

THE CONSTITUTION OF THE STAPELDON SOCIETY

EXETER COLLEGE, UNIVERSITY OF OXFORD

PART I: GENERAL AND COMPLIANCE

Article 1: Name and Status of the Society

- (a) The name of the Society shall be the “The Stapeldon Society” (“the Society”)
- (b) The object of the Society is to promote the interests and welfare of, and social activities among, its members, and to represent the interests of undergraduates of the College to the Governing Body of the College (“the Governing Body”);
- (c) The Society is a charity, and is exempt from registering as such under schedule 2 of the Charities Act 1993;
- (d) It shall consist of all Junior Members of Exeter College (“the College”), subject to Part II of this document (“the Constitution”), and shall be the recognised body of such members of the College in dealing with all College and University authorities and with other student bodies.
- (e) The Society is a Student Union under section 20 of the Education Act 1994 (“the 1994 Act”), and as such:
 - (i) the provisions of this Constitution are to be reviewed by the Governing Body of the College, in accordance with section 22(2)(b) of the 1994 Act; and
 - (ii) the Society shall adhere to the other requirements to be observed in relation to Student Unions under section 22 of the 1994 Act.

Article 2: Application and Interpretation of the Constitution

- (a) This Constitution is applicable to and binding upon the Stapeldon Society;
- (b) All other constitutions and constitutional amendments that have been passed by the Society previously are hereby superseded and of no further effect;
- (c) The Vice President (Secretary) of the Society shall be the interpreter of this Constitution;
- (d) Any member of the Society may overturn any ruling of the Vice President (Secretary) upon obtaining the support of a two-thirds majority vote at a quorate General Meeting or in a quorate referendum; and
- (e) Under this constitution, the words “man”, “woman”, and any related gendered terms, will be defined as including those who identify fully or partially as having that gender.

Article 3: Affiliation of the Society

- (a) In accordance with sections 22(2)(j)-(l) of the 1994 Act, the President shall:
 - (i) give notice of the name of any organisation affiliated to, and any subscription paid, or donation made to it, to the Governing Body and all students at the College;
 - (ii) annually publish a report to the Governing Body and all students at the College listing the same information as above; and
 - (iii) review and approve any affiliation on an annual basis.
- (b) At the final General Meeting of Trinity Term, the Society shall vote to affiliate to
 - (i) the Oxford Student Union (“Oxford SU”); and
 - (ii) the National Union of Students (“the NUS”).
- (c) The Society shall be responsible for the subscriptions of those Junior Members who are not members of the MCR, but the MCR shall be responsible for its own subscriptions to these bodies.
- (d) The Society shall not affiliate itself with any political party unless given the approval of every member of the Society.
- (e) In order to comply with its legal requirements as a charity, the Society shall not donate money to any political party, regardless of the wishes of its members.

Article 4: Media Interest in the Society

- (a) All media interest in the Society and any of its members should be notified to the relevant College Officer.
- (b) This is not intended to prevent contact with the media, but to ensure that advice is available in circumstances where it may be helpful.
- (c) Where the Society sees it as necessary to communicate with the media, this shall be done by, or with the permission of, the Social Media Officer.

Article 5: Ordinary Members

- (a) The following shall be qualified to be Ordinary Members of the Society:
 - (i) All student members of the College, except those who are enrolled to study for a higher degree or diploma of the University;
 - (ii) This includes students who otherwise would qualify under (a)(i) but have suspended their studies; and
 - (iii) This includes Williams College students on the Williams-Exeter exchange.
- (b) Those qualified to be members under this Article shall be hereafter referred to as “Ordinary Members”.
- (c) All persons qualified for membership under this Article shall be members without election unless they choose to opt out of membership under the provisions of the Education Act 1994.

Article 6: Honorary Members

- (a) The Society is empowered to elect, by simple majority vote of those present at a General Meeting, Honorary Members, who may attend General Meetings of the Society, but may not vote or hold office.
- (b) Honorary Members must attend the meeting at which their membership is being voted on, unless given special exemption by the President.
- (c) Honorary Members may be stripped of their membership by a simple majority vote at a General Meeting of the Society.

Article 7: Withdrawal of Membership

- (a) In accordance with section 22(2)(c) of the 1994 Act, any member may withdraw from membership by writing to the Sub-Rector of the College (“the Sub-Rector”), and they should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.
- (b) Any Junior Member of the College, regardless of whether they are a member of the Society, shall therefore have full access to the Junior Common Room and the other facilities of the Society.
- (c) Withdrawal will take effect from the beginning of the Michaelmas Term following receipt of notice of withdrawal by the Sub-Rector, except that if received in Michaelmas Term by Saturday of Second Week it will take effect immediately.

Article 8: Rights of Membership

Any Member of the Society shall have the right to:

- (a) view the minutes of all meetings relevant to the Society;
 - (i) Every officer shall ensure that the minutes of Meetings they are required to attend in accordance with Article 14 are made available upon request.
- (b) review any records that have been created and held by the Society;
 - (i) If any member of the Society wishes to be removed from any records that have been created and held by the Society, they may do so by written mandate to the President.
- (c) view all correspondence which the President receives, by virtue of their position, from any University body or college upon request;
 - (i) If such correspondence is marked ‘private and confidential’, or contains words to that effect, it shall not be available for viewing without the prior written consent of its author.
- (d) stand for election, and hold office in accordance with the procedures laid down in the Articles under Part V of this Constitution.

Article 9: Rules for use of Society Rooms

- (a) The rooms occupied by the Society are:
 - (i) The Junior Common Room ("the JCR")
 - (ii) The General Common Room ("the GCR")
 - (iii) The Kitchen
- (b) The rooms occupied by the Society are an integral part of College property which are put at the disposal of the Society but remain the responsibility of the College to maintain;
- (c) The Society recognises that they have a responsibility to treat the rooms with care, and protect the fabric and contents of the rooms from damage;
- (d) There shall be no smoking in any of the rooms occupied by the Society; and
- (e) The Society may not commission any maintenance or redecoration work in the rooms, or install fittings, without the explicit consent of the relevant Officer of the College.

PART III: MEETINGS OF THE SOCIETY

Article 10: Administration of Meetings of the Society

- (a) There shall be four General Meetings of the Society in each full term;
- (b) An Extraordinary Meeting of the Society may be called:
 - (i) by the President on the instruction of the Committee; or
 - (ii) on the production of a written request to do so, accompanied by the signatures of ten members of the Society;
- (c) The Vice President (Secretary) shall give reasonable notice of any General or Extraordinary Meetings ("Meetings of the Society") and their agenda;
- (d) Motions should be submitted to the Vice President (Secretary) at the time advertised by them;
- (e) Emergency Motions may be submitted after this deadline at the discretion of the Vice President (Secretary);
- (f) The Chair shall be taken by the President or, when they are unable to do so, it shall be taken by, in order: the Vice President for Welfare; the Vice President for Events and Activities; or other members appointed by the President or another member of the Executive Committee as necessary;
- (g) The Chair shall:
 - (i) Decide priority of speaking;
 - (ii) Have the right to exclude a member from voting for disruptive conduct;
 - (iii) Relinquish the chair, should they be in a position of conflict of interest in a debate, including if they are speaking in favour or in opposition to any motion; and shall
 - (iv) Have sole and final authority on all matters of order and have the casting vote.
- (h) The Vice President (Secretary) shall take the minutes and record the votes, or shall nominate another Officer to take their place.

Article 11: Procedure of Meetings

11.1 Motions

The following shall concern motions:

- (a) A motion requires a proposer and seconder who are full members of the Society;
- (b) The proposer or seconder of a motion shall have the right to begin the debate on the motion with a speech, before the debate passes to the floor;
- (c) Once the Chair is satisfied that no new or useful information remains to be offered to debate, the Chair may propose that a motion be put to a vote;
- (d) The Chair has the right to set a time limit to both speeches and debates on any given motion;
- (e) Subsequent to an inquorate meeting, the Vice President (Secretary) will bring a motion to ratify the decisions of the last meeting, unless any were voted on under Article 12. If the motion to ratify is rejected, each motion will be voted on individually at the next meeting, unless time-sensitive or of sufficient importance to fulfil the criteria under Article 12.
- (f) Subject to Article 11.2 the affirmative vote of a majority of those present and voting (that is, not abstaining) shall be required to approve a motion.

11.2 Voting

The following shall concern voting:

- (a) The quorum shall be twenty-five Members of the Society, except for Constitutional Amendments, where it shall be thirty-five;
- (b) Voting shall take place by secret ballot, except in the case of amendments, where it shall be by show of hands; and
- (c) Guests may be invited, at the discretion of the Chair, to speak at Meetings, but only Ordinary Members can vote.

