The Standing Orders of the Junior Common Room of Hertford College

Part 1 - Preamble

Section 1 - Purpose

The purpose of the Standing Orders is to supplement, but not overrule the Constitution and provide a detailed guide to the general operation of the JCR.

Section 2 - Complaints Procedure

1. A member of the JCR may raise a complaint regarding the conduct of, or their treatment by, an elected JCR committee member in their capacity as an elected committee member.
    a. Members complained against will be notified if they're being investigated.

2. The members should initially raise complaints with the Oversight Committee
    a. If the complaint is regarding the Oversight Committee, it should be taken to the JCR President.

3. If a student feels that a response to the approach by either committee is not acceptable, or in the case that there is a reason they do not feel able to approach the aforementioned officials, they may consult the Dean.

4. The Dean shall have the power to deal with the matter, including any negotiation of any mitigation for the complaint between the student and the JCR.

5. Where either the student or the JCR is not satisfied with the outcome of such a process, or where the Dean determines it is required in any case, the matter may be referred to an independent person appointed by the governing body to investigate and recommend any appropriate action back to the governing body for approval or amendment as it sees fit.

6. Once a matter has been determined by the governing body in this way, there shall be no further right of appeal.

Section 3 – Membership

1. Full members shall have the following benefits:
    i. To attend, propose motions, amendments, speak and vote at all JCR General meetings.
    ii. To vote at the elections of the JCR committee and in referenda.
    iii. The right of candidature: to stand for election to office on the JCR Committee, subject to satisfying any further other conditions of candidature as outlined in the Constitution and these Standing Orders.
    iv. To enjoy the facilities of the Common Room, attend official JCR events, and to entertain guests who shall also be allowed to use those facilities. JCR members shall be responsible for their guests.

Part 2 - Finances

Section 1 - General Principles

1. The JCR Treasurer is responsible for all JCR Finances and shall record the value, date and source of all payments to and from every JCR account.

2. No payment or commitment to payment shall be made without prior authorisation from the Treasurer.

3. No payment over £300 shall be made without specific authorisation from the JCR Executive Committee.

4. For all purposes, the financial year of the JCR shall run from 1 January to 31 December.

5. The JCR Treasurer shall calculate JCR Battel charges which shall be sent to the Bursary before the commencement of 1st Week each term.
    a. JCR Battels shall include, but not be limited to, charges made on behalf of societies and sports teams, and non-welfare taxi charges.
    b. A taxi charge should be classed as non-welfare if not used for one of the following reasons: Emergencies that require immediate medical attention, to remove a JCR member from a potentially harmful situation, particularly if they are alone, immobility which genuinely prevents the use of alternative modes of transport (if this is the case over a prolonged period of time it must be negotiated with the Welfare Officers), journeys to and from Sexual Assault and Rape Crisis Centres.

Section 2 - Accounts and Reporting

1. The following JCR bank accounts must exist:
    a. Hertford College JCR current account
        i. Signatories – JCR President and Treasurer.
    b. Hertford College JCR high interest deposit account.
    c. Hertford College JCR charities account
        i. Signatories – JCR Treasurer and JCR Charities Representative. Withdrawal can also be made upon authorisation from a charity motion at a JCR meeting
        ii. Withdrawals can be made from the charities' account to pay for resources directly involved in the arrangement and/or running of fundraising events
        iii. Any funds raised through charity fundraisers will be immediately transferred to the JCR Charities Account
        iv. A permanent email address will be maintained and linked to the JCR Charities Representative position, to maintain accounts with services, such as but not limited to JustGiving, to collect fundraising funds, and transfer directly to the JCR charities account
    d. Hertford College JCR Sports Account

i. Signatories - JCR Treasurer and JCR Sports Officer.

2. All JCR bank accounts specified in this section may be closed only by an amendment to these Standing Orders.
    a. Other accounts may be opened or closed by a decision of the Executive who will report their actions to the next full JCR Meeting.

3. The JCR Treasurer is responsible for all reporting pertaining to these accounts. To this end they shall:
    a. Be responsible for issuing all duly authorised invoices, guarantees or liabilities on behalf of the JCR, ensuring that all monies due to the JCR are collected in full.
    b. Produce an annual financial report to be made available to the JCR in the first meeting of Hilary Term. The report must be produced in accordance with the requirements established in Article 7, Section 4, sub-section F of the Constitution.
        i. This report shall be publicised to JCR Members a week before this meeting.
    c. Draw up termly accounts detailing income and expenditure of the JCR to be discussed with the Bursar and made available for review by any JCR member.
        i. Accounts for the previous term must be published in the first JCR Meeting of each term.
        ii. A review of this spending can take place by way of a simple majority vote at a JCR Meeting.
    d. In liaison with the President, draw up a termly list of sums owed to and by the JCR, together with details of current assets and liabilities.

Section 3 - Clubs and Societies

1. No JCR Club or Society, nor any other person on the JCR's behalf, shall make separate appeals to external bodies for financial support without having declared this intention to the JCR Treasurer.

2. The Treasurer shall approve all invoices or orders issued on behalf of all activities of the JCR before they are issued.

3. The Treasurer is authorised to spend JCR Clubs and Societies money in the interests of the JCR.

4. No external club or society may be allocated more than a £50 grant (this includes requests for funding for plays, events, societies, media, but excludes donations deemed charitable by the JCR even if the donee is not a registered charity).
    a. Any donations deemed charitable shall be paid for from the JCR Charities account.
    b. External in this context will be defined to mean a Club or Society made up of no more than 10% non-Hertford members, which is based in substantial part out of Hertford College, or at the discretion of The President.

5. Hertford College Music Society (HCMS) shall receive discretionary grants/loans from the JCR. HCMS' Officers shall be accountable to the Treasurer, and to the JCR, for expenditure of this grant. The monetary value of this grant shall be determined at the beginning of each financial year by the JCR Treasurer, JCR President and the Officers of HCMS.

Section 3 - Clubs and Societies Funding

*This Standing Order sets out the procedure for allocation of funding to Hertford College Societies and Clubs to be made **jointly** by the JCR and the MCR.*

1. For the purpose of this Standing Order, a Society or Club eligible for funding is is:
    a. group registered in the manner outlined in Appendix 1 with the Junior and Middle Common Room of Hertford College,
    b. which is run by Junior members of the College, and
    c. whose membership consists of at least 90% Hertford College members, and of at least 12 students,
    d. for the purpose of participating in a joint activity and/or run events (included but not limited to, sports, creative and performative arts, academic subjects, identities).
    e. which has a constitution and at least 2 committee members, consisting of a President and Treasurer/Secretary.
    f. which is accessible to all members of Hertford College (barring exclusivity on reasonable grounds).
    g. which will not in any part be funded through the JCR Sports Officer

2. Each common room will contribute to the fund as follows.
    a. The JCR will make available 10% of its termly capitation to the fund.
    b. The MCR's contribution to the fund will be the 10% of MCR capitation that is automatically sent to the JCR by the Bursar.

3. At the end of each Trinity Term, the JCR and MCR Treasurers ('Treasurers') shall meet to discuss the total funds allocated in the current calendar year, whether there is sufficient promotion of activities to both common rooms and any changes to this procedure.
    a. The Treasurers shall prepare a report of the expenses under this fund to present at the next scheduled General Meeting of each common room.
    b. Any funds leftover each term shall be returned to the current accounts of the respective Common Rooms, with the proportion of leftover funds being returned to each Common Room equal to the proportion of the initial fund they contributed.

