



TRINITY HALL UNDERGRADUATE SOCIETY CONSTITUTION

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Section One: Name and Purposes

1.1. Name. There will be a society known as the Trinity Hall Junior Combination Room or the "JCR".

1.2. Purpose. The purpose of the Junior Combination Room, herein referred to as the "JCR" shall be:

- (a) To represent the undergraduate members of the College.
- (b) To provide social facilities for its members.
- (c) To nominate the undergraduate members for the appropriate committees of the governing body except for graduate members of such committees.
- (d) To provide facilities and financial assistance for College clubs and societies which are open, in principle and in practice, to all members of the college who are in residence and which are not restricted by way of race, religious, or political belief, and whose activities are not primarily of a political or religious nature.
- (e) To facilitate the room balloting system in a manner agreed approved by the JCR at the first open meeting of Lent Term. The special consideration guidelines (Appendix 2) should be used to assist this process.

1.3. The JCR and its representatives will act in a transparent manner and will be accessible to all of its membership.

1.4. The JCR will take positive steps to promote equality and to create an environment free from discrimination on any grounds including, but not limited to race, class, gender, disability, language, religion, political or other opinion, national or social origin, or sexual orientation.

1.5. The JCR will operate in accordance with the Data Protection Act Policy of the College.

Section Two: Membership

2.1. Members of the JCR shall have the following rights:

- (a) Entitlement to vote in JCR elections, subject to Section 6.
- (b) Entitlement to stand in JCR elections, subject to Section 6.
- (c) The right to use the facilities provided by the JCR.
- (d) The right to submit motions to and vote at JCR open meetings, subject to Section 9.
- (e) The right to be treated in a fair manner by the JCR Committee. Any student who believes that he or she has not been appropriately treated can make a complaint in accordance with the grievance procedure laid out in Section 3.

2.2. The members of the JCR shall be:

- (a) The undergraduate members of the College who have not opted out.
- (b) All students who opt in with the permission of the JCR Committee.

2.3. Any member of the JCR who wishes to opt out of JCR membership may do so by applying to the Senior Tutor before the end of Michaelmas term. Notice given in any one term shall be deemed sufficient for any future terms whilst such a person remains on the College list.

2.4. Any member of the College who has exercised their right to opt out of JCR membership shall not be unfairly disadvantaged with regard to the provision of services or otherwise. Any person who opts out of membership shall have all of the rights laid out in Subsection 2.1, except for (a), (b) and (d).

Section Three: Complaints Procedure

3.1. All members of the College, or groups of such members, who are dissatisfied in their dealings with the JCR, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JCR, or who wish to bring a complaint arising about matters covered by this Constitution, may take their complaint to any Committee member.

3.2. If the complainant is not satisfied with the result of his or her complaint he or she may bring the complaint to the JCR Committee at a committee meeting and every attempt will be made to resolve it at the JCR Committee level.

3.3. If the complainant remains unsatisfied with the result he or she may approach the Senior Tutor, who will, on behalf of the complainant, appeal to the governing body to appoint an independent person, who may not delegate this responsibility, to act as an independent investigator to investigate the complaint promptly and fairly and submit a final report to the governing body, the Committee, the complainant and the Senior Tutor within 14 days of his or her appointment.

3.4. The independent investigator's report will contain the findings of the investigation and, where a complaint is upheld, will also detail any action to be taken as a result of the complaint.

Section Four: Education Act 1994 Statement

4.1. Part II of the Education Act 1994 (herein referred to as the "Act") places a range of responsibilities on the governing bodies of university institutions in regard to the organisation of students' unions, and sets out requirements to be observed in relation to students' unions. The following provisions in this part derive from the Act, and are inserted into this part for further clarification only. These provisions set out the minimum requirements to which the JCR must adhere. The Constitution may place greater limits on the JCR, its operations and its members.

4.2. The Trinity Hall JCR qualifies as a students' union within Section 20 of the Act.

4.3. The Trinity Hall governing body qualifies as an "executive governing body" within Section 21 of the Act.

4.4. In accordance with Subsection 22.2 of the Act, the JCR and the governing body will observe the following provisions:

(a) The JCR will have a written constitution.

