing Order A1
Vice-president	Responsible for community engagement and consultation Chair of Meetings, Member of the Executive, Trustee of the Art Fund	Standing Order A2
Secretary	Responsible for efficient organisation of the JCR and correspondence with Members Member of the Executive	Standing Order A3
Treasurer (<i>two</i>)	Responsible for financial transactions and accounts of the JCR Member of the Executive	Standing Order A4
Wellbeing Rep (<i>four</i>)	Responsible for the wellbeing interests of the student community A maximum of two Wellbeing Reps may identify as: either men; or women; or non-binary	Standing Order A5
Access and Outreach Rep	Represents working class, low income, state comprehensive school-educated, first generation, estranged students, care leaver students, and suspended students Member of the Liberation Council	Standing Order A6
LGBTQ+ Rep	Represents students of marginalised gender identity or sexual orientation, and students questioning aspects of their identity Member of the Liberation Council	Standing Order A7
Gender Equalities Rep	Champions gender equality Member of the Liberation Council	Standing Order A8
REM Rep	Represents students of religious and ethnic minority backgrounds Member of the Liberation Council	Standing Order A9

Disabilities and Student Carer Rep	Represents students living with and impacted by disabilities Member of the Liberation Council	Standing Order A10
Academic Rep	Promotes the academic interests of students	Standing Order A11
Communications Rep	Manages the JCR website, social media accounts and external relations	Standing Order A12
IT Rep	Manages the technological solutions for administration of the JCR	Standing Order A13
International Rep	Represents international and visiting students in the JCR	Standing Order A14
Food and Accommodation Rep	Promotes the interests of students in relation to college facilities	Standing Order A15
Environment Rep	Promotes environmental welfare of the college	Standing Order A16
Charities Rep (<i>up to two</i>)	Manages the charitable activities of the JCR and its Members	Standing Order A17
Entz Rep (<i>up to two</i>)	Manages social events for Members	Standing Order A18
Sports Rep (<i>two</i>)	Represents sports teams at the college and Members who take part in sports across the University One Sports rep should take part in Womens sports at the University or college level.	Standing Order A19
Music Rep	Promotes the musical arts within the JCR Member of the Arts Council	Standing Order A20
Art Rep	Promotes the visual arts within the JCR Member of the Arts Council, Trustee of the Art Fund	Standing Order A21
Drama Rep	Promotes the dramatic arts within the JCR Member of the Arts Council	Standing Order A22

iii. *The Liberation Council*

The Liberation Council shall sit as an independent body, with a Chair elected in Michaelmas from its members, to represent them the full academic year. The Access and Outreach Rep, LGBTQ+ Rep, Gender Equalities Rep, REM Rep and Disabilities and Student Carers Rep shall sit on the Liberation Council, and organise events throughout the year which are intersectional and promote minority rights. The Liberation Council shall also organise Diversity Week that ordinarily happens in Trinity Term. The Liberation Council has a number of other duties they ordinarily undertake, as laid out in [Standing Order A23](#).

iv. *The Arts Council*

The Arts Council shall sit as an independent body to promote the creative arts in the college, and is constituted of the Music Rep, Art Rep and Drama Rep. The Arts Council is jointly responsible for running the annual Pembroke musical and Arts Weeks. The Arts Council has a number of other duties they ordinarily undertake, as laid out in [Standing Order A24](#).

v. *Supernumerary reps and sub-committees*

Supernumerary positions are listed in [Standing Order B](#) may be filled for a limited time at any point during the year, at the discretion of the Committee, who may also create additional supernumerary positions as they see fit. Any Member holding such positions shall be invited to committee meetings but is welcome to decline.

The Committee may also create sub-committees at any point in the year as they see fit, whose membership shall be appointed in the same mechanism as Supernumerary reps.

Article VI. Elections

i. *Enfranchisement*

All Full Members shall be allowed to vote in any election, including elections in which they are running. No Member is required to publicly prove aspects of their identity (e.g. gender expression) in order to vote in elections.

ii. *Supervision*

In all elections, there shall be a Returning Officer who may neither stand for election nor propose nor second any of the candidates. The Returning Officer must ensure the elections are fair and taken in a good spirit. If the Returning Officer wishes to stand for election then the duties of the Returning Officer shall be passed on to another member of the Executive Committee. Any contravention of these guiding principles shall be treated as Electoral Malpractice.

iii. *Nominations*

a. All Full Members of the JCR shall be eligible to be nominated for an election, unless otherwise stipulated in the Constitution. Such restrictions may only arise in relation to protected characteristics.

b. All candidates must be nominated by two other Full Members of the JCR who are not committee members. No person may stand for election to more than one Committee post at any one time. Nominations for the election shall be handed in by email with a manifesto (no more than one side of A4 paper) and Tutor's permission forty-eight hours before the hustings, as notified by the Secretary. Re-open Nominations (R.O.N.) shall always be an option on the ballot.

c. The Academic Director must also give permission in cases where candidates are running for:

(1) an Executive position, or

(2) the position of Wellbeing Rep, or

(3) any committee position during a year in which they are expected to sit any Public Examinations.

d. If there are as many candidates as there are spaces for an office (excluding R.O.N.), nominations for that office shall be accepted for a further 48 hours after the original deadline. This shall be immediately advertised to all Members by the Returning Officer. If there are no candidates or fewer candidates than there are spaces for an office, then the nominations period shall be rolled over to the next JCR Meeting.

iv. *Election rules*

The manifestos shall either be shared alongside the recordings of the hustings if taking place online, or shared alongside the Agenda in advance of a Meeting if the hustings are taking place in person. Any written forms of canvassing for any candidates, including emails and messaging, by any Member of the JCR shall constitute Electoral Malpractice. There will be no tolerance of any Member posting anonymous messages about the election or any candidates, which shall also constitute Electoral Malpractice.

Husts give candidates an opportunity to give a brief speech, answer questions from the Chair or the incumbent, and answer questions from Members. All husts, whether live and in-person, live and online, or pre-recorded and released online, shall uphold the Code of Conduct in [Standing Order D3](#).

v. *Handover*

All committee positions are handed over on Friday of Eighth Week following the election. All newly elected committee members are entitled to an adequate handover by their predecessor so that they have sufficient knowledge to satisfactorily undertake their new roles. This must include a handover document detailing the role, responsibilities and committees involved with the position.

vi. *Electoral malpractice and disputes*

a. Any dispute as to the conduct of an election, or reports of electoral malpractice, must be submitted in writing to the Returning Officer within four days of the announcement of the result. Complaints may not be submitted anonymously. The Returning Officer shall treat this as an official complaint and follow the procedure for official complaints laid out in [Article VIII](#). The criteria for Election Malpractice is at the Returning Officer's discretion based on the above guiding principles.

b. Following the completion of the complaints process the President shall provide a report to the Dean. The Executive shall then have powers to confirm the original result of any disputed election, to declare the disputed election null and void, to exclude any guilty candidate from the election results or to take any other action as it shall deem necessary.

c. If the Executive declares any part of the election null and void, then a further one-day ballot shall be held within three days of the Executive's decision. There may be no new candidates for this ballot.

vii. *Vacancies*

a. In the event of an elected JCR office becoming vacant outside of the normal election period, owing to a dismissal, resignation or any other means, a new election for that office shall be held at the earliest convenient time as agreed by the Committee. Voting shall take place on any day during Full Term, and the successful candidate shall take office immediately upon the declaration of the result.

b. If a vacancy within the Committee persists for more than two Ordinary General Meetings, then the Executive shall be empowered to either appoint Members (including committee members) to take up the responsibilities of the position; or to apportion the duties to other committee members.

viii. *Appointment to supernumerary positions*

Such positions should be appointed from Members who are not committee members. Appointment should preferentially proceed by simple majority vote by the JCR, or direct selection by the Committee if that is not practicable. At the Secretary's discretion, and in consultation with the Executive, two members may co-run for a supernumerary role. The procedure for such appointment is laid out in [Standing Order D2](#).