Process for allocation of funding

4. Societies and Clubs wishing to request funding shall submit a request to the Treasurers of both Common Rooms using the form in Appendix 2, by **end of week 2 of each term.**
    a. The Treasurers and 3 other committee members may start making decisions regarding the allocation of funds to Societies and Clubs at the start of each term at their discretion, and on a rolling basis until the end of week 3 of each term.
    b. The Treasurers shall consider:
        i. The number of members of each common room engaged with the Society and Clubs' activities;
        ii. The proposed use of the funding;
        iii. Whether there are any other possible avenues for funding the activity other than this fund;
        iv. Whether the Society and Club confirms that their activity will be promoted to all Junior Members of College (it may assist to give an explanation of how the Society and Club is going about doing this);
        v. Whether the Society and Club charges money for membership.

5. Societies and Clubs may apply for recurrent termly funding (i.e., funding for each term of the academic year in which they are applying).
    a. An application for recurring funding shall expire at the start of each academic year, and an application for renewal shall be submitted before the end of week 2 of Trinity term.
    b. Societies are expected to produce an overall budget bid for the following academic year each time they reapply, submitted to their senior member or via default process.

6. After an application for funding is approved, the Treasurers shall notify the contact of the Society and Club by the end of week 3 of each term.
    a. Generally, the funds will be transferred upon receipt of a reimbursement form (Appendix 3), unless otherwise agreed on with the Treasurers.

Eligibility criteria

7. Registered Societies and Clubs of Hertford College are generally eligible to apply for this funding, excluding the following clubs or societies are not eligible for financial assistance under this fund:
    a. Clubs or Societies registered in the University's Register of Student Clubs or the Oxford Student Union's Societies and Clubs Register;
    b. Clubs or Societies made up of more than 10% non-Hertford members, and, which are based in substantial part out of Hertford College, or at the discretion of the Presidents of the JCR and of the MCR.
    c. Clubs and Societies which receive funding from the JCR Sports Officer

8. Registered Societies are permitted to use Hertford College's name and branding.

PART 3 - Meetings

Section 1 - General Principles

1. There shall be a quorum of 20 JCR Members at all General Meetings (O.G.M.s and E.G.M.s). If at any time a Meeting becomes inquorate, it shall be suspended until quorum is restored, and if quorum is not restored within 15 minutes then the meeting immediately ends.

2. The Secretary shall make available to JCR Members the minutes of General Meetings.

3. Only JCR Members may vote on any business pertaining to the JCR.
    a. Only those present at a Meeting when a vote on a motion is called may vote, unless provided for in the Constitution.

4. All decisions shall be taken by majority vote except those provided for in the Constitution and Standing Orders.

5. All motions must be proposed and seconded by JCR Members. The Proposer and/or the Seconder must be present when the motion is discussed at the General Meeting.

6. The Order of Business at a General Meeting shall be:
    a. Business arising
    b. Motions.
    c. Hustings and/or elections.
    d. Any other business.

7. The General Meeting may, by a simple majority, decide to defer any item of business until after any other.

8. General Meetings may pass resolutions to govern their own procedure.

9. If 20 JCR Members object to a motion raised, they can petition the JCR Executive to postpone by 1 meeting.
    a. If the motion has been postponed once it cannot be postponed again.

Section 2 - The Chair

1. The Chair at full JCR Meetings shall be taken by the President, or, in their absence, by an Executive Committee Member.

2. If the Chairperson wishes to propose or second a motion, or to propose or second the opposition, they shall vacate the Chair.

3. It is the duty of the Chairperson to ensure that the Meeting is in order at all times; that the remarks made are relevant to the matter under debate; that no defamatory remarks are made about another JCR Member; and that no new material is introduced during a summing-up speech.
    a. Should disorder arise, the Chairperson may at their discretion warn the Meeting that they intend to quit the Chair, and if order is not restored within a reasonable period, they may do so, whereupon the Meeting shall be closed. They shall give their reasons for doing so at the next Meeting.

4. Any Member using abusive language, interrupting speakers, or shouting down speakers or the Chairperson, shall be removed from that Meeting, if they do not desist once warned, and allowed back in only to cast their vote.
    a. Once any Member has been evicted from one Meeting, they will only be allowed into another Meeting under sufferance of good behaviour, and no further warnings will be given before a second eviction.

Section 3 - Ordinary General Meetings

1. There should be 3 Ordinary General Meetings (O.G.M.'s) each term.
    a. These are typically in 2nd Week, 5th Week, and 8th Week but this schedule is at the discretion of the Executive Committee.
    b. The Secretary shall give one week's notice of each General Meeting.
    c. All motions must be submitted at least 60 hours in advance of the General Meeting.
        i. Emergency motions may be accepted after the 60-hour deadline at the President's discretion. Such motions shall be restricted to matters arising substantially after the deadline, and which, in the President's opinion, must be dealt with at the forthcoming Meeting.

2. The schedule of annual business shall be decided by the Executive Committee and published to all JCR members a week before the first meeting of Hilary Term.

3. Apologies must be made to the Secretary in advance of an O.G.M. notifying them of their non-attendance by all members of the following Committees:
    a. Executive Committee.
    b. Senior Officers' Committee.
    c. Committee of Representatives.
    d. Oversight Committees.

4. Charity funding will be reviewed by the Charities Representative and Executive Committee using the following guidelines:
    a. That the support of the given charity or event would accurately reflect the views of the JCR.
    b. That the JCR Charities Representative will present a report to the JCR Treasurer outlining the charity name, amount to be donated, bank details of recipient charity and reason for donation.
    c. That a donation cannot be made without a minimum of approval by the JCR Charities Representative and JCR Treasurer.
    d. That the approval of single payments from the Charities Account exceeding £250 requires the unanimous agreement of the Executive Committee, Senior Officers Committee and Charities Representative.
    e. That following any charity funding, the JCR Charities Representative must attend the next JCR meeting and explain the selection of charity supported, the amount donated and the reason for the donation.
    f. That the Charities Representative does not exceed 80% spending of the termly charities budget.

Section 4 - Extraordinary General Meetings

1. Extraordinary JCR Meetings may be held at any time at the written request of 25 JCR Members, or 2 JCR Executive Committee Members, or 4 Senior Officers or at the discretion of the President.

2. Extraordinary JCR Meetings shall be conducted as if they were General Meetings except that:
    a. The Order of Business shall be at the discretion of the Chairperson.
    b. There shall be no Emergency Motions.
    c. Only motions appearing in the petition calling for the Extraordinary JCR Meeting shall be discussed, unless the Executive considers that other matters require discussion.

3. Extraordinary General Meetings may take place on any evening of full term, but not less than 72 hours, and not more than one week and 72 hours, after the petition is handed to the Secretary, or alternatively at the President's discretion.
    a. If the E.G.M. is held e-mails must be sent informing all JCR Members of the E.G.M. and notices prominently displayed in JCR rooms and on noticeboards.

4. No JCR Officer need be present at an E.G.M. but if the President and Secretary are not present the Meeting shall elect its own Chairperson; and a list of all those present, with their printed names and signatures, must be posted immediately after the E.G.M. to the Secretary and President.