(b) The provisions of the constitution should be subject to the approval of the governing body and to review by that body at intervals of not more than five years.

(c) A student eligible for JCR membership should have the right not to be a member of the JCR. Students who exercise this right should not be unfairly disadvantaged, with regard to the provision of services or otherwise, by reason of their having done so.

(d) Appointment to JCR positions should be by election in a secret ballot in which all full members are entitled to vote, with the exception of the Webmaster, International, BME, Women's, Special Considerations and LGBT rep who will be co-opted by the current President and retiring position holder or other Committee member(s) whom the President deems appropriate, owing to the specialism of their roles.

(e) The governing body should satisfy themselves that the elections are fairly and properly conducted.

(f) The financial affairs of the JCR should be properly conducted and appropriate arrangements should exist for the approval of the JCR's budget, and the monitoring of its expenditure, by the governing body.

(g) Financial reports of the JCR should be made available to the governing body and to all JCR members on request, and each such report should contain, in particular:

- (i) a list of the external organisations to which the JCR has made donations in the period to which the report relates, and details of those donations; and
 - (ii) the procedure for allocating resources to groups or clubs should be fair and should be set down in writing and freely accessible to all JCR members.
- (h) If the JCR decides to affiliate to an external organisation (defined in the Act as any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College), it should publish notice of its decision stating:
- (i) the name of the organisation;
 - (ii) details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation; and
 - (iii) any such notice should be made available to the governing body and to all JCR members.
- (i) Where the JCR is affiliated to any external organisations, a report should be published annually or more frequently containing:
- (i) a list of the external organizations to which the JCR is currently affiliated; and
 - (ii) details of subscriptions or similar fees paid, or donations made, to such organizations in the past year (or since the last report), and such reports should be made available to the governing body and to all JCR members.
- (j) There should be procedures for the review of affiliations to external organisations under which:
- (i) the current list of affiliations is submitted for approval by members annually or more frequently; and
 - (ii) at such intervals of not more than a year as the governing body may determine, a requisition may be made by such proportion of members (not exceeding five percent) as the governing body may determine, that the question of continued affiliation to any particular organisation be decided upon by a secret ballot in which all members are entitled to vote. Affiliation to Cambridge University Students' Union (CUSU) will be automatically renewed unless a particular concern is brought by any member of the JCR or governing body which will then prompt a vote as described above.
- (k) There should be a complaints procedure available to all JCR members or groups of JCR members who:
- (i) are dissatisfied in their dealings with the JCR; or
 - (ii) claim to be unfairly disadvantaged by reason of their having exercised the right to forgo membership in the JCR, which should include provision for an independent person appointed by the governing body to investigate and report on complaints.
- (l) Complaints should be dealt with promptly and fairly and where a complaint is upheld there should be an effective remedy.

4.5. The parts of this Constitution enacted pursuant to the Act take precedence over any other part of this Constitution. They may only be amended if the amendment would not infringe the Act or if the Act and its provisions subsequently no longer have the force of law.

Section Five: JCR Committee

5.1. There will be a JCR Committee.

5.2. The JCR Committee, herein referred to as the "Committee", shall be the executive body of the JCR and shall consist of:

- (a) Undergraduate members, who will take between them the posts of: President, Vice-President, Treasurer, Secretary, Webmaster, Access Officer, Ents President(s), Green, Charities and Ethical Affairs Officer, two Welfare Officers (one

self-defining female and one self-defining male), three First Year Representatives, and a Welfare SubCommittee consisting of the International Representative, Special Considerations Representative, BME Representative, Women's Representative and LGBT Representative.

b) One graduate student representative who will be elected by the MCR during Michaelmas Term at the same time as the MCR Committee elections.

(c) The Committee may create a new position only with the prior consent of the JCR at an Open Meeting.

(d) The size of the committee must never exceed half of the quorum required for an open meeting as described in Subsection 9.2(a).

