

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

This document was last updated on the 26th November 2018.

Preamble

1. This document describes the duties expected of all JCR Officers, and any subcommittees.
2. Any proposed changes to this document must pass a JCR Open Meeting and the Council of the College Union.
3. The JCR Committee shall consist of the following: President; Vice-President Internal and Treasurer; Vice-President External; Secretary and Academics Officer; Access Officer; two Welfare Officers; LGBT+ Welfare and Representative Officer; International Officer; Steward; Accommodation and Environmental Officer; Sports and Societies Officer; two First Year Representatives; Computer Officer; Women's Representative Officer; Black, Minorities and Ethnic Officer; Disabilities Officer; and QEnts President.
4. In addition, there shall be one subcommittee, as named and defined in the following sections.

JCR Committee Roles

5. The President shall:
 - a. be an undergraduate member of the JCR
 - b. be voted for by all undergraduate members of the JCR
 - c. be voted for in the Executive election, in accordance with clause 28 of the Constitution
 - d. represent the JCR to Senior Members of the College
 - e. assist and advice individual members of the JCR
 - f. ensure that all members and representatives of the JCR Committee fulfil their constitutional and mandated duties
 - g. carry out their duties as part of the College Union, including sitting on any relevant committees
 - h. carry out their other duties determined by the JCR Committee in consultation with the Council of the College Union
 - i. explain the purpose of the JCR to new members of the JCR at the start of the Michaelmas term and oversee the administration of Freshers' week

- j. liaise with the MCR
6. The Vice-President Internal and Treasurer shall:
- a. be an undergraduate member of the JCR
 - b. be voted for by all undergraduate members of the JCR
 - c. be voted for in the Executive election, in accordance with clause 28 of the Constitution
 - d. spend, at the discretion of the President and the JCR Committee, the funds of the JCR and be accountable for such expenditure
 - e. keep a regular, complete and accurate record of all JCR accounts, ensuring financial sustainability
 - f. liaise with the Senior Treasurer and other college committees on financial matters concerning the JCR
 - g. assist the President with the day to day running of the JCR
 - h. carry out their duties as part of the College Union
 - i. carry out other duties determined by the JCR Committee in consultation with the Council of the College Union
 - j. deputise in the absence of the President
7. The Vice-President External shall:
- a. be an undergraduate member of the JCR
 - b. be voted for by all undergraduate members of the JCR
 - c. be voted for in the Executive election, in accordance with clause 28 of the Constitution
 - d. be responsible for the JCR's relations with external bodies, including the University and other colleges
 - e. liaise with the Alumni and Development Office, and other relevant college committees
 - f. assist the President in the day to day running of the JCR
 - g. carry out their duties as part of the College Union
 - h. carry out other duties determined by the JCR Committee in consultation with the Council of the College Union
 - i. deputise in the absence of the President
8. The Secretary and Academics Officer shall:
- a. be an undergraduate member of the JCR
 - b. be voted for by all undergraduate members of the JCR
 - c. be voted for in the Executive election, in accordance with clause 28 of the Constitution
 - d. act as a secretary of all JCR meetings and for all JCR administration, except where another member of the JCR Committee is nominated to do so
 - e. keep and publish minutes of the business of JCR Committee and Open Meetings
 - f. endeavour to keep the Constitution, the Job Descriptions document and the Policy File accurate and up to date
 - g. carry out their duties as part of the College Union

- h. liaise with the Senior Tutor, Directors of Studies and College Librarian, and act as a representative for all students on academic practice and any issues through the relevant committees
 - i. be responsible for communication with JCR members regarding any JCR business and University events, namely in the JCR weekly Newsletter
- 9. The Access Officer shall:
 - a. be an undergraduate member of the JCR
 - b. be voted for by all undergraduate members of the JCR
 - c. be voted for in the Executive election, in accordance with clause 28 of the Constitution
 - d. have particular responsibility for ensuring equal opportunities
 - e. be responsible for the promotion, sustainability, renewal and continuation of the JCR Access Policy
 - f. be responsible for liaising with University bodies regarding Access Policies cross-campus
 - g. liaise with the Senior Tutor, Admissions Tutor, and relevant committees, in order to ensure fair and representative access to the College
- 10. The Welfare Officers shall:
 - a. be undergraduate members of the JCR
 - b. comprise one officer who self-identifies as male or as non-binary, and one officer who self-identifies as female or as non-binary
 - c. be voted for by all undergraduate members of the JCR
 - d. be voted for in the General election, in accordance with clause 28 of the Constitution
 - e. be voted for in separate elections, with one being open to candidates who self-identify as male or as non-binary, and the other being open to candidates who self-identify as female or non-binary
 - f. have particular responsibility for ensuring the equal opportunities and the wellbeing of students
 - g. make available to all members of the JCR information relating to welfare provisions offered by the JCR Committee, College and any other relevant bodies
 - h. ensure the publication of the College Welfare Team office times
 - i. provide advice on welfare matters to all members of the JCR, and ensure the Welfare Library is well maintained and well stocked
 - j. liaise with Senior Members of the college on welfare matters
 - k. liaise with cross-campus organisations with special reference to welfare
 - l. provide advice and assistance to members of the JCR
- 11. The LBGT+ Welfare and Representative Officer shall:
 - a. be an undergraduate member of the JCR that self-identifies at LBGT+
 - b. be voted for by all undergraduate members of the JCR
 - c. be voted for in the General election, in accordance with clause 28 of the Constitution