- (d) The chair of a General or emergency meeting is encouraged to request that only members that identify with a specific social group vote on constitutional amendments affecting JCR committee positions that represent said social group.

11.3 Procedural Motions

The following shall concern Procedural Motions:

- (a) The following motions may be put at a Meeting by any member except the Chair:
 - (i) That a quorum count be held.
 - (ii) No confidence in the Chair. The affirmative vote of a two-thirds shall be required for the Chair to vacate their position for the remainder of the meeting.
 - (iii) That a committee member be censured. This shall require a two-thirds majority to pass.
 - (iv) That the meeting be temporarily adjourned for a specific period of time.
 - (v) That a motion be deferred to the next General Meeting.
 - (vi) That a motion or amendment shall be voted in parts.
 - (vii) That a motion or amendment be put to a vote, after any final points have been raised at the discretion of the Chair.
 - (viii) That the motion or amendment not be put to a vote.
 - (ix) That the motion be adjourned.
- (b) Procedural motions shall be considered points of order and may be put to the Chair at any time. The Chair shall be obliged to hear any procedural motion put, and thereafter call a vote before returning to the previous business; and
- (c) The Chair may disallow all procedural motions except No Confidence in the Chair if they judge them to be being put consecutively in a manner such as to disrupt the meeting.

11.4 Amendments

The following shall concern amendments to motions:

- (a) An amendment must be proposed by an Ordinary Member;
- (b) Amendments may not change the issue with which the motion is concerned;
- (c) If the amendment is accepted by the proposer of the motion, the amendment is considered part of the motion to be voted upon;
- (d) If the amendment is opposed by the proposer of the motion, then the amendment will be debated;
- (e) If a further amendment is tabled it cannot be proposed until a vote has taken place on the current amendment; and
- (f) In the event of the proposer withdrawing the Motion as amended, the Chair shall have the right to appeal to the floor for another proposer.

Article 12: Referenda

- (a) A referendum on a motion submitted to the Society for discussion and debate may be called, if:
 - (i) The signatures of 30 Ordinary Members of the Society are collected in support; or
 - (ii) The meeting at which it was debated was inquorate and a majority vote of the Executive Committee deems the motion time-sensitive or of sufficient importance to need urgent attention; or
 - (iii) The Chair of the Meeting at which it was discussed suspects, with evidence, that the vote did not accurately reflect the opinion of those voting at the meeting;
- (b) The procedure for referendums shall follow the procedure for elections as laid down in Article 49(a) and the affirmative vote of a simple majority of those voting shall be required to pass a motion, provided the number of people voting meets the quorum requirements under Article 11.2
- (c) A referendum may be called on an issue, providing that either the signatures of 30 Ordinary Members of the Society are obtained or a majority vote of the Committee authorises one, even if that issue was not presented at a Meeting of the Society.

Part IV: Officers of the Society

Article 13: Officers and the Committees

- (a) This Article shall only pertain to those Officers who serve on the Committee, and shall not apply to non-Committee Officers.
- (b) The Officers of the Society shall be elected in accordance with Part V of this Constitution and shall comprise the Committee of the Society.
- (c) Each Officer shall also serve on at least one Sub-Committee of the Society.
- (d) The Executive Committee, which shall be chaired and convened by the President, has the following membership, although the stated Officers may also serve on those Sub-Committees they chair and convene:
 - (i) The President;
 - (ii) The Vice President (Secretary);
 - (iii) The Vice President for Welfare;
 - (iv) The Vice President for Events and Activities; and
 - (v) The Treasurer.
- (e) The Operations Committee, which shall be chaired and convened by the Vice President (Secretary), and which shall generally concern itself with domestic and academic affairs has the following membership:
 - (i) The Domestic and Accommodations Officer;
 - (ii) The Catering Officer;
 - (iii) The Environment and Ethics Officer;
 - (iv) The International Students Officer;
 - (v) The Social Media Officer;
 - (vi) The Treasurer; and
 - (vii) The Academic Affairs Officer.
- (f) The Events and Activities Committee, which shall be chaired and convened by the Vice President for Events and Activities, and which shall generally concern itself with the extracurricular life of students, has the following membership:
 - (i) The Amalgas Officer (also known as the President of the Amalgamated Clubs);
 - (ii) The Entertainments Officers (also known as the Entz Officers), who shall have one vote between them in each Committee they sit on;
 - (iii) The Music, Arts, and Drama Officer;
 - (iv) The Charities Officer; and
 - (v) The Tortoise Guardian.
- (g) The Welfare Committee, which shall be chaired and convened by the Vice President for Welfare, and which shall generally concern itself with the wellbeing of students, has the following membership:
 - (i) The Welfare Officer (Female);
 - (ii) The Welfare Officer (Male);
 - (iii) The Mental Health and Disabilities Officer; and
 - (iv) The Access and Admissions Officer.
- (h) The Equal Opportunities Committee shall consult directly with the Exec with a focus on ensuring equal opportunities are enjoyed by all members of the Society, has the follow membership:
 - (i) The Women's Officers;
 - (ii) The LGBTQ Officers;
 - (iii) The BAME Officer; and
 - (iv) The Class Officers;
- (i) The Committee shall meet in the first and seventh weeks of each term, minutes of which meetings shall be taken by the Vice-President (Secretary);
- (j) Each Sub-Committee shall meet in the second, fourth, sixth, and eighth week of each term, except for the Executive Committee, which shall meet additionally in first week.
 - (i) Meetings of the Executive Committee must take place after each other Sub-Committee has met in that week.
- (k) All Officers should attend meetings of each Committee they are a member of, and provide a report of action taken with regards to their position;
- (l) Quorum of each Committee of the Society shall be at least one-half of its membership; and

- (m) Voting of the Committees may be taken electronically, provided that all members are given the opportunity to vote.

Article 14: Duties of Officers

- (a) Every Officer shall attend General Meetings of the Society, Meetings of the Committee, meetings of the Sub-Committee(s) of which they are a member, and any College meetings that the President nominates them to attend.
 - (i) If the President or the Executive Committee has arranged for a system of rewards for the Committee, for example a free or subsidised meal, only those Officers who have attended a minimum of two-thirds of those meetings of the Society which they are expected to attend, or who are able to give a good account for the reasons for their inability to attend these meetings and of their fulfilment of the other duties of their role, shall be qualified for these rewards;
- (b) In unavoidable circumstances, an Officer must send apologies to the Vice President (Secretary), and, for College meetings, inform the President in reasonable time so that a replacement attendee can be found;
- (c) Any Officer who attends a College committee shall produce, upon request of a Member of the Society, the minutes of that meeting;
- (d) Every Officer shall prepare a hand over pack before the end of their term, containing a detailed description of the responsibilities of their role and is intended to be read in conjunction with this Constitution. These packs shall be revised annually, and any dispute about the description of the role in them shall be resolved by the President;
- (e) Every Officer shall make endeavours to be available to offer reasonable assistance in explaining to their successors how duties are to be fulfilled, upon request by their successors for such assistance;
- (f) Each Officer may, at their discretion, spend money without the authorisation of a General Meeting, but with the authorisation of the Executive Committee unless the expenditure is on an object which has previously been approved, up to the value of an annual budget for their role, but must prepare and provide to the Treasurer a termly account of their discretionary spending to be circulated to the members of the Society;
- (g) Any Officer may chair and appoint a committee to aid them in their role, and will be accountable for it and its decisions; and
- (h) All Officers shall accept the duty to promote the expressed wishes of the Society on or to other bodies.