5. If there is a motion in an E.G.M. calling for the removal of a JCR Officer, that Officer must be aware of the motion at least 24 hours before the E.G.M. is scheduled to begin.

Section 5 - Procedure of General Meetings

1. A motion without amendment proceeds as follows;
    a. Speech in favour of the motion by the Proposer or Seconder.
    b. Short factual questions.
    c. Speech in opposition to the motion.
    d. Points in debate (in an order at the discretion of the chair).
    e. No more points in debate/successful move to a vote.
    f. Summing up by the Proposer.
    g. Summary speech in opposition.
    h. Vote.

2. An amendment may be proposed by a member of the JCR present at the meeting during discussion of Points in debate (Part 3, Section 5, Point 1d of these Standing Orders).
    a. If the original Proposer of the motion has no opposition to the amendment it is deemed 'friendly' and passage of the motion continues as detailed above.
    b. If the amendment is not taken as friendly, it is debated and voted on as detailed in Part 3, Section 5, Points 1a-h of these Standing Orders. Once dealt with, the motion continues in the usual fashion, whether successfully amended or in original form.
    c. If an unfriendly amendment is passed, then the Proposer of the amendment shall be counted as the Proposer of the motion.
    d. If an unfriendly amendment is passed, and the proposer of the amendment does not wish to become the proposer of the entire motion, the JCR body will be listed as the proposer of the motion. No seconder will be required.
        i. Should further debate on the motion ensue, questions regarding the amended sections will be directed at the original proposer of the unfriendly amendment, and questions relating to the original unamended sections will be directed at the motion's original proposer. This shall be mediated by the chair.

3. Points of order shall take precedence over all other business except that they may not be raised during a speech, or a vote, unless they relate to the procedure of that vote.
    a. A point of order shall be phrased as a question to the Chair, shall be related to the conduct of the debate at the time, shall not refer to the subject matter of the debate, and shall contain no argument.

4. The following procedural motions may be raised on a point of order:
    a. That the motion goes straight to a vote. If this is passed the Proposer shall have summing-up speech before the vote.
    b. That the motion be passed over. If passed, the Meeting shall proceed to the next item of business.
    c. That a non-JCR Member be invited to speak at the Meeting.
    d. That voting may be by secret ballot.
    e. That the Meeting be adjourned.

f. That the motion be taken in parts.
g. That the matter be remitted to the JCR Executive, Senior Officers or other Committees.

Section 6 - Referenda

1. A JCR Meeting may pass, by a simple majority, any motion requiring a referendum to be carried out among all JCR Members.

2. The referendum can be passed by a simple majority of those voting in it, but there must be at least 100 JCR votes cast.

3. The procedure and organisation of the referendum may be challenged only at the next JCR Meeting.

4. The JCR Secretary shall be responsible for the organisation of the referendum and for ensuring that at least two days' notice is given following the Election Standing Orders as guidelines. The referendum shall take place over a 72-hour period:
    a. Once voting has closed in an referendum, the Secretary will present the results of the referendum to the Oversight Committee, alongside any relevant information requested at the discretion of the Committee.
    b. The Oversight Committee will be responsible for certifying election results:
        i. The certification of referendum results will require a majority vote from the Oversight Committee,
        ii. The Committee will only refuse certification if the conduct of the referendum violates the rules stipulated in the Constitution and Standing Orders,
        iii. If the Committee refuses certification, it must vote upon a response proportionate to the failure of referendum conduct,
        iv. If the conduct of the election in question prejudices the integrity of the results, the Oversight Committee can take action up to and including requiring the Secretary to rerun the referendum.

PART 4 - JCR Committee

Section 1 - Organising Principles

1. The JCR Committee must consist of the JCR Executive Committee and the Oversight Committee.
    a. These Officers should operate in accordance with the relevant provisions in the JCR Constitution.
    b. A further specification of roles for the JCR Executive can be found in Appendix 2 of these Standing Orders.

2. The JCR Committee may also consist of a number of sub-committees outlined in the appendices of these Standing Orders.
    a. These sub-committees should operate in accordance with the relevant provisions outlined in the appendices.
    b. The JCR Executive Committee shall provide oversight for these sub-committees.
    c. A sub-committee can be created following the procedure outlined in Part 3, Section 5 of these Standing Orders.

3. All JCR Officers must ensure there are appropriate handovers to newly elected Officers at the end of their tenure.

4. Any correspondence or records of any JCR Officer dealing with their official responsibilities must be kept until their period in office is terminated.
    a. With the exception of confidential, personal correspondence, these records must be open and examinable by any JCR Member on demand.
    b. Serious breach of this, shall be regarded as sufficient grounds for removal.

5. The procedure to request removal of an elected JCR Senior Officer, Oversight Committee Officer, or JCR Representative is as followed:
    a. Request submitted to the Oversight Committee with the signatures of 10 JCR members.
        i. If the request pertains to a member of the Oversight Committee the request will go through the complaints procedure as per Part 1, Section 2.
    b. If the Oversight Committee decides in favour of the appeal, the case against the Officer or Representative in question is to be publicised to the JCR student body one week before the next JCR Meeting where a motion to request a vote to remove the Officer or Representative in question will automatically be tabled.
        i. If the Oversight Committee denies the appeal, the member requesting removal may go through the complaints procedure as per Part 1, Section 2.
    c. The motion shall run in accordance with the procedure outlined in Part 3, Section 5 of these Standing Orders.
    d. The Officer or Representative will be removed by a simple majority in favour of removal voted through a secret ballot in which all members of the JCR are able to vote.

6. The procedure to request removal of an elected JCR Executive Officer is as followed:
    a. Request submitted to the Oversight Committee with the signatures of 25 JCR members.
    b. If the Oversight Committee decides in favour of the appeal, the case against the Executive Officer in question is to be publicised to the JCR student body one week before the next JCR Meeting where a motion to request a vote to remove the Officer in question will automatically be tabled.
    c. The motion shall run in accordance with the procedure outlined in Part 3, Section 5 of these Standing Orders.
    d. The Officer will be removed by a simple majority in favour of removal, voted through a secret ballot in which all members of the JCR are able to vote.
        i. If the Officer in question is the Secretary, a chair of the Oversight Committee will act as the returning officer for this election.

7. Should any member of the Executive or Senior Officer Committee resign, or be removed from their post before their term of office is over, the JCR Executive shall appoint another member of the Senior Officers Committee to carry out the required duties of the post until a by-election may be carried out.
    a. This shall also apply if no candidate stands for election to this post. In this case, by-elections must be held until the post is filled. If, for any reason, there is no President, their duties shall automatically devolve to the Treasurer.

8. A JCR Representative role can remain vacant indefinitely and can be filled at any time by submitting a manifesto to the Secretary and undergoing hustings at a General Meeting, as outlined in Part 5 of the Standing Orders, subject to approval from the President and Secretary.
    a. Regardless of the date of election, the Representative role will be opened to election at the date outlined in Part 5, Section 2 of the Standing Orders.

9. Committee members taking a year abroad must ensure that the Secretary announces their resignation and that a by-election is held by the 6th week of term prior to their departure.

10. All sub-committees of the JCR Committee shall make available minutes and decisions to be distributed by the JCR Secretary to the JCR Student Body through a ‘Decision Log’.

