

SOMERVILLE COLLEGE, OXFORD

Junior Common Room

CONSTITUTION

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ARTICLE A: General

Cl. 1: Membership

All eligible undergraduate Student Members of the College, as defined in Article G Clause 1, shall be full members of the JCR, as shall all other persons whose subscriptions are accepted by the JCR.

Cl. 2: General aim

The JCR shall exist to promote the interests of its members and of the student community of the College collectively.

Cl. 3: Specific objects

The specific object of the JCR shall be the representation of the collective membership to other relevant bodies and the general promotion of their welfare.

Cl. 4: Equality

The JCR shall not tolerate discrimination against its members on any grounds, including but not limited to race, gender, religion, nationality, national origin, colour, sexual orientation, disability, HIV status, and political beliefs.

Cl. 5: Affiliation

In furtherance of its representative aims, the JCR shall be affiliated to the Oxford University Student Union (Oxford SU) and to the National Union of Students (NUS), and also to such other bodies as may be determined from time to time in accordance with this Constitution.

It is a function and a duty of all Officers of the JCR, always to act in accordance with this Constitution, and in a manner most consistent with the objects and democratic principles of the JCR as laid down in this Constitution and in JCR Policy.

ARTICLE B: JCR Meeting

Cl. 1: Exclusive powers

Except as provided herein, the JCR Meeting shall have the sole power to:

1. Determine JCR Policy;
2. Amend this Constitution;
3. Affiliate the JCR to, or disaffiliate the JCR from any external organisation;
4. Remove from Office any Officer of the JCR.

Cl. 2: Quorum

The Quorum for each JCR Meeting, Ordinary or Emergency, shall be 15 members, 10 of which should not be in the JCR Committee. In the event that an Ordinary JCR Meeting is inquorate, that JCR Meeting will be cancelled.

Cl. 3: Interim Power & Restrictions

Executive shall be given interim power to run the necessary affairs of the JCR during the period between that meeting cancelled under the preceding clause and the next scheduled Ordinary JCR Meeting, subject to the restrictions laid down herein.

The Interim Power of the Executive under the preceding clause above shall be restricted as follows:

1. No new Policy shall be initiated nor any expenditure made which is not necessitated by previous resolutions of the JCR nor in line with the normal routine operation of the JCR, except where imperative to ensure the compliance of the JCR with legal requirements and/or the avoidance of legal action against the JCR;
2. The Interim Power may be exercised only by two-thirds vote of the Executive.
3. No decision shall be implemented in the event that a petition of 20 members against the said decision is received by the President, in which case an Emergency JCR Meeting shall be convened in the normal manner to resolve the issue, the objection lapsing if the said Meeting is inquorate;
4. The Interim Power shall not be exercised for more than four weeks in succession, unless by unanimous resolution of the Executive a Referendum is held, in which Referendum a two-thirds vote in favour of the continued exercise of the Interim Power is received.

Cl. 4: Conduct of Voting

Voting in JCR meetings shall be by secret ballot. No person shall be entitled to vote by proxy; nor shall any person not present in the Meeting at the initiation of a vote be entitled to participate in that Vote. The conduct of any Vote shall not be interrupted by any Quorum Count or other Procedural Motion.

Cl. 5: Required majorities

1. All matters put to a vote shall require at least fifteen votes in favour, and more votes in favour than in opposition. An abstention is not a vote in opposition.
2. In the following cases, there shall be at least twenty votes required in favour, and a two thirds majority of the voting Quorum in favour of the motion. In these cases, an abstention is not a vote in opposition but remains to be counted within the voting Quorum:
 - a. Motions of No Confidence
 - b. Emergency Motions
 - c. Motions to overturn a Ruling of the Election Tribunal
3. In the following cases, there shall be at least thirty votes in favour, and a three quarters majority of the voting Quorum in favour of the motion. In this case, an abstention is not a vote in opposition but remains to be counted within the voting Quorum:
 - a. Amendments to the Constitution
 - b. Any motion authorising expenditure of equal to or over £1000, or cumulative expenditure of equal to or over £1000 granted to one single person or group (over the course of one academic year.)
4. Any motion requiring that money be withdrawn from the reserves must pass with a majority of three quarters of those present and voting in favour.

Cl. 6: Referendums and Designation of Sovereign Authority to Referendum

In the event that the conditions for 3. or 4. in the preceding clause are not met but the motion has achieved a simple majority, a referendum shall instead be called with the consent of the proposer of the Motion, requiring at least 100 votes to be cast, and a simple majority.

1. The JCR may, by simple majority, vote in favour of a Procedural Motion to that effect and refer any substantive Motion to a Referendum. This shall be resolved by simple majority, with a minimum of 100 votes.
2. In the event that, within 48 hours of the close of a JCR Meeting, a petition is submitted to the President signed by 30 members requesting a Referendum on a specified substantive Motion, as passed or defeated, at that Meeting, a Procedural Motion under (CL. 5.1) above shall be deemed to have been passed in regard to that Motion in whatever form it was finally passed or defeated, as the case may be; or, if so specified in the said petition, on that Motion in the form in which it was originally submitted.
3. Any referendum shall be deemed to carry the authority of a JCR motion.
4. An indicative poll may be carried out in the same way but shall not be binding.

Cl.7: MCR members

MCR members are prohibited from attending JCR meetings.

ARTICLE C: Officers

Cl. 1: President

The President shall be the Principal Officer of the JCR and its sole major Officer in the meaning of the Education Act 1994.

Cl. 2: Vice-President and Executive Officers

There shall be six Executive Officers, specifically:

1. Vice-President
2. Treasurer
3. Secretary
4. Two Welfare Officers, one under each of the designations "Men and Gender Minorities" and "Women and Gender Minorities"
5. Domestic Officer

Cl. 3: Executive functions

1. The President and Executive Officers shall all be Trustees and together constitute the Executive of the JCR, which shall collectively be responsible for the administration of the JCR in accordance with this Constitution and for the implementation of JCR Policy.
2. The Executive shall have the power to appoint committees and subcommittees under the relevant clause in this Constitution.
3. The Executive shall be responsible for distributing awards and grants as appropriate and necessary.
4. The Executive must invite relevant members of the JCR Committee to their meetings when the meeting is about an issue that is of relevance to a particular Officer's remit. This is stressed when the issue is one that affects a minority group.

Cl. 4: Committee: Composition & functions

There shall be a JCR Committee consisting of:

1. JCR Executive
2. JCR Returning Officer
3. Access and Admissions Officer
4. Charities Officer
5. Environment and Ethics Officer
6. Academic Affairs and Careers Officer
7. Disabilities Officer
8. Four Entertainments (Entz) Officers
9. Two BAME Officers
10. Arts Officer
11. Freshers' Week President and First Year Officer
12. International Students' Officer
13. IT and Communications Officer
14. Two LGBTQ+ Officers
15. Women's Officer
16. Sports Officer
17. Terrace Officer
18. Keeper of the Slinky

The Committee shall be responsible for ensuring that the Executive fulfils its functions as laid down above and for advising the Executive, individually and collectively, on the administration of the JCR.

The committee must also update the JCR regularly on issues relating to their area, items they have been mandated to do, and other communications with college.

The President will be elected in Week 5 of Trinity Term, however will 'shadow' the existing President until their respective initial examinations are conducted. The President-Elect will then assume the full role on the conclusion of said exams.

ARTICLE D: Elections

Cl. 1: Franchise

1. Except for those set out below, all members shall be entitled to vote in all elections subject to the Regulations set out herein:
 - a. LGBTQ+ Officers
 - b. BAME Officers
 - c. Disabilities Officer
 - d. International Students' Officer
 - e. Women's Officer

For the election of the officers identified at clause 1.1(a) - (e) above, a "conscience clause" shall be included on the ballot, whereby those sections of the ballot shall be sectioned off, and the following text shall be included: "Only vote in this election if you self identify as [a member of the relevant group]"

2. In each Election, all members shall be entitled, subject to the regulations laid down herein, to stand for election; anyone identifying as a cis-man shall be entitled to stand for Men and Gender Minorities Welfare Officer, anyone identifying as a cis-woman shall be entitled to stand for Women and Gender Minorities Welfare Officer, and anyone identifying as trans or any other gender minority (i.e. not a cisgender man or woman) shall be entitled to stand for either position.
For the positions of LGBTQ+ Officer, BAME Officer, Disabilities Officer, International Students' Officer, and Women's Officer, only people who self-define as a member of such groups shall be eligible to stand.
3. It is a condition of eligibility for any office named in this constitution that a Member shall be available in person to discharge the role for which they are standing for election for the full duration of the term to which they are elected.

Cl. 2: Motions of Censure or No Confidence against Officers elected under a conscience clause

Any Member may bring a Motion of Censure or No Confidence against the LGBTQ+ Officer, BAME Officer, Disabilities Officer, Women's Officer or International Students Officer, but only Members that self-define as members of the appropriate group may vote. Voting in such cases shall be by secret ballot.

Cl. 3: Electoral Review

Where the Governing Body is concerned that the Electoral Procedures of the JCR may be being improperly conducted, an Electoral Review Committee, composed in the same manner as the Constitutional Review Committee, shall be convened. The Committee shall review the Electoral arrangements of the JCR in general, and such elections as it may see fit, and shall present its Report to the Governing Body. Thereafter the same procedures as laid down above for the Report of the Constitutional Review Committee shall apply.

Cl. 4: Special Conventions for Running for President and Treasurer

Any candidate running for election to President or Treasurer must seek the written permission of an academic tutor, preferably their personal tutor or point of most frequent academic contact. This permission is to be emailed to the Senior Tutor prior to the submission of a manifesto. Failure to do so may incur an Electoral Review conducted by Governing Body.