5.3. The JCR Committee will act in a democratic manner, taking decisions that represent the view of the majority, and giving voice and recognition to the view of the minority.

5.4. The duties and responsibilities of each Committee member are those listed in Appendix One.

5.4.1. In amending the job descriptions, the requirements for constitutional changes will be adhered to.

5.4.2. Should the President become incapacitated for whatever reason; the Vice President will take over the role of president, until the President is able to resume his/her duties.

5.4.3. In the event of the offices of both President and Vice President becoming vacant, or if the Vice President is unable to fulfil the duties of President under the terms of Subsection 5.4.2; the JCR Committee shall, as soon as reasonably possible and by a secret ballot under the STV system, elect one of their number to serve as acting President for as long as required. If offices are vacant it shall be the first and only duty of the acting President to hold a by-election for those vacant offices. Nothing shall preclude the acting President from standing in any subsequent by-election.

1.5. All JCR Committee members shall where possible attend Open and Committee meetings, apart from the Welfare SubCommittee, who may attend any meetings they wish but need only be represented in meetings by the Welfare Officers and one specialised representative officer (to be determined on a rotational basis)

1.6. The JCR President will be raised to the top of the JCR ballot for the year of their office and may pull one person up the ballot with them.

5. 7. Terms of Office and Election Times: The lengths of office are as follows:

(a) The President and Ents President shall serve, until their successor is elected in the second week of Lent Term next following their election.

(b) All other elected positions in Subsection 5.2(a), except the First Year Representatives, will be elected in the sixth week of Lent Term as will the co-opted positions.

(c) Election of the First Year Representatives shall take place in the sixth week of Michaelmas Term. Those elected shall serve for three terms subject to the following provision:

(i) if a First Year Representative is elected into another JCR committee post they shall relinquish their position as a First Year Representative.

(d) These will hold unless the President judges that there is a good reason to delay or bring forward the elections.

5.8. All outgoing Committee members will assist the incoming Committee member for a hand-over period; the incoming member must fully take up their new position within seven days of the results being published.

5.9. All out-going committee members will provide the incoming Committee member with a summary of what their job entails along with any relevant materials that they will need in order to fulfil their duties.

5.10. Job shares shall only be permitted if prior permission has been obtained by the JCR Committee. The Committee should ensure that job shares do not increase the size of the Committee to the point where efficiency is sacrificed.

5.11. Any position which is held as part of a job share will be entitled to one vote between the holders in JCR Committee decisions.

Section Six: Selection of JCR Committee

- 6.1. Entitlement to vote. All full members of the JCR are entitled to vote in elections for all elected posts on the JCR Committee, subject to Subsections 6.1.1 and 6.1.2.
 - 6.1.1. Only first-year members of the JCR may vote for First Year representatives.
 - 6.1.2. Only members of the MCR may vote for the Graduate representative.
- 6.2. The positions of Webmaster, International Representative, Special Considerations Representative, Women's Representative, BME Representative and LGBT Representative will be co-opted onto the committee by the current post-holder and the JCR President.
 - 6.2.1. If a co-opted post-holder wishes to re-stand, then the JCR President and the Vice Presidents will make the decision.
- 6.3. Entitlement to stand
 - 6.3.1. Only members of the JCR who are entitled to vote for a post may stand for a post. Only members of the MCR may stand for the post of Graduate representative.
 - 6.3.2. Co-opted positions may only be filled by an undergraduate who self-defines as belonging to the represented group. Should no such person be willing to take up the role, after all reasonable efforts have been made, the President, Vice-President and previous post-holder will decide whether or not it is preferable to leave the post vacant or to allow someone not self-defining as belonging to that group to stand.
 - 6.3.3. All potential candidates must consult their tutor and director of studies before taking up any JCR Committee position.
 - 6.3.4. Current Committee members may stand for re-election not more than once.
- 6.4. Any member of the JCR Committee may resign by giving written notice to the Secretary and to the President. Any members, other than the representative Welfare Officers, who fail to attend any three meetings of the Committee in one term without reasonable excuse in the view of the rest of the Committee, shall be deemed to have resigned.
- 6.5. Any post vacated by resignation or otherwise shall be filled in accordance with the appropriate election procedures within fourteen days of full term.
- 6.6. The Senior Treasurer may be a fellow of the college and will be appointed upon the recommendation of the Committee, subject to approval from the governing body.