Article 15: The President

The President is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be responsible for the commercial operation of the Society and shall oversee the provision of facilities. This will include:
 - (i) making provision for the division of functions and for the exercise of any tasks not assigned in this Constitution;
 - (ii) co-operating with other Officers in the carrying out of their responsibilities; and
 - (iii) directing the resources and functions of the Society towards goals which are important to the Members of the Society;
- (b) Make themselves available to members of the Society for discussion of all Society matters;
- (c) Nominate Officers to attend meetings that the Society is entitled or invited to be represented on;
- (d) Attend meetings of College committees at which their presence is requested or desirable;
- (e) Ensure a fair balance of responsibilities between the Committee, giving particular regard to the role of the Vice Presidents, and ensuring that the occupier of those offices is given a fair balance of the work of the Society, including in that balance some desirable responsibilities;
- (f) Supervise the Ball Committee and Freshers' Representatives;
- (g) Be a signatory for the Accounts of the Society;
- (h) In co-operation with the Vice President (Secretary), be responsible for all official communications;
- (i) Ensure that Officers, including Non-Committee Officers, of the Society carry out their duties as mandated in this Constitution; and shall

- (j) Ensure the Constitution is respected, having veto over a motion if, and only if, it contradicts the Articles of this Constitution.
- (k) Produce with the Executive Committee once a term, by the end of 9th week, a report including what the JCR has accomplished, any upcoming plans, what has been advocated for to college (this includes meetings with the Rector, Governing Body, and Liaison Committee), and how the college has responded to these requests

Article 16: The Vice Presidents

The Vice Presidents are Officers and, in addition to those duties set out in Article 14 and in Articles 15, 16, and 17, shall:

- (a) Assist the President and the members of the Sub-Committee they chair and convene in their roles. This will include:
 - (i) sharing the burdens of the responsibilities for the operation of the Society in an arrangement as agreed with the President;
 - (ii) with the President, assisting generally other Officers, especially on their Sub-Committee, in their roles;
 - (iii) assist the President in making provision amongst the Committee for the exercise of any tasks or functions not assigned in this constitution; and shall
- (b) Ensure and enable the regular meeting of their Sub-Committee, and ensure that any relevant information discussed in said meeting is passed onto the relevant Vice President and thence specific Officer;
- (c) Attend all meetings of the Executive Committee, and convey all relevant information discussed in said meeting to the members of their Sub-Committee;
- (d) Attend all college meetings relevant to their role, unless it is agreed with another Officer that their attendance would be less beneficial;
- (e) Liaise, in Trinity Term, with the rest of the Executive Committee and with their Sub-Committee to set the discretionary budgets for the members of their Sub-Committee for the following academic year, subject to the approval of a General Meeting of the Society; and shall
- (f) Not:
 - (i) be a signatory for the Accounts of the Society;
 - (ii) be responsible for official communications of the Society;
 - (iii) have a veto over motions which contradict the Articles of this Constitution.

Article 17: The Vice President (Secretary)

The Vice President (Secretary) is an Officer and, in addition to those responsibilities set out in Articles 14 and 16, shall:

- (a) Take the minutes of Committee and General Meetings of the Society, and shall circulate the minutes to the Society, or alternatively designate another Officer to take on these responsibilities where they interfere with the application of their other duties. The Vice President (Secretary) must be prepared to make a hard copy of the minutes available to any member of the Society upon request;
- (b) Be responsible for the supply and interpretation of the Constitution. The Secretary shall ensure that, both in printed copy and on the website of the Society, the Constitution is kept up to date, making amendments when directed by the Society;
- (c) Ensure that the minutes for all meetings of their term, notes of all policy decisions made at meetings of the Society and meetings of the Committee are passed on to the next occupant of the role;
- (d) Have a general oversight of those issues relating to the domestic and academic life of members of the Society, as well as the internal affairs of the Society;
- (e) Liaise with external bodies and figures whose aims relate to domestic and academic affairs, for example the Sabbatical Officers of Oxford SU, especially the Vice Presidents for Access and Academic Affairs and Charities and Community;
- (f) Work with the President and Treasurer to ensure the smooth financial running of the Society;

- (g) Agree with the relevant member of the College the Housing Ballot procedure each year, and, in coordination with the Domestic and Accommodation Officer, administer the Housing Ballot in accordance with it; and shall
- (h) With the President and the Treasurer, supervise the Ball Committee, giving regard to the financial status of that committee.

Article 18: The Vice President for Welfare

The Vice President for Welfare is an Officer and, in addition to those responsibilities set out in Articles 14 and 16, shall:

- (a) Have a general oversight of those issues relating to the wellbeing of students, with a special focus on ensuring that equal opportunities are enjoyed by all members of the Society;
- (b) Have a primary responsibility for the organisation of events which relate to Equalities, including the annual Equalities Week events which shall take place in Hilary Term of each year;
- (c) Liaise with external bodies and figures whose aims relate to Welfare, for example the Sabbatical Officers of Oxford SU, especially the Vice Presidents for 'Women' and for 'Welfare and Equal Opportunities', or representatives of student societies and campaigns in Oxford;
- (d) Assist in the organisation of workshops relating to Welfare and Equal Opportunities in fresher's week;
- (e) Represent the Society at fortnightly meetings of the Oxford SU Council, ensuring that the Society is kept adequately informed of the motions and possible points of discussion at these meetings in advance of each one, and of the significant discussions and decisions after they have taken place. The Officer shall conduct an anonymous online poll of the Society in advance of each meeting, and vote according to these results, except for when a substantial and transformative amendment to a motion or revelation of new information makes this impossible, in which case they shall abstain or otherwise attempt to best represent the attitudes of the Society; and shall
- (f) Advertise the use of the JCR's third vote, working with other delegates to represent the spread of opinion within the Society.
- (g) Work with the Welfare and Equal Opportunity Committee to produce a "Welfare Handbook", containing information on welfare resources and contacts.
- (h) Serve as the point of contact between Suspended Students and the JCR, assisting where they can when asked by the Suspended Student

Article 19: The Vice President for Entertainment and Activities

The Vice President for Entertainment and Activities is an Officer and, in addition to those responsibilities set out in Articles 14 and 16, shall:

- (a) Have a general oversight of those issues relating to the extracurricular activities of members of the Society, including events designed for their entertainment;
- (b) Liaise with Freshers' Representatives and Entertainment Officers in the organisation of events and activities during Fresher's Week, including ensuring an adequate amount of non-drinking activities are organised;
- (c) Be responsible for the organisation of Matriculation photos and the photos of the Society taken in Trinity term, liaising with the Amalgas Officer in the process;
- (d) Be the principal liaison between the Society and the college and other bodies external to it on issues which relate to events and activities, including liaising with representatives from the MCR on how best to integrate the events of the two Societies; and shall
- (e) Organise the provision of Punts for the use of members during Trinity Term, and shall be given the additional title of Admiral of the Punts in recognition.

Article 20: The Treasurer

The Treasurer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be accountable for the efficient financial operation of the Society together with the President and the Vice President (Secretary), in accordance with Part VI of this Constitution;
- (b) Keep all the accounts of the Society and regularly update records of all financial transactions of the Society in computerised form;
- (c) Present a brief financial summary of the previous term's spending at the first General Meeting of each term;
- (d) Be able, upon request and given reasonable notice, to present at a General Meeting, a meeting of the sub-committees of which they are a member, or to a member, a full account of the financial status of the Society;
- (e) Obtain from the College termly updates on the incomes of the three budgets; General, Arts and Charities in order to be able budget accurately throughout the year;
- (f) Be a signatory for the accounts of the Society;
- (g) Both when taking up office and when stepping down, ensure that signatories on the Society's accounts are changed as applicable;
- (h) Be personally responsible for any financial loss to the Society demonstrably [*NOTE: i.e. responsibility must be robustly proved before action takes place*] caused by their wilful neglect;
- (i) Ensure that their successor is taught how to maintain and complete the accounts of the Society. The Treasurer shall also ensure that, at the point of hand-over to the new treasurer, the accounts of the Society are as up-to-date as possible, and to do everything reasonably within their power to ensure that, at the point of hand-over, the Society's accounts are in such order as to allow the new treasurer to take over their maintenance without undue difficulty;
- (j) Ensure that, within a fortnight of assuming office, they have learnt from their predecessor how the accounts are to be maintained and completed, including a meeting with the college accountant who will be able to provide up to date information on the state of the JCR accounts;
- (k) Reimburse all Society members for expenditure on behalf of the Society as quickly as can be reasonably expected, where such expenditure has been previously authorised by a meeting of the Society, by the Committee, by the President or under this Constitution;
- (l) Ensure the termly charities are paid their designated amounts by 8th week of said term;
- (m) With the President and the Vice President (Secretary), supervise the Ball Committee, giving regard to the financial status of that committee.

Article 21: The Welfare Officers

The Welfare Officers are Officers, one of whom shall be male and one of whom shall be female, in accordance with the definitions under Article 2 and giving regard to Article 45(b)(ii). In addition to those duties set out in Article 14, they shall:

- (a) Liaise with other sources of welfare provision within College, including the Junior Dean, the Sub-Rector, and the Chaplain;
- (b) Liaise with Oxford SU regarding welfare issues, meetings and the purchasing of welfare equipment;
- (c) Purchase and provide condoms and pregnancy tests, and organise reimbursement for the purchase of emergency contraception on behalf of the Society;
- (d) Undergo peer support training and organise peer support training for additional members of the Society. The Welfare Officers shall advertise the peer support service;
- (e) Ensure that welfare related discussion can take place in a private room;
- (f) Understand and be able to advise on the College's provision of hardship funds;
- (g) Update the welfare sections of the Society's website, the alternative prospectus and the freshers' guide when necessary;
- (h) Organise a welfare meeting with freshers in Michaelmas term in so that new Members are aware of welfare resources available;
- (i) Liaise with the Freshers' Representatives to ensure adequate welfare provision during Freshers' week; and shall
- (j) Provide a weekly welfare tea to the JCR.
- (k) Help the Welfare VP with the creation and upkeep of the "Welfare Handbook".