ARTICLE E: Miscellaneous Procedures

Cl. 1: Budgetary Arrangements

1. The financial year of the JCR shall be the Academic Year.
2. The Treasurer shall prepare a Budget of all ordinary income and expenditure for the forthcoming Financial Year which they shall submit for approval to the Full Committee, and thereafter to the second JCR Meeting of Michaelmas Term.
3. The Treasurer shall prepare an amended Budget of all ordinary income and expenditure for the ongoing Financial Year which they shall submit for approval to the Full Committee, and thereafter to the last JCR Meeting of Trinity Term.
4. In the event that the Treasurer and Executive cannot reach agreement under either of the two preceding Clauses, the Treasurer's draft of the Budget shall be proposed to the said JCR Meeting, and with it an Amendment to that Motion to alter that Budget in the manner desired by the majority of the Executive.

Cl.2 Nature of the JCR Budgets

The nature of the JCR budgets are as follows:

1. The New Motions budget is money given to the JCR by the college each year, for the purpose of funding the JCR's ordinary running expenses. This includes the funding of JCR societies and endeavours which benefit the JCR body. The new motions budget is to be announced in the Treasurer's budget at the start of the year.
2. The JCR Reserves is the culmination of the budgeted money that is unspent at the end of each year. This money is held by the college, not the Treasurer. It can be used by the JCR to supplement their running expenses, or fund large purchases. It should be voted on with consideration given to the financial future of the JCR.
3. When motioning for funds, JCR members may consult the Treasurer on which budget would best suit the needs of the motion. This will be dependent on how much money is available in the New Motions budget at the time of the motion. In general, if an expense is considered ordinary or minor, it should be taken from New Motions.

Cl. 3: Notices of Affiliation

The Treasurer shall present Notices of Affiliation in accordance with their mandate, giving details of all organisations to which the JCR is affiliated at the time in question and of all payments made to such organisations in the course of the preceding twelve months, specifying in the case of each payment whether it was a subscription payment necessary for affiliation or a voluntary contribution.

Cl. 4: Right of Complaint

Any member feeling dissatisfied in their dealings with the JCR, or any student member of the College having opted out and feeling themselves to have been unfairly disadvantaged by the JCR as a result thereof, shall have the right to initiate a Complaints Process by submitting to the President a letter of complaint detailing their specific grievance(s) and requesting the initiations of the Complaints Process. The Complaints Process is laid out in Article L.

Cl. 5: Ratification of Constitutional Amendments

The President shall present each Amendment to this Constitution to the next Meeting of the Governing Body for Ratification, and each such Amendment shall take effect immediately upon the receipt of such Ratification. Once such Ratification is obtained, the President shall email this to all JCR members. The Treasurer shall similarly email once such Ratification is obtained for each Budget and Amended Budget.

Cl. 6: Quinquennial review

At least every five years, a Constitutional Review Committee shall be convened which shall consist of the President as Chair and up to six persons nominated by the Executive. The Committee shall review the text of the Constitution and the Constitutional arrangements of the JCR in general, and shall present its Report to the Governing Body, which shall then make to the Constitutional Review Committee such recommendations as it may see fit. When agreement between the CRC and Governing body is reached, the proposed changes shall then be proposed to a General meeting of the JCR in the same or subsequent academic term.

Cl. 7: Temporary Bodies

The JCR Meeting may create temporary Committees, and the Executive may create temporary Working Parties, which in either case shall have a specified function and shall report within no more than one year to the Executive and a JCR Meeting on their work, and which shall cease to exist no more than one academic year after their creation unless either extended for a further year by a JCR Meeting or given permanent existence by virtue of incorporation within this Constitution.

Cl. 8: Petty Cash

The Treasurer shall obtain the approval of the Executive for any Petty Cash Arrangements.

Cl. 9: Honorary Membership

The JCR Meeting may by simple majority elect any person to Honorary Membership of the JCR. No such person shall, by reason of such membership, be construed as being within the meaning of the term "member" or "membership" within this Constitution except where expressly stated to the contrary. Honorary Members shall have the same Speaking Rights as full members at all JCR Meetings. Any Honorary Member may resign from that membership by sending to the President a letter to that effect.

Cl. 10: Requests for Funding

Requests for funding, other than that incurred by the JCR in the normal course of its operation and/or that incurred by Officers in the normal course of their duties, shall require approval from a JCR Meeting.

Cl. 11: Master Copy

The IT officer shall maintain a Master Copy of this Constitution, copies of which will be given to any member within 24 hours of the receipt by the Secretary of a request to that effect. The Secretary is responsible for ensuring that there is an up-to-date copy of the Constitution on the website reflecting all changes no more than two weeks following the adoption of any amendments.

Cl. 12: Religious Celebrations

No celebrations of a religious nature shall take place under the auspices, or with the financial support of the JCR.

Cl. 13: Governing Body Approval

The Governing Body of the College shall be required to approve any and all amendments to this Constitution, and no such amendment shall come into force until such a time as it has been approved by the Governing Body.

Cl. 14: Official JCR Societies

For a student society to formally be recognised as a JCR society, enabling it to apply for funding from the annual budget, it must submit a motion to an ordinary meeting of the JCR for approval. Normal quorum rules apply, and a simple majority is required. Non-recognised societies may request funding through the new motions budget. The society will only be granted funding from the JCR provided that the society undertakes to advertise all events on the JCR Facebook noticeboard for a period of 1 year from date of the decision granting the funds and to hold at least one event in facilities at Somerville.

JCR societies must have a committee consisting of at least a President, and should they have a budget, a Treasurer, in order to maintain formal recognition of society status by the JCR. The list of Presidents and Treasurers is to be kept by the JCR Secretary and Treasurer and it is the responsibility of the societies' Presidents to ensure this list is kept up-to-date by notifying the Secretary of any changes.

Cl. 15: Official JCR Statements

1. All factual assertions contained in JCR statements must be accompanied by citations and JCR statements must be provided to the Comms team for review prior to release.
2. No JCR statement can be released without approval by majority vote at a JCR meeting.

ARTICLE F: Interpretations**Cl. 1: Interpretative Power**

The JCR Returning Officer, being elected by the JCR and being independent of the Executive and full committee, shall be the sole interpreter of the Constitution.

Cl. 2: Binding authority of the Returning Officer

The interpretations of the Returning Officer issued by their Ruling shall be binding and permanent, subject to the right of the JCR Meeting by the rules as laid down herein to overturn any such Ruling, or to pass an Amendment to the Constitution contradictory to any such Ruling. Any Ruling which interprets specific provision of the Constitution shall be void in the event that that provision or any part thereof is amended in accordance with this Constitution.

Cl. 3: Existence of anomalies

The Returning Officer shall issue a Ruling in interpretation of any anomaly in the Constitution where it has been established that such an anomaly exists and requires interpretation. The said criteria shall be deemed to have been fulfilled when so specified by any of the following:

1. The Returning Officer
2. The President
3. The Executive
4. The Sub-committee/Committee
5. Any 10 members on written petition to the Returning Officer specifying in whichever case the particular anomaly that is believed to exist.

Cl. 4: Issue of Rulings, Objections

When the criteria are thus fulfilled during the course of a JCR Meeting the Returning Officer shall issue their Ruling immediately. Otherwise, they shall ordinarily not do so until the start of the next Ordinary JCR Meeting, except where they,

or the Executive by two-thirds vote, consider the matter of such urgency as to require the immediate issuing of a Ruling. In any case the full text of the Ruling should be read at the next Ordinary JCR Meeting. In the event that the Returning Officer has ruled outside a JCR Meeting, the provisions for objections to the exercise of the Interim Power by the Executive shall Apply.

Cl. 5: Hypotheses

Nothing in this Constitution shall require the Returning Officer to rule on any hypothetical or contingent interpretations of the Constitution.

Cl. 6: Transfer of interpretative power

Where a Ruling is requested as to the extent of the powers of the Returning Officer, all references above to the Returning Officer, except in Clause 3.1, shall be deemed to be the President.

ARTICLE G: Membership

Cl. 1: Rights of membership

A Member of the JCR is defined as a member of Somerville College currently studying for an undergraduate degree . Members have the right to attend, speak, propose motions, and vote at all JCR Meetings. Subject to Article D above, Members have the right to stand for election to any office of the JCR.

Cl. 2: Opting Out

1. Any JCR member may opt out of that membership by formally notifying the President, no later than Friday of 1st Week of Michaelmas Term, and upon receipt of this, shall cease to be a member.
2. Any person, having thus opted out, shall not be eligible to return to membership of the JCR within one academic year
3. of having opted out, being eligible to return thereafter by, and upon, notifying the President.

ARTICLE H: Meetings

Cl. 1: Frequency

Four Ordinary JCR Meetings shall be convened in each academic term. No more than fourteen days shall elapse between one Ordinary JCR Meeting and the next, in any one term, and meetings shall take place on Sunday evenings.

Cl. 2: Emergency JCR Meetings

An Emergency JCR Meeting shall be convened within seven days of:

1. Resolution of the Executive or of the Sub-committee/Committee, to that effect;
2. A request signed by at least 30 members, to that effect; specifying in either case the specific motion or motions which shall be the sole item(s) of business at the said Emergency JCR Meeting.

Cl. 3: Motions

A motion must be proposed by one member of the JCR and seconded by another member of the JCR. The Secretary may at their discretion accept a motion after the deadline for motions to be submitted, but not after the agenda has been distributed.

Cl. 4: Notice for Meetings

The JCR Secretary shall give notice of each JCR meeting, ordinary or emergency, at least 48 hours before the meeting takes place, specifying the time, venue and deadline for motions to be submitted.

Cl. 5: Motions Deadline

In order to be deemed to have been validly submitted to any Ordinary JCR Meeting, a Motion must, except as provided herein, be proposed by one full member of the JCR and seconded by another full member of the JCR, the full text of the Motion being submitted to the Secretary by midnight on the day prior to the meeting. The Secretary has discretion to accept a motion after the deadline has passed.

Cl. 6: Absence of Proposer

A Proposer and Secunder must be present for a motion to be discussed. If the original proposer/secunder are absent, new ones may be found at the discretion of the Returning Officer.