PART 5 - Elections

Section 1 - Nominations

1. All nominations must be handed to the Secretary four days before the JCR Meeting where the election will take place

2. Each nomination requires a Proposer and a Seconder who must be members of the JCR.

3. All nominations must be accompanied by a manifesto explaining:
    a. why the candidate feels suited for the job,
    b. what they intend to do if elected and;
    c. any other relevant points.

4. The manifesto shall not contain personal remarks about other candidates, and contravention of this shall be grounds for disqualification by the Executive Committee.
    a. The Secretary shall keep a copy of the elected candidates' manifestos until the end of the Officers' period in office.
    b. Disqualification decisions made by the Executive Committee are subject to review by the Oversight Committee on the request of the candidate subject to disqualification.

5. Current or past members of the Executive Committee, Senior Officers Committee, or the Committee of Representatives are prohibited from proposing or seconding a candidate for election.

6. There is no bar to a candidate standing for more than one post, but;
    a. All candidates must be JCR Members.
    b. A member of the Executive Committee cannot stand in for or hold another Representatives position while in office
    c. A member of the Senior Officer's Committee may continue to hold and stand for the same or a new Representatives position.

7. Up to two individuals can be nominated together for a Representative role, and fulfil the duties of the role together if elected.

Section 2 - Hustings & Elections Timetable

1. Hustings of the President, Treasurer and Secretary will be held in the 3rd Meeting of Michaelmas term.

2. Hustings for the Officer's Committee will be held across two meetings.
    a. Food & Housing Officer, Academic Affairs Officer, Access & Equal Opportunities Officer, Sports Officer and Female Welfare Officer will be held in the 2nd meeting of Michaelmas term.
    b. Male Welfare Officer and Environment & Ethics Officer will be held in the 3rd meeting of Michaelmas term.

3. Hustings for FComm President & Entz Committee will be held in the 1st meeting of Hilary Term.

4. Hustings for the Equal Opportunities Committee (Ethnic Minorities Rep, Class Rep, Disabilities Rep, LGBTQ+ Rep, Women*s Rep, Trans/GNC Rep) will be held in the 2nd meeting of Hilary term.

5. Hustings for Art's Rep, Bar Rep, Charities Rep, IT Rep, Internationals Rep and Oversight Committee Chair will be held in the 3rd meeting of Hilary term.

6. Elected individuals will serve a 'position-elect' handover period before assuming their roles, at the times outlined:
    a. Elected members of the Executive Committee and Senior Officer's Committee will assume their roles from the beginning of 0th Week Hilary.
    b. Elected members of the Rep's Committee, Entz Committee and FComm will all assume their roles from the beginning of 0th Week Trinity.
    c. The Oversight Chair will assume their role from the beginning of 0th Week Trinity.

Section 3 – Terms

1. All JCR members can run for a Senior Officers Committee position. Members running for an Executive Committee position must have been matriculated for three terms.

2. All elected JCR Executive Committee Members shall serve from Sunday 9th Week Michaelmas Term to Saturday 8th Michaelmas Term of the following academic year. All JCR Committee members will serve one year from the date of their election. This shall be the case unless circumstances arise which force them to vacate their position or unless specifically stated otherwise in the section of these Standing Orders referring to the JCR Committee position in question.

Section 4 - Hustings

1. By the end of Thursday of the week preceding that in which the elections are held, the Secretary shall post the names of all candidates, their subjects, their year of study, and a copy of their manifesto.

2. In hustings, all candidates will have the opportunity to speak for 2 minutes. Candidates will have the opportunity to be questioned at the Meeting.
    a. All questions must be addressed through the Chair.
    b. The Executive Committee may, at their discretion, refuse a question. It is the duty of the Executive Committee to ensure that questioning is carried out according to the standards in Part 7 Appendix 1.

3. Candidates will be given the option of running in absentia, preferably notifying the Executive Committee 24 hours in advance.
    a. However, failing not to do so will not disadvantage them in anyway, provided they notify the Executive Committee before or during the hustings for their role.
    b. A practical example of support given will be to facilitate streamed speeches provided there is adequate notice to set up equipment.
    c. They may alternatively either nominate a member of the JCR to read a speech out on their behalf or submit a speech to be read out by the Executive Committee.

4. While a candidate is facing the electorate for the purposes of making a speech, no other candidates may be in the same room.

Section 5 - Voting

1. Every member of the JCR shall be entitled to one vote in every election subject to a secret online vote.

2. All JCR Committee positions shall require election by a secret online vote unless it is an appointed position.

3. Any member of the JCR student body is entitled to vote in elections for JCR Officer Roles. In elections for JCR Representative roles, any member of the JCR student body fulfilling certain conditions as outlined in the table located in Appendix 4, Part 4 is entitled to vote in the election.

4. There shall be a RON (Re-Open Nominations) option in each election. In the event of RON winning, there shall be no RON candidate in the resulting election. This election shall take place at a time decided by the JCR President.
    a. In the event of a tied vote between RON and a candidate for office, nominations shall be reopened subject to Part 5 Section 3 of the Standing Orders.

5. Voting shall take place between 8am on the Monday of the appropriate week and end at 8pm on Wednesday of the same week. The Secretary shall be responsible for giving adequate notice of the vote. The Returning Officer shall be responsible for organising the online voting system, and ensuring the security of the ballot box.

6. It is the responsibility of the secretary to publish a guide to voting before the opening of hustings.

Section 6 - The Winning Candidate

1. The Candidate who receives the most votes will be elected
2. There is no requirement for the winning candidate receive a majority of the vote, just one more than the next most popular candidate.
3. This candidate will take on their position on the date the previous office holder's term ends
4. All terms are one calendar year

Section 7 – For Candidates Who Tie

1. In the event of a tie in the final round there will be a runoff election. The running of this election will be the responsibility of the secretary and the returning officer in conjunction with the Oversight Committee.
2. The only candidates who will be permitted to run are those who tied in the original election.
3. There will be no RON candidate
4. The timetable and organisation of the runoff election is presumed to be the same as any other election. However, in cases where this is not practical, a unanimous vote of the JCR Executive Committee and Oversight Committee may displace this presumption.
    a. In such a case it is the responsibility of the secretary to ensure communication of the procedures of the runoff election and to ensure sufficient time for JCR members to vote.

Section 8 - By-Elections and Challenges

1. Should any JCR Officer resign, or be removed, a by-election must be held as soon as possible.
    a. The timing should be the same as the other elections taking place in that term, if sufficient time is available. If insufficient time is available, then the by-election shall occur in the next term.
    b. Until a by-election has been held, the JCR Executive Committee are empowered to appoint any JCR Member to fill this role.
    c. An officer elected in a by-election shall serve only until the date of election for their role as it would have been if no by-election would have occurred.

2. The Secretary shall be responsible for conducting elections and ensuring that they are held in accordance with the rules stipulated in the Constitution and Standing Orders.
    a. Once voting has closed in an election, the Secretary will present the results of the election to the Oversight Committee, alongside any relevant information requested at the discretion of the Committee.
    b. The Oversight Committee will be responsible for certifying election results:
        i. The certification of election results will require a majority vote from the Oversight Committee,
        ii. The Committee will only refuse certification if the conduct of the elections violates the rules stipulated in the Constitution and Standing Orders,
        iii. If the Committee refuses certification, it must vote upon a response proportionate to the failure of election conduct,
        iv. If the conduct of the election in question prejudices the integrity of the results, the Oversight Committee can take action up to and including requiring the Secretary to rerun the election.