Article 22: The Access and Admissions Officer

The Access and Admissions Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be responsible for co-ordinating the JCR team & their duties for the Admissions procedure, in close consultation with the Academic Administrator;
- (b) Liaise with Oxford SU on all relevant affairs and attend all relevant committees;
- (c) Liaise with relevant college staff in the organisation of College Open Days;
- (d) Liaise during Hilary term with the Alternative Prospectus Editor on the production of the college Alternative Prospectus;
- (e) Lobby the College to ensure its admissions system adequately emphasises diversity;
- (f) Liaise with the College and University Access scheme staff; and shall
- (g) Shall be responsible for keeping the information on admissions, careers and academic affairs on the website of the Society up-to-date.
- (h) Contribute to the "Welfare Handbook" ensuring that there is relevant information regarding Access and Admissions in the document.

Article 23: The Academic Affairs Officer

The Academic Affairs Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Liaise with Oxford SU on all relevant affairs and attend all relevant committees;
- (b) Work with the Academic Dean and other relevant College staff to represent and care for the academic interests of members of the Society;
- (c) Shall be responsible for keeping the information on academic affairs on the website of the Society up-to-date; and shall
- (d) Provide information on course-changing and academic complaints procedures when requested by members of the Society.

Article 24: The Amalgas Officer

The Amalgas Officer (President of the Amalgamated Sports Clubs) is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be responsible for monitoring the state of all College sports facilities;
- (b) Ensure all college sports clubs are adequately funded, pursuing sponsorship, in consultation with individual club captains, if necessary;
- (c) Ensure that, for interested teams, the taking of sports photos in Trinity term takes place and that said photographs are distributed and battled in the correct manner;
- (d) Arrange for Sports Club Dinner(s) to take place, in consultation with the Sports Team Captains;
- (e) Arrange for the reimbursement of legitimate expenditure by sports team Captains; and shall
- (f) Compile a report, in consultation with the Sports Team Captains, containing sporting fixtures, results and points of interest concerning members of the Society to be emailed to the members.

Article 25: The Domestic and Accommodation Officer

The Domestic and Accommodation Officer is an Executive Officer and, in addition to those duties set out in Article 14, shall:

- (a) Report any grievances to College that members of the Society express regarding communal food and facilities, including vacation residence; and shall
- (b) Be responsible for liaising with the relevant scouts (and, if applicable, the Kitchen Representative) regarding the looking after of the Kitchen and Junior Common Room; and shall;
- (c) Compile and maintain a Housing Guide, containing information about the ballot procedure, accommodation offered by the College, and living privately; and shall

- (d) Act as an adviser to those members of the Society who are considering private accommodation; and shall
- (e) Plan the renovation of public and private spaces in College with the financial support of the Society, and liaise with college to organise action on such.

Article 26: The Entertainment Officers

The Entertainment Officers are Officers and, in addition to those duties set out in Article 14, shall:

- (a) Be responsible for bops, of which there must be at least three in Michaelmas and Hilary terms;
- (b) Aim to co-ordinate events with other colleges and bodies;
- (c) Publicise all social events internal to the College;
- (d) Liaise with Freshers' Representatives to organise events during Freshers' week;
- (a) Be responsible for organising Halfway Dinner for second year student in 4th week of Hilary term;
- (b) Organise EXCAC awards each Trinity Term; which shall have the following rules:
 - (i) All Junior Members of the College shall have the right to nominate fellow Junior Members for a number of humorous titles as decided by the Officers, in consultation with the Executive Committee;
 - (ii) These categories shall not be unduly offensive; and
 - (iii) The choice of winner for each category is at the discretion of the Entertainment Officers and Vice President for Entertainment and Activities, subject to guidance from the nominations of Members of the Society; and shall
- (e) Be prepared to take and respond to suggestions from Society members concerning social events other than bops, such as trips to theme parks, theatres and concerts.

Article 27: The Environment and Ethics Officer

The Environment and Ethics Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Promote environmental issues in college and raise awareness of recycling and energy efficiency, especially with regard to college policy;
- (b) Keep in regular contact with Oxford SU regarding environmental issues across the University; and shall
- (c) Publicise, by email or otherwise, events and campaigns relating to environment and ethics from across the University.

Article 28: The International Students Officer

The International Students Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be an International Student;
- (b) Provide support to international students, expanding on the work of the International Freshers' Representative throughout the year;
- (c) Build links with the network of international students across the University;
- (d) Represent and voice the needs of international students, including students on the Williams-Exeter exchange, within the JCR; and shall
- (e) Ensure that suitable arrangements are made for storage of the belongings of international students during the vacations.

Article 29: The Music, Arts and Drama Officer

The Music, Arts and Drama Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be responsible for the efficient co-ordination of the John Ford and Music Societies by the close co-operation with the Presidents of such societies and if said societies appear to be inactive, appoint new Presidents of those societies; and shall
- (b) Be personally responsible for the regular occurring of the following events:

- (i) The distribution and collection of the Society's Art Collection on loan to Members of the Society, and effective record keeping of all such loans;
 - (ii) The buying and selling of Society Artwork (with the approval of the President and Treasurer);
 - (iii) An Exeter College entry into Drama Cuppers in Michaelmas Term;
 - (iv) Liaison with OUDS to ensure access to workshops and auditions for members of the Society; and
 - (v) Any other events requested and desired by members of the Society; and shall
- (c) Be responsible for the maintenance, loaning and record keeping of the Society Art Collection, ensuring that no Member of the Society is loaned any item or any collection of items above the maximum level of £700;
- (d) Apportion money, with the approval of the President and Treasurer, for the pursuit of music, art and drama by Junior Members in college from the Arts account at the request of the Presidents of the Art Committee and the John Ford and Music Societies, or as they deem fit; and shall
- (e) Co-ordinate events with the college Turl Street Arts Festival representative in Hilary term.

Article 30: The Catering Officer

The Catering Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be responsible for improving student satisfaction with meals;
- (b) Be responsible for Society action on all matters concerning College food quality, and liaise with the head kitchen staff concerning hall food; and shall
- (c) Work on any issues related to catering and meal costs, alongside any other relevant Officers.

Article 31: The Social Media Officer

The Social Media Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Be responsible, alongside the Vice President (Secretary) and the President, for the official communications of the Society;
- (b) Ensure, through whatever means they deem sufficient, that the Society is kept well-informed of events and opportunities relevant to them, within the College, the University, and beyond;
- (c) Maintain and update the JCR website;
- (d) In liaison with the Access and Admissions Officer, and other relevant Officers of the Society, be responsible for the use of the Society's use of its social media channels and official communications for outreach purposes;
- (e) Liaise with relevant staff of the College to ensure that the outreach strategies of both bodies are well co-ordinated and jointly effective;
- (f) Maintain the @ExeterJCR social media accounts on Instagram and Twitter, or any relevant platform they see fit for the purpose of college access and outreach, ensuring that the public image of the Society is maintained and enhanced;
- (g) Coordinate "HumansOfExeter" via the society's social media platforms, and offer regular insights into life as an Exeter student via weekly student takeover vlogs, or any method they see fit.

Article 32: The Women's Officers

The Women's Officers are Officers and, in addition to those duties set out in Article 14, shall:

- (a) Fully or partially identify as a woman, or as having no gender identity; and shall
- (b) Receive the Oxford SU first responder training;
- (c) Receive appropriate and sufficient training;
- (d) Assist the Welfare Officers with the reimbursement of pregnancy tests and emergency contraception;
- (e) Lobby for women's rights within college and ensure college policy is inclusive of women;
- (f) Liaise with other bodies and Officers internal and external to the College, including the Oxford SU Women's Officers;

- (g) Liaise with other sources of welfare provision within College, including the Junior Dean, the Sub-Rector, and the Chaplain;
- (h) Work with college, seeking Oxford SU advice where necessary, to combat academic attrition and the gender gap at finals;
- (i) Alongside the Welfare Officers, organise consent workshops;
- (j) Organise the purchase of feminine sanitary products for members of the JCR, the cost of which shall amount to no more than £300 each term;
- (k) Encourage all members of the Equal Opportunities and Welfare Sub-Committees to attend sexual violence first response training;
- (l) Private conversations between one women's rep and a JCR member may not be discussed between the two reps without the consent of the JCR member involved;
- (m) Ensure there are safe spaces for women in college, including at bops;
- (n) Contribute to the relevant sections of the Alternative Prospectus and the Freshers' Guide; and shall
- (o) Raise awareness in college of gender equality related campaigns within the university.
- (p) Contribute to the "Welfare Handbook" ensuring that there is relevant information regarding Womxn's issues in the document.