Cl. 7: Agenda

The Secretary shall prepare an agenda for each JCR meeting, which must be distributed to its members by appropriate means at least four hours prior to the Meeting.

Cl. 8: Amendments

During the consideration of any Motion at an Ordinary JCR Meeting any member may propose any Amendment to that Motion, provided at the discretion of the Returning Officer that the Amendment proposed remains within the broad spirit of the Motion originally proposed, relates to the same substantial subject matter as the Motion originally proposed, and is not of such importance as to require submission as a separate Motion with due Notice. In any event, the proposer of the Motion must consent to the Amendment and the Returning Officer must state in their own words the text of the Amendment.

Cl. 9: Order of Business

The Order of Business at each Ordinary JCR Meeting shall be:

1. An explanation from the Returning Officer of the order of the Meeting.
2. Progress on motions passed in the last JCR meeting from the relevant Officer/s or Members.
3. Reports of the President and Executive.
4. Reports of other office-holders wishing to make such Reports.
5. Motions of Censure or No Confidence in persons holding JCR office.
6. Motions to amend the Constitution
7. Motions to authorise JCR Expenditure
8. Any Other Business. The Returning Officer has ultimate discretion over the above order, and may amend it as they see fit, in consultation with the JCR Secretary.

Cl. 10: Order of Discussion

The Order of Discussion on each Motion, except as provided herein, shall be:

1. Speech by the Proposer.
2. Speech in Direct Opposition by a volunteering member chosen by the Returning Officer.
3. Relevant Short Factual Questions to the Proposer or to the Returning Officer.
4. General Discussion including consideration of any Amendment(s) validly proposed. Discussion of each Amendment above shall take the same format as for the discussion of a Motion, except that it shall be deemed to be passed unless there is any opposition.

Cl. 11: Conclusion of Discussion

Discussion as above shall continue until either:

1. No member wishes to speak; or
2. No member who has not already spoken wishes to speak, and the Returning Officer rules that discussion will end;
3. A Move to a Vote is passed as laid down herein;
4. The Returning Officer, using their discretion, decides to move to a vote.

Cl. 12: Permitted and Prohibited Remarks

The Returning Officer shall permit no remark that is not relevant to the specific substantive Motion, substantive Amendment, or procedural Motion under discussion. During Debate, the right of all members to express their opinions shall be respected, and the Returning Officer shall tolerate no personal attacks or defamatory remarks. The Returning Officer shall have sole discretion to determine the order of speakers. The Returning Officer shall not participate in debate, except on a matter of procedure.

Cl. 13: Guest Speakers

Guest speakers may participate in a JCR meeting under discretion of the Returning Officer and the Executive, but will under no circumstances have voting rights.

Cl. 14 Failure to Attend

1. In the event that a Committee Member fails to attend or send apologies for 3 meetings in a term (JCR, Committee or Exec), an Executive Motion of Censure may be submitted to the next JCR Meeting.

2. If any member of the Committee fails consistently to attend any required meetings, or otherwise appears to be neglecting to fulfil their duties, then the Executive may, by majority decision, call that Committee member to explain themselves before the Executive. After such a meeting, the Executive may at its discretion, submit a Motion of No Confidence to the next JCR Meeting. In the event that two Motions of Censure are passed against any person holding office under the JCR, the Executive shall be required to submit to the next Ordinary JCR Meeting a Motion to have No Confidence in that Person.

Cl. 15: Authority of Returning Officer: Points of Order

The Returning Officer shall be responsible for the direction of the procedure of all JCR Meetings, subject to the provisions of this Constitution. Any member present may raise a question as to the proper conduct of a Meeting, or challenge the Returning Officer's direction of the Meeting, on a Point of Order, which shall take precedence over all other matters, except that no Point of Order shall be raised during a Speech unless it relates to the conduct of that Speech, or during a Vote unless it relates to the conduct of that Vote.

Cl. 16: Procedural Motions

1. The conduct of Meetings shall be subject to Procedural Motions, which any member present may propose on a Point of Order at any time other than during a Speech or a Vote.
2. Discussion of all Procedural Motions shall be limited to a Speech by the Proposer in favour of the Motion and one speech in Direct Opposition to be given by a volunteering member selected at the discretion of the Returning Officer. There shall be the following Procedural Motions in the following cases:
 - a. That the Meeting have No Confidence in the Returning Officer;
 - b. That a specified Ruling of the Returning Officer be Overturned;
 - c. That the Meeting be adjourned for a specified time and/or to a specified place.
 - d. That the Meeting Move to End Debate on (and Vote on) the Motion or Amendment under consideration;
 - e. That the Meeting not consider further a specified Motion or Amendment;
 - f. That Voting on the Motion or Amendment under consideration be by Secret Ballot;
 - g. That a Vote be re-counted.
 - h. That further consideration of the Motion or Amendment under consideration be deferred until the next Ordinary JCR Meeting.

Cl. 17: Removal of a Returning Officer

Motions of No Confidence in the Returning Officer may be proposed as Procedural Motions and shall not be subject to the normal deadline for the submission of Motions of No Confidence; but such a Motion, if proposed as a Procedural Motion, shall take effect only until the end of the Meeting in which it was passed unless such a Motion is passed again against the same person at a subsequent meeting.

Cl. 18: Required Transfer of Returning Officer

During consideration of Motions of No Confidence in the Returning Officer, and of Motions to Overturn a Ruling of the Returning Officer, the Returning Officer shall pass from the Returning Officer to the President or, if they are the proposer of the Motion in question, to the Vice-President; except that the Returning Officer shall not be obliged to pass the Returning Officer in the case of a Motion to Overturn a Ruling of a previous Returning Officer.

Cl. 19: Voluntary Transfer

In the event that the Returning Officer wishes to participate in the debate of any Motion other than a Procedural Motion, they shall pass the Returning Officer to a member of their choosing. The preceding two Clauses shall take precedence over this Clause.

Cl. 20: Emergency Motions

An Emergency Motion is a motion presented in a JCR Meeting without having passed through the procedural requirements. It is a special mechanism used to quickly consider and resolve matters of urgency. It is the Returning Officer, in consultation with the Executive, that shall consider whether the motion should be allowed to be brought forward. No Emergency Motion shall be proposed to amend the Constitution

ARTICLE I: Officers and Their Duties

Cl. 1: Executive meetings

The Executive shall meet during term and the meeting shall be chaired by the President or, in their absence, by the Vice-President. The Quorum for any Executive Meeting shall be 5, one of whom being the President or Vice-President. Minutes of all Executive Meetings shall be taken and distributed by the Secretary.

Cl. 2: Committee meetings

The Committee shall meet at least once per fortnight in term time. The same arrangements laid down under Cl. 1 above for Chairing and Minuting of Executive Meetings shall apply. The Quorum of the Committee shall be 15, one of whom being the President or Vice President.

Cl. 3: Attendance

All full committee members shall be required to attend all general meetings and committee meetings. The President and all Executive Officers shall also be required to attend all Executive Meetings. If a committee member cannot attend a meeting they must send apologies to the President.

Cl. 4: President

The President shall have overall executive responsibility for the general direction of the JCR, and in particular shall:

1. Have particular responsibility for liaison with the Principal, Bursar, Dean, Vice-President, Treasurer, Secretary, Governing Body, Development Office, SCR and MCR Members on everyday College issues, in consultation with relevant JCR Officers.
2. Be responsible for co-ordinating JCR campaigns concerning the internal affairs of the College.
3. Attend the Governing Body, Finance Committee, College Battels Negotiations and Travel Grants Committee.
4. Attend PresCom
5. Regularly consult and support JCR Officers through fortnightly committee meetings and assist them whenever necessary

Cl. 5: Treasurer: Duties as Treasurer

The Treasurer shall have ultimate responsibility for the financial affairs of the JCR and in particular shall:

1. Keep complete and accurate Accounts of all receipts and payments on the JCR Savings Account, available for inspection by any Member at 48 hours' written notice. The Treasurer will act in an auditing capacity over clubs and sports accounts, ensuring prompt payment.
2. Submit the Budget and Amended Budget during Michaelmas and Hilary Terms respectively to the JCR and then to the Senior Treasurer.
3. Supervise all Officers of the JCR in making expenditure, ensuring their broad compliance with the most recent budget.
4. Present Annual Accounts to the Senior Treasurer for audit in Michaelmas Term and then to the JCR for Ratification to the first Ordinary JCR Meeting for which they are available.
5. Ensure that no Budget or Amended Budget contains provision for a deficit after taking into account such transfers as may be proposed from the Savings Account, and that no illegal expenditure is authorised or made, having the right to rule any proposed expenditure unconstitutional under this Clause.
6. Present to Finance Committee the Budget and the Amended Budget and the Annual Accounts
7. Liaise with the College Treasurer, together with the President, on matters relating to the finances of the JCR, the finances of the College, and other matters relevant to their duties.
8. Liaise with the Domestic Bursar on matters relevant to their duties.
9. Attend Finance Committee, Ball Committee, and College Battels Negotiations.
10. Liaise with the Senior Treasurer over all items of expenditure as described in Article C, Clause 3.3.
11. Reimburse societies for their spending from the JCR account, only at the request of the relevant society's Treasurer or President.

Cl. 6: Vice- Presidential Duties and Functions

1. The Vice-President shall further assume the responsibilities of the President as may become necessary by reason of the President's resignation, temporary incapacity as determined by the President themselves, or removal from office; and in such circumstances shall have the right to redistribute the duties of the President among various Officers of the JCR at their discretion.
2. At the President's request, the Vice-President shall have the right, wherever reasonably possible in consultation with the executive, to act for, and with the full authority of the President. The President may delegate tasks to the Vice-President. As well as the above the Vice-President shall:
3. Attend Oxford SU Student Council and vote on behalf of the JCR.

4. Ensure that each Ordinary JCR Meeting is informed of major issues to be considered at the next Meeting of Council and of other major OU Student Union business.
5. Be responsible for organising college stash.