PART 6 - Blues Fund

Section 1 - General

1. The Blues Fund is a fund within the JCR Budget that is reserved for JCR Student Body Members that play University Sport and are eligible according to the criteria set out

2. The Blues Fund is to be distributed annually in Trinity Term by the JCR Sports Officer.
    a. The framework for distribution is as follows in Section 2, but a certain level of discretion must also be engaged.
    b. Before the Blue Fund allocations can be distributed, they must be reviewed by the JCR Treasurer and previous JCR Sports Officer.

Section 2 - Framework

1. The Blues Fund should be allocated on the nature and status of the sport rather than the amount of money any individual has spent.
    a. Sports are firstly divided on the basis of their Blues status: Blue, Half Blue, Discretionary Blue, and Undefined Status. There is then a further division based upon the level reached within the sport: first team, second team, and third team.

2. After receiving the completed Blues Fund forms on Monday of 6th Week in Trinity Term the Sports Officer should group the applicants according to the following guidelines.
    a. Group 1: Full Blue and First Team
    b. Group 2: Full Blue and Second Team, Discretionary Full Blue First Team
    c. Group 3: Discretionary Full Blue Second Team, Half Blue and First Team
    d. Group 4: Half Blue and Second Team
    e. Group 5: Undefined Status
    f. Group 6: Not a Regular Participant

3. However, if the Sports Officer deems there to be a significant difference between the sports played and hours trained within one category they are within their rights to create another “intermediate group” as long as they are able to fully justify their actions with a memo to all involved.

4. The Blues Fund is open to JCR members only, as the MCR have their own Blues Fund. Visiting students who are at Hertford for a full academic year may also apply.

5. The maximum any individual person may receive from the Blues Fund is £500, or the value of their expenditure claim on their Blues Fund Application Form, whichever is lower. If, for any reason, there is a very low number of applicants the unused money from the Blues Fund will remain in the JCR Sports Account for general use.

PART 7 - Appendices

Appendix 1 - Hustings Code of Best Practice

1. It is the duty of the Chair to ensure that the atmosphere during hustings never becomes hostile or personally vindictive.
2. All present members are entitled to appeal to the Chair if they believe the atmosphere has become hostile or personally vindictive.
3. All questions must be directed to all candidates.
4. Any candidate must not answer questions the Chair deems inappropriate, either formally or informally.
5. All candidates must answer questions deemed appropriate.
6. It is the Chair's responsibility to rule out inappropriate questions, including those they believe to be unduly embarrassing, personally vindictive or hostile.
7. Candidates have the right to appeal to the Chair before answering if they feel a question to be inappropriate. The Chair may then consult with the rest of the Executive Committee and other candidates.
8. Tasks set to candidates shall not be overly embarrassing, humiliating, or of a sexual nature.
9. Candidates and the Executive Committee have a right to veto any tasks that the candidate does not wish to take part or is inappropriate. Candidates that do choose to veto tasks will remain anonymous.
10. Hustings will never involve excessive alcohol consumption or nudity.

Appendix 2 - Specified Roles of the JCR Executive Committee

1. Aside from the duties outlined in the Constitution, the President is responsible for:
    a. Attending and voting in OUSU Council. If this is not possible the President must ensure that a member of the Executive Committee takes their place.
    b. Liaising with the Bursar on a regular basis to discuss any issues arising.
    c. Involving the incoming President with their activities and meetings after the elections in Michaelmas Term.
    d. Ensuring that there is an appropriate handover to the incoming President in Michaelmas term.
    e. Ensuring that all incoming Executive Committee members have an adequate handover.
    f. Being dressed as Santa should a JCR Christmas Party take place.

2. Aside from the duties outlined in the Constitution, the Treasurer/Deputy President is responsible for:
    a. Chairing one of two 'Representatives' meetings per term.

3. Aside from the duties outlined in the Constitution, the Secretary is responsible for:
    a. Ensuring that the committee of reps are able to meet their manifesto promises and fulfil their duties as prescribed by the constitution and standing orders and respond to the JCR.
    b. Chairing one of two 'Representatives' meetings per term.
    c. Keeping JCR members informed by means of a biweekly email bulletin.
    d. Attending and voting in OUSU Council if a 3rd Hertford JCR voter is not found.
    e. Ensuring that all incoming Representative members have an adequate handover.
    f. Maintaining the JCR website and Facebook Page

Appendix 3 - The Senior Officers Committee

1. Statuts and Composition
    a. Purpose: To work with the Executive Committee towards and secure the general interests of the JCR student body.
    b. All members will be individually elected in Michaelmas term.
    c. Membership:
        i. The Food and Housing Officer
        ii. The Welfare Officers
        iii. The Sports Officer
        iv. The Access and Equal Opportunities Officer
        v. The Academic Affairs Officer
        vi. Environment & Ethics Officer
    d. Every year there will be a vote at a JCR meeting to authorise a meal for the outgoing Senior Officers Committee in recognition for their work. This meal will be paid for out of JCR funds with a budget of £400.

2. Collective Terms of Reference
    a. Producing a report detailing any notable activities and circulating this to the JCR where necessary.
    b. Representing the interests of JCR students as far as, and in the capacity that, their role directs them.
    c. Attending all Executive Committee and Senior Officers Committee Meetings.
    d. Attending all JCR Meetings. Resignation is assumed if a Senior Committee Officer fails to attend two consecutive meetings without a prior apology.
    e. Ensuring appropriate handover is conducted at the end of their tenure.
    f. To report any minutes of meetings to the JCR Secretary.

3. Individual Terms of Reference
    a. The Food and Housing Officer is responsible for:
        i. Liaising at least twice per term with bursary, housekeeping and catering staff to ensure the welfare of junior members in relation to food and accommodation issues.
        ii. Attend Domus Committee meetings which occur once a term.
        iii. Work with college on any policies to do with Food and Housing, including the Housing Ballot.

    b. The Welfare Officers are responsible for:
        i. There shall be two Welfare Officers, one male and one female, who will work as a team once elected but run for election separately.
        ii. No prospective Welfare Officer may propose or second another candidate for the role of Welfare Officer.
        iii. Supporting the general welfare of all junior members.
        iv. Educating and informing JCR members on issues of health and welfare including emotional, financial, academic, and sexual matters.
        v. Being available to JCR members for advice on all general queries including referral to the College Doctors and University Counselling Service where relevant.
        vi. Attending the OUSU Welfare Committee

    c. The Sports Officer is responsible for:
        i. Liaising with JCR Treasurer/Vice-president, sports' captains and groundsmen.
        ii. Managing the distribution of the JCR Sports budget from the JCR Sports Account, including reminding sports' captains of financial responsibilities and presenting these accounts to the Treasurer on a termly basis.
        iii. Ensuring that JCR sports equipment is available, maintained and accounted for.
        iv. Holding the position of OU Sports Federation Representative.
        v. Awarding of sports colours with the help of relevant captains and organising their presentation dinner in Trinity Term.
        vi. Organising a Hertford College sports day in Trinity Term.
        vii. Distributing the College Blue's fund in Trinity Term (as outlined under Part 6 in the Standing Orders).
        viii. Learning to do a backflip over the course of their term, and reporting back on backflip progress at each JCR meeting. If access needs prevent this, to entertain the JCR with alternative sports prowess.