Article 33: The Mental Health and Disabilities Officer

The Mental Health and Disabilities Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Represent those who identify as having physical and/or specific learning disabilities, or who suffer from issues affecting their mental health;
- (b) Raise awareness of disabilities issues throughout the academic year;
- (c) Liaise with other relevant officers in and out of college to provide welfare, information, and resources to the Society on issues related to mental health and disabilities;
- (d) Provide support on relevant issues and lobby for the correction of them to the relevant college authorities;
- (e) Make sure there is adequate provision of disabilities resources; and shall
- (f) Contribute to the "Welfare Handbook" ensuring that there is relevant information regarding mental health and disabilities in the document.

Article 34: The LGBTQ Officers

The LGBTQ Officers are Officers, and in addition to those duties set out in Article 14, shall:

- (a) Be an individual who identifies as being lesbian, gay, bisexual, transgender and/or queer;
- (b) Represent those who identify as being lesbian, gay, bisexual, transgender and/or queer;
- (c) Raise awareness of LGBTQ+ issues throughout the academic year;
- (d) Liaise with other relevant officers in and out of college to provide welfare, information, and resources to college on LGBTQ+ issues;
- (e) Provide support on relevant issues and lobby for the correction of them to the relevant college authorities;
- (f) Receive appropriate and sufficient training;
- (g) Organise regular social events for LGBTQ members of the Society; and shall
- (h) Contribute to the "Welfare Handbook" ensuring that there is relevant information regarding LGBTQ+ issues in the document.

Article 35: The BAME Officer

The BAME [Black, Asian and Minority Ethnic] Officer is an Officer and, in addition to those duties set out in section Article 14, shall:

- (a) Be an individual who identifies as being black, Asian or from a minority ethnicity;

- (b) Represent those who identify as being black, Asian or from a minority ethnicity;
- (c) Raise awareness of BAME issues throughout the academic year;
- (d) Liaise with other relevant officers in and out of college to provide welfare, information, and resources to the Society on BAME issues;
- (e) Provide support on relevant issues and lobby for the correction of them to the relevant college authorities; and shall
- (f) Receive appropriate and sufficient training;
- (g) Organise regular social events for BAME members of the Society;
- (h) The officer has the additional power to appoint a “sub-officer” role at their own discretion. This role is a non-committee role. The role would be completely optional and be wound down/ set-up when needed or wanted by BAME members of college (as expressed through the BAME rep’s decision). The Sub-officer in question shall:
 - (i) Be the port of call for representation for a specific minority (e.g., Representing Afro-Caribbean people)
 - (ii) Be appointed to represent the interests of that group at college events or in groups such as the Black Lives Matter Working group when needed.
 - (iii) Set up projects, initiatives and socials when deemed appropriate, needed, or wanted.
- (i) Contribute to the “Welfare Handbook” ensuring that there is relevant information regarding BAME issues in the document.

Article 36: The Faith Officer

- a) Be an individual who identifies with a certain religious background
- b) Raise awareness of issues to do with faith/beliefs/religion throughout the academic year
- c) Liaise with other relevant officers in and out of college to provide welfare, information, and resources to the Society on interfaith issues
- d) Act as a point of contact for ALL university-wide faith groups, not limited to the OICCU, JSOC, OISOC, HUMSOC, Oxford University Sikh Society, OXASH
- e) Provide support on relevant issues and lobby for the correction of them to the relevant college authorities
- f) Ensure that there are sufficient facilities/provisions for people to practice their faith/religions, advertise/share provisions for any religious/faith celebrations...
- g) Make sure the role extends the other JCR members who identify as belonging to specific religious groups/faiths
- h) Organise regular social events for interfaith members of the Society, especially for religious students on religious festivals and holidays
- i) Contribute to the “Welfare Handbook” ensuring that there is relevant information regarding faith issues in the document.

Article 37: The Charities Officer

The Charities Officer is an Officer and, in addition to those duties set out in Article 14, shall:

- (a) Advertise charitable endeavours Members of the Society can get involved in;
- (b) Fundraise for charities, the Charities Account, and the Reach Scholarship through events for Members of the Society;
- (c) Administer a poll to choose the charity; and
- (d) Advertise charitable events that are happening in the University or area local to the College.

Article 38: The Class Officers

The Class Officers are Officers and, in addition to those duties set out in Article 14, shall:

- (a) Be individuals who identify as being a working class, low income, state comprehensive educated, or first generation student;

- (b) Have overall responsibility within the JCR to represent working class, low income, state comprehensive educated, and first generation students so that they may participate as fully as they wish in university and college life without fear of offence, intimidation, or discrimination;
- (c) Promote the welfare of these students at the college;
- (d) Lobby the college to better implement the aims in its access and outreach programmes to better support these students, both financially and pastorally;
- (e) Promote the welfare of these students and ensure that college and university resources and services that could be of use to them are well publicised and accessible to them;
- (f) Attend meetings of relevant college committees;
- (g) Liaise with Oxford SU's Class Act campaign, to aid its work and the implementation of any of its initiatives on a college level;
- (h) Attend meetings set up between Class Act and college Class Officers; and shall
- (i) Receive appropriate and sufficient training;
- (j) Work together with the rest of the Committee in order to work towards common goals and collaborative initiatives in recognition of the complex ways in which overall systems of oppression overlap; and shall
- (k) Contribute to the "Welfare Handbook" ensuring that there is relevant information regarding Class Issues issues in the document.

Article 39: Non-Committee Officers

- (a) All non-Committee Officers of the Society shall be appointed by the Committee, unless otherwise provided in this Constitution, and shall be accountable to the Committee.
- (b) The Committee may appoint additional non-Committee Officers from time to time, to serve diverse roles not adequately represented on the Committee;
- (c) Non-Committee Officers shall serve the Society in accordance with the duties given to them by the Committee, but shall not be subject to Article 14, except for 14(h), and shall not be permitted to attend meetings of any Committee of the Society unless given permission to do so by the Chair of that Committee;
- (d) The Vice President (Secretary) or another Officer must make the Society aware of the appointment of any non-Committee Officers.

Article 40: The Returning Officer

The Returning Officer is a non-Committee Officer, appointed by the Committee during Hilary Term to serve for the elections during the following Trinity Term, Michaelmas Term, and Hilary Term, and shall:

- (a) Give at least seven days' notice of every forthcoming election in writing to the Sub-Rector;
- (b) Advertise the dates of all elections and nomination deadlines; and shall
- (c) Receive nominations for office, and post all such nominations in the Junior Common Room, and be responsible for extending the deadline for nominations if no nominations are forthcoming;
- (d) Arrange for Hustings to be conducted for all elections at a time suitable for members of the Society to attend, and on a day between the last day allowed for receipt of nominations and the day of the election itself;
- (e) Chair Hustings, and advertise the event at least 24 hours in advance;
- (f) Organise an online system by which the votes can be cast;
- (g) Conduct the counting of vote to determine the winner of all elections of the Society;
- (h) Be responsible for the organisation of all referenda, if and when such occur;
- (i) Ensure their successor is adequately prepared for their role; and shall
- (j) Resign if they become a candidate for any other office;
 - (i) In this event, the Committee shall appoint another person or, if no other suitable member is found, the duties of the Returning Officer shall be undertaken by the President.

Article 41: The Ball President

The Ball President is non-Committee Officer, elected by the Society during Trinity Term to serve in the following academic year, and shall:

- (a) Co-ordinate the administration of the Ball, and liaise with the President, the Treasurer, any other relevant Officers, and the College on related matters;
- (b) Appoint, manage, and be responsible for the Ball Committee; and shall
- (c) In the circumstance that a Summer Ball is not permitted by the College authorities, organise tickets for members of the Society at another Oxford ball, and in order to do so shall take input from the Society as to which ball to go to, approach the ball committee of the chosen ball, negotiate bulk discounts, and arrange drinks for the Society posse before going off to the designated ball en masse.