Cl. 7: Secretary

The Secretary shall:

1. Give notice of each Ordinary JCR Meeting via e-mail specifying the time and venue of the Meeting by 48 hours before the meeting. This should also include a request for motions for said meeting.
2. Prepare Agendas for JCR Meetings, e-mailing these to the JCR 4 hours before the meeting and circulating copies at the start of every meeting.
3. Take minutes of all JCR Meetings, Hustings, Committee Meetings and Exec Meetings, ensuring these are distributed appropriately.
4. Email weekly notices to all members of the JCR.
5. Email any motions authorising JCR expenditure, which have been passed in a JCR Meeting, to the Senior Treasurer.
6. Maintain a copy of the Presidents of College Societies and Clubs and publicise this at the start of the academic year via the Somerville JCR Noticeboard and via email to the entire JCR.
7. In conjunction with the IT and Communications Officer, maintain electronic copies of minutes and agendas from all Executive, Committee and General JCR Meetings in at least two locations in order for the existing collection to be added to in order to create institutional memory.

Cl. 8: Welfare Officers

The Welfare Officers shall:

1. Have responsibility for any welfare issues arising from the Room Ballot, and assist the Domestic Officer where necessary in the Room Ballot;
2. Provide welfare services to JCR members including provision of condoms, personal attack alarms, lubricants, and pregnancy tests, and be available for general welfare enquiries during Welfare Week in 5th week of each term and fortnightly Welfare Teas.
3. Have joint responsibility for organising welfare campaigns.
4. Make information on the JCR, its welfare services, and College life available to freshers alongside the Fresher's Week Officers
5. The Welfare Officers have the option to undergo peer support training either before or during their term as Welfare Officer.
6. Abide by all university and college confidentiality agreements they are subject to.
7. Follow college's policies on liaising with the deans on all relevant issues.
8. Have responsibility for organising Peer Supporters.

Cl. 9: Access & Admissions Officer

The Access & Admissions Officer shall promote fair access to both the College and the University, and in particular shall:

1. Be responsible for school visits and open days in conjunction with the College Secretary and Tutor for Admissions, and where possible be available to act as a point of contact for individual applicants and potential applicants.
2. Organise the student support system during interviews during their term in office, and assist the previous Access & Admissions officer with this process the term before they take office
3. Organise the College parent scheme for freshers.
4. Be the College contact for all university wide admissions and equal opportunities schemes.
5. Serve as a member of the college and JCR Equalities Committees, as outlined in Cl. 32, attend the committee meeting if and when they are convened.
6. Serve as a member of the College Education Committee.
7. Be responsible for the organisation of an Access Roadshow (funding permitted) and begin this process the term before they take office with the assistance of the previous Access and Admissions officer
8. Liaise frequently with the College Access and Outreach Officers, at least twice per term.
9. Be responsible for the upkeep of the JCR Access Instagram Page.
10. Be responsible for fundraising £1400 for the annual JCR Access roadshow.

Cl. 10: Academic Affairs and Careers Officer

The Academic Affairs Officer shall:

1. Facilitate, by means including Tutorial Feedback Surveys and Academic Feedback Sessions, identification of the academic concerns of the undergraduate community.
2. Communicate those concerns to College, in consultation with the President by means including the presentation of reports to Education Committee.
3. Provide advice to individual members on their particular academic concerns.
4. Advise JCR Meetings and the Committee on areas of particular concern within the field of Academic Affairs, and on appropriate responses to those concerns.
5. Attend Oxford SU Academic Affairs Committee
6. Attend Library Committee and be generally responsible for liaison with the Librarians.
7. Publicise the services offered by the Academic Affairs Officer using methods such as email.
8. Produce an electronic document at the end of their term of office explaining where students can find support for academic problems, and briefly explaining the procedures for changing tutors, appealing against disciplinary action, requesting a change of course, making special provision for exams, and any other matters that the Academic Affairs Officer may feel are relevant and useful and distribute this by email to students.
9. Liaise with the college development and alumni team to publicise and arrange events
10. Liaise with the University Careers Service to publicise useful opportunities.
11. Reach out to potential employers and alumni to host events for Somerville students
12. Publish information about funds and grant available to the student Body.

Cl. 11: Domestic Officer

The Domestic Officer shall:

1. Have overall responsibility for the fair and democratic administration of the Room Ballot liaising frequently with the Bursary.
2. Be responsible for matters relating to College accommodation, health and safety, College food, and the JCR televisions.
3. Liaise with the Bursary over College facilities.
4. Be responsible for liaison with the Bursary and with the Chef and Catering Manager on matters concerning College food and its quality or lack thereof.

Cl. 12: JCR Returning Officer

The JCR Returning Officer shall:

1. Chair all JCR Meetings subject to this Constitution.
2. Issue Rulings of Interpretation subject to this Constitution.
3. Be responsible for ensuring adequate publicity for all JCR Meetings.
4. Provide food at JCR Meetings.
5. Serve, subject to Article E below, as Returning Officer in all JCR Elections and Referendums.
6. Exist as a position independent of the Committee, in the interest of Neutrality.
7. Subject to reasonable exercise of their discretion, be responsible for choosing the method of voting for JCR motions.
8. Be responsible for booking the venue for JCR Meetings and JCR Committee meetings.

Cl. 13 Women's Officer

The Women's Officer shall represent the general views and concerns of female identifying members to the Committee and in JCR Meetings, and in particular shall:

1. Co-ordinate, in consultation with the Executive and subject to JCR Policy, campaigns to raise awareness of and take action on the particular challenges faced by women, in academia and in the wider world, and JCR involvement in such university or other campaigns organised by OU Student Union and/or other relevant bodies.
2. Give advice and support to any student who approaches her with a concern relevant to her officership.
3. Organise a termly event and provide support during Freshers' Week and Access & Admissions events where possible, including facilitating the running of consent workshops.
4. Serve as a member of the college and JCR Equalities Committees, as outlined in Cl. 32, attend the committee meeting if and when they are convened.
5. Orchestrate the provision of free menstrual products to the JCR, including pads, tampons and menstrual cups using the 'menstrual products' Budget.

Cl. 14: LGBTQ+ Officers

The LGBTQ+ Officers shall represent the general views and concerns of lesbian, bisexual, gay, transgender and queer members to the Committee and in JCR Meetings, and in particular shall:

1. Co-ordinate, in consultation with the Executive and subject to JCR Policy, LGBTQ+ related campaigns, and JCR involvement in such university campaigns organised by OU Student Union and/or other relevant bodies.
2. Give advice and support on sexuality and gender identity related matters to lesbian, gay, bisexual, transgender and queer members and to members who may be undecided as to their sexuality and/or gender identity.
3. Organise a termly event and provide support during Freshers'
4. Serve as a member of the college equal opportunities network, as outlined in Cl.32, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.

Cl. 15: International Students' Officer

The International Students' Officer shall:

1. Represent the general concerns of international members at JCR Meetings and to the Committee.
2. Liaise with the Welfare Officers in advancing the welfare interests of international students and the integration of international students in the life of the JCR and of the College as a whole.
3. Coordinate with OU Student Union International Students' campaign.
4. Serve as a member of the college and JCR Equalities Committees, as outlined in Cl. 32, attend the committee meeting if and when they are convened.
5. Coordinate with the Freshers' Week Officers with particular regards to international students.

Cl. 16: BAME Officers

The BAME Officers shall:

1. Represent the general views and concerns of ethnic minority students to the Committee and in JCR meetings.
2. Organise an event during Freshers' Week and at least one other cultural event during the year.
3. Regularly liaise with the Access and Admissions Officer and the International Students' Officer on matters pertaining to ethnic minority students.
4. Serve as a member of the college equal opportunities network, as outlined in Cl. 32, attend meetings of the network if and when they are convened, and liaise with the Equal Opportunities Fellow on all matters affecting equal opportunities properly addressed through college action or policy.
5. Serve as a member of the college and JCR Equalities Committees, as outlined in Cl. 32, attend the committee meeting if and when they are convened.

Cl. 17: Disabilities Officer

The Disabilities Officer shall:

1. Represent the general views and concerns of students with disabilities to the Committee and in JCR Meetings.
2. Organise or co-ordinate at least one substantial campaign around disabilities during the year.
3. Regularly liaise with the Access and Admissions Officer, the NUS Officer and the OU Student Union Welfare Officer.
4. Collate and provide information and resources for members with disabilities.
5. Serve as a member of the college and JCR Equalities Committees, as outlined in Cl. 32, attend the committee meeting if and when they are convened.
6. Attend DisCom meetings
7. Hold events for the undergraduate disabled community each year
8. Organise a Disabilities Awareness Workshop in Freshers' Week

Cl. 18: Entertainments Officers

1. The Entertainments ('Entz') Officers shall be responsible for organising regular social events within College for all members and in particular shall:
 - a. Organise Bops: Three in Michaelmas Term, two in Hilary term, and one in Trinity term. Entz must ensure that at all bops run by the JCR, all drinks excluding water are labelled to indicate their alcohol by volume (ABV) as a percentage or to indicate that they are nonalcoholic.
 - b. In consultation with the Dean and committee, organise a Garden Party in Trinity Term in years in which there is no Somerville Ball, a Finalists' Party at the end of the year and liaise with the President and Freshers' Week Officers for Freshers' Week.
2. Liaise, in consultation with the President, with the Dean on matters relating to their duties.
 - a. Ensure adequate publicity for entz is provided

- b. During the term between their election and coming into office, the incoming entz should assist the current entz in their duties

Cl. 19: Arts Officer

The Arts Officer shall promote the arts and culture in both the College and the University, and in particular shall:

1. Act as a point of contact for members of the JCR for matters concerning culture or the arts
2. Ensure that the arts societies of the college are functioning, and offer whatever support is possible on the behalf of the JCR.
3. Ensure the college maintains a vibrant artistic society through organising new events, maintaining established ones, and ensuring that the different societies of the college all interact fruitfully with one another.
4. Liaise frequently with the other Arts and Culture Officers across the University.
5. Organise a Somerville Arts' Week (the specific week to be agreed upon in liaison with the Decanal Office).