d. The Access and Equal Opportunities Officer is responsible for:
   i. Working with the College Communications Officer to coordinate JCR activities aimed at encouraging members of underrepresented groups to apply to Hertford.
   ii. Liaising with OUSU and College Access Representatives to keep the Alternative Prospectus up to date every other year.
   iii. Offering their support to college with the Open Days/Interviews/Admissions processes where requested.
   iv. Attending meetings of the Diversity Committee every term.
   v. Chairing and coordinating meetings of the Equal Opportunities Committee twice a term.
   vi. Liaising with the other representatives in the Equal Opportunities Committee, the SCR Tutor for Equality and Diversity, Welfare Officers and OUSU's Equal Opportunities Committee.
   vii. Coordinating the organisation of Equalities Week, which must occur within a week of Michaelmas Term that is to be decided with the Equal Opportunities Committee.
   viii. Advising underrepresented groups on all areas of student life to ensure that anyone can play as full a role as they want to without fear of intimidation or discrimination.

e. The Academic Affairs Officer is responsible for:
   i. Providing information and advice concerning academic affairs to the JCR.
   ii. Feeding back to the Senior Tutor any matters which arise from JCR students
   iii. pertaining to academic affairs.
   iv. Attending OUSU Academic Affairs Committee.
   v. Attending the Academic Committee meetings twice a term.
   vi. Organise a JCR Academic Symposium for dissertation presentations.
   vii. Updating the JCR on relevant careers opportunities and liaising with the
   viii. Development Office to promote college career events where necessary.

f. The Environment & Ethics Officer is responsible for:
   i. Attending Hertford Sustainability Working Group meetings once a term.
   ii. Liaising with staff, especially the College Sustainability Manager, on relevant sustainability matters.
   iii. Communicating relevant sustainability and ethical matters and campaigns to undergraduate students.
   iv. Attending OUSU environment rep meetings.
   v. Working alongside the Executive Committee to ensure purchasing, events, and general operations are centred on sustainability.
   vi. Ensuring the JCR upholds its responsibilities under the College's Sustainability Action Plan.
   vii. Ensuring the maintenance, cleaning, and refilling of JCR birdfeeders, with a budget of £18 per term allocated for the purchase of bird feed and associated supplies.

Appendix 4 - JCR Representatives

1. Status and Composition
    a. Purpose: to fairly represent the views and interests of the JCR body which they represent,
    b. outlined in Appendix 4, Part 4, of these Standing Orders.
    c. All members will be individually elected.
    d. Composition:
        i. Entertainments Committee President
        ii. Ball Committee President
        iii. Bar Representative
        iv. RAG/Charities Representative
        v. Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ) Representative
        vi. International Students Representative
        vii. Women*'s Representative
        viii. Arts Representative
        ix. Disabilities Representative
        x. Ethnic Minorities Representative
        xi. Class Representative
        xii. Transgender/GNC Representative

2. Collective Terms of Reference
    a. Representing the interests of JCR students as far as, and in the capacity that, their role directs them.
    b. Attending all JCR Meetings. Resignation is assumed if a representative fails to attend three consecutive meetings without written apology.
    c. Attending Committee of Representative meetings with either the Secretary or the Treasurer.
    d. Ensuring appropriate handover is conducted at the end of their tenure.
    e. To report any minutes of meetings to the JCR Secretary.
    f. Liaising with the Treasurer/President over a termly budget.

3. Individual Terms of Reference
    a. The Bar Representative is responsible for:
        i. Liaising with College on all matters relating to the college bar.
        ii. Attending Bar Committee meetings.
        iii. Coordinating with the Bar Management team in order to provide regular entertainment down the bar.
        iv. The Bar Representative must coordinate with the JCR committee to support the running of music events within the college through the ownership of appropriate music equipment. In support of this, the JCR committee (in coordination with Hertford College Music Society) must purchase and safely store this equipment for use of the student body for events held within the college, as agreed upon by the Events Team. In the event of breakage or loss, the JCR committee (in coordination with Hertford College Music Society) are responsible for purchasing replacement equipment at the earliest possible time.

    b. The RAG/Charities Representative(s) are responsible for:
        i. Raising money for the charities account that shall be used to make contributions to individual charities and organising at least one event a term in College.
        ii. Ensuring funds from collections websites linked with the JCR email are promptly transferred to the JCR Charities Bank Account, and ensuring the transfer of all online collection accounts linked to the JCR email to the succeeding JCR Charities Representative
        iii. Keeping the JCR informed of local and national fundraising projects.

    c. The Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+) Representative(s) are responsible for:
        i. Liaising with Oxford LGBT Society where appropriate and the OUSU LGBTQ+ campaign as well as any relevant OUSU campaigns or committees, and keeping the JCR informed via the JCR bulletins and the JCR Meetings.
        ii. Lobbying for LGBTQ+ rights and representing the interests of queer students within college; ensuring college policy is inclusive of the LGBTQ community.
        iii. Ensuring that there are spaces within college where queer students feel comfortable and safe; and that queer students feel safe at college events, including bops.
        iv. Liaising with college with and on behalf of (anonymous) students who raise queries or complaints to ensure that queer students are able to voice their concerns or complaints in a safe and discrete manner.
        v. Being available for consultation by any member of the JCR.
        vi. Administering the Gender Expression Fund of up to £200 and reimbursing LGBTQ+ students for items aiding gender expression, including paying for documents as part of the transition process.
        vii. Liaising with the Transgender & GNC representative and working closely together with them to ensure that the LGBTQ+ community at Hertford feels united.

d. The International Students Representative is responsible for:
   i. Attending OUSU International Students Committee and keeping the JCR informed of any recent developments.
   ii. Helping international students integrate with current JCR members through organised events.
   iii. Liaising with the SCR Tutor for international students.

e. The Women*'s Representative is responsible for:
   i. Representing the interests of women*, which is defined as anyone who identifies wholly or partially as a woman, or who currently experiences misogyny.
   ii. Lobbying for women*'s rights and representing the interests of women* within college; ensuring college policy is inclusive of women.
   iii. Liaising with the Tutor for Women, the JCR Welfare Officers, the MCR Women*'s Rep, the OUSU Women's Campaign, and the relevant SU officers.
   iv. Working with college to combat academic attrition and the gender gap at finals.
   v. Ensuring that there are spaces within college where women* feel comfortable and safe; and that woman* feel safe at college events, including bops.
   vi. Raising awareness of gender equality related campaigns within the university in the JCR bulletin where appropriate.
   vii. Attend JCR meetings, Equal Opportunities Committee meetings and Equality and Diversity Committee meetings.
   viii. Ensure any posts or information advertised explain which group of people are welcome to access the proposed event or action. This list includes (but is not exhaustive): people who menstruate, women (including trans women/trans feminine people), people who identify wholly or partially as women, and people who experience misogyny. The representative should consult the Transgender & GNC Representative for support on this.

f. The Arts Representative is responsible for:
   i. Keeping the JCR informed of Arts events occurring in Hertford or involving JCR members
   ii. Organising and leading, with the help of an appointed committee of helpers, an arts week or festival during Trinity term.