Article 42: The Ball Treasurer

The Ball Treasurer is non-Committee Officer, elected by the Society during Trinity Term to serve in the following academic year, and shall:

- (a) In consultation with the President, the Treasurer, the Ball President, any other relevant Officers, and the College, manage the finances of the Ball; and shall
- (b) In the circumstance that a Summer Ball is not permitted by the College authorities, organise tickets for members of the Society at another Oxford ball, and in order to do so shall take input from the Society as to which ball to go to, approach the ball committee of the chosen ball, negotiate bulk discounts, and arranging drinks for the Society posse before going off to the designated ball en masse.

Article 43: The Freshers' Representatives

The Freshers' Representatives are non-Committee Officers, elected by the Society in the Hilary or Trinity Term of their first year to serve during Michaelmas Term of their second year, and shall:

- (a) Produce a "Freshers' Guide", containing information relevant to freshers, and send said booklet to said freshers;
- (b) Organise the Society 'parenting scheme' for the benefit of incoming freshers; and shall
- (c) Organise Freshers' Week: a series of social events, orientation events, and social orientation events in 0th week of Michaelmas Term. This shall be done giving due regard to the diversity of interests of Members of the Society, including that many do not drink alcohol, and shall be done in liaison with the Vice President for Welfare and the Equal Opportunities Committee;
- (d) Liaise with the Welfare Officers to ensure adequate Welfare provision during Freshers' Week; and shall
- (e) Maintain a close working relationship with the President and the Sub-Rector of the College during the organisation of and running of Freshers' Week.

Article 44: International Freshers' Representative

The International Freshers' Representative is a non-Committee Officer, elected by the Society in the Hilary or Trinity Term of their first year to serve during Michaelmas Term of their second year, and shall:

- (a) Be an International Student; and shall
- (b) Have the responsibilities described in Article 40; and shall
- (c) Ensure that adequate provision is made for international freshers, with reference to the fact that they may arrive earlier than other students.

Article 45: Tortoise Guardian

The Tortoise Guardian is a non-Committee Officer, elected by the Society in Trinity Term to serve in the following academic year, and shall:

- (a) Lobby the College to allow the Society to have and care for a Tortoise; and, in the event of a successful acquisition of a Tortoise, shall

- (b) Make provision for its housing, feeding, recreation, and welfare, recruiting other members of the Society to help as they feel is needed.

PART V: ELECTIONS OF THE SOCIETY

Article 46: Eligibility for Office

- (a) All Officers shall be current Members of the Society, and any Officer who ceases to be a member shall resign forthwith;
- (b) All Ordinary Members of the Society shall be eligible to run for and hold offices of the Society, except that:
 - (i) Eligibility to run for and hold the offices for Welfare, Women, International Students, LGBTQ, BAME, Class, and Amalgas, shall be subject to the requirements in Articles 2, 21, 24, 28, 32, 34, 35, and 37
 - (ii) A person who identifies as agender may run for either of, but not both, the Welfare Officer roles;
 - (iii) When running for office, the Vice President (Secretary), the Freshers' Representatives and the International Freshers' Representative shall be engaged in the first year of an undergraduate degree;
 - (iv) Nominees for International Freshers' Representatives shall be taken to have been nominated for the position of Freshers' Representative in addition to International Freshers' Representative; and that
 - (v) No one member of the Society shall run for or hold two positions on the Committee at any one time.
- (c) All Officers of the Society shall be elected in accordance with Articles 46-50, except that:
 - (i) Candidates for Entertainment Officers shall stand in pairs, and two pairs will be elected;
 - (ii) Candidates for Ball President and Ball Treasurer will stand in pairs, and one pair will be elected;
 - (iii) Five Freshers' Representatives will be elected, plus the International Freshers' Representative, if the same Member is elected both Freshers Representative and International Freshers Representative, they shall be taken not to have been returned as Freshers Representative, and the Member with the next most votes will be returned;
 - (iv) If no Member is nominated for the position of International Freshers' Representative, six Freshers' Representatives will be elected, one of whom will take the role of International Freshers' Representative;
 - (v) The LGBTQ officers shall be elected by those who identify as LGBTQ+
 - (vi) The Women's' Officers will be elected by those who identify fully or partially as a woman, or as having no gender identity; and that
 - (vii) Unless otherwise specified in this Constitution, non-executive positions shall be appointed rather than elected.
 - (viii) The BAME officer shall be elected by those who identify as BAME.
 - (ix) The Class officers shall be elected by those who identifies as being a working class, low income, state comprehensive educated, or first generation student;
- (d) All Officers shall hold office for one year from taking office, except that:
 - (i) Any officer elected in a by-election to replace an officer who has resigned or been removed shall hold office until the expiry of the term of office of the officer who has resigned or been removed;
 - (ii) Any person who has been elected may stand for re-election at the end of their term provided they will not spend more than 6 terms in one role; and that
 - (iii) Nobody shall hold a single office on the Executive Committee for more than 5 terms.

Article 47: Elections and Timing of Elections

- (a) All Ordinary Members shall be entitled to vote in all elections;
- (b) The ultimate arbitrator on all matters of electoral malpractice shall be the Sub-Rector, who shall retain the right to disqualify candidates and call a result void;
- (c) Elections for the following roles will take place in Michaelmas Term, and the Officer shall, subject to other provisions of this Constitution, take up their role on the Sunday after Michaelmas Term ends:
 - (i) President;
 - (ii) Vice President (Secretary);

- (iii) Treasurer;
 - (iv) Access and Admissions Officer;
 - (v) Academic Affairs Officer;
 - (vi) Amalgas Officer;
 - (vii) Domestic and Accommodation Officer;
 - (viii) Environment and Ethics Officer;
 - (ix) International Students Officer;
 - (x) Catering Officer;
 - (xi) Social Media Officer;
 - (xii) Mental Health and Disabilities Officer; and
 - (xiii) Charities Officer.
- (d) Elections for the following roles will take place in Trinity Term, and the Officer shall, subject to other provisions of this Constitution, take up their role on the Sunday after Trinity Term ends:
- (i) Vice President for Welfare;
 - (ii) Vice President for Events and Activities;
 - (iii) Entertainment Officers;
 - (iv) Music, Arts and Drama Officer;
 - (v) Welfare Officer (Female);
 - (vi) Welfare Officer (Male);
 - (vii) Women's Officers;
 - (viii) Ball President and Ball Treasurer;
 - (ix) Tortoise Guardian;
 - (x) LGBTQ Officers;
 - (xi) BAME Officers;
 - (xii) Faith Officer; and
 - (xiii) Class Officers.
- (e) The Freshers' Representatives, including the International Freshers' Representative, shall be elected in either Hilary or Trinity Term, and shall serve in the following Michaelmas Term.
- (f) All the provisions of this constitution concerning elections shall apply to by-elections, except that the successful candidate shall take up office as soon as the vacancy is effective.
- (g) The Returning Officer shall organise and advertise a suitable time for nomination periods, election, and hustings in these terms, and will receive and advertise nominations during the advertised period.

Article 48: Nomination

- (a) All candidates for office must be nominated by members of the Society using the form:
"I [name of nominator] being of sound mind and a full member of the Stapeldon Society do hereby nominate [name of nominee] for the post of [title of office]."
- (b) No candidate may be nominated or seconded by:
- (i) themselves;
 - (ii) the President;
 - (iii) the Returning Officer;
 - (iv) an Honorary Member of the Society; or by
 - (v) the current holder of the office concerned.
- (c) The number of seconding signatures required for each post shall be as follows, each of which must be from an Ordinary Member of the Society:
- | | |
|---|----|
| (i) President: | 10 |
| (ii) Any Vice President or the Treasurer: | 5 |
| (iii) Amalgas Officer: | 3 |
| (iv) All other positions: | 1 |
- (d) In the event of only one candidate standing for a particular post at the time nominations are due to close, the following shall apply:
- (i) Nominations shall remain open for a further 48 hours; and
 - (ii) After this time has elapsed, nominations shall close unless that candidate has withdrawn, and no further candidates have come forward.

- (e) In the event that no candidate has been duly nominated for a particular office by the time nominations are due to close, the following shall apply:
 - (iii) Nominations for that office shall remain open for a further 48 hours;
 - (iv) If no candidate has been duly nominated at the end of the further 48 hours, the President shall assign the duties of the office concerned to one or more members of the Committee or to a non-Committee Officer and a by-election shall be held in the following term;
 - (v) If a candidate has been duly nominated, an election shall be held.