Cl. 20: Sports Officer

The Sports Officer shall:

1. Represent College sports clubs, within the JCR.
2. Maintain a copy of a list of the College sports' teams captains
3. Liaise with the Treasurer and the College Treasurer regarding the JCR's financial interest in the gym.
4. Report to the Executive and Committee on matters relating to the Gym.
5. Be the Chair of a Sports Day Organising Committee, if there is interest for the Sports Day to be held that academic year
6. Maintain a list of the sports inventory belonging to Somerville sports clubs
7. Award Sports Grants in consultation with the JCR Executive
8. Be responsible for maintaining and overseeing use of the JCR bikes, including but not limited to:
 - a) Registering the bikes with the porters in Michaelmas term;
 - b) Advertising for and collecting contract forms in Michaelmas and throughout the year;
 - c) Maintaining the online sign up-form, particularly updating it each term;
 - d) Checking the workings of the bikes at the beginning and end of each term, and replacing the helmets every other year;
 - e) Ensuring a maintenance kit, including allen keys and a pump, is always available in the lodge;
 - f) Being reachable by email, Facebook or other method to answer questions and help students with any bike-related issues.

Cl. 21 Charities Officer

The Charities' Officer shall:

1. Co-ordinate the termly donation of JCR charity contributions raised via battels, by:
 - a. Being responsible for advertising to members of the JCR the opportunity for suggesting charities to be supported, by the Wednesday before the meeting in which the charities will be chosen.
 - b. Supervising the choice of charities the JCR will support and the amount of the money they each will receive
 - c. Being responsible for ensuring payment to the selected charities, in particular liaising with and providing payment details to the Treasury.
 - d. Providing information and updates on the charities thus chosen to the members of the JCR
2. Deal with requests for support from charities and external organisations received by the JCR.
3. Have the discretion to coordinate Charities' Week in Hilary Term, to include organising the selection of a charity to be supported and heading the events committee.
4. Organise the Ghana Library Project each year, including fundraising and liaising with college and staff of the library
5. As the committee member responsible for RAG the Charities Officer shall also:
 - a. Organise RAG events within College.
 - b. Promote University-wide RAG events in College.
 - c. Liaise with other Officers in encouraging participation in RAG and other charitable activities.

Cl. 22: Environment and Ethics Officers

The Environment and Ethics Officers shall:

1. Co-ordinate a coherent strategy for recycling within College.
2. Liaise with the Bursary on the adoption of environmentally-friendly practices by the College and deal with the College's ethical concerns.

3. Provide information to members on environmental events and developments in Oxford.
4. Attend OUSU Environment Committee and Ethics Committee.

Cl. 23: IT and Communications Officer

The IT and Communications Officer shall:

1. Maintain and update the JCR website.
2. Liaise with the College IT Systems Manager on all matters concerning the provision and use of computers and computing accessories to JCR members.
3. Maintain the college's online presence through the use of Facebook, twitter, blogs and/or whatever other media they deem appropriate.
4. Live tweet each JCR Meeting.
5. Compile the Alternative Prospectus every three years in conjunction with the Access & Admissions Officer, unless they deem a sooner amendment necessary, and ensure the publication of an online version.
6. Maintain a Master Copy of this Constitution.

Cl. 24 Freshers' Week President and First Year Officer

The Freshers' Week President and First Year Officer shall:

1. Have ultimate responsibility for management of Freshers' Week;
2. Co-ordinate communications about Freshers' Week;
3. Liaise with the relevant College Officers concerning Freshers' Week, including the Junior Deans.
4. Coordinate the Freshers' Committee (consisting of the Freshers' President and the 3 Freshers' committee members)
5. Represent the general views and concerns of the First Year to the Committee and in JCR Meetings.
6. Liaise other officers where necessary.
7. Report to first years on JCR matters.
8. Produce freshers' packs at the start of Michaelmas Term

Cl. 25 Keeper of the Slinky

The Keeper of the Slinky shall:

1. Be responsible for taking care of the Somerville Slinky RON.
2. Manage RON's social media presence.

Cl. 26 Terrace Officer

The Terrace Officer shall:

1. Liaise with the Bar Manager on the management of the Bar.
2. Report to JCR Meetings on developments affecting the Bar.

Cl. 27: Accountability

The JCR Officers are ultimately accountable to the full meeting of the JCR.

Cl. 28: Handover

Each Committee Member shall be responsible for the maintenance of all materials relevant to the Office they hold and for ensuring the hand-over of those materials to their successor.

Cl. 29: Resignation

Any Committee Member may resign by notifying the Executive of that intention. The RO shall give Notice of a By-Election as soon as is possible in accordance with the Regulations laid down herein. Members of a slate may resign as individuals or as a whole slate, and a By-Election for an individual or a slate will take place as outlined above. If the Entz shall resign during Trinity Term, the incoming Entz, having been elected in Hilary Term, shall take office immediately. The resigning member should not leave office until a successor has been elected, although in exceptional circumstances, the Executive in consultation with the outgoing officer may find a temporary replacement.

Cl. 30: Entitlement to vacation residence

The President, Treasurer, and Welfare Officers shall each be entitled to one week per term full-board Vacation Residence to carry out their duties at the expense of the College.

Cl. 31: Senior Treasurer

There shall be a Senior Treasurer appointed by the Governing Body who shall ex officio be an Officer, but not a member, and who shall oversee the Treasurer's conduct of the financial affairs of the JCR. The Senior Treasurer shall act as a signatory on the JCR Current Account to ensure the legality of all transactions conducted by the JCR Treasurer, and shall have the power to veto JCR expenditure wherein it may be interpreted to contravene UK or European law. The Senior Treasurer will provide advice to the JCR Treasurer and report to Governing Body on request.

Cl. 32: Equalities Committee

1. There shall be a JCR Equalities Committee, consisting of the International Students' Officer, the BAME Officers, the Women's Officer, the Disabilities Officer, the LGBTQ+ Officers, and the Access and Admissions Officer;
2. The committee shall be chaired by the President, or in their absence, the Vice President;
3. The committee shall meet regularly at the discretion of the President, and at least once per term;
4. The committee shall be responsible for ensuring that the equal opportunities and rights for all students are always represented and maintained and any inequality or unfair practice is actively challenged

ARTICLE J: Elections

Cl. 1: Statutory Elections (Timing)

1. Statutory Elections for the members of the Committee shall be held in each term as follows:

Michaelmas Term:

- a. 3rd Week –Welfare Officer (women and gender minorities), IT Officer, Sports Officer, Class Officer
- b. 5th Week — Vice-President, Treasurer, Access and Admissions Officer, LGBTQ+ Officer, Arts Officer (1/2)

Hilary Term:

- a. 3rd Week - Environment and Ethics Officers, Terrace Officer
- b. 5th Week – Academic Affairs Officer, BAME Officers

Trinity Term:

- a. 1st Week - Domestic Officer, Disabilities Officer, Entz Officers, Secretary, Welfare Officer (men and gender minorities), Arts Officer (2/2)
- b. 3rd Week - President, LGBTQ+ Officer, Charities Officer
- c. 5th Week - Returning Officer, Freshers Week President and three freshers' week committee members, Keeper of the Slinky
- d. 7th Week - Women*s Officer, International's Officer, Suspended Students Officer

- 1.
2. A Statutory Election (along with the opening and closing of nominations and Hustings) may be postponed by no more than seven days where a motion is passed to that effect, Provided:
 - a. The opening of nominations has not already passed, or passes on the date of the meeting.
 - b. The RO communicates this postponement by email to the entire JCR within two days of the motion passing
 - c. The election in question is held by Friday 7th week.
3. The RO must ensure that elections take place no more than two days after hustings
4. The RO may, at their discretion, alter the scheduled timing of an election, but give an explanation for the altering.

Cl. 2: Secret Ballot, Alternative Vote

1. Each Statutory Election, and by-election for the same Offices, shall be conducted by a single separate secret ballot under the Single Transferable Vote system, as outlined in subsection (b), including Elections of more than one person to the same post in which individuals shall stand in groups.
2. In any election, voters will have the choice to vote for any candidate or candidates in order of preference. If any candidate has an absolute majority of first-placed votes (i.e. half or more of votes cast), that candidate shall be elected to that position. Where no candidate has a majority, the candidate with the fewest votes shall be eliminated, and their vote distributed to the candidate remaining in the election who is ranked highest on that voter's ballot. This process should continue until one candidate has a majority. This clause is subject to Article K Cl. 20.
3. In the event of a tie at any stage of the counting process, the winner will be the person who obtained the most votes in the previous count, followed by any previous counts in reverse chronological order.

4. If the above clause still yields a draw, then a coin shall be tossed, by the R.O. in the presence of the President and all tied candidates.

Cl. 3: Terms of Office

1. Officers elected in Statutory Elections shall take office at the end of the term of their election and shall serve for one academic year. The Entz team shall be an exception and shall take office at the end of the term after their election, unless elected after a resignation of the entire slate, in which case they shall take office immediately.
2. Where an Officer is not elected on the date specified by virtue of the Regulations for Elections, or where they are elected by a by-election, their term shall still terminate on the date on which it would have terminated had they been elected on the date specified.

Cl. 4: RON Option

In all Elections there shall be an option to Re-Open Nominations (RON).

Cl. 5: By-elections

Upon any Officer resigning their position, being removed by a vote of No Confidence, or ceasing to be a member of the JCR, a by-election shall be called. The opening of Nominations shall be within seven days of the Officer's termination of their position, and the timetable for the by-election shall be as specified for any other election.

Cl. 6: Running as an incumbent

1. Any incumbent JCR Officer may run for the same position again only once. They may therefore serve up to two consecutive terms in the position and are constitutionally barred from running as an incumbent more than once.
2. Serving up to two non-concurrent terms in the same position shall be permitted, however, seeking election for a third shall also be barred.