Section Seven: Procedure for Elections

- 7.1 The current Vice President shall act as a joint Returning Officer in all JCR Committee elections, together with the Senior Tutor, except:
 - 7.1.1 In the incidence that the Vice President is standing for a position in an election, the JCR President shall act as a joint Returning Officer together with the Senior Tutor.
 - 7.1.2 In the incidence that the Vice President and President are both standing for positions in an election, the Returning Officer shall be decided by vote taken by the JCR Committee.
7. 2. At least eight days before a poll, the JCR Committee, shall advertise the poll to all members, and also invite nominations signed by a proposer and a seconder, who shall be full members of the JCR and signed by the nominee.
 - 7.2.1. Hustings shall also be advertised at this time. The nominations are to be entered personally via the JCR Vice-President's pigeon-hole and not via e-mail.
 - 7.2.2. A current post-holder is not permitted to nominate or second a nomination for their successor and the returning officer is not permitted to nominate or second a nomination for any JCR Position.

- 7.3. Nominations shall close at 5pm at least three days before the election. No campaigning may take place until nominations have closed.
- 7.4. Canvassing shall be permitted, only in accordance with the rules laid down by the Committee and approved at the first open meeting of each academic year.
- 7.5. Candidates standing as part of a job share arrangement are subject to the same rules as if they were standing as a single candidate.
- 7.6. Hustings shall take place at an Open Meeting between the close of nominations and the elections.
- 7.7. Polling shall take place on the CUSU online voting system: vote.cusu.cam.ac.uk. Polling should be open for a minimum of eight hours. All results shall require ratification by the Senior Tutor or another suitable person appointed by the Committee with the approval of the Senior Tutor.
- 7.8. Elections shall be conducted by secret ballot using the Single Transferable Vote electoral system as described in the document '*What is STV?*' produced by the Electoral Reform Society.
- 7.9. Re-open Nominations (RON) shall be entered as a candidate in each election.
- 7.9.1. If RON wins the election, then nominations will be re-opened and another election held within 14 days.
- 7.10.
- (a) The returning officers shall be responsible for supervising the election and shall count the votes, post the result in the Porter's Lodge and retain the ballot papers for at least 14 days.
- (b) The breakdown of election results will be available upon written request to the JCR President at any point during these 14 days.
- 7.11. In the case of a tied result for a position, the tied candidates should meet to discuss the result and see if they can come to a mutually satisfactory agreement. If the candidates cannot reach an agreement, the candidates have the option of breaking the tie by a coin toss or by asking to rerun the elections for that position. If a coin toss is held, it will occur on the South East lawn of the Front Court of Trinity Hall as soon as reasonably possible. All candidates in the coin toss will be attired in formal clothes and academic dress.
- 7.12. The total number of valid ballot papers cast in an election will be ascertained and if the number is less than 20 percent of the total JCR membership entered on the Register of Voters as eligible to vote, the returning officers will declare the election to be a nullity and will not proceed to count the votes. A further vote will be held and the outcome will be binding whether or not 20 percent of the eligible votes are cast.
- 7.13. Any complaint concerning malpractices shall be made in accordance with the procedure laid out in Section 3.

Section Eight: JCR Committee Procedure

- 8.1. The JCR Committee shall determine its own procedure. Meetings of the Committee shall be held not less than twice in any term. Meetings shall be chaired by the President or in their absence, the Vice President.
- 8.2. The Secretary shall call a meeting within seven days of the receipt of a request signed by the President or any three members of the Committee, and members of the Committee shall be given three clear days notice of such a meeting.