Article 49: Hustings

- (a) The Returning Officer shall arrange for Hustings to be conducted for all elections at a time suitable for members of the Society to attend, between the last day allowed for receipt of nominations and the day of the election itself.
- (b) Hustings shall be chaired by the Returning Officer or their agreed delegate, and the taking of minutes shall be at the discretion of the Chair.
- (c) During hustings, questions shall be offered to all candidates in turn.
- (d) Questions shall not contain personal references or cause undue offence to any person present, and the Chair shall duly have the power of veto.
- (e) In addition, the following rituals shall be observed:
 - (i) In hustings for the position of Treasurer, unless given exemption by the Chair, candidates shall have to chase a mock thief around the Quad, to show that they are able to protect the monies of the Society.
 - (ii) In hustings for the position of Entertainments Officers, the candidates shall be asked to tell a joke, to prove their ability to entertain.
- (f) If an election is uncontested then the incumbent holder of that position shall participate in any challenge set by the Returning Officer during hustings. This shall not include the questions posed by the floor. If the incumbent is unavailable, or is unopposed in seeking re-election to their office, the JCR President shall participate in their stead.

Article 50: Procedure of the Election

Elections shall be carried out in accordance with the following procedure:

- (a) An electronic voting system which is capable of fairly and properly allowing for the election to take place shall be set up by the Returning Officer, in consultation with the President. The system shall run for the full duration for which the ballot is open, and neither the Returning Officer nor any other person may see any results before the ballot closes, except the overall turnout. A "Spoil/Abstain" option must also be provided on the system.
- (b) In every election, the first ballot for each office shall offer the option of reopening nominations for that office. If that option is successful in the ballot, nominations shall be opened for a further seven days after the day of election; otherwise the candidate who is successful in the ballot shall be returned.
- (c) At the end of any period during which nominations have been reopened, the candidates shall be those duly nominated either before or during that period. If there is only one candidate, that candidate shall be returned unopposed; otherwise a second ballot shall be held within seven days (not counting days outside Full Term).
- (d) Any second ballot shall be held during Full Term, and may be held in Eighth Week. The option of again reopening nominations shall not be offered. The candidate who is successful in the ballot shall be returned.
- (e) In the event of an electoral tie, a second ballot shall be held that shall offer members of the Society the chance to decide between the tied parties. No further Hustings shall be required. No further candidates may put themselves forward.

Article 51: Counting of Votes

The rules for voting, and the counting of votes, shall be as follows:

- (a) In the event that one or two candidates only are standing, the rules shall be as follows:
 - (i) Election shall take place by single plurality voting (first past the post).
 - (ii) RON will automatically be one of the candidates, standing for "Re-Open Nominations".
 - (iii) The winner of the election shall be the candidate with the most votes cast in their favour.
- (b) In the event that three or more candidates are standing, the rules shall be as follows:
 - (i) Election shall take place by single transferable vote.
 - (ii) RON will automatically be one of the candidates, standing for "Re-Open Nominations".
 - (iii) If one candidate does not have 50% of the votes cast after 1st preferences have been counted, then the candidate with the fewest votes will be discarded. The second preferences from this candidate will then be reallocated, and if one candidate has more than 50% of the vote then they will be the winner.
 - (iv) In the event that no candidate has 50% of the vote cast, then the candidate with the second fewest votes will be discarded, and their second preferences reallocated. This will continue until one of the candidates has 50% of the votes cast.
 - (v) If a vote is cast for RON, then no second preference can be cast for any other candidate. Doing so will render the ballot spoilt. Thus when RON is discarded no second preference is re-allocated.
 - (vi) Unmarked ballots will be considered spoils. Spoilt ballots will NOT be counted for the purposes of deciding whether a candidate has reached the required 50% of votes cast.
 - (vii) In the event of a tie, a re-election shall be held with the same candidates only. No more Hustings are required.
- (c) After the ballot has closed, the Returning Officer shall receive the results with the President as witness, before immediately announcing them in the bar immediately after counting has taken place. The full results shall also be subsequently publicised by email.

PART VI: FINANCES OF THE SOCIETY

Article 52: Accounts

- (a) The Society shall keep accounts of all its funds. Its accounts shall include:
 - (i) The Main Account;
 - (ii) The Charitable Causes Fund Account;
 - (iii) The Arts Fund Account; and
 - (iv) The Ball Account.

Article 53: Income

- (a) The College allocates from the fee income of all those qualified for membership of the Society (whether they are members or not) termly sums that are paid into the Society's Main Account and Arts Fund;
- (b) The Society shall act as agent of the Governing Body in management of these monies for the corporate benefit of all Junior Members of the College who are qualified for membership of the Society;
- (c) In addition, the Society may from time to time resolve to levy a small subscription on its members (but not on any person who is not at the time a member), for any purpose promoting the interests and welfare of, and social activities among, its members;
- (d) Any such subscription shall be paid either into the Main Account or into the Arts Fund, as may be appropriate.

Article 54: Expenditure

- (a) Each Officer of the Society shall have a discretionary budget to help them perform the functions of their office, the value of each of which shall be determined by the Executive Committee, in liaison with other Officers, in Trinity Term for the subsequent academic year, and which must be approved by a General Meeting of the Society;
- (b) Each discretionary budget shall come from the Main Account, except for the discretionary budget of the Music, Arts, and Drama Officer, which shall come from the Arts Fund Account;
- (c) Any Officer may spend any sum from their own discretionary budget for issues relevant to their role, but must make sure to not exhaust their budget prematurely, and must seek the permission of the Executive Committee prior to spending money on an item which has not previously been approved;
- (d) Each Officer must be prepared to provide an account of their expenditure from their discretionary budget, and will be held personally responsible for any expenditure for which they cannot provide adequate explanation or which the Executive Committee does not believe to be relevant to their role or the work of the Society;
- (e) Any expenditure from the Main Account or the Arts Fund Account which is not taken from the discretionary budget of an Officer must be approved by a quorate meeting of the Society, unless it satisfies one of the following exceptions:
 - (i) It is an expenditure on newspapers or related items;
 - (ii) The Executive Committee allocates money for the expenditure from an Executive budget, which shall total £500, and which shall be used to enable the smooth functioning of the JCR where it is deemed necessary.
- (f) Large, compound financial undertakings such as the Ball need be voted on only once, even if the budget is at that stage indefinite;
- (g) Administrative expenses shall be exempt from this requirement, provided that they pertain to activities approved by a meeting of the Society, or that are stipulated in this Constitution;
 - (i) The Committee may at any time demand justification of any expenses made under this authority.
- (h) The Society shall not be allowed to invest money in risky activities on account of its charitable status; and
- (i) Any large financial transactions undertaken on behalf of the Society must be authorised in writing by the President and by the Treasurer.

Article 55: Governing Body Approval of Accounts

All the accounts of the Society are subject to annual approval by the Governing Body, and to any committee that the Governing Body has delegated this role to. The Treasurer shall:

- (a) Submit a printed copy of the Society's accounts to the College Bursars, each Michaelmas term, this copy being both a true and accurate account of the financial position of the Society; and shall
- (b) Present a draft budget for the forthcoming financial year to the Bursars each Michaelmas term. This draft budget must include at least the following:
 - (i) all income for the Society, for both charitable and non-charitable purposes, that may be reliably forecast for the year ahead;
 - (ii) all expenditure by the Society for non-charitable purposes that may be reliably forecast for the year ahead;
 - (iii) amounts likely to be available for distribution to charitable causes for the year ahead;
 - (iv) amounts likely to be available for expenditure on non-charitable causes for the year ahead.

Article 56: The Charitable Causes Account

55.1 General

- (a) The Charitable Causes Fund Account shall be funded by a Society Charities levy
- (b) The Account may not go into deficit;
- (c) No transfer may be made to the Account from any other account of the Society;
- (d) The disposal of assets of the Account shall always be to charitable purposes other than the Society itself.

55.2 Levy

- (a) The Society shall have a Charitable Causes Fund raised by a Society Charities Levy in Hilary and Trinity term, the amount of which shall be decided by a motion from time to time;
- (b) Every member of the Society shall have the right to sign-off the levy on a termly basis by contacting the Treasurer.
- (c) Each term the Treasurer shall advertise the amount of money that is to be available for distribution to registered charities. In Trinity term, a sum of £500 must be kept aside to cover individual charitable requests in the following Michaelmas term.
- (d) Subject to (c), if there is any money left over from the charities levy after individual cases in Hilary and Trinity have been paid for, the money will be donated to EXVAC.

55.3 Limitations

- (a) No charity shall be given more than £300 in any one term, with the exception of EXVAC.
- (b) The Committee shall decide how much money is available to donate to EXVAC in any given year, and a motion shall be presented to that effect, this money being in addition to any donated to EXVAC by the procedure in Article 52.2.