ARTICLE K: Regulations for Elections

Cl. 1: Implementation and Oversight

1. It shall be the responsibility of the Returning Officer (RO) to oversee the arrangements for all Elections and to implement the provisions of these Regulations.
2. There shall be an Election Tribunal as laid down herein to ensure that the provisions of these Regulations and of Article J above are properly implemented in College.

Cl. 2: Definitions

1. The term Statutory Elections refers to those elections required by Article J Cl.1 above.
2. A statement shall be deemed public if, in form or substance, it is intended to be encountered by more than 10 people.

Cl. 3: Notice

The RO shall give Notice of each Statutory Election by emailing a notice specifying the offices to be elected to and a summary (based on the duties listed herein) of the duties of those offices.

Cl. 5: Nominations

1. Any JCR member may nominate themselves as a candidate in any Election, subject to Article D above.
2. To nominate themselves a candidate must send an email from a university account, between the Opening and the Closing of Nominations set by the RO. This should be the name of the member and the post for which they wish to stand and indicating their agreement for records to be kept on them in compliance with the Data Protection Act.

Cl. 6: Slates and Joint Nominations

1. No joint nomination may be submitted for any one post.
2. No member may stand concurrently for more than one post
3. Members may not stand together for separate posts; except if:
 - a. the Election is for more than one person to the same office (e.g. Entz), where members may nominate together as a slate;
 - b. the slate comprises the same number as the number of persons to be elected to that post;
 - c. the members in question openly state their joint candidacy.

4. For the purposes of these Regulations, that joint candidacy shall be deemed a single candidate, and the candidates shall be deemed responsible collectively as a slate.
5. Any member of the JCR Committee may nominate themselves as a candidate in any Election subject to limiting factors mentioned elsewhere, provided that upon election, they do not hold more than two Committee positions simultaneously or more than one Executive position.
6. No person may hold the position of Returning Officer alongside any other committee position.

Cl. 7: Close of Nominations: List of candidates

1. At the Close of Nominations, the RO shall compile a list of candidates showing, for each office, the candidates in alphabetical order by surname.
2. Before noon on the day following the Close of Nominations, the list shall be emailed to the JCR.
3. Candidates shall appear on the ballot paper in the reverse of that order.

Cl. 8: Manifestos

1. By the Close of Nominations, each candidate shall be required to submit to the RO copies of a Manifesto, which shall include:
 - a. A photograph of the candidate
 - b. No reference to any other candidate, except in the case of joint candidacies.
2. No Manifesto for the Office of President shall exceed two sides of A4 or one side of A3, whilst no other Manifesto shall exceed one side of A4.

Cl. 9: Notice of Hustings

The RO shall ensure the posting of notices advertising Hustings via email and any other methods they see fit.

Cl. 10: Chair of Hustings

The RO or their nominee shall chair Hustings; in the absence of such a person, the President shall take the Chair.

Cl. 11: Attendance at Hustings

1. All candidates shall be required, except where they have satisfied the RO, the President or either Welfare Officer of their inability to fulfil the requirements of this Clause, to attend those Hustings.
2. Offices shall be husted for in ascending order of seniority. The order of Hustings for posts of equal seniority will be determined by the RO.
3. Candidates may nominate a proxy to speak on their behalf at hustings; they must inform the Returning Officer in advance.

Cl. 12: Order of Hustings

1. Candidates shall hust in the reverse of the order on which they have been drawn to appear on the Ballot.
2. In selecting the order in which candidates shall answer the questions put to them, the Chair shall rotate through the same order, on each question starting with the candidate listed after the candidate who was the first to answer the previous question.
3. No Voting shall take place at Hustings.

Cl. 13: Hustings Speeches

1. In each Husting, candidates shall speak for no more than 2 minutes, except that candidates for the post of President shall speak for not more than 5 minutes.
2. The Chair shall signal to each candidate when they are running out of time.

Cl. 14: Questioning

1. After candidates for an office have husted, members present shall be entitled to ask questions of the candidates.
2. Candidates may not ask questions of other candidates for the same post.
3. All questions should ideally be directed at all the candidates for that post and must be phrased to be equally answerable by all candidates; however, questions may be directed to one candidate only, provided that no two questions may be asked of the same candidate consecutively
4. Candidates' answers to questions must not exceed two minutes.
5. Anonymous questions may be asked, if placed in the RO's pigeonhole, or emailed to the RO, 24 hours before Hustings.

Cl. 15: Minutes of Hustings

1. The Secretary shall take full minutes of Hustings, including all speeches, questions, and answers, excluding such questions as may be disallowed by the Chair and any remarks contrary to any Electoral Offence listed below.
2. If the Secretary cannot take and/or publish minutes, responsibility shall fall to the Vice-President, unless they are a candidate, in which case discretion shall fall to the RO.

Cl. 16: Declaration of Result

Following the conclusion of all concurrent Counts, the RO shall email a Declaration of the Result of each Election specifying the number of Votes for each candidate at each stage of the Count and the name of the candidate elected.

Cl. 17: Absence of Nominations

1. If at the Close of Nominations no candidate is nominated in a Statutory Election or by-election, the RO shall re-open Nominations in that Election the following day. Nominations will remain open until midnight on the 7th day following the original Close of Nominations.
2. If a candidate is, or candidates are, thus nominated, the Electoral Process shall then continue as prescribed above.

Cl. 18: Election of RON

1. For the purposes of Counting, the option to Re-Open Nominations shall be treated as a candidate. In the event that RON is thus elected, the Returning Officer shall, Reopen Nominations on the Sunday following the initial election, the said Nominations remaining open until the 7th day following.
2. If a candidate is, or candidates are, thus nominated, the Electoral Process shall then continue as prescribed above. The election shall be held on the 4th day following the Closing of Nominations.
3. Notwithstanding the above, the RO may at their reasonable discretion rule, that Hustings shall be dispensed with, if all candidates in the second election stood in the first election. Any such decision shall be emailed with the List of Candidates. If a petition to the contrary signed by 20 members and placed in the RO's lodge pigeonhole and emailed to the President by midnight the following day it shall be Overturned.

Cl. 19: Electoral Offences

It shall be an Electoral Offence to:

1. Bribe, threaten, intimidate, or harass any member of the JCR or any other person in connection with any Election;
2. Interfere with the proper conduct of Hustings, disturb the proper conduct of any Count or otherwise obstruct the proper procedural conduct of any Electoral Process;
3. Publicly issue any printed or written canvassing other than specified in Cl. 8 above, or otherwise attempt to influence the outcome of any Election by means of any publicly issued printed, written, broadcast, or electronically disseminated material. The candidates running for Entz shall be an exception to this, subject to any publicly issued materials must follow the same rules regarding content as manifestos and hustings, and a spending limit of £5 per team.
4. Misuse any position held under the JCR, under OU Student union, under any other JCR/SU or under any other body in order to inhibit free and fair campaigning;
5. Remove, deface, or obscure any Notice issued under these Regulations or any Manifesto displayed in accordance with these Regulations;
6. Disseminate in any form (including but not restricted to printed, written, oral, or electronic form) any false, deliberately misleading, defamatory, malicious, slanderous, or illegal statements and/or material in relation to any Electoral Process or any candidate in any Election;
7. Claim the support or endorsement of any body within the JCR; or (being a JCR Officer) publicly give support or endorsement to any candidate;
8. Lie or mislead in Hustings;
9. Run any form of slate, overt or covert, except as provided herein regarding joint candidacies in plural elections;
10. Attempt, being an Officer of the JCR or a member of a Tribunal, to influence the outcome of any Election;
11. Lie to, or submit false information to, the RO or Tribunal;
12. Deliberately or knowingly mislead or misdirect the RO or Tribunal by either action or omission;
13. Obstruct the RO, or member of Tribunal from going about their duties;
14. Falsely and with the intention to deceive, purport to campaign on behalf of a candidate in such a manner as in fact to weaken the electoral prospects of that candidate;
15. Impersonate the RO, any Officer of the JCR, or member of Tribunal;
16. Impersonate any other person for the purposes of voting;

17. Vote more than once in any Election; 19. Impede any person from voting freely and secretly;
18. Induce or incite any person to the commission of any of the foregoing Electoral Offences;
19. Attempt the commission of any of the foregoing Electoral Offences.

Cl. 20: Composition of Tribunal

1. There shall be an Election Tribunal which shall be convened and chaired by the Returning Officer and which shall have as its members the Returning Officer and six current of the JCR to be chosen by the Executive.
2. The Returning Officer shall attend all Meetings of the Executive at which members are chosen and may deem any person ineligible to serve on Tribunal by reason of their having a vested interest in the matter.
3. The Executive may deem the Returning Officer to be in a similar position, in which case it shall select an alternative
4. person to convene and chair the Tribunal.
5. Any person implicated, or suggested to be implicated, by reason of being mentioned in a complaint under these Regulations or otherwise at the determination of the Returning Officer or the Executive in any alleged malpractice or maladministration shall automatically be ineligible to serve on Tribunal.
6. The Returning Officer shall notify the Principal about the Tribunal and ask if they wish to send a nominee to be present.

Cl. 21: Meetings of Tribunal

1. Tribunal shall meet always in closed session and no other person shall be admitted except for the RO, the OU Student Union RO, a nominee of the Principal if any, and such persons as may be called by the Tribunal to give evidence.
2. Any person against whom an allegation has been made shall be notified immediately and shall be entitled to send a representative, who may attend whilst evidence against the said person is given, but the person in question shall not be entitled to nominate themselves as their own representative.
3. The representative shall have no voting rights nor shall they have speaking rights other than at the Tribunal's discretion.