Article VII. Finance

i. *General*

a. All Full Members shall be expected to pay JCR levies but any member may choose to opt out of these, providing a valid reason why and at the discretion of the Treasurers. No charges may be compulsorily levied by the JCR on any member of the JCR either directly by non-optional levies on battels or indirectly by liaison with the College authorities, provided that this article shall not excuse Members from paying debts they have incurred by using or abusing JCR facilities or facilities organised for or on behalf of the JCR for their use.

b. All Full Members must write to the Treasurers via email by Friday of Eighth Week if they wish to opt out from levies for the coming term.

c. Any individual or group of Members receiving money from the JCR be accountable to the JCR for the money spent. No individual or group of individuals may retain profits made from the use of JCR funds. Profits made shall be returned to the Treasurer at the end of each year to be put at the disposal of the JCR. The Treasurer shall have the power to recommend that the JCR put such monies to the same use as that for which the original sum was intended.

d. All JCR levies are to be reviewed by the Treasurer on a three-yearly basis from Hilary Term 2025.

e. Every officer, appointee, or member of staff of the JCR shall be entitled to be indemnified out of the assets of the JCR against all losses or liability which may be sustained or incurred in or about the execution of their office or otherwise in relation thereto and no officer, appointee or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the JCR in the execution of the duties of their office or in relation thereto, provided that nothing in this article shall affect their liability for the consequences of any negligent, fraudulent, or criminal act on their part.

f. The accounts of the JCR shall be submitted on an annual basis to the Finance Committee of the Governing Body for approval in a format and time of the Governing Body's discretion. The accounts should then also be made available to the Members upon request.

ii. *Expenditure*

a. The JCR's revenues, expenditures and accounts shall be reviewed at the end of each academic year by the incoming Treasurers.

b. The Treasurers shall prepare and submit a proposal for the 'Operating Budget' for the coming year. This budget must be first approved by the Committee. The budget must then be approved by the JCR at the second Ordinary JCR meeting of Michaelmas. If the Treasurers' proposed Operating Budget is rejected either by the Committee or the JCR, the Treasurers shall propose a revised one at the next meeting.

c. The Operating Budget shall include: expected income for the year from levies; expected income from JCR events; and all Individual Budgets for the upcoming year.

d. An 'Individual Budget' is a gross expenditure figure that can be used for a specific purpose in the academic year, for example a Wellbeing Budget.

(1) Each Individual Budget shall have a clearly defined mission and purpose, outlined by the Treasurers, and all expenditures from this Individual Budget must meet these criteria.

- (2) Each Individual Budget will have at least one member of the Committee in charge of approving expenditures from it and keeping within budget.
- (3) Individual Budgets can be amended, removed, or created at any point of the Academic year, subject to the discretion of the Treasurers.
- (4) Any unspent money from an Individual Budget does not rollover to the following year and the money remains in the JCR Accounts.
- (5) The relevant Committee Member(s) shall be responsible for keeping within their respective Individual Budget for each year, and the Treasurers will be responsible for keeping within the Operating Budget. If either exceeds their budget, the Treasurers should construct a revised budget to remedy the excess spending. The Committee must approve any such revised budget.
- (6) The Committee Member(s) responsible for an Individual Budget should by default remain as close to net zero expenditure as is reasonable, unless there has been advice from the Treasurers that a spending deficit is acceptable or expected in limited circumstances.

e. Committee members who oversee a budget shall be able to make payments, in accordance with their constitutional duties, up to a sum of £100 at their own discretion, to be reimbursed by the Treasurers. Any expenditure over this can only take place with approval from the Treasurers and the JCR President.

f. Members of the JCR applying for money through a Motion shall apply to one or a combination of Individual Budgets, whichever one is most relevant to the motion.

g. A report of year-to-date JCR spending shall be prepared by the Treasurers and circulated to all JCR members by the first general meeting of term. For each transaction, the following should be reported: the amount spent, a description/purpose of the spending, the Individual Budget to which the spending was allocated, and any expected return from the spending. Each individual budget should provide a short description of how funds will be allocated for the following term.

iii. *The Charity Ballot*

a. On each termly battels bill, all Members shall be levied a contribution to the Charity Ballot, the 'Charity Levy'

b. Revenue generated through the Charity Levy and any revenue generated through JCR Charity events, subject to the judgement of the Treasurers and Charities Rep, shall comprise the 'Charities Fund' from which Charity Ballot is funded.

c. No part of the Charities Fund shall be spent on anything other than as a donation to charities covered below. Furthermore, no part of any other JCR monies shall be spent as donations to charities other than as provided by the Charity Ballot.

d. Once a term, Members are able to nominate charities for inclusion on the ballot. Nominations must be received 72 hours before the second Ordinary Meeting of the Term at which they will be announced. The proposed organisation must be one of the following:

- (1) Registered with the Charity Commission of England and Wales;
- (2) Registered with the Office of the Scottish Charity Regulator;

- (3) A Northern Irish Charity;
- (4) An Exempt Charity;
- (5) A non-registered Charity with a vote of approval by the JCR;
- (6) A local branch of a National Charity.

e. In one Meeting each term, each person who proposed a charity can speak as to why it should be included, and questions can be put to those proposing the inclusion of the charity.

f. The JCR will then vote by simple majority whether each proposed charity will be included in the Charity Ballot.

g. Members will then vote in the Charity Ballot. Members shall get one vote for whichever charity on the ballot to which they would like to see the JCR donate. The total amount of money that will be raised via the 'Charity Levy' from the same term as a given Ballot is taking place will then be donated to the charities. Money will be donated proportionally to the number of votes a given charity received in the Charity Ballot.

h. There shall always be at least one charity nominated for inclusion on the Charity Ballot each term dedicated to anti-racist causes. The RAG and Charities Rep shall take responsibility for ensuring that at least one such charity is nominated.

i. Each charity should be granted £50 *minimum*; the distribution of the money should be proportional in such a way that allows for this. This may mean a charity approved by the JCR may be awarded no funds, but can be renominated for the next ballot: the funds for charities awarded less than £50 will be split amongst those with proportions that meet the threshold.

iv. *The Motions Ballot*

a. A certain amount of money, to be set at the Treasurers' discretion, shall be allocated every term for the Motions Ballot. This Ballot will function as a means for students to pursue motions which request for money from the JCR for causes which would otherwise be ineligible to be considered in the Charity Ballot (such as requesting sums of money for university-wide societies).

b. This Ballot will function just like the Charities Ballot, but shall occur during the final meeting of every term. Submissions shall be open for the duration of term, until the Thursday before the final meeting.

c. The JCR will request a full breakdown of the intended usages of the requested sum of money. A fund request might be rendered ineligible if deemed an inappropriate request at the Executive Committee's discretion. Moreover, if the money is not deployed in the way outlined by the requester, this will be condemned by our JCR, and whatever causes that they have requested money for will be ineligible for balloting for all terms going forward.

d. The Motions Ballot fund should allow for charitable donations. Excess money from the other budgets of individual reps may contribute to the Ballot.

v. *The Gender Expression Fund*

a. The Gender Expression Fund (GEF) is an annual amount of money reserved for students to use to support their welfare and gender expression. The purpose of the Fund is to help alleviate the financial stress of purchases related to gender expression, and support queer, trans and gender non-conforming students' wellbeing.

- b. A third of the money is sent to the GEF bank account at the beginning of 0th Week of each term, and at the end of 8th Week the transaction details are sent to the Treasurers to log details of the fund's use. The Trans and LGBTQ+ Rep oversee the handling of the GEF bank account. Details of the account should be kept secure and only shared during Representative Handovers and changed to ensure only current Representatives have access to the account.
- c. In the case of money being sent directly to a student's account, the transaction must still be given to the Treasurers and the Reps must explain the purpose of the transaction, and full anonymity can be kept by the LGBTQ+/Trans Reps by censoring the name before giving receipts to the Treasurers.
- d. Any funds left at the end of a term may roll-over to the next term's budget within one academic year.
- e. Guidelines for LGBTQ+ and Trans Reps as to what qualifies for GEF applications:
- (1) Haircuts, makeup, and wigs;
 - (2) Sexual health (i.e., packers);
 - (3) Binders and tape;
 - (4) Transportation costs to and from gender expression related appointments, e.g. hairdressers, Gender Psychiatry/Endocrinologist appointments, and other HRT/transition related appointments.

Article VIII. Accountability

i. *Transparency*

The JCR must be administered in a transparent manner upholding the values established by [Article I](#). This shall include regular communications by elected representatives to the Members, consultation as frequently as practicable, and an ingrained instinct to act by consensus established in Meetings.

Any Member should feel empowered to make informal complaints or suggestions to the President, which may remain anonymous. The President shall seek to resolve the complaint informally, where possible, but a more formal complaint may be required under the procedure below. The President shall maintain a convenient channel through which such anonymous complaints or suggestions can be received. If the informal complaint is about the President, it should be made to the Secretary who will consider it in the strictest confidence.

ii. *Accountability of committee members*

All committee members agree to read in full the Constitution and its Standing Orders upon appointment. They should take particular care over sections pertaining to their constitutionally mandated duties. Committee members should conduct themselves as role models in the JCR and similar to trustees of a registered charity. Committee members must be mindful of their fiduciary and legal responsibilities by virtue of holding office in a representative organisation that serves the Members.

All committee members are required to attend all General Meetings, and understand that they may be asked any questions by Members that pertain to their official duties. Members should feel free to challenge committee members in Meetings, and *in extremis* may also propose a motion to remove committee members in mechanisms set out in [Standing Order C](#). Absences from Meetings must be approved in advance by the Chair; questions may be taken in absentia by the Chair, who will seek a written response from the committee member in a timely manner.

iii. *Complaints procedure*

Any member of the JCR who wishes to make a more formal complaint should make their complaint in writing to the President. Such a complaint may not be anonymous. If the formal complaint is about the President, then it should be made in writing to the Returning Officer. On receipt of such a complaint the matter shall be investigated initially by an officer of the Executive with a view to settling the issue through negotiation. The complainant shall be offered the confidential support of the Wellbeing Reps who will remain independent from the complaint process.