55.4 Individual Charitable Cases

- (a) Individual cases will only be considered if the proposer of the motion can show demonstrable involvement in the work of the charity of one or more member of the Society, past or present.
- (b) The Society may request a report of the work of the charity, and/or a summary of the uses of the money after the work has been undertaken.
- (c) Members of the Society nominating charities to receive a donation must provide an address for the charity, and must confirm before the motion is put to a meeting of the Society that the charity accepts donations.

- (d) Donations may only be made to registered charities, or to Oxford University Societies currently registered with the Proctors.

PART VII: RESIGNATION, REMOVAL OF OFFICERS, AND COMPLAINTS

Article 57 – Calling to Account

56.1 General

- (a) A specific process will be followed in the event of a complaint being made about the conduct of any officer of the Society. This process will be initiated only by the submission of a motion of Calling to Account.
- (b) Any two or more members of the Society shall have the right to present a motion of Calling to Account at any General Meeting or Extraordinary Meetings of the Society.

56.2 Motion to Call to Account

- (a) The motion must be presented in reference to a specific officer of the Society.
- (b) The motion may be presented as laid down under Part III of this Constitution with one proposer and one or more seconders. The motion may also be presented in the form of a collective proposition where two or more members of the Society may propose the motion, but are not required to be distinguished as proposer and seconder.
- (c) The motion shall take the following form:
 - 1. *This JCR notes that [name of officer] currently holds the position of [name of office]*
 - 2. *This JCR further notes that the required duties of the [name of office] are laid out in Part IV of the Constitution.*
 - 3. *This JCR also notes that two or more members of the Society request an account of the officer's attempts to fulfil those duties during their term in office.*Therefore:
 - 4. *This JCR requests that [name of officer] presents an account of their attempts to fulfil those duties, along with an account of any other actions taken in the course of holding the post of [name of office]*

56.3 Procedure for the Meeting

- (a) At the meeting, the proposer or a representative of the group of proposers (hereafter proposer), shall first give any details of the unfulfilled duties or other actions of the officer which they wish to be accounted for.
- (b) The officer shall then have the opportunity to give account of their actions in office. No other member of the Society shall be permitted to take part in the motion, except to give a point of information or point of order.
- (c) The officer must give good cause to the Committee as to why they cannot attend the meeting of the Society. If no good cause is given, then the officer will have waived the opportunity to give account of their actions.
- (d) The vote will be taken by majority. If the motion is carried then the officer will have given good account, and will continue in office.
 - (i) A motion of Calling to Account may only be presented at most once each full term in respect of any one officer.
 - (ii) If the motion fails, then the officer will be given two weeks to act to fulfil their duties or to remedy the complaint made against him in the motion of Calling to Account.
 - (iii) The officer will be mandated to attend the next meeting of the Society.

56.4 Motion for Request for Resignation

- (a) At the next meeting of the Society, a motion of Request for Resignation will be proposed by the Committee.
- (b) The motion will take the following form:
 - 1. *This JCR notes that [name of officer] has failed to give good account of their attempts to fulfil their duties as [name of office].*
 - 2. *This JCR further notes that this officer was given two weeks in which to address the complaints made against them.*
 - Therefore:*
 - 3. *This JCR requests that [name of officer] presents an account of their attempts to address the complaints made against them.*
 - And:*
 - 4. *This JCR votes on the motion "This JCR requests the resignation of [name of officer] from the post of [name of office]."*

56.5 Procedure for the Meeting and Appeal

- (a) At the meeting, the President will speak as representative of the Committee as proposer of the motion. The officer will then have the opportunity to give account of their attempts to fulfil their duties and address the complaints made against them.
- (b) The motion will then be debated by all members of the Society. The Chair will provide the officer with the opportunity to address any criticism made of them, and thus the chair will have the right to allow the officer to speak wherever they wish to defend themselves.
- (c) The Chair will have the right to veto any comment that is deemed offensive and have that comment struck from the minutes.
- (d) If the motion is carried, the officer will be suspended pending appeal:
 - (i) The officer shall have the right to appeal against the request for resignation;
 - (ii) Such an appeal must be made within 24 hours of the request for resignation in writing to the Sub-Rector;
 - (iii) The appeal will be heard by a committee of the Sub-Rector and the Junior Dean;
 - (iv) The appeal will follow the procedures laid down for the minor appeals committee;
 - (v) The President will present the Society's case for the removal of the officer; and
 - (vi) The decision of the committee will be made by majority, and will be final.
- (e) If the officer does not make an appeal, or the appeal is turned down, the officer will be removed, and a By-Election arranged.

Article 58 – Complaints

- (a) Members who are dissatisfied with the Administration of the Society, which does not relate to the conduct of any one officer, should propose a motion at any meeting of the society.
- (b) If such a motion is rejected by a simple majority, or if the complaint is upheld, but not sufficiently remedied, any member who feels sufficiently aggrieved may appeal to the Sub-Rector, who may require the Society to make appropriate remedy.

Appendix A: Set budgets for officers of the JCR

Article 53 (a) states “Each Officer of the Society shall have a discretionary budget to help them perform the functions of their office, the value of each of which shall be determined by the Executive Committee, in liaison with other Officers, in Trinity Term for the subsequent academic year, and which must be approved by a General Meeting of the Society”

The current discretionary budgets, as laid out below, were agreed in the Tuesday 13th June 2023 meeting of the JCR. Please note that they are only valid for the 2023-24 academic year.

Members of the Executive Committee:

- President: £170
- Vice Presidents [Secretary, Welfare, Events & Activities]: £120
Vice President also has £600 at their discretion and will use the money to purchase food to incentivise attendance at JCR meetings. (£50 per JCR meeting)
- Treasurer: £20

Members of the Operations Committee:

- The Domestic and Accommodations Officer: £50
- The Catering Officer: £50
- The Environment and Ethics Officer: £50
- The International Students Officer: £350
- The Social Media Officer: £100
- The Academic Affairs Officer: £150

Members of the Events and Activities Committee:

- The Amalgas Officer: £250
- The Entertainments Officers: £600
- The Music, Arts, and Drama Officer: £250
- The Charities Officer: £150
- The Tortoise Guardian: £0

Members of Welfare:

- The Welfare Officer (Female) and The Welfare Officer (Male): a combined budget of £2,750
- The Mental Health and Disabilities Officer: £350
- The Access and Admissions Officer: £150

Members of Equal Opportunities:

- The LGBTQ Officers: £350
 - These officers also have a discretionary budget that is unlimited with the title of ‘Gender Expression Fund’. As with all budgets this will be reviewed in Trinity term.
- The BAME Officer: £350
- The Faith Officer: £250
- The Class Officers: £350
- The Women’s Officers: £500

These budgets will be reassessed and presented in Trinity Term 2024 for the agreement of the JCR.

Appendix B: Officers of the Junior Common Room

As of Ninth Week Trinity Term 2023, here are the Officers of the JCR.

Committee Officers

The President	Freddie Crichton-Miller
The Vice President (Secretary)	Kerensa Pickering
The Vice President for Welfare	Kate Harrison
The Vice President for Events and Activities	Emma Little
The Treasurer	Chloe Abulencia
The Domestic and Accommodations Officer	Matt Holland
The Catering Officer	Jasmine Ashworth
The Environment and Ethics Officer	Faith Mackintosh
The International Students Officer	Rayvell Wijaya
The Social Media Officer	Ruby Rowlands
The Academic Affairs Officer	Eve Campbell
The Amalgas Officer	Ava Milne
The Entertainments Officers	Holly Moody, Cosima Clarke, Giorgi Gvaradze, Maisie Young
The Music, Arts, and Drama Officer	Will Bidwell
The Charities Officer	Nina Savedra
The Welfare Officer (Female)	Maya Kerr-Davis
The Welfare Officer (Male)	Matt Brayshaw
The Mental Health and Disabilities Officer	Kathleen Lai
The Access and Admissions Officer	Jacob Newman
The Women's Officers	Luisa Mayr
The LGBTQ Officers	Finn Gosling
The BAME Officer	Anuj Mishra
The Class Officers	Havana Coyne, Natalie Turner

Non-committee Officers

International Freshers' Representative	Hanna Gualandi
Freshers' Representative	Naomi Wood
Freshers' Representative	Jacob Newman
Freshers' Representative	Will Bidwell
Freshers' Representative	Maisie Young
Freshers' Representative	Ava Milne
The Tortoise Guardian	Emily Williams
Ball President	Grace Kirman
Ball Treasurer	Abi Harper

This Appendix will be reassessed at the end of Michaelmas Term 2023 to stay up to date.