Cl. 22: Powers of Tribunal

The Tribunal shall have the right to:

1. Summon any JCR Member to give evidence;
2. Deem any Officer of the JCR failing when able to comply with i above to have resigned;
3. Disqualify any person found to have committed an Electoral Offence from the Election in question;
4. Disqualify any person found to have committed an Electoral Offence from standing in any future elections;
5. Disqualify any person found responsible for maladministration from serving as RO or as a member of Tribunal at any time in the future, and to appoint a new RO if the incumbent is thus disqualified;
6. Order any specified part or parts of the Electoral Process to be re-conducted, in the case of a re-poll being entitled to restrict the re-poll to certain of the original candidates, and being equally entitled to re-initiate the entire Electoral Process including the Nominations process, but not being entitled to remove the option to Reopen Nominations in any re-poll;
7. Propose Motions of Censure and/or of No Confidence against any Officer(s) of the JCR found responsible for, or party to, by action or omission, any malpractice or maladministration.

Cl. 23: Binding Authority of Tribunal

The Tribunal's exercise of any of its powers shall be binding. Tribunal shall determine the date of any re-poll but shall give at least 7 days notice. In the event that Tribunal re-opens Nominations, the Electoral Process shall follow the same timetable as laid down in Cl. 18 above for the election of RON.

Cl. 24: Initiation of Tribunal

Any candidate shall have the right to initiate the Tribunal process described above by submitting to the RO within 48 hours of the Close of Poll a complaint specifying the malpractice or maladministration which they believe to have taken place and which they believe to have affected the outcome of the Election in which they were a candidate. The RO, the President, the Executive collectively, or any 10 members, shall have the same right subject to the same conditions.

Cl. 25: Cause of Tribunal Process

Once the Tribunal process is thus initiated, the RO shall immediately inform the Returning Officer (or such person as the Executive may appoint in their place to convene and chair Tribunal). Tribunal shall rule unanimously within seven days of

the submission of complaint, or, if it is unable to do so, by majority within the subsequent 24 hours. In either case it shall inform the President of its Ruling and the President shall inform the JCR of that ruling and circulate copies to the RO, all candidates, and all persons named in the original allegation, including its signatories.

Cl. 26: Delayed Election

1. Where Cl. 22, Cl. 23, and Cl. 24 would cause the Election to occur on Saturday 8th week or later, this clause shall determine the timetable for the Election.
2. Where the Tribunal is initiated on Sunday 8th week or later, the Election Process will follow the usual timetable. If this causes any event to occur on Saturday 8th week or later, that event shall occur on Tuesday 1st week of the following term.
3. Where the Tribunal is initiated on or before Saturday 8th week, the Tribunal shall meet on Sunday 8th week and rule by majority at that meeting. The Ruling shall be posted on that date, and the date of any re-poll shall also be declared on that date. The usual electoral process shall continue, but the timetable may be ignored, provided Nominations are closed by Wednesday 8th week, and the Election held by Friday 8th week. Where no person is elected, by virtue of Cl. 16 or Cl. 17, or a Tribunal is initiated, any event due to occur on or after Saturday 8th week shall occur on Tuesday 1st week of the following term.
4. Where any Election is delayed until the following term, the incumbent Officer shall maintain their position until their successor is decided, notwithstanding Article F Cl. 6. Where no such incumbent exists, the Executive must nominate an acting Officer as soon as it becomes apparent that this clause is relevant and before the end of that term.

Cl. 27: Alternative Returning Officer

1. If the Returning Officer is unable properly to serve as RO by reason of:
 - a. Their being, or their intention to be, a candidate for election;
 - b. The Election in question, or one of the elections in question, being a by-election caused by their resignation;
 - c. If they have been found by a Tribunal to have been guilty of malpractice, or serious maladministration in the course of an Electoral Process;
 - d. A vote at a JCR Meeting that they should not serve as RO;
 - e. A request by the RO, accepted by the Executive, not to serve as RO due to pressing commitments such as University Examinations
2. Then the Executive shall nominate a member, normally a member of the Committee, to serve as RO.
3. If a member other than a member of the Committee is thus nominated, their nomination shall require ratification in a JCR Meeting. Any such person shall ex officio be deemed an Executive Officer for the duration of the Electoral Process for which they are nominated to serve as RO.
4. At the close of nominations for the election of Elections and Unions Officer the president shall supervise the relevant handover between the Elections and Unions Officer and the Temporary RO.

Cl. 28: Alternative Officers

In the event that a duty ascribed in these Regulations to a specified Officer of the JCR other than the RO cannot properly be performed by that Officer by reason of their being a candidate for election, including but not restricted to the Chairing or Minuting of Hustings, a substitute, who shall ordinarily but need not necessarily be an Officer of the JCR, shall be elected by a Meeting of the Executive from which all candidates shall be Excluded.

Cl. 29: Executive Candidates

Where the Executive is required to meet and act under any of the three preceding Clauses, that Meeting shall exclude all candidates, and all persons intending to stand as candidates, the Quorum requirement being reduced by one for every member of the Executive unable to participate by reason of their exclusion under this Clause.

Cl. 30: Referendums and Indicative Polls: Notice

In the event that a Referendum or Indicative Poll is required under Article B above, the Returning Officer shall by midnight the following day email the JCR specifying the matter to be voted upon, and the day on which voting shall take place, to be no more than two weeks after the JCR Meeting at which the matter was considered, and to be set by the Returning Officer in consultation with the Executive.

Cl. 31: Referendums and Indicative Polls: Manifestos and Hustings

The Returning Officer shall, in consultation with the President, the proposers of the original Motion, and the proposers of the Procedural Motion or submitters of the Petition to require a Referendum or Indicative Poll, as the case may be, designate one person to produce a Manifesto in favour of the matter and one person to produce a Manifesto in opposition. The Manifestos shall be submitted to the Returning Officer not later than midnight on the day two days before the Referendum or Indicative Poll, emailed by the Returning Officer by noon the following day, to be emailed to the JCR. The same two persons shall be required to attend and speak at Hustings.

Cl. 32: Questions: Miscellaneous Procedures

The questions in each Referendum and in each Indicative Poll shall be of a concise and impartial nature and shall be laid down by the Returning Officer in consultation with the Executive, and published in the Returning Officer's Notice under Cl.29 above. The Options on each Ballot Paper shall be "Yes" and "No" agreeing and disagreeing respectively with the proposition under consideration, and shall be listed in that order on each Ballot Paper. The full text of the Motion or Amendment under consideration shall be displayed in the Returning Officer's Notice under Cl.29 above. The full Minutes of the discussion of the matter at the JCR Meeting shall be similarly made available.

Cl. 33: Further procedures

In all matters not specified in the preceding two Clauses, the procedure to be followed in all Referendums and Indicative Polls shall be that for Direct Elections. Specifically, the definitions of Electoral Offences and the procedures of the Tribunal Process shall apply to all Referendums and Indicative Polls.

Cl. 34: JCR Endorsements

The JCR as a body cannot endorse any candidate for any election.

ARTICLE L: Complaints Process

Cl. 1: Complaints Committee: Conventions

Upon the receipt of such a complaint the Returning Officer shall convene a Complaints Committee, which shall be composed in the same manner as laid down herein for the composition of an Election Tribunal, except that no member of the Executive may be a member of the Complaints Committee. The Complaints Committee shall meet within 72 hours of the Chair's being informed of the complaint.

Cl. 2: Complaints Committee: Functioning and Powers

The Complaints Committee shall function in the same manner as laid down herein regarding the functioning of the Election Tribunal, and shall issue its Ruling accordingly, but its powers shall be restricted to the proposing of such measures as it may deem necessary to secure effective redress, in the event that it accepts the Complaint in Question.

Cl. 3: Right of Appeal; Appeals Committee

The said measures, if any, shall be implemented unless, within 72 hours of the issuing of the ruling of the Complaints Committee, either the original complainant or the Executive by majority resolution indicate in writing to the President their refusal to accept the measures proposed, in which case the President shall notify the Principal and the Dean, who shall then initiate the process laid down for appeals against College disciplinary action, convening an Appeals Committee, constituted in the same way as the college's Disciplinary Committee, except that the Principal should not chair it, with the proviso that the Appeals Committee thus convened shall include undergraduates, the complainant and all persons holding office under the JCR being ineligible to serve on the said Complaints Committee.

Cl. 4: Further Appeal; Independent Adjudication

The same right of appeal shall exist against the measures proposed by the Appeals Committee; and, in the event that the said right is invoked either by the complainant or by the Executive, the President shall notify the Principal, who shall inform the Governing Body. The Governing Body shall then, in consultation with the President, appoint an independent person of its own choosing, except that for that item of business, those Fellows who had sat on the Appeals Committee would withdraw while GB appoints the independent adjudicator, who shall issue a Ruling as soon as they consider reasonably possible proposing measures where and as they deem appropriate to secure effective redress. There is a right to appeal.

Cl. 5: Collective Complaints

Where a complaint is submitted by more than one person, "complainant" shall be taken as meaning those persons collectively, and the complainant's right of appeal may be exercised only by majority vote of those persons. All Rulings under the above Clauses shall be made in public and emailed by the President.

Cl. 6: Anonymity

No complaint may be submitted anonymously or confidentially. The right to give evidence in confidence at any stage shall be granted or withheld at the discretion of the body or person to which or to whom that evidence is to be given.

Cl. 7: Oversight

The President, Principal, and Dean shall have the right to attend all Meetings under the above Clauses of the Complaints Committee and of the Appeals Committee, except where expressly excluded by the body in question.

ARTICLE M: JCR Social Media**Cl. 1: JCR Facebook Noticeboard**

1. Membership - the following persons shall be entitled to be members of the JCR Noticeboard:
 - a. Current students of the college
 - b. Honorary members of the JCR
 - c. Any other individual whose membership is approved at a JCR meeting
2. Administration - All members of the JCR Executive, as well as the RO, ITC Officer and MCR President shall be administrators of the JCR Noticeboard. The JCR Secretary and the Social Media Officer shall have responsibility for updating newly elected officers to administrator status, as well as for general upkeep of the noticeboard and all other social media in which Somerville JCR is being represented.

