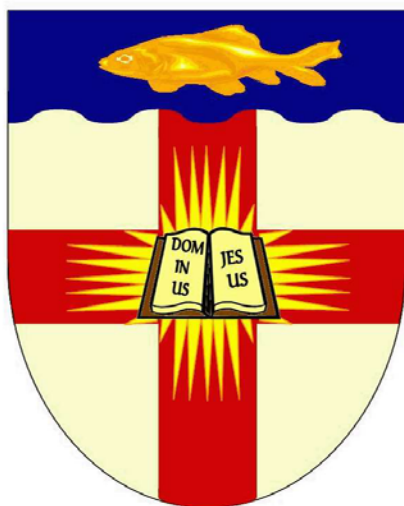


# **REGENT'S PARK COLLEGE**

*A PERMANENT PRIVATE HALL OF THE UNIVERSITY OF OXFORD*



- THE -

JUNIOR COMMON ROOM

**CONSTITUTION**

### **Section One. Purpose & Constitution**

- 1) The Junior Common Room shall be governed by the rules set out in this Constitution and the accompanying schedule of Standing Orders. The Constitution shall be interpreted at all times subject to the Law of England and Wales.
- 2) The interpretation of the Constitution, especially in case of dispute, shall be the sole responsibility of the President.
- 3) The Constitution and Standing Orders shall be submitted to the Governing Body of the College at least every five years for review and approval.

### **Section Two. The Society**

- 1) The Society shall be called Regent's Park College Junior Common Room, hereafter 'the JCR'.
- 2) The JCR shall exist to promote the interests of its members within the College and the University.

### **Section Three. Affiliations**

- 1) Any affiliations to external bodies shall be presented to the JCR annually for review at the first Ordinary Meeting of Michaelmas Term.

### **Section Four. Membership**

- 1) Membership of the JCR shall be as follows:
  - 1.a) Ordinary Members: persons currently engaged in a course of study at the College, except those admitted as members of the SCR;
  - 1.b) Alumni: graduates of the college who are no longer engaged in a course of study at the college;
  - 1.c) Honorary Members: persons either married to an Ordinary Member or granted Honorary Membership at a General Meeting of the JCR. JCR-granted Honorary Membership may be revoked by a General Meeting of the JCR and shall lapse after one year, unless renewed.
- 2) Ordinary Membership Rights:
  - 2.a) to attend, speak and vote at General meetings of the JCR;
  - 2.b) to vote in elections;
  - 2.c) to use the facilities and events provided by the JCR and to entertain *bona fide* guests within those facilities and at those events. JCR Members shall be held responsible for their guests.
- 3) Alumni and Honorary Members shall have the same rights as Ordinary Members, except voting rights.
- 4) All members of the JCR shall have the right to opt out of membership.
  - 4.a) To opt out, written notification should be sent to the Secretary no later than Saturday of second week.
  - 4.b) They will then cease to be a JCR member until they have sent written notification to the Secretary of a desire to resume membership and has received confirmation of resumed membership.
  - 4.c) Any student exercising their right to opt out of membership shall not be excluded from facilities that are managed by the JCR on behalf of the College (e.g. the Bar).

### **Section Five. Discrimination**

- 1) The JCR, and any of its constituent bodies, shall not discriminate against any person on the grounds of their race, religion, nationality, gender, sexual orientation or disability.

### **Section Six. Complaints Procedure**

- 1) Any member who is dissatisfied in their dealings with the JCR or claims to be unfairly disadvantaged as a result of exercising their right under 4.4 above shall have the right to lodge a formal complaint. There shall be a three-level complaints procedure and these three stages should be followed in order. Only if the complaint is not dealt with to the

complainant's satisfaction shall they proceed to the next stage. The accused shall have the right of appeal up to the final stage.

- 1.a) In the first instance, the complaint shall be addressed in writing to the President who shall take all steps to deal with it as quickly and fairly as possible.
- 1.b) The complaint shall be sent to the Dean who shall take it to the next Fellows meeting for discussion. The Fellows, if necessary with the assistance of the JCR Executive, shall attempt to resolve the complaint.
- 1.c) The complaint shall be referred to the Chairperson of Governing Body, or an independent person appointed by the Chairperson who shall be the final arbiter in all cases. If the complaint is upheld at this stage, this person shall have the power to require the JCR to provide an effective remedy and it shall be their responsibility to see that this occurs.