The Executive (barring involvement by individuals that would constitute a conflict of interests) shall collectively deal with formal complaints by any manner which they unanimously deem necessary which includes the dismissal of individual committee members. If the issue is not settled, the complainant may refer the matter in writing to the Dean who will initially seek to resolve the matter through negotiation. If the matter is still not resolved, the Dean may then refer to the Governing Body who may take such action as it deems appropriate to resolve the issue, giving all interested parties the opportunity to state their views and ensuring that an independent person investigates and reports on the complaint.

This complaints procedure shall apply if any member of the college feels they have been unfairly disadvantaged by not being a Member of the JCR as set out in Article III (v). Any Member has the right to decline membership pursuant to the Education Act 1994. This complaint procedure shall also apply to complaints concerning elections, including Electoral Malpractice, as defined by Article VI (vii) which contains further stipulations upon resolution of the complaint.

Standing Orders

A. The Committee

A.1. *Description of the role of President*

- (a) The President chairs meetings of the Committee, which normally meets every two weeks alternating with Ordinary General Meetings, and the Executive, which meets informally and frequently.
- (b) The President is responsible together with the Secretary and Vice-President for making sure that each committee member is completing the work required and fulfilling their constitutional duties. The President, as a leader of the committee and the wider JCR, must also set exemplary standards befitting the responsibility of representing so many students. The President has the ultimate responsibility for the administration of the JCR.
- (c) The President maintains working relationships with many groups around the college, and the wider collegiate University. The President should endeavour to establish good relationships with the Master and College Officers, and work co-operatively with the Governing Body. The President is invited to Governing Body at the discretion of the Master, and is expected to attend to represent the JCR.
- (d) The President also attends fortnightly meetings of SU Council, termly meetings with the Proctors and fortnightly meetings of Prescom (the Committee of JCR Presidents). The President traditionally takes a very prominent role within Prescom and the JCR greatly benefits from learning best practice from other common rooms.
- (e) The President supervises the organisation of Freshers' Week alongside the Freshers President. This is a big task which is over by the first proper week of term after elections, so it's a baptism of fire, but one of the most rewarding parts of the role.

A.2. *Description of the role of Vice-President*

- (a) The Vice-President shall be empowered by the President to represent Members as the President sees fit, and shall represent the President as circumstances demand.
- (b) The Vice-President shall be chiefly responsible for engagement of the student community. The Vice-President shall organise and chair Meetings, and shall be responsible for keeping order in Meetings. The Vice-President shall mandate an individual to be responsible for each motion passed to ensure that they are acted upon.
- (c) The Vice-President shall be responsible for organising College events including Family Formal Hall, Halfway Hall, and Pembroke Freshers Fair.
- (d) The Vice-President may oversee the Community working group, using their oversight to promote the activities, events, and projects of all reps that form part of the working group.

A.3. *Description of the role of Secretary*

- (a) The Secretary shall be chiefly responsible for the operational matters of the JCR. The duties of the Secretary shall include preparing agendas for all Meetings and committee meetings and keeping accurate, objective and up-to-date copies of the Constitution.

- (b) The Secretary shall give notice of Committee meetings after consultation with the President, and shall minute such meetings.
- (c) The Secretary shall post all proposed, passed and pending, and completed motions on the website or send them by email, and keep this information up-to-date. The Secretary shall email to all Members the results of votes from Meetings on the following Monday, and may disseminate the minutes of said Meeting on request.
- (d) The Secretary shall act as Returning Officer for all Elections unless the Secretary is also standing for election, in which case the President shall be the Returning Officer.
- (e) The Secretary shall be responsible for organising a termly Charity Ballot in the Second week of each term. The Charity Ballot will involve Members electing charities to be voted on in the Second Ordinary Meeting of term.
- (f) The Secretary shall be responsible for updating the Constitution and Standing Orders at least once a year having gained experience in the role (ordinarily during the Christmas vacation) with amendments proposed to the Constitution and Standing Orders as needed. The Secretary must ensure that a major review is carried out on a three-yearly basis, from Trinity 2021. The Secretary shall email a copy of the Constitution to each Member at the end of their term, ordinarily the end of Trinity Term.
- (g) The Secretary may oversee the Operations working group, using their oversight to promote the activities, events, and projects of all reps that form part of the working group.

A.4. *Description of the role of Treasurer*

- (a) The duties of the Treasurers shall include the ultimate responsibility for all financial transactions and arrangements of the JCR, the maintenance of full, up-to-date, and accurate accounts of all JCR income and expenditure, and the annual publication of a properly audited account for the approval of the JCR.
- (b) The Treasurers are empowered to issue instructions for the establishment of a uniform standard of accounting for JCR funds. They shall apply to all Members who are in receipt of JCR funds.
- (c) The Treasurers shall ensure that the JCR accounts are available at all reasonable times for inspection by any Member. The Treasurers shall also complete an informal summary overview of the annual expenditure as it relates to the Operating Budget, and the general accounts, and share this with the JCR halfway through, and at the end of their terms.
- (d) The Treasurers shall liaise with the Bursar on financial matters; including the termly battels bill, insofar as it relates to the JCR as a body. The Treasurers shall, on request, provide a breakdown of Members' battels bills.
- (e) The Treasurer, together with the President, shall have joint responsibility for the running of services by the JCR, and meet termly to discuss these duties.
- (f) The Treasurers shall be empowered to sign cheques for the JCR. The Treasurers will ensure that both signatures of the newly elected Treasurers are transferred to the JCR Account, as well as the Primary user of the internet banking by Eighth week Trinity Term and report the completion of this task in Governing Body of Eighth week Trinity Term.
- (g) Upon the proposal of every Motion involving spending, the Treasurers will inform the Secretary what proportion of the budget the proposed spending would be.

- (h) The Treasurers must prepare a report of year-to-date JCR spending as detailed in Article VII (ii).

A.5. *Description of the role of Wellbeing Rep*

- (a) The Wellbeing Reps shall work with college authorities and other committee members to ensure Members have representation on these issues and to ensure students' wellbeing needs are taken care of within college.
- (b) They shall represent Pembroke JCR on the relevant SU committees, and on the college's Welfare & Equalities committee. They shall report on proceedings of these committees at Meetings. They shall further be responsible for the publication of university wellbeing and welfare services and events within college.
- (c) They shall provide confidential advice. If issues extend beyond college, the Wellbeing Reps are responsible for providing Members with university and Oxford SU wellbeing and welfare resources.
- (d) The Wellbeing Reps shall be responsible for coordinating the College Parenting Scheme.
- (e) The Wellbeing Reps shall be responsible for coordinating the Peer Support Team, and complete the Peer Support training.
- (f) The Wellbeing Reps shall be responsible for the appointed Wellbeing Helpers (appointed in Michaelmas Term) who can assist in any Wellbeing tasks that do not require Peer Support training.
- (g) The Wellbeing Reps, together with the Freshers President, Academic Office, and Entz Rep(s), shall be responsible for the organisation of Freshers' Week, ensuring that a balanced timetable, providing for all needs, is produced.
- (h) The Wellbeing Reps shall be responsible for the maintenance of the wellbeing page on the JCR section of the JCR website.
- (i) The Wellbeing Reps shall inform and support students considering and/or undergoing suspension.
- (j) The Wellbeing Reps shall represent the interests and needs of suspended Pembroke college students in college.
- (k) The Wellbeing Reps shall work with other JCR representatives, college staff, and university bodies, on matters concerning suspended Pembroke college students.
- (l) The Wellbeing Reps shall direct more serious welfare concerns to the college Welfare Lead and/or the Academic Office.

A.6. *Description of the role of Access and Outreach Rep*

- (a) The Access and Outreach Rep shall have overall responsibility within the JCR to represent working class, low income, state comprehensive school-educated, first generation, estranged students and care leavers so that they may participate as fully as they wish in university and college life without fear, offence, intimidation, or discrimination.
- (b) The Access and Outreach Rep shall promote the wellbeing of these students at the college.
- (c) The Access and Outreach Rep shall promote applications to Pembroke from non-traditional backgrounds.
- (d) The Access and Outreach Rep shall help coordinate the Northwest Scheme.