Cl. 2: Equality Group Facebook Pages

1. Membership - the following persons shall be entitled to be members of the Facebook pages:
 - a. Current students of the college AND
 - b. People who identify as a member of a relevant minority
2. Administration - The administrator(s) shall be the relevant equality officer of
3. the JCR

Cl. 3: Somerville Sports

1. Membership - Membership is open to all members of the JCR Facebook Noticeboard
2. Administration - The administrators shall be the Secretary, the ITC Officer, the RO and the President

Cl. 4: Conduct

Users of the Noticeboard are expected to treat other users with respect. Freedom of opinion and freedom of expression are highly valued by the JCR, and differences of opinion must be allowed on the Noticeboard. However, personal attacks, insults and potentially illegal material are not acceptable. An individual who objects to such material on the Noticeboard may submit a complaint to any administrator, detailing the exact material they object to and why. The administrator may then delete the material provided that at least three administrators are in agreement that it should be removed. The administrators must promptly notify the individual who posted the material and provide an explanation as to why it was removed.

Cl. 5 - Proposing new Facebook groups

New official Facebook groups can be proposed by sitting JCR officers, but require the consent of the full committee

ARTICLE N: Room Ballot**Cl. 1: Room Entitlement**

1. Save for exceptional circumstances as determined by the College authorities, the College expects to be able to accommodate all its undergraduates on site for each year of their undergraduate degree.
2. In the unlikely event of exceptional circumstances which prevent all students being accommodated on site, priority for accommodation on site will be given to those students in the first three years of their degree..
3. Any student may choose not to live in college, save first year students who will be assumed to be living in College subject to obtaining permission from the relevant College authorities.

Cl. 2: Responsibility

The Room Ballot shall be the responsibility of the Executive. Any individuals handling data in connection with the ballot shall have completed Confidentiality Training provided by College/ University.

Cl. 3: Types of Ballot

1. There shall be three separate room ballots, based on the eligibility requirements given below.
2. The Ballots will run in order, so that the bottom person in Ballot 1 will be just above the top person in Ballot 2 and so on.

Cl. 4: Eligibility for Ballot One

The following people are entitled to a place in Ballot One:

1. All third-year students in Oxford;
2. All fourth-year students returning from a year abroad.

Cl. 5: Eligibility for Ballot Two

The following people are entitled to a place in Ballot Two:

1. All fourth-year students, except for those eligible for Ballot One.

Cl. 6: Eligibility for Ballot Three

The following people are entitled to a place in Ballot Three:

1. All second-year students.

Cl. 7: General Eligibility Rules:

1. Students who have suspended their studies at the time of the ballot and will return either before or during Michaelmas Term of the following academic year are treated in the same fashion as the students they matriculated with subject to the exception in the following subclause.
2. Fourth-year students who have suspended at the time of the ballot and will return before or during Michaelmas Term of the following academic year are treated like fourth-year students.
3. Students who have suspended at the time of the ballot and will return after Michaelmas Term of the following academic year are not eligible for the Room Ballot.
4. Foundation-year students are treated like the students they matriculated with.

Cl. 8: Ordering

The person at number one will have the first pick of rooms; the person at number two will have the next pick from the remaining rooms; and so on.

Cl. 9: Pulling Up

In the case of flats or houses "pulling up" is possible, according to the following rules:

1. If the house or flat has a number of rooms that is divisible by 2, a person may pull up one person to share that house or flat.
2. If the house or flat has a number of rooms that is divisible by 3, but not by 2, a person may pull up to two people to share that house or flat.
3. If the house or flat has a number of rooms that is not divisible by 2 or 3, a person may pull up to two people up, depending on how many rooms are left.
4. The person being pulled up has to agree to be pulled up.

Cl. 10: Preference

There shall be no preference given to anyone subject to the exceptions in this section. The exceptions are:

1. Students with medical requirements or welfare requirements backed by medical evidence may be assigned a room 'off-ballot' or may have a room-type reserved 'in-ballot' at the discretion of Somerville College.
2. Students with religious requirements may be assigned a room 'off-ballot' at the discretion of Somerville College.
3. Fourth-year chemists may have an extended licence room reserved 'in-ballot' at the discretion of Somerville College.
4. Where a room is reserved 'in-ballot', the last room of the required type will be on hold until the last student with such a requirement picks their room.
5. Where a room is reserved 'off-ballot', the student and the room that is assigned to them are removed from the Room Ballot entirely.

Cl. 11: Creating the order

1. There will be a separate order for each ballot.
2. The ordering will be supervised by a member of college staff, preferably the Treasurer or Housekeeping Manager.
3. Rankings should be generated in the following order:

- a. second-year students going into third year:
 - i. $\text{Rank} = ((n - M1) / (N - M1)) \times 9$
 - b. third-year students going into fourth year who were on year abroad during the current academic year.
 - i. $\text{Rank} = ((n - M1) / (N - M1)) \times 9 + (\text{RAND2}/1000)$
 - c. Other students eligible for Ballot 1 who have never been assigned a ranking
 - i. $\text{Rank} = (\text{RAND1} + (\text{RAND2}/1000))$
 - ii. where RAND1 is a randomly generated number, uniformly distributed between the minimum and maximum rankings in ballot 1,
 - iii. and where RAND2 is a randomly generated number, uniformly distributed between -1 and 1.
 - iv. RAND 2 exists but is only used when a tie situation occurs.
 - d. In a situation whereby both students have identical rankings, one student should be randomly placed below the other (by means of a RAND2).
4. Following the generation of these rankings, each student should be ordered by their given rankings and assigned a ballot position, with the first being '1', followed by '2' and so on.

Cl. 12: Appeals against conduct of ballot

Should an applicant have any appeal against the conduct of the ballot, they may ask for a Complaint Committee to be created, the conventions of which are set out in Article L.

ARTICLE O: Charity Nominations and Online Voting

Cl. 1: Nominations

1. Any member of the JCR is able to nominate a charity to receive a proportion of the funds raised through battels.
2. Each nominator should submit a description (maximum 200 words) of their nominated charities' aims and if possible where the money will be used. They should also present the charity that they have chosen in a short speech outlining the aims of the charity and where the money will be used, answering questions about the charity in question if asked.
3. This description and the hustings are the only permitted medium for a nominator to advertise their charity. Any campaigning or communication of any kind intended to garner support for an individual's charity aside from the description
4. (as specified above) may lead to the individual's charity being excluded from the vote, with all votes for said charity being discarded.
5. Charities that are not registered with the UK Charity Commission are not eligible for nomination for the charities' ballot.
6. If fewer than 3 charities are nominated for funding, the CEE Officer will tell the JCR and Open Nominations for a further week. If after this there are still fewer than 3 nominations, then an appropriate number of charities will be selected at the discretion of the JCR CEE Office to reach this total, with preference given to charities operating in the local area. 6. A Charity may not be nominated in any given term if money was donated to the charity by the JCR the previous term. This part
7. shall not apply to the Somerville Ghana Library Project.
8. Molly's Library will be one of the charities awarded a place annually in the Michaelmas allocation of the charities battels.

Cl. 2: Online voting system

1. The online voting system, set up by the JCR Charities Officer, will be used to enable members of the JCR to vote for which of the nominated charities they believe most deserve a proportion of the battels charity funds.
2. In the online voting system, voters will be asked to select up to 5 of the nominated charities which they believe are the most deserving of JCR funding
3. In cases without tied votes:
 - a. If a total of 3 charities is nominated (including Molly's Library in the case of Michaelmas Term), each charity will receive equal proportions of the funds raised through battels.
 - b. If a total of 4 charities is nominated (including Molly's Library in the case of Michaelmas Term), charities will be allocated a proportion of the ballot funds respectively according to their rankings: 40%, 30%, 20%, 10%.
 - c. If a total of 5 or more charities is nominated (including Molly's Library in the case of Michaelmas Term), the 5 charities with the most votes will be allocated a proportion of the ballot funds respectively according to their rankings: 30%, 25%, 20%, 15%, 10%.

- d. If more than 5 charities (including Molly's Library in the case of Michaelmas Term) are nominated, charities whose ranking fall outside the top 5 will not receive funding from the Charities fund.
4. In cases with tied votes, all charities with at least as many votes as the 5th place charity will receive funds, with the proportions allocated as such:
- a. If the tied votes result in 5 or less charities being eligible for funds, the tied charities equally split the proportion of funds allocated for the positions they would take up if they were not tied. For clarification, see the below table for the concrete proportions of each scenario:

| Scenario | | | Proportion of funds allocated respectively |
|------------------------------|--------------------------|----------------------------|--|
| Number of charities eligible | Number of charities tied | Position of charities tied | |
| 5 | 5 | | Equal allocation (20% each) |
| 5 | 4 | Tied for first | 22.5%, 22.5%, 22.5%, 22.5%, 10% |
| 5 | 4 | Tied for second | 30%, 17.5%, 17.5%, 17.5%, 17.5% |
| 5 | 3 | Tied for first | 25%, 25%, 25%, 15% 10% |
| 5 | 3 | Tied for second | 30%, 20%, 20%, 20%, 10% |
| 5 | 3 | Tied for third | 30%, 25%, 15%, 15%, 15% |
| 5 | 2 | Tied for first | 27.5%, 27.5%, 20%, 15%, 10% |
| 5 | 2 | Tied for second | 30%, 22.5%, 22.5%, 15%, 10% |
| 5 | 2 | Tied for third | 30%, 25%, 17.5%, 17.5%, 10% |
| 5 | 2 | Tied for fourth | 30%, 25%, 20%, 12.5%, 12.5% |
| 4 | 4 | | Equal allocation (25% each) |
| 4 | 3 | Tied for first | 30%, 30%, 30%, 10% |
| 4 | 3 | Tied for second | 40%, 20%, 20%, 20% |
| 4 | 2 | Tied for first | 35%, 35%, 20%, 10% |
| 4 | 2 | Tied for second | 40%, 25%, 25%, 10% |
| 4 | 2 | Tied for third | 40%, 30%, 15%, 15% |

- b. If the tied votes result in more than 5 charities being eligible for funds (meaning that multiple charities tied for 5th place), the 10% of funds entitled to the fifth-place charity is split equally among the tied charities.