- d. have particular responsibility for ensuring the equal opportunities and the wellbeing of students
- e. make available to all members of the LBGT+ community information relating to welfare provisions offered by the JCR Committee, College and all other relevant bodies
- f. ensure the publication of the College Welfare Team office times
provide advice and assistance on welfare matters to all LBGT+ members of the JCR, and ensure the Welfare Library is well maintained and well stocked
liaise with Senior Members of the college on affairs relating to LBGT+ students
- g. liaise with cross-campus organisations with special reference to LBGT+ students

12. The International Officer shall:

- a. be an undergraduate member of the JCR registered as a non-UK national (according to official College documentation)
- b. be voted for by all undergraduate members of the JCR not registered as UK nationals (according to official College documentation)
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. have particular responsibility for ensuring equal opportunities
make available to all members of the international community information relating to welfare provisions offered by the JCR Committee, College and all other relevant bodies
- e. provide assistance on international matters to all members of the JCR
liaise with Senior Members of the College on affairs relating to international students
- f. liaise with cross-campus organisations with special reference to international students
- g. provide advice and assistance to international members of the JCR, ensuring their needs are catered for within College

13. The Steward shall:

- a. be an undergraduate member of the JCR
- b. be voted for by all undergraduate members of the JCR
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. have particular responsibility for internal affairs
- e. have particular responsibility for all food and drink in College, and for representing the views of students through the relevant committees
- f. organise and advertise the sale of Guest Night tickets and other events
- g. liaise with the Catering Department and MCR Steward on all other relevant matters

14. The Accommodation and Facilities Officer shall:

- a. be an undergraduate member of the JCR

- b. be voted for by all undergraduate members of the JCR
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. represent the JCR to the Domus Committee
- e. liaise with the housekeeping department and other relevant bodies on accommodation issues
- f. be responsible for the management of the JCR Room
- g. be responsible for the organisation of other spaces as decided by college committees
- h. Have responsibility for communicating on behalf of the JCR with regards to the Ballot, rent and other matters pertaining to student accommodation

15. The Sports and Societies Officer shall:

- a. be an undergraduate member of the JCR
- b. be voted for by all undergraduate members of the JCR
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. have particular responsibility for internal affairs
- e. liaise with JCR Societies and assist with their coordination, publicity and promotion
- f. ensure that the JCR are kept informed of contacts, fixtures and results, via electronic publication of such information
- g. promote the use of College sporting facilities
- h. aid the First Year Representatives in organising the Societies' Squash in Freshers' week
- i. liaise between societies and QEnts regarding potential joint ventures

16. The First year representatives shall:

- a. be first year undergraduates at the time of election
- b. be voted for by all first year undergraduates at the time of election
- c. be voted for in the fifth week of Michaelmas term, in accordance with clause 22 of the Constitution
- d. represent the views of the first year undergraduates to the JCR Committee
- e. be responsible for organising, with the aid of the rest of the committee where appropriate, the running of Freshers' week
- f. organise the First Year Dinner
- g. continue to represent their year-group within College after their term on the JCR Committee expires, which includes deciding how best to organise and allocate responsibility for the annual year dinners.

17. The Computer Officer shall:

- a. be an undergraduate member of the JCR
- b. be appointed by the quorate decision of a JCR Committee Meeting
- c. be appointed in Lent term after the General Election has taken place
- d. aid in the day to day running of the Committee
- e. respond to the technical requests of the JCR

- f. be responsible for the upkeep of the JCR website
- g. generally provide assistance on computing to the JCR Committee

18. The Women's Representative Officer shall:

- a. be an undergraduate member of the JCR self-identifying as a woman or as non-binary
- b. be voted for by all undergraduate members of the JCR who self-identify as women or as non-binary
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. have particular responsibility for ensuring equal opportunities
- e. liaise with the Senior Members of the College on matters of concern to women, both individually and generally
- f. collect and distribute information relevant to female students
- g. liaise with cross-campus organisations and other relevant bodies regarding women's affairs
- h. provide advice and assistance to female members of the JCR

19. The Black, Minorities and Ethnic Officer shall:

- a. be an undergraduate member of the JCR self-identifying as BME
- b. be voted for by all undergraduate members of the JCR who self-identify as BME
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. have particular responsibility for ensuring equal opportunities, especially in access matters
- e. liaise with the Senior Members of the College on matters of concern to black, minority and ethnic students, both individually and generally
- f. collect and distribute information relevant to black, minority and ethnic students
- g. liaise with cross-campus organisations and other relevant bodies regarding black, minority and ethnic affairs
- h. provide advice and assistance to black, minority and ethnic members of the JCR