- (e) The Access and Outreach Rep shall liaise with Oxford Access and Outreach Scheme and support Pembroke open days.
- (f) The Access and Outreach Rep shall share responsibility (with the Academic Rep) for overseeing the admissions process in Michaelmas.
- (g) The Access and Outreach Rep shall attend the Academic Committee.
- (h) The Access and Outreach Rep shall update the JCR Website with any Access and Outreach events and Access and Outreach information.
- (i) The Access and Outreach Rep shall liaise with the Access and Outreach Fellow in order to encourage applications from non-traditional backgrounds.
- (j) The Access and Outreach Rep shall also offer confidential support to any Member, and provide any relevant information they may require, including the contact details of any relevant persons.
- (k) Collaborate with the 'Liberation Council' (which will include the LGBTQ+Rep, the Disability and Student Carer Rep, the Gender Equality Rep, the Racial and Ethnic Minorities Rep and the Access and Outreach Rep) in promoting tolerance within college.
- (l) The Access and Outreach Rep will be responsible for organising an Access and Outreach event in liaison with the Access and Outreach Fellow on at least a biannual basis.
- (m) The Access and Outreach Rep shall attend the Oxford SU Access and Outreach meetings.
- (n) The Access and Outreach Rep shall work with the college to better support these students, both financially and pastorally.
- (o) The Access and Outreach Rep shall promote the wellbeing of these students and ensure that college and university resources and services that could be of use to them are well publicised and accessible to them.
- (p) The Access and Outreach Rep shall liaise with Oxford SU's Class Act campaign (e.g. by attending meetings set up between Class Act and college Class Reps) in order to keep up to date with, support and advertise the campaign's work as well as receive support and advice for the Rep's work in college.
- (q) The Access and Outreach Rep shall maintain a strong community within college for these students by organising events related to their role.

A.7. *Description of the role of LGBTQ+ Rep*

- (a) Shall work with Wellbeing Reps and Committee to ensure Pembroke is a tolerant and welcoming environment for lesbian, gay, bisexual, transgender, queer and questioning students.
- (b) Organise LGBTQ+ events within college and inform the college of university-wide LGBTQ+ events.
- (c) Offer a listening service and confidential support and advice to any student questioning their sexuality.
- (d) If Pembroke College does not have the resources to help students work through their problems, put students in touch with organisations that can help, such as the Peer Support Panel or Oxford SU LGBTQ+ Rep.
- (e) Uphold the university statutes in cases of sexual harassment.

- (f) Collaborate with the 'Liberation Council' (which will include the LGBTQ+Rep, the Disability and Student Carer Rep, the Gender Equality Rep, the Racial and Ethnic Minorities Rep and the Access and Outreach Rep) in promoting tolerance within college.
- (g) Receive Peer Support training in Michaelmas term if possible in order to be fully equipped to handle LGBTQ+-related wellbeing concerns.

A.8. *Description of the role of Gender Equalities Rep*

- (a) Shall organise events within college that support gender equality and sexual consent through the promotion of women's rights.
- (b) Engage with university-wide gender equality/sexual consent discussions, related events and services, and publicise such opportunities within college.
- (c) Attend relevant meetings and liaises with relevant representatives at Oxford SU.
- (d) Collaborate with the 'Liberation Council' (which will include the LGBTQ+Rep, the Disability and Student Carer Rep, the Gender Equality Rep, the Racial and Ethnic Minorities Rep and the Access and Outreach Rep) in promoting tolerance within college.

A.9. *Description of the role of REM Rep*

- (a) Organise events within college that promote ethnic equality, greater student integration and racial tolerance throughout the JCR.
- (b) Collaborate with the 'Liberation Council' (which will include the LGBTQ+ Rep, the Disability and Student Carer Rep, the Gender Equalities Rep and the Access and Outreach Rep) in promoting tolerance within college.
- (c) Attend meetings and liaise with relevant representatives at Oxford SU.
- (d) Offer confidential support to any Member, and provide any relevant information they may require, including the contact details of any relevant persons.
- (e) The RAG and Charities Rep shall ensure that at least one charity which aims to combat racism shall always be nominated for the Charity Ballot each term with advice from the Racial and Ethnic Minorities Rep.
- (f) The REM rep will be responsible for organising up to three culture themed events per academic year to celebrate the range of culture the College has.

A.10. *Description of the role of Disabilities and Student Carer Rep*

- (a) Elected whenever the position falls vacant, who shall be a point of contact and support for all students with disabilities, raise awareness throughout the student body of students with disabilities, and liaise with college staff where necessary to improve the lifestyle of students with disabilities.
- (b) Alongside supporting disabled students to also support students who may be impacted by disabilities but not themselves be disabled. Within this group falls those who may hold caring responsibilities at home (student carers), and those who may, in other respects, be impacted by relatives or close friends having disabilities.

- (c) Collaborate with the Access and Outreach Rep in working to promote applications to Oxford from both disabled individuals and young carers, and ensuring that college Access and Outreach and admissions policies considers these groups
- (d) Collaborate with the 'Liberation Council' (which will include the LGBTQ+Rep, the Disability and Student Carer Rep, the Gender Equality Rep, the Racial and Ethnic Minorities Rep and the Access and Outreach Rep) in promoting tolerance within college.

A.11. *Description of the role of Academic Rep*

- (a) The Academic Rep shall provide support and assistance to Members with academic concerns.
- (b) The Academic Rep shall provide a link between tutors and students to help deal with academic issues or problems as and when they arise by acting as an intermediary.
- (c) The Academic Rep shall be responsible for the representation of JCR views on the College Library Committee, and to liaise with College and the Librarian on any issues affecting the JCR that may arise.
- (d) The Academic Rep shall attend all College Academic Committee meetings.
- (e) The Academic Rep shall organise college study skills.
- (f) The Academic Rep shall distribute all information from the Oxford Careers Department and the Pembroke Development Office and, working with them and college authorities, create a college-based careers timetable for students for the year.
- (g) The Academic Rep shall orchestrate and organise a Subject rep scheme for the incoming year, ensuring that each new student has a Subject rep in their respective Subject from the year above.
- (h) The Academic Rep shall be responsible for the maintenance of the Academic section of the website.
- (i) The Academic Rep shall be responsible for holding academic feedback sessions at least once a term.
- (j) The Academic Rep shall be aware of current college academic policies for suspended Pembroke college students and lobby for changes to these where necessary.

A.12. *Description of the role of Communications Rep*

- (a) The Communications Rep shall take responsibility for the JCR website and its content.
- (b) The Communications Rep shall market and promote all JCR events; posting events on the website calendar, taking pictures at events, and publishing them online.
- (c) The Communications Rep shall produce the JCR Freshers' Guide and Handbook.
- (d) The Communications Rep shall take principal responsibility for the management of social media platforms of the JCR in addition to the website.
- (e) The Communications rep shall maintain a continued correspondence between the rep and the College archivist in order to better document college life.
- (f) The Communications Rep shall represent the JCR in the communications group.

- (g) The Communications Rep shall also be responsible for the editorship of the Pink Times and the selection of a co-editor in Michaelmas Term (non-committee position).

A.13. *Description of the role of IT Rep*

- (a) The Information Technology Rep (IT Rep) shall support all Committee members in any IT-related JCR projects that require specialised knowledge.
- (b) The IT Rep shall be responsible for the organisation and maintenance of the JCR website, working closely with the Secretary and the Communications Rep to ensure it is kept up to date at all times.
- (c) Upon changing needs and projects undertaken by the JCR, the IT Rep shall be responsible for organising a team of IT helpers if a large-scale IT project demands it.

A.14. *Description of the role of International Rep*

- (a) Permanent International Rep, elected in Trinity term, whose role will be to help in Freshers' Week, producing an information booklet for international and visiting students.
- (b) Represent the general concerns of international members at JCR Meetings and to the Committee.
- (c) Liaise with the Wellbeing Reps in advancing the wellbeing interests of international students and the integration of international students in the life of the JCR and of the College as a whole.
- (d) Shall undergo First Responders Training as a priority.
- (e) The International Rep will have access to the wellbeing budget but must ensure the treasurers approve before each purchase from within the budget.

A.15. *Description of the role of Food and Accommodation Rep*

- (a) Shall represent the Members to College and Oxford SU in matters including, but not exclusively, Information Technology, Accommodation, and Catering;
- (b) Shall meet regularly with the Head Chef and with College catering managers to discuss catering matters and Members' issues with hall food;
- (c) Shall attend College Domestic Committee and Health and Safety meetings.
- (d) Shall endeavour to increase the quality of life around college.

A.16. *Description of the role of Environment Rep*

- (a) Shall oversee the JCR's attempts to improve the environmental welfare of the college. They shall be responsible for the managing of liaisons with college about implementing green initiatives, as well as liaising with college in Operational Meetings about committing to a greener future for Pembroke;
- (b) Shall be responsible for raising awareness of the climate crisis within the JCR;
- (c) Shall represent the Members on a University-wide level (via the SU and other climate-based organisations) on matters concerning the environment;
- (d) Shall chair regular Pembvirement meetings and encourage participation throughout college.

A.17. Description of the role of RAG and Charities Rep

- (a) There shall be a RAG and Charities Rep, elected in Trinity term, who will be responsible for organising events in College to raise money for charities
- (b) The RAG rep will publicise and encourage participation in RAG events both at Pembroke and throughout the University.
- (c) The RAG and Charities Rep shall also act as the head of the Charities Committee.
- (d) The RAG and Charities Rep will be responsible for the hiring and storage of the JCR mattress that Members can use when hosting overnight guests.