### **Section Seven. Meetings**

- 1) The JCR shall hold at least two Ordinary Meetings each term, at reasonable times decided by the Executive.
- 2) Extra-ordinary Meetings of the JCR, at which only matters of prior notice may be discussed, may be called by the Executive. Fifteen Ordinary Members may request the Secretary in writing to call an Extra-ordinary Meeting to discuss specified matters.
- 3) Procedure for Meetings shall follow that detailed in the Standing Orders.
- 4) Quorum for a JCR Meeting shall be twenty Ordinary Members.
- 5) No meeting of the JCR shall take place outside University Full Term.

### **Section Eight. JCR Executive Committee**

- 1) The management and organisation of the JCR shall be the responsibility of an elected Executive Committee, hereafter 'the Executive'.
- 2) The Executive shall consist of a President, Vice-President, Secretary, Treasurer, Welfare Officer, Social Secretary and Bar Manager.
- 3) Executive Officers shall be elected annually and shall serve for one year, from the end of Ninth Week of Michaelmas Term.

### **Section Nine. Final Fling Committee**

- 1) The Final Fling Committee shall exist with the sole purpose of providing a self-financing and enjoyable ball in Trinity Term.
- 2) It shall consist of a Chairperson, three elected Ordinary JCR members who shall not be Executive Officers, *ex officio* the President, *ex officio* the Treasurer, *ex officio* the Social Secretary and *ex officio* the Bar Manager.

### **Section Ten. Standing, College & University Committees**

- 1) For its better organisation and representation the JCR shall have involvement in the following Committees:
  - 1.a) The JCR shall elect representatives to the following Standing Committees: Bar Staff, Entz, and Yearbook.
  - 1.b) The JCR shall elect representatives to the following College Committees: College Council, Disciplinary Panel, Information Technology, Library, Meal Advisory and the Regent's Society.
  - 1.c) The President shall be *ex officio* a member of all Standing and College Committees.
  - 1.d) The JCR shall be represented on the following University Committees: OUSU Council, OUSU Presidents' and Welfare.

**Section Eleven. JCR Officers**

- 1) The JCR shall annually elect the following Officers: Advent Choirmaster, Careers Representative, Charities Co-ordinator, Deputy Bar Manager, Deputy OUSU Representative, Drama Officer, Environment Representative, LGBT Rights Representative, Men's Officer, Sports Representative and Women's Officer.
- 2) In Hilary and Trinity the JCR shall elect a Junior Auditor, who shall assist the Senior Auditor before taking over the senior post for the following Audit. No one is elected in Michaelmas, as the accounts will be externally audited.

**Section Twelve. College Council (Leavers' Representative)**

- 1) In Trinity term, one ordinary member in their final year shall be elected as a representative to serve on College Council for three years. This person shall compile contact information for his/her peers, which must not infringe on the Data Protection Act.

**Section Thirteen. General**

- 1) House Order
  - 1.a) House Order shall be President, Vice-President, Secretary, Treasurer, Welfare Officer, Social Secretary, Bar Manager, followed by members of the JCR in time since matriculation, and in priority following age.
  - 1.b) House Order shall determine those heading tables in Formal Hall and other traditional matters which require an 'order of seniority'.

**Section Fourteen. Indemnification**

- 1) Every Officer of the JCR, member of a JCR committee, or appointee shall be entitled to be indemnified out of the assets of the JCR against all losses or liabilities which he or she may sustain in or about the necessary execution of his or her office without the need for prior JCR authorisation. Nothing in this clause shall affect his or her liability for any loss arising out of his or her own default or neglect.

**Section Fifteen. Amendments**

- 1) Amendments may only be made to the Constitution and Standing Orders subject to the approval of the Governing Body and shall not be binding until approved as such. The President shall have responsibility for submitting amendments to Governing Body approval each term and for presenting the entire Constitution and Standing Orders for re-approval as stated in 1.3 above.
- 2) Any amendments to the Constitution or Standing Orders shall require the vote of no less than two-thirds of Ordinary Members present at a meeting of the JCR.
- 3) The Quorum for motions affecting the Constitution or Standing Orders shall be thirty Ordinary Members.
- 4) For motions affecting the Constitution or Standing Orders, notice shall be given at least seven days in advance, specifying the exact wording proposed.

**Section Sixteen. Revocation of Previous Constitutions**

- 1) All previous Constitutions and Standing Orders of the JCR are hereby revoked and this Constitution shall take effect from Wednesday of 2<sup>nd</sup> Week, Michaelmas 2004.