g. The Disabilities Representative is responsible for:
   i. Representing the interests of anyone who is disabled under the 2010 Equalities Act.
   ii. Ensuring there are spaces and events within college where disabled students feel comfortable, and that disabled students feel comfortable and included at college events.
   iii. Liaising with any relevant OUSU campaigns or committees where appropriate, and keeping the JCR informed via the JCR bulletins and JCR Meetings.
   iv. Being available for consultation by any member of the JCR.

v. Liaising with College on relevant issues, including disabled access and mental health awareness.
vi. Attending meetings of the Equal Opportunities Committee and Equality and Diversity Committee every term.

h. The Class Representative is responsible for:
   i. Representing working-class, low income, state comprehensive-educated, and first-generation university students so that they may participate as fully as they wish in university and college life without fear of offence, intimidation, or discrimination.
   ii. Ensuring there are spaces and events within college where working class, low income, state comprehensive-educated, and first-generation university students feel comfortable, and that they feel comfortable and included at college events.
   iii. Lobbying the college to better implement the aims in its access and outreach programmes to better support these students, both financially and pastorally
   iv. Promoting 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.
   v. Attending the Equal Opportunities Committee meeting.
   vi. Liaising with Oxford SU's Class Act campaign to aid its work and the implementation of any of its initiatives on a college level.

i. The Ethnic Minorities Representative is responsible for:
   i. Liaising with any relevant OUSU campaigns or committees, and keeping the JCR informed via the twice-weekly JCR bulletins and the thrice-termly JCR Meetings.
   ii. Ensuring there are spaces and events within college where BME students feel comfortable, and that BME students feel comfortable and included at college events.
   iii. Being available for consultation by any member of the JCR.
   iv. Liaising with College on relevant issues.
   v. Attending meetings of the Equal Opportunities Committee.

j. The Transgender/Gender Non-Conforming Representative(s) are responsible for:
   i. Promoting the welfare of Hertford's transgender, non-binary and gender non-conforming (GNC) students.
   ii. Representing the views of transgender, non-binary and gender non-conforming students to the JCR and the College.
   iii. Attending all relevant Oxford SU and College meetings.
   iv. Providing reimbursements for transition expenses through the Gender Expression Fund.
   v. Attending, if possible, the University Counselling Services-run Peer Support programme and become a trained peer supporter.
   vi. Being available to talk to people in a confidential peer support capacity.
   vii. Organising one welcome event during Freshers' week and one event per term.
   viii. Liaising with the OUSU LGBTQ Campaign, the JCR Equal Opportunities Representative and LGBTQ+ Representative, along with the Welfare reps from both Common Rooms and any members of the E&D Committee.
   ix. Liaising with the LGBTQ+ Rep and working closely together with them to ensure that the LGBTQ+ community at Hertford feels united.
   x. Administering the Gender Expression Fund of up to £200 and reimbursing LGBTQ+ students for items aiding gender expression, including paying for documents as part of the transition process, alongside the LGBTQ+ Rep.

k. The IT Representative is responsible for:
   i. Ensuring the JCR's technological needs are satisfied
   ii. Liaising with the College's IT Manager and attending IT Committee meetings
   iii. Producing and displaying power points in JCR Meetings

6. Certain Sub-Groups of the JCR may only vote for certain representatives as outlined:

Representative Position	Voting Population
Bar Representative	The Entirety of the JCR Student Body
IT Representative	The Entirety of the JCR Student Body
Charities Representative	The Entirety of the JCR Student Body
LGBTQ+ Representative	JCR Members that identify as LGBTQ+
International Students Representative	JCR Members that are International Students
Women's* Representative	JCR Members that identify as Women*
Arts Representative	The Entirety of the JCR Student Body
Disabilities Representative	JCR members that have disabilities according to the Equality Act 2010
Class Representative	The Entirety of the JCR Student Body
Ethnic Minorities Representative	JCR Members that identify as Black and Minority Ethnic
Transgender/GNC Representative	JCR Members who identify as trans or gender non-conforming, members who are questioning their gender identity, and members who feel they would be represented by the role.

7. Representative Funding
    a. JCR Representatives are guaranteed a minimum budget per term, to host events, supply materials and provide equipment relevant to their specific role. This budget shall not serve as an obligation to spend, and neither shall it preclude JCR Representatives from obtaining additional funding through submitting a JCR motion or requesting reimbursement at the Treasurer's discretion. The minimum budgets outlined per Representative reflect differential spending obligations and precedents. All representatives shall receive the "Base Rate" minimum budget, unless explicitly stated otherwise
        i. Base Rate: £50 per term
        ii. Bar Representative: £65 per term
        iii. Women*s Representative: £150 per term
        iv. Arts Representative: £130 per term

Appendix 5 - The Entertainments Committee

1. Status and Composition:
    a. Purpose: events that provide a fun way of coming together as a college community. The main part of this is through the provision of 'bop' club nights, providing a safe environment for enjoying a clubbing experience as well as non-alcoholic events to ensure variety and that the needs of the whole JCR community are being met.
    b. The Committee shall consist of between 2 and 7 members, with one member acting as President.
    c. Every year there will be a vote at a JCR meeting to authorise a meal for the outgoing
    d. Entertainments Committee in recognition for their work.
        i. This meal will be paid for out of JCR funds with a budget capped at £20 per head.

2. Collective Terms of Reference:
    a. To arrange at least four social functions per term, which includes two non-alcohol related events, either in or out of College.
    b. To arrange one additional event in conjunction with the Charities/RAG Reps to raise money for a specified charity.
    c. To report any minutes of meetings to the JCR Secretary.
    d. To relay the social functions planned to other Representatives and the Executive
    e. Committee when appropriate.
    f. Liaising with the Executive Committee over a termly budget for non-alcohol related events.
    g. Supporting the Freshers' Committee where requested in their organising of events in Freshers' Week.

3. Welfare Responsibilities:
    a. The Entertainments Committee are required to secure a minimum of four Welfairies before tickets for an event are put on sale.
    b. Events run by the Entertainments Committee cannot run without a minimum of four Welfairies present during the event (these can be organised into two sets of pairs who take shifts)
    c. The Entertainments Committee are required to organise Welfairies for their events including at least one male and one female Welfairy.
    d. The Entertainments Committee must work with the JCR Welfare Officers to update the Welfairy Advice Document each year, ensuring that the information therein remains relevant and comprehensive, and that the Entertainments Committee must work with the JCR Welfare Officers to deliver any relevant information or training to prospective Welfairies.

Appendix 6 - The Freshers Committee

1. Status and Composition
    a. Purpose: to ensure that an effective and informative introduction of new students occurs at the beginning of the academic year.
    b. The Committee shall consist of six members, elected as a group who will run for roles as outlined below:
        i. President
        ii. Treasurer
        iii. Events' Manager
        iv. Families' Officer
        v. International Representative
        vi. Freshers' Liaison Officer
    c. Every year there will be a vote at a JCR meeting to authorise a meal for the outgoing
    d. Freshers Reception Committee in recognition for their work.
        i. This meal will be paid for out of JCR funds with a budget capped at £20 per head.
    e. To ensure they have had their handovers from the previous Committee
    f. To go to any relevant meetings with College.

2. Collective Terms of Reference
    a. To work with College to ensure that all Freshers are provided with adequate information about College and the JCR before they arrive.
    b. To ensure that all Freshers are properly welcomed and taken care of when they arrive.
    c. To report any minutes of meetings to the JCR Secretary.
    d. To ensure that all committee members have had their handovers from the previous committee.
    e. To go to any relevant meetings with College.