A.18. Description of the role of Entz Rep

- (a) The Entz Rep(s) shall be responsible for the organisation, co-ordination and publicity of all JCR social events in College, and shall chair meetings of the Entertainments Committee. The Entz representative(s) shall liaise with the relevant members of the SCR in the organisation of such events.
- (b) The Entz Rep(s), together with the Freshers President, Academic Office, and Wellbeing Reps shall be responsible for the organisation of Freshers' Week, ensuring that a balanced timetable, providing for all needs, is produced.

A.19. Description of the role of Sports Reps

- (a) The duties of the Sports Reps shall consist of promotion and representation of Pembroke sports teams and sporting individuals within college and across the university. They shall advise any Member and JCR sports teams on resources available to them and assist in the application for suitable funds and in other organisational activities where requested. The Sports Reps shall be responsible for the upkeep of the sports notice boards. They shall be full committee members. The Sports Reps will also be responsible for responding to applications by Blues players seeking financial support. For details see Finance 5.4.
- (b) The Sports Reps are responsible for inspecting and keeping an inventory of the Sports Cupboard.
- (c) The Sports Reps are responsible for organising JCR sports events, such as Sports Dinner and Sports Day.
- (d) The Sports Reps are responsible for the maintenance of the relevant pages in the Clubs and Societies section of the JCR website.
- (e) The Sports Reps shall organise termly meetings with sports captains.
- (f) To organise Good Lad Workshops for all Pembroke College Sports Teams
- (g) At least one Sports Rep should take part in Womens sports at either the University or college level.

A.20. Description of the role of Music Rep

- (a) The Music Rep shall coordinate JCR funding and sponsorship of music events in College.
- (b) The Music Rep shall regularly communicate with the Music Fellow and JCR Music students regarding musical events and opportunities in College

- (c) The Music Rep shall take primary responsibility for the organisation of the Pembroke Annual Musical, a Cuppers Play, regular College plays, and Arts Week, and shall ensure that competent and eligible producers and directors are recruited for each project.
- (d) They shall manage whatever portion of the JCR funds are allocated to such efforts.
- (e) The Drama and Music Reps shall be responsible for maintaining the relevant pages of the Clubs and Societies sections of the JCR website.

A.21. *Description of the role of Art Rep*

- (a) The Art Rep shall supervise the JCR Art Collection, sit on the JCR Art Fund Committee, and co-organise the JCR Arts week with the Music and Drama Rep.
- (b) The Art Rep shall organise art events which occur throughout the year in college.

A.22. *Description of the role of Drama Rep*

- (a) The Drama Rep shall coordinate JCR funding and sponsorship of all drama events in College.
- (b) The Drama Rep shall regularly communicate with the JCR regarding musical events and opportunities in College and the wider university community
- (c) The Drama Rep shall take primary responsibility alongside the Music Rep for the organisation of the Pembroke Annual Musical, a Cuppers Play, regular College plays, and Arts Week, and shall ensure that competent and eligible producers and directors are recruited for each project.

A.23. *Description of the Liberation Council*

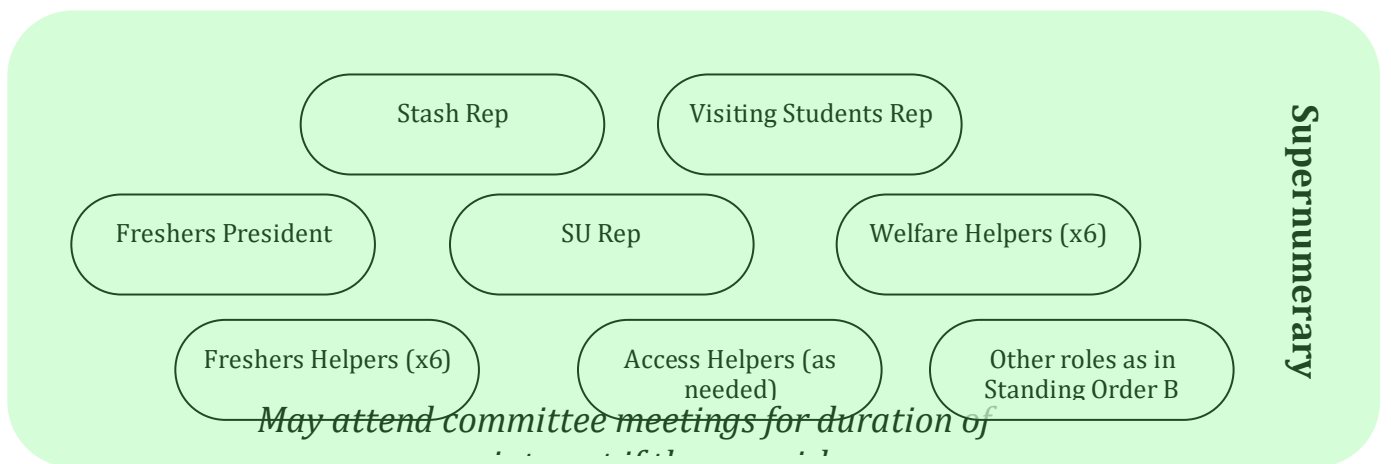
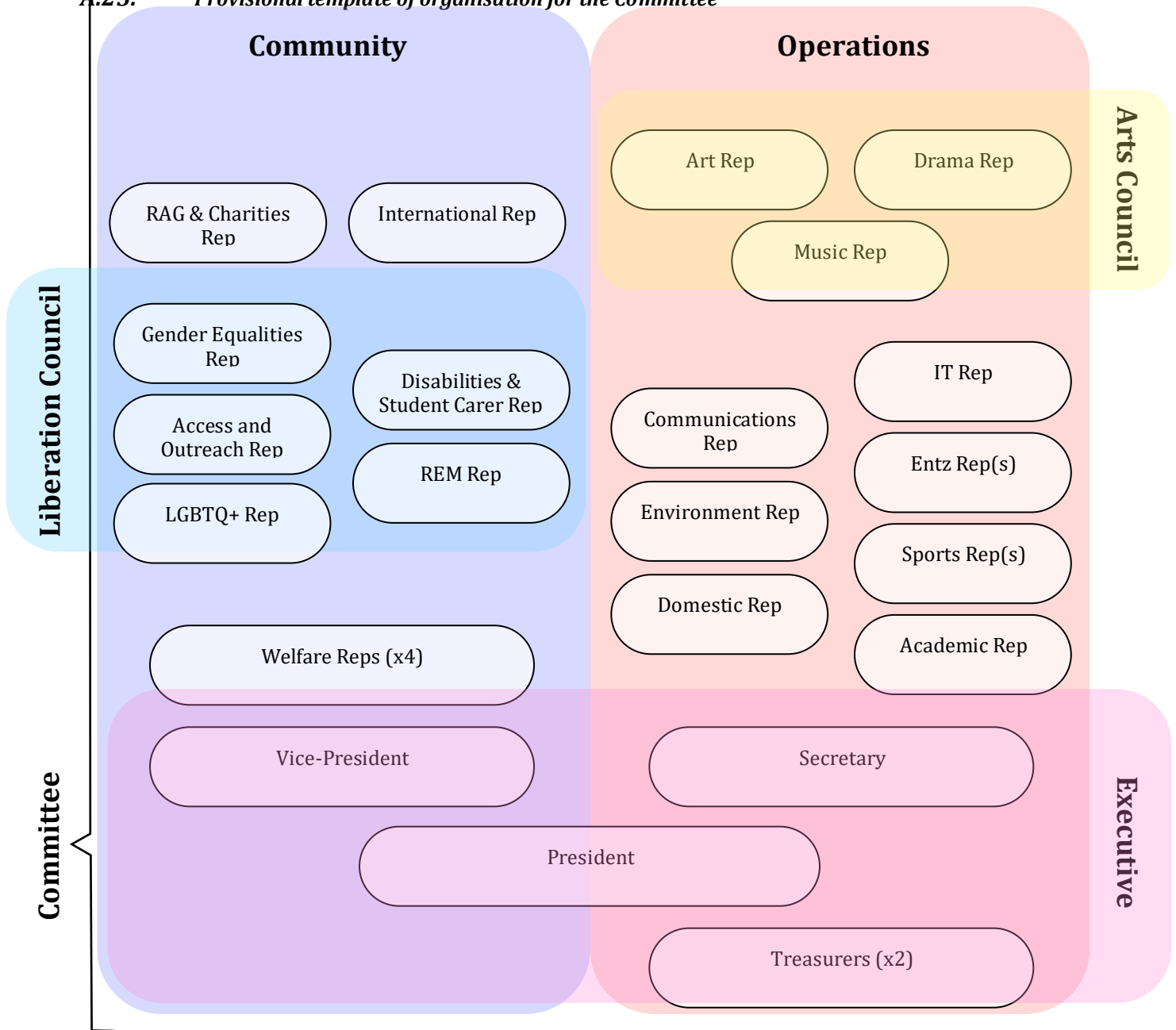
The Liberation Council shall consist of the Gender Equalities Rep, Disabilities and Student Carer Rep, Access and Outreach Rep, REM Rep and LGBTQ+ Rep. A Chair **must** be elected amongst themselves in Michaelmas term to represent the Council at external meetings. The Liberation Council shall be dedicated to ensuring all JCR members are equally represented, respected and celebrated. The Liberation Council are collectively responsible for ensuring all JCR members' voices are heard, in any way they deem appropriate and necessary.