- 8.3. The quorum for an ordinary Committee meeting shall be seven.
- 8.4. All decisions of the Committee shall be made by consensus. In the event of a dispute (more than one-third of the Committee disagreeing), the matter shall be decided by an Open Meeting.
- 8.5. The Graduate Representative is not entitled to vote in Committee meetings. Each member of the Welfare SubCommittee is entitled to one vote.
- 8.6. A copy of the minutes of each Committee meeting shall be circulated to all Committee members.
- 8.7. A Committee member may request at a Committee Meeting that any portion of that meeting will convene in camera (which means that discussion on a given topic will not be minuted). Such request will be approved by a majority of Committee members present.
- 8.8. The Committee may appoint sub-committees consisting wholly or partly of Committee members. Such sub-committees shall submit their recommendations to the next meeting of the Committee.
- 8.9. The Treasurer and Senior Treasurer shall be the co-signatories of the JCR account. All cheques in excess of £1000 shall require the approval of the Committee.
- 8.10. The Committee must seek delegated authority from the JCR at an open meeting on an annual basis to enter into binding contracts. If the contract is worth a figure higher than £1000, then this contract must be reported to the next Open Meeting by the Treasurer.

Section Nine: Open Meeting of the JCR

- 9.1. An Open Meeting of the JCR refers to a meeting to which all members of the JCR are invited in accordance with the following rules:
- (a) The Secretary shall call an Open Meeting of the JCR at least once in each Full Term.
 - (b) Not less than seven clear days of Full Term of notice shall be given by the Secretary to all members.
- 9.2.
- (a) The quorum of the Open Meeting shall be forty members.
 - (b) The Open Meeting may pass any resolution by a simple majority, except Constitutional amendments which shall be carried if the number of members present and voting is quorate and are supported by a two-thirds majority. Changes to this Constitution are subject to the procedure laid out in Section 14.
- 9.3.
- (a) Motions and Constitutional amendments must be submitted to the Secretary for advertisement at least 24 hours before the meeting. During the meeting, the Chair, at the request of the proposer of the motion, may allow such modifications of the motion that are not substantive as they deem fit.
 - (b) Invitations to non-JCR members to speak at Open Meetings may be issued by any JCR member.
 - (c) The order paper will take the following form:
 1. Minutes and matters arising.
 2. Committee Reports.
 3. Other presentations by JCR Committee members (e.g. accounts, budget).
 4. Questions to the committee.
 5. JCR motions (order to be determined by JCR Committee).
 6. Emergency Motions (if any).
 7. CUSU motions (if any).

8. Any other business.

9.4. A motion guillotine of 10 minutes shall apply at the discretion of the President .

9.5. Emergency motions may be accepted, if submitted in writing, signed by two members of the JCR by the beginning of discussion of motions. The Chair must deem the substance of the emergency motion to have arisen since the close of motions deadline.

9.6. The Chair will be the President except in so far as he or she may hand over the Chair to another member of the JCR Committee for all or part of the meeting.

9.7. Speeches will be invited at the discretion of the chair, until no farther speeches are offered or the guillotine falls.

9.8. Anyone making a racist, sexist or unjustified prejudice remark in a speech shall be asked by the Chair to withdraw that remark and, if they refuse to do so, they shall be asked to stop speaking. Anyone interrupting a speech with a racist, sexist or unjustified prejudice remark shall be asked to withdraw that remark or, failing that, to leave the meeting.

9.9. The Committee shall be bound by the decisions of the Open Meeting.

9.10. On the receipt of the request to hold an Open Meeting signed by 5% of the membership of the JCR specifying the business to be transacted, the Secretary shall call an Open Meeting to be held on a date not later than five days (days out of full term excluded) after receipt of such notice.

9.11.

(a) All JCR officers may be subjected to questioning concerning their recent JCR activities at each Open Meeting.

(b) A motion of no-confidence may be brought against any member of the JCR Committee and they will be deemed to have resigned if a majority is achieved for the motion.

9.12. On the receipt of a motion regarding any matter, but in particular any JCR affiliation to an external organisation, validly signed by five percent of the membership of the JCR, the committee shall hold a referendum forthwith on the motion so proposed. Such a referendum shall be held within seven days of the receipt of the request, days out of term not being reckoned. The poll shall be open from 10am to 6pm on the day on which it is held, and all JCR members shall be entitled to vote. Ballot box supervision shall be as for JCR General Elections. The result of the referendum shall be binding on the Committee.