Appendix 7 - The Ball Committee

1. Status and Composition
    a. Purpose: The Hertford Ball committee plans, organises and runs the triennial Hertford Ball, liaising with the Domestic Bursar in college and the JCR/MCR.
    b. he Ball Committee shall consist of 6-10 members who shall be appointed by the individually elected Ball Committee President and the outgoing Ball President.
    c. The individually elected Ball Committee President will have a term of three years from the date of their election, pursuant to the exception given in section 2 under Part 5 – Elections, Section 2 – Terms.
    d. Every relevant year there will be a vote at a JCR meeting to authorise a meal for the outgoing Ball Committee in recognition for their work.
        i. This meal will be paid for out of JCR funds with a budget capped at £20 per head.

2. Collective Terms of Reference
    a. To maintain contact with the JCR President, attending JCR Executive and Senior Officer meetings where necessary to update the Officers of the ball's organisation.
    b. To produce accounts for the JCR Executive Committee to approve.
    c. To ensure that adequate provisions are made within the budget to cover additional and incidental expenses even though the JCR will underwrite the ball.
    d. To ensure that there is a ticket cancellation policy in place.
    e. To update the JCR on the progress of the Ball Committee at the JCR meetings.
    f. To report any minutes of meetings to the JCR Secretary.
    g. To liaise with the Executive Committee, College staff, the MCR and the SCR when necessary to ensure the ball's successful organisation and smooth running.

Appendix 8 - The Yearbook Committee

1. Status and Composition
    a. Purpose: to produce a yearbook inclusive, and for the benefit, of the graduating cohort.
    b. The Yearbook Committee shall consist of up to 5 members who will be elected as a group.
        i. An administrative Chairman and Treasurer shall be appointed from within the group.

2. Collective Terms of Reference
    a. To maintain contact with the JCR President, attending JCR Executive Committee and Senior Officers Committee meetings where necessary to update on progress of the yearbook's organisation.
    b. To produce accounts for the JCR Executive Committee to approve.
    c. To ensure that adequate provisions are made within the budget to cover additional and incidental expenses even though the JCR will underwrite the Yearbook Committee.
    d. To report any minutes of meetings to the JCR Secretary.

Appendix 9 - the Equal Opportunities Committee

1. Status and Composition
    a. Purpose: to represent the JCR's views on equal opportunities.
    b. Each member will be individually elected.
    c. Membership:
        i. The Access and Equal Opportunities Officer
        ii. The Women*'s Representative
        iii. The LGBTQ Representative
        iv. The Disabilities Representative
        v. The Ethnic Minorities Representative
        vi. The Class Representative
        vii. The Transgender/GNC Representative

2. Collective Terms of Reference
    a. To attend the Equality and Diversity Committee meeting in 5th week of each term.
    b. To campaign for and supporting a broad and inclusive conception of equal opportunities, not necessarily exclusive to the remit of their specific roles.
    c. To meet twice a term as a Committee, coordinated by the Access and Equal Opportunities Officer.
    d. To organise at least one event per term, including at least one Equali-TEA, over the course of the academic year.
    e. Specific terms of reference for each member can be found in Appendix 3 of these Standing Orders.
    f. To report any minutes of meetings to the JCR Secretary.

Appendix 10 - Oversight Committee

Section 1 – Internal Procedures:

1. This section specifies the rules which will govern the internal operation of the Oversight Committee, including how decisions will be made.
    a. All final decisions will be made by majority vote, and in the event of a tie, the Constitutional Oversight Chair will have the casting vote.
    b. All members of the Oversight Committee will be given the opportunity to participate in any decision and the Constitutional Oversight Chair should ensure that each member has sufficient time to deliberate.
    c. The Constitutional Oversight Chair will be responsible for coordinating the decision-making process, publication of final decisions, and also for communication of any decisions with affected JCR members:
        i. The Oversight Committee must provide reasoning in written form for any decisions taken under Standing Orders, Appendix 11, Section 2, which result in any motions or executive actions being rendered null and void.

ii. This reasoning should be provided to the Secretary as soon as practicable, and the Secretary must then make it easily available to all JCR members.

2. This section specifies the specific powers and responsibilities of the co-Chairs:
    a. The Chair will be responsible for leading the Committee and for appointing 3 other members of the Committee, who, once appointed, will serve until the term for either one of the Chairs ends.
    b. Once the Chair has appointed 3 other members of the Committee, the Chair shall have no power to remove them from the Committee unilaterally, and they may only be removed in accordance with any specific provisions under the Constitution and Standing Orders.
    c. Whilst the Chair is responsible for leading the Committee and also for communications of Oversight decisions with the JCR, all members of the Committee have equal decision-making power.

Section 2 – Constitutional Review Procedures:

3. This section specifies the procedures under which the Oversight Committee will exercise its responsibility to ensure that the Constitution and Standing Orders are upheld. The Oversight Committee will:
    a. Review any proposed motions before the JCR General Meeting in which they are presented to ensure they do not violate the Constitution:
        i. If any conflict is observed, the Chair will firstly notify the motion's proposer and advise them to either redraft the motion, or if desired, use an Article 3, Section 3 procedure, to amend the Constitution.
        ii. Any motion which is unconstitutional cannot be presented to a JCR General Meeting, and the Chair must advise the Secretary of this.
    b. Review previously passed motions for their constitutionality according to the following procedure:
        i. A petition to the Oversight Committee must be presented with the signatures of 10 JCR members,
        ii. This petition must specify the motion in question, and the grounds upon which it is contended to be unconstitutional,
        iii. If the Oversight Committee upholds the petition and considers the motion unconstitutional, the motion will be rendered null and void.
    c. Review of executive actions taken by JCR Officers and Representatives to ensure they are within the powers provided for by the Constitution and Standing Orders according to the following procedure:
        i. A petition to the Oversight Committee must be presented with the signatures of 10 JCR members,
        ii. This petition must specify the action in question, and the grounds upon which it is contended to be unconstitutional,
        iii. If the Oversight Committee upholds the petition and considers the action unconstitutional, the action will be rendered null and void.

d. Review provisions of the Standing Orders to ensure they are constitutional according to the following procedure:
    i. A petition to the Oversight Committee must be presented with the signatures of 10 JCR members,
    ii. This petition must specify the section of the Standing Orders in question, and the grounds upon which it is contended to be unconstitutional,
    iii. If the Oversight Committee upholds the petition and considers the action unconstitutional, the relevant Section of the Standing Orders will be rendered null and void.
e. Ensure that JCR Executive and Senior Officers produce handover documents of a sufficient standard according to the following procedure:
    i. JCR Executive and Senior Officers must present their handover documents to the Chair of the Oversight Committee,
    ii. The Oversight Committee will consider whether the documents are detailed, up-to-date, and relevant,
    iii. If the Oversight Committee accepts the documents, the Officer in question should provide the documents to their successor as soon as possible,
    iv. If the Oversight Committee rejects the documents, the Chair will detail the reasons for this and ask the Officer in question to update the documents to address the issues highlighted by the Committee, and further to this the Oversight Committee will also be empowered to take appropriate action, including updating the documents itself.
    v. Certify that elections and referenda have been completed in accordance with the Constitution and Standing Orders according to the relevant provisions in the Constitution and Standing Orders.