All members of the Liberation Council must receive the same peer support training as the Wellbeing Reps at the start of the academic year.

A.24. *Description of the Arts Council*

The Arts Council shall consist of the Arts Rep, Music Rep and Drama Rep. They shall be responsible for ensuring Arts events regularly take place within College and serve to support any JCR member interested in an Art. The Arts Council shall collectively be responsible for organising Arts Week in Trinity term and coordinate arts-based events in college throughout the year.

A-25. Provisional template of organisation for the Committee



A.26. List of current committee members and contact details

President	Lucy Rodgeron	lucy.rodgeron@pmb.ox.ac.uk
Vice-President	Kush Mahawar	kush.mahawar@pmb.ox.ac.uk
Secretary	Paul Gurcel Escudero	paul.gurcelescudero@pmb.ox.ac.uk
Treasurer	Oguzhan Karaca	oguzhan.karaca@pmb.ox.ac.uk
Treasurer	Edward Harrison	edward.harrison@pmb.ox.ac.uk
Wellbeing Rep	Alysa Choudhry	alysa.choudhry@pmb.ox.ac.uk
Wellbeing Rep	Hugo Bird	hugo.bird@pmb.ox.ac.uk
Wellbeing Rep	Leyi Pan	leyi.pan@pmb.ox.ac.uk
Wellbeing Rep	Elisa Remme	elisa.remme@pmb.ox.ac.uk
Access and Outreach Rep	Isabel Thompson	isabel.thompson@pmb.ox.ac.uk
LGBTQ+ Rep		
Gender Equalities Rep	Jasmine Gill	jasmine.gill@pmb.ox.ac.uk
REM Rep	Shuhan Qi	shuhan.qi@pmb.ox.ac.uk
Disabilities Rep		
Academic Rep	Sophia Chrysanthou	sophia.chrysanthou@pmb.ox.ac.uk
Communications Rep	Isabella Goodall Turner	isabella.goodallturner@pmb.ox.ac.uk
Food and Accommodation Rep	Emily Keeley (Keeley)	emily.keeley@pmb.ox.ac.uk
International Rep		
Music Rep	Basile Husseini	basile.husseini@pmb.ox.ac.uk
Drama Rep		
Sports Rep	Rohan Samra	rohan.samra@pmb.ox.ac.uk

Sports Rep	Isabella Troup (Bella)	isabella.troup@pmb.ox.ac.uk
RAG and Charities Rep	Ethan Beri	ethan.beri@pmb.ox.ac.uk
RAG and Charities Rep	Paula Tornila	paula.tornila@pmb.ox.ac.uk
Environment Rep	Olivia Jones	olivia.jones@pmb.ox.ac.uk
Entz Rep	Callum Laing	callum.laing@pmb.ox.ac.uk
Entz Rep	Alexa O'Leary	alexa.oleary@pmb.ox.ac.uk
Art Rep	Nadia Polonsky	nadia.polonsky@pmb.ox.ac.uk
IT Rep		

A.

B. Supernumerary reps and sub-committees

The list of supernumerary positions are elected at the discretion of the Committee. Any relevant committee members will be responsible for working with the Secretary to elect the supernumerary rep and will be responsible for overseeing their role

B.1. *Stash Rep*

Shall be elected in Trinity term, who shall have the following duties; to redesign the stash, if they see fit, and to order and arrange the delivery of stash.

The Stash Rep will be expected to choose suppliers based on availability, sustainability and price to ensure that all Members will be able to acquire stash whilst minimising the environmental and ethical impact.

The Stash Rep will also be expected to maintain and update the 'Stash Handbook' with a recommended list of suppliers, contact details and any relevant graphic designs to help ensure the smooth transition between Stash Rep.

B.2. *SU Rep*

The SU Rep shall attend Oxford SU Council meetings and vote on behalf of the JCR at times when the JCR is affiliated to Oxford SU.

The SU Rep shall relate and promote any information or opportunities provided by the Oxford SU to the JCR.

B.3. *Biodiversity Rep*

The Biodiversity Rep shall promote the ecological welfare of the college community, including enhancing the college's biodiversity and promoting students' interest in the environment.

B.4. *GAB Rep*

The GAB Rep shall assist in concerns relevant to residents of the GAB. They shall have termly meetings with the Accommodation Manager, and liaise frequently with the Food and Accommodation Rep, in order to resolve any GAB-related issues or suggestions.

The GAB Rep shall liaise with the Charities Rep about the running of the GAB air mattress. The code for the lockbox should be shared between the GAB Reps and the Accommodation Manager, and can be individually shared with each person hiring and then changed afterwards to avoid theft.

B.5. *Trans Rep*

The Transgender Rep shall represent and advocate for members of the JCR who identify as trans or non-binary.

The Transgender Rep shall be an point of contact and informal support for students who identify as trans or non-binary. Peer support training for the Trans Rep will be advised, but not compulsory.

B.6. *Visiting Student Rep*

There shall be a Visiting Students Rep, elected in Michaelmas term, who shall act as a liaison between visiting students and the JCR, to address their unique concerns as students from varying university backgrounds.

The Visiting Students Rep shall organise several events during the term which may include day trips, socials, information sessions, and various community building events.

The Visiting Students Rep shall organise possessions (kettles, lamps, etc.) being left by that year's visiting students, so that the next year visiting students can receive them.

B.7. *Freshers President*

The Freshers' President shall hust for their position in Trinity term; this shall not affect their eligibility for election for any committee position, except from the role of President.

The Freshers' President will sit on the Committee during Trinity Term only. Feedback will be given to the Committee on the Saturday of Freshers' Week.

Duties of the Freshers' President shall include being the principle organiser of Freshers' week and the head of the welcome team;

The Freshers' President shall also be responsible for organising the budget of Freshers' Week, ensuring the appointment of the Fresher's Helpers, meeting with college staff, coordinating the Freshers' guide with the Communications Rep, and attending the Freshers' week feedback sessions.

B.8. *Freshers Helpers*

Up to 6 freshers helpers may volunteer to support the Freshers President in their role of organising Freshers Week and support the Freshers in transitioning to university life. Helpers will receive free accommodation during the start of term-time contract for their roles.

Freshers Helpers will also be responsible for supporting the Access and Outreach Rep in coordinating Interviews and supporting candidates throughout their stay at College during the interview process. This includes providing suitable evening entertainment for the candidates.

B.9. *Wellbeing Helpers*

Up to 6 wellbeing helpers may volunteer to support the Wellbeing Reps in tasks that do not require Peer Support training. The Wellbeing Helpers are responsible for distributing relevant wellbeing supplies (condoms, tampons, etc.) to Members. The Wellbeing Helpers will in particular support the Wellbeing Reps in the organisation of Wellbeing Week in the 5th week of each term.

B.10. *Access Helpers*

Up to 20 Access and Outreach helpers may be elected to support the Access and Outreach Rep in their duties, the tasks involved may be delegated at the Access and Outreach Rep's discretion.

B.11. *Father Christmas*

Father Christmas shall be elected in Michaelmas term, who shall wear the Santa outfit and distribute presents in their grotto to those taking part in the JCR's 'Secret Santa', spreading Christmas cheer.

B.12. *Admiral of the Punts*

The Admiral of the Punts shall be elected in Hilary term, who shall administer the allocation of punts during Trinity term.

B.13. *Pink Panther Mascot*

The Pink Panther Mascot shall be elected in Hilary term Week 5, who shall proudly wear the Pink Panther mascot outfit at Summer 8s, and any other sporting events that they please, to raise team morale and encourage 'Pembroke Pride' among fellow students.

B.14. *List of current supernumerary reps and contact details*

Stash Rep		
SU Rep		
Visiting Students Rep		
Biodiversity Rep	Amelia Lewis	amelia.lewis@pmb.ox.ac.uk
GAB Rep	Luke Brown	luke.brown@pmb.ox.ac.uk
Transgender Rep		
Wellbeing Helpers		
Wellbeing Helpers		
Wellbeing Helpers		
Wellbeing Helpers		
Wellbeing Helpers		
Wellbeing Helpers		
Fresher's Prez	Shuhan Qi	shuhan.qi@pmb.ox.ac.uk
Freshers Helper		
Freshers Helper		

Freshers Helper		
Freshers Helper		
Freshers Helper		
Freshers Helper		
Admiral of the Punts (end of Hilary)		
Pink Panther Mascot		
Father Christmas (December)		

C. **Rules of ordinary and emergency general meetings**

C.1. *Motions*

All substantive motions put to the JCR fall under one of the following categories: Private, Committee, Constitutional, Censuring, No Confidence, Emergency or Procedural.