20. The Disabilities Officer shall:

- a. be an undergraduate member of the JCR
- b. be voted for by all undergraduate members of the JCR
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. have particular responsibility for ensuring equal opportunities
- e. liaise with the Senior Members of the College and Welfare team on matters of concern to disabled students, both individually and generally
- f. collect and distribute information relevant to students with disabilities
- g. liaise with cross-campus organisations and other relevant bodies regarding disabilities

- h. provide advice and assistance to JCR students with disabilities and health conditions which affect their life at university

21. The Environmental Officer shall:

- a. be an undergraduate member of the JCR
- b. be voted for by all undergraduate members of the JCR
- c. be voted for in the General election, in accordance with clause 28 of the Constitution
- d. be responsible for the running of the JCR recycling schemes in college
- e. represent the JCR to the Environmental Committee
- f. investigate and promote the use of environmentally friendly products within the college
- g. liaise with cross-campus organisations and relevant bodies on environmental issues
- h. Coordinate schemes to reduce the carbon footprint of the College

22. The QEnts President shall:

- a. be an undergraduate member of the JCR
- b. be voted for by all undergraduate members of the JCR
- c. be voted for in the Executive election, in accordance with clause 28 of the Constitution
- d. have particular responsibility for running QEnts
- e. represent and hold ultimate responsibility for the administration of QEnts
perform a termly review of QEnts to the JCR Committee

23. Members of the JCR Committee shall engage with their equivalent MCR representatives and ensure that their provisions account for the needs of the wider College population, where appropriate.

Queens' JCR Entertainments Subcommittee

24. There shall be a Queens' JCR Entertainments Subcommittee, otherwise referred to as QEnts. This shall:

- a. inherit the assets and property of the entity known as QEnts
- b. attempt to cater for members of the JCR in providing entertainments, including, but not limited to, bops
- c. be independent of the JCR Committee with respect to day-to-day running of events
- d. consult with the JCR Committee in advance about all planned events

25. QEnts shall have independent finances and assets from the JCR Committee. The JCR President and JCR Vice-President Internal and Treasurer shall have the right to access and examine the QEnts accounts at their discretion.

26. Signatories to the QEnts accounts must include the QEnts President, the QEnts Treasurer and the JCR Vice-President Internal and Treasurer, and any others whom the current subcommittee believe are appropriate.
27. QEnts shall have the following positions:
 - a. President – as defined in clause 21
 - b. Vice-President – responsible for assisting the President, and organising bar events
 - c. Secretary – responsible for taking minutes at each meeting and distributing them to the rest of the QEnts subcommittee, and for organising workers at each bop
 - d. Treasurer – responsible for the upkeep of the QEnts accounts, and paying any relevant parties
 - e. Decorations – ordering and planning the decorations at each event
 - f. Acts – arranging entertainment for each events
 - g. Publicity – designing and printing publicity posters, events cards etc
 - h. Technical Director – leading a team in production and stage management at events
28. The QEnts subcommittee members (with the exception of the QEnts President) shall be selected by the incoming QEnts President, the outgoing QEnts President and the incoming JCR President, all with one vote each. Members of the JCR Committee and previous members of QEnts may attend.
29. The Technical Director should also be appointed by the consensus of all current Queens' College technicians, and must have passed their Tec 1 proficiency test.
30. The MCR Committee representative will be chosen by the MCR President, with the QEnts President and the JCR President having a veto power.
31. QEnts may advertise events in Queens' College to Queens' College members only, and may not use publicly viewable spaces for advertising such events.
32. Proposed changes to the form of the QEnts subcommittee must be agreed by the JCR Committee.
33. The JCR Committee and QEnts subcommittee shall jointly draw up a document entitled 'QEnts Code of Practice.'
 - a. This document must be specific in determining what is and what is not acceptable with regard to any posters, names of events, descriptions of events and term cards
 - b. This document must be ratified by a vote of the JCR Committee, becoming a matter of JCR Policy, to be re-considered every two years
 - c. Should the JCR Committee decline to ratify the document, QEnts may call an Open Meeting to dispute this, the decision of which shall be final.

34. Any event and material for events (including names and descriptions of events, posters and term cards) can be vetoed by a majority vote of the JCR Committee.

Membership of College Committees

35. The JCR Committee will provide members for the following College Committees:
- a. Governing Body
 - b. Chapel Committee
 - c. Steward's Committee
 - d. Domus Committee
 - e. Library Committee
 - f. Donations Committee
 - g. Safety Committee
 - h. Any other committee as requested by the Governing Body

Election procedures

35. Canvassing may be in person or through private social media (including statuses, posts, and no more than one event).
37. The returning officers may rule certain JCR social media spaces off-limits to canvassing.
38. Manifestos may not contain links to external media.
39. Posters or other written campaign material should not substantively expand on the manifesto distributed under clause 36, as judged by the returning officers.