A Private motion is a substantive motion proposed and seconded by Full Members submitted to the Secretary at least 72 hours before the Meeting.

A Committee motion is a substantive motion proposed unanimously by the Committee.

A Constitutional motion is a substantive motion that affects the interpretation or application of the Constitution. Any such motion must be submitted to the Secretary at least 96 hours before the Meeting. When voting on a constitutional motion at an Ordinary JCR Meeting, it shall require two separate votes in favour before the Constitution is amended; one vote shall take place during the JCR meeting proper, and the second shall take place afterwards (possibly in the form of an online vote). Further suggested amendments to the same Article of the Constitution shall not be admitted for debate at any of the three ordinary JCR Meetings immediately following the passage of the first motion. Any amendments proposed to the Standing Orders will not require a Constitutional Motion. Amendments made to the Standing Orders can be submitted as a Private Motion and will require one vote to come into effect.

A motion of Censure is a substantive motion expressing formal disapproval. Subject to the endorsement of the Committee, the JCR Secretary shall decide whether or not a motion submitted qualifies as a Censure motion.

A motion of No Confidence is a substantive motion to remove an elected JCR officer from their position. Any elected officer, either in their full capacity or as an incoming officer, may be the subject of a motion of No Confidence. A motion of No Confidence shall only be submitted with advice from the Returning Officer and must point to at least one specific act of unacceptable behaviour the officer in question has demonstrated. Unacceptable behaviour includes any behaviour that is contrary to the objects of the JCR or the officer's Constitutional duties. If the motion of No Confidence passes, the officer in question must be removed from their office, effective immediately. A new election shall be held to fill the position

Emergency motions at Meetings shall be allowed under the conditions set out in [Article IV \(iv\)](#). Emergency motions shall only be considered at Emergency Meetings, unless they are submitted with less than 72 hours remaining before an Ordinary Meeting.

All motions relating to money must have a spending cap. A motion cannot pass unless it has a spending limit which has been approved by the relevant fund and the relevant committee member, agreed upon in the Ordinary JCR meeting.

Procedural motions must be considered by the Chair whenever they are raised.

C.2. Amendments

No amendment to increase expenditure may be discussed or voted upon if it has not been handed to the JCR Secretary at least 24 hours before the Meeting.

An amendment may be proposed at any time after formal speeches have been made and before summing up speeches or voting have taken place. Amendments to motions shall be such that the motion as amended refers to substantially the same matter as the motion unamended and is not contradictory to it. An amendment shall be treated as any other substantive motion, and shall take precedence over the motion it amends in discussion, until it is accepted or is defeated.

Amendments may be submitted in the following forms:

- a. To change a sentence or section and the written out changes with sentence or section before and after change clearly displayed.
- b. To insert a sentence or section and then the written out sentence or section.
- c. To remove a sentence or section and then the sentence or section.

If an amendment to a motion should be accepted by the Meeting, then the motion as amended shall become the new substantive motion. The passing of one amendment does not preclude the discussion and acceptance of any other amendment.

It is the role of the meeting's chair to mandate an individual to ensure that a passed motion is successfully followed through.

It is the responsibility of the JCR Secretary to keep an updated listing of proposed, processing and completed motions on the relevant section of the JCR website or by email, and update the individual responsible for the motion.

C.3. Order of business

The order of business for each JCR Meeting shall take the following form, unless specifically altered by procedural motions:

- (a) Outstanding motions.
- (b) Matters arising from those minutes.
- (c) Reports and announcements by each JCR officer called by any other full member of the JCR.
- (d) Matters arising from these reports and announcements or any prior written report.
- (e) Any other questions to JCR officers.
- (f) Any other reports or announcements as permitted by the Chair.

- (g) Committee motions.
- (h) Motions of censure.
- (i) Motions of no confidence
- (j) Private motions.
- (k) Constitutional motions.
- (l) Any other business.

The procedure for all substantive motions shall be as follows: firstly, the Secretary shall read out the motions. This is followed by a speech, if felt necessary, by the proposer, or seconder, if the former is not present. Then the Chair shall ask for any written amendments (properly proposed and seconded) before any discussion shall take place. Those who propose motions may at no time accept any amendment to their motion without the consent of the meeting.

The commencement of each JCR meeting shall be signalled by the playing of the "JCR Theme Song". There shall be an annual competition to determine the "JCR Theme Song" that shall be played at the start of every JCR meeting and at college bops. All entries must last no longer than 20 seconds. The competition will be held every Trinity.

Each motion shall have at least two people willing to speak for it. If neither the proposer nor seconder are present, discussion of, and voting on, the motion will be delayed until the next Ordinary Meeting.

Any substantive motion may be withdrawn by the proposer at any time.

Speeches from the floor may be accepted at the discretion of the Chair after the formal speeches. All speeches shall at all times be directly relevant to the motion under discussion. There shall not be more than three speeches in favour of a motion or amendment and not more than three against. Speeches may last no longer than two minutes except at the discretion of the Chair. Each point of information may last no longer than one minute. No debate on any motion may last longer than 20 minutes. Questions with direct relevance to formal speeches may be taken at the discretion of the speaker either during, or at the end of his or her speech.

Voting shall take place by online confidential means after the end of the meeting, regardless of whether the meeting is in-person or online.

Any member of the JCR may demand a recount, which must be taken by the Returning Officer. The Chair does not ordinarily vote but reserves a vote in the event of a tie break.

The following are procedural motions which must be accepted for immediate debate:

- (a) That the Meeting has no confidence in the Chair.
- (b) That the Chair be overruled.
- (c) That the Meeting be closed.
- (d) That the Meeting be adjourned for a specific time.
- (e) That the motions be taken in parts.
- (f) That the motion be now put to the vote.

- (g) That the motion be not put.
- (h) That the order of business be changed.
- (i) That the motion be referred back to its proposer.
- (j) That the remark be struck from the minutes.
- (k) That a non-Member be invited to speak on a specified motion.
- (l) That the Meeting censures (a named Member or Members present at the Meeting).
- (m) That the Meeting cautions (a named Member or Members present at the Meeting).
- (n) That the Meeting expels (a named Member or Members from the Meeting).
- (o) That the minutes of the previous Meeting be accepted.
- (p) That the minutes of the previous Meeting be amended.
- (q) That the report be accepted.
- (r) That the report be amended.
- (s) That the report be rejected.

D. Election procedures

D.1. *Election to committee roles*

Elections shall take place by secret ballot and votes should be cast in a Single Transferable Vote system. In the case of a tie on the final pass, the result shall be determined by the result of the previous pass that was not a tie. If there is a tie on the first pass then nominations are reopened and the election is repeated. The system used for elections shall be consistent as agreed by the Committee.

Voting shall take on any one day during Full Term, from 8.00am to 10.00pm on voting days. The election results shall be announced as soon as possible after counting has taken place and the Returning Officer shall as soon as possible email the full results to all Members and post the results of the election on the JCR website.

The specified weeks below signify the Sunday of each week when the hust will take place. The voting will open for the role the Monday after the hust and close 24 hours after. The SU voting platform should be used to conduct elections, using a Single Transferable Vote procedure. If the current committee sees fit to alter the schedule of elections, they must discuss and agree changes to the schedule as a committee but do not need to pass a Committee motion to do so unless rescheduling will leave a position vacant.

If a position is vacant, the Committee can choose to call an election for that position at any time.

In Trinity Term the positions to hold husts for and to subsequently elect are:

Week 1: President, Vice President, Secretary, Treasurers, Fresher's President

Week 2: Wellbeing Reps

Week 3: Academic Rep, Domestic Rep, Environmental Rep, Communications Rep

Week 4: Liberation Council (Access and Outreach Rep, LGBTQ+Rep, REM Rep, Gender Equalities Rep, Disabilities and Student Carers Rep)

Week 5: Entz Rep(s), Sports Rep(s), Arts Council (Music Rep, Drama Rep, Art Rep)

Week 6: International Rep(s), RAG And Charities Rep, IT Rep

If a position receives no applicants, the hustings for the position should be delayed until the following week.

The hust shall be recorded and posted onto the JCR Facebook page until the election closes, after which the copy will be destroyed. Candidates can choose not to consent to this. In the case of a candidate not providing consent to being recorded, the Secretary should minute the hust and make the minutes available to any Member upon request.

D.2. *Appointment to supernumerary positions*

Appointment to supernumerary roles follows a simpler procedure than elections. If a post is to be filled by a vote, the Secretary shall include husts for the position in the agenda of a Meeting. During the Meeting, the Chair calls for nominations from the floor, and Full Members may nominate themselves. All candidates then hust for the position under the code of conduct stated in Standing Order D3.

Whether the Meeting takes place in person or online, the vote shall take place online after the meeting. Results from the vote shall be confirmed in the Secretary's notice of outcomes, and the Member will take up the position immediately.

If the position is to be directly selected by the Committee, the Secretary shall call for applications. The Executive shall review the applications and appoint a Member who provisionally takes up their position upon selection. The appointment should be announced at the next Meeting, and if there is no contest, the Member shall permanently take up the position. If any Member contests the appointment, then the Chair shall open nominations and a hust shall take place in the procedure laid out above.

D.3. *Hustings code of conduct*

Each candidate should expect during hustings (if held) to have to: give a brief speech, answer questions for no longer than one hour. Non-serious questions and forfeits are subject to a time limit set by the Returning Officer. All serious questions must be answered by all candidates.

The Returning Officer is responsible for the conduct of the husts, and shall not drink alcohol during hustings. The Returning Officer has the following responsibilities:

- (a) To ensure that the atmosphere at hustings never becomes hostile, personally vindictive or dominated by a vocal minority.
- (b) To veto any less serious questions that they strongly feel is unduly embarrassing or they deem will discourage students from running in future elections.

Should a borderline joke question or forfeit arise, candidates may discuss whether they wish to go ahead with answering. If one or more candidates oppose it, the question/forfeit can be vetoed; the vetoing candidate is to remain anonymous.

E. Current levies and annual budgets

Providing there is approval for the Operating Budget from the Committee and from Members as outlined in the constitution, this can contain various Individual Budgets for whatever is decided would be of benefit to the Pembroke JCR Community. There are, however, a number of areas deemed essential to college life that must receive funding each year. These are outlined as follows:

E.1. *Art, Music and Drama (amount under review, as set by the Treasurers): £6,250.00*

Money should be spent to fund art, music, and drama within the JCR community. There should be money used to provide funding to Members for productions or other musical or dramatic occurrences with which they are involved. This also encompasses events which the Art, Music and Drama Reps decide to put on for the wider JCR community.

E.2. *Sport (amount under review, as set by the Treasurers): £175.00*

Money should be spent to support the sporting activities of the JCR community. Money should be spent solely on Pembroke College JCR sports teams or sporting activities in conjunction with the sports budget provided by the college.

The Sports Rep, at their discretion, can assist university sports players seeking financial support for a university sports tour, in which case the student must be a member of Pembroke College, representing one of the university sports teams and is facing financial difficulty. The individual must have demonstrated commitment to Pembroke College sport.

E.3. *Entz (amount under review, as set by the Treasurers): £9,500.00*

Money should be spent on the entertainment of the JCR community. This can be used to fund BOPs, decorating the JCR, or any other events that the Entz Reps wish to organise.

E.4. *Wellbeing (amount under review, as set by the Treasurers): £4,750.00*

Money should be spent to increase the wellbeing of the JCR community, in any way deemed appropriate by the Wellbeing Reps. This money could also be used for putting on events to directly improve the wellbeing of the Pembroke JCR community.

E.5. *Liberation (amount under review, as set by the Treasurers): £800.00*

Money should be spent to make Pembroke an inclusive environment for all, and support Members in any way which would help this broader goal. This can include putting on events to promote discussion and discourse surrounding various topics, and to raise awareness of or celebrate different causes.

For directly supporting Members, this could include subsidising events tickets to help those who cannot afford them, or funding the purchase of gender-confirming items of clothing for members of the LGBTQ+ community.

E.6. *REACH Scholarship Contribution:*

Due to a long-standing agreement with College, money should be spent by the JCR to help fund the REACH scholarship. This spending commitment is led by the Access and Outreach Rep in conjunction with College who shall ensure that the JCR's interests are represented in all negotiations with College, and that this commitment will be reviewed before the entry of each new REACH scholar and confirmed with the Committee.

F. Societies and clubs

All Full Members of the JCR are permitted to set up a club, team or society by contacting the relevant Committee member (or Vice-President if the club team or society does not relate to a specific Committee role) and are eligible for funding through a Private motion.

The Vice-President and Sports Rep shall be responsible for coordinating a meeting of the leaders of each organisation at the beginning of each academic year to discuss and agree upon the acceptable standards of behaviour within their club, team or society. It will be led by the JCR Vice-President and the Sports Rep and shall be attended by all leaders of Pembroke JCR led clubs, teams and societies.

If a JCR-led organisation wishes to have a stall at the Pembroke Freshers' Fair, their leader must agree to attend this meeting, or send a representative if it is impossible to find a time when everyone is free.

Each leader must hold a meeting at the start of each academic year (or season, where appropriate) to relay the outcome of the leaders' meeting with the rest of their club, team or society, and outline the expected standards of behaviour with the members.

All clubs, teams and societies associated with Pembroke College should promote fairness, equality and should not discriminate against any student who wishes to join. All clubs teams and societies should work to promote inclusivity.

List of JCR sports clubs and societies; and officers

Pembroke College Basketball Club (PCBbC)

President(s)

Edward Harrison

Pembroke College Boat Club (PCBC)

President(s)

Hugo Bird and Archie Edwards, Alice Easey and Lili Waters

Pembroke College Cricket Club (PCCC)

Captains: Tom Griffin and Gaurav Kocher

Pembroke College Croquet

Captain: Rohan Samra

Pembroke College Badminton Club

President: Sai Thokala

Pembroke College Football Club (PCFC)

Captains: Rohan Chandrasekaran and Paul Gurcel Escudero

Pembroke College Hockey

Captain: Rohan Samra

Pembroke College Mixed Lacrosse

Co-Captain: Eleanore Debs

Co-Captain: Alexander Rutherford

Pembroke College Netball Club (PCNC)

President: Rebecca McCash (Becca)

Pembroke College Rugby Football Club (PCRFC)

Captain: Charles Kenway (Charlie)

St. Aldates FC (Women's Football)

Captain: Yasmina Brodie

Pembroke College Dance Club

President(s): Amy Wilkinson and Rosie Ibberson

Pembroke Blackstone Society

President: Olivia McConnell

Pembroke Biodiversity Project

President: Amelia Lewis

Pembroke Christian Union

President: George Mack and Min-Jun Kang

Pembroke College Chapel Choir

Organ Scholar: George Charman

Pembroke College Music Society

President: Basile Hussein

Pembroke Jazz Band

Leaders: Henry Nurse and Reece Molloy

Peminists

President: Jasmine Gill

Pembvirement

President: Olivia Jones

Pembroke College Knitting Circle (PCKC)

President(s): Zephyr Forbes

G. Regular events

There are events that occur regularly throughout the academic year that the JCR should strive to recognise.

Bops - Bops should take place on the Monday of every even week of Full Term, organised by the Entz Reps. Legend has it that this stands for Big Organised Party.

Staff Appreciation Day - Thursday of Eighth week each term, the JCR should show their appreciation to all staff at Pembroke College in a small but meaningful way. In particular, this can be taken as an opportunity to thank the staff that help the JCR everyday who often go unrecognised, such as the maintenance staff, the porters and the scouts. JCR members are encouraged to show their gratitude in some way. The Wellbeing Reps should maintain this regular event.

Diversity Week - As organised by the Liberation Council, the 5th week of Trinity Term should celebrate the range of cultures at Pembroke in the form of activities and events scheduled throughout the week.

Arts Week - As organised by the Arts Council, the 5th week of Trinity Term should celebrate the Arts in its many forms in Pembroke with a range of activities and events scheduled throughout the week.

Pembroke Musical - The Arts Council shall ensure a Pembroke Musical is organised every Hilary Term to be performed in the Pichette Auditorium where possible.

Halfway Hall - To commemorate reaching the halfway point in the three year degree course, second year students in Fourth week of Hilary Term should celebrate with a Formal Hall. Awards for the many virtues the cohort demonstrate should be organised by the Entz Reps.

Christmas Formal - To celebrate Christmas, the Vice President should organise a Christmas themed Formal Hall open to all JCR members, complete with festive decoration.

Guest Formal - The Vice President each term should organise an evening for JCR members to invite up to 2 guests to join them for Formal Hall.

Pembroke Ball - Pembroke JCR shall host the Pembroke Ball. The Ball Committee shall be elected from the members of the JCR.

Auction of Promises - Each year, the Charities Rep shall be responsible for organising the Auction of Promises, where JCR members will have the opportunity to auction a promise of their own in a bid to raise money for charity.

Day of White - Thursday of Sixth week in Trinity term each year shall be known as "the Day of White" and each Member will be expected to show suitable reverence to their Glorious Leader. Mr White shall be granted £200 a year by the JCR treasurers. It is by noble decree that Mr White has declared this £200 should be gifted to the Pembrokian of the Year, as selected by the President following nominations from Members.

JCR Pantomime - one evening of Week 8 Michaelmas, in which the JCR Committee shamelessly parodies/ruins a beloved play, written and performed by members (past examples have included Snow White and Aladdin).

H. Binding examples of best practice

Ethical Certifications to be used for any JCR activities: [Link here](#)

Stash Supplier Handbook: [Link here](#)