Section Ten: Allocation of Finance

10.1. Grants may be made at the beginning of Michaelmas and Lent terms to a College Club or Society provided that the College Club or Society complies with the requirements of Subsection 1.1(d) and also provided that:

(a) the Club or the Secretary of the College Club or Society has provided the JCR Treasurer with a copy of its rules, if any, and has notified the Senior Treasurer, via the JCR Treasurer of the names of the Club or Society account signatories and the Senior Treasurer, if any, of the Club or Society, for the forthcoming year; and

(b) the Club or Society complies with the requirements as to accounts and expenditure in Section 11.

10.2. The JCR Treasurer shall send claim forms to all College clubs and Societies inviting them to apply for a grant. The claim forms shall detail the requirements laid out in Subsection 10.1.

10.3. All decisions as to grants to College clubs will be made by the JCR Treasurer, subject to approval from both the JCR Committee and ultimately the majority of a quorate open meeting.

10.4. The JCR Treasurer at the discretion of the committee may make it a condition of any grant that the Club or Society reduces its expenditure by levying a membership fee, such fee to be the same for all members. A Club or Society may in any case levy such a fee to cover expenditure not fully covered by the grant received from the Committee or for which it is not entitled by reason of these rules to receive a grant.

10.5. A grant made to any Club or Society in respect of meals or non-alcoholic beverages consumed by its guests shall be subject to the condition that such guests are not members of College. The JCR is not permitted to subsidise its members for services which are already subsidised by college.

10.6. The Committee may at its discretion pay to undergraduates and graduates of the college rebates in respect of subscriptions to certain University Clubs and Societies, which comply, so far as is possible, with the requirements of Subsection 1.1(d) respecting College Clubs and Societies, in accordance with rules to be prescribed by the Committee from time to time.

10.7. Any complaints as to decisions made under this section shall be dealt with in accordance with the procedure laid out in Section 3.

Section 11: Finance and Accounts

11.1. The financial year of the JCR shall end on 30th June.

11.2. It shall be the right of the Senior Treasurer with the co-operation of the JCR Treasurer to arrange for the audit of the JCR accounts for the financial year.

11.3. A copy of the audited statement of accounts with a financial report shall be presented to the first Open Meeting of Michaelmas Term by the Treasurer together with the proposed budget.

11.4. A copy of the audited statement of accounts with a financial report shall be presented to the first governing body of Michaelmas Term by the Treasurer and Senior Treasurer.

11.5. The JCR Treasurer shall, at the start of Michaelmas term present the Senior Treasurer with a copy for the accounts for the previous year. The Senior Treasurer has the right to request additional copies at the start of Lent and Easter terms, providing the JCR Treasurer is notified before the end of full term of the previous term.

11.6. The financial report shall include details of any donations made to external organisations and details of any external organisation to which the JCR is affiliated. The financial report shall be circulated to all members of the JCR.

11.7. At the start of Michaelmas Term, the Treasurer will discuss and agree with the Senior Bursar, the JCR budget for the forthcoming year.

11.8. The Treasurer will be responsible for the payment of budgeted expenditures from JCR funds that occur during the Treasurer's term of office.

11.9. The Treasurer will ensure that all expenses properly incurred on behalf of the JCR are reimbursed. Requests for reimbursement will be made as soon as possible, but in any case before the start of the subsequent Full Term. All claimants should provide proof of purchase.

11.10. It shall be the duty of the Secretary (or where its rules so provide, the Treasurer or other officer) of every Club or Society in receipt of a grant from the JCR:

- (a) at the beginning of Michaelmas Term, submit to the JCR Treasurer, two copies of a detailed estimate of the expenditure of that College Club or Society for that year;
- (b) to be responsible to the Treasurer for the proper expenditure of any grant by the JCR to that College Club or Society, according to his or her estimate as approved by the Committee to incur no expenditure which has not been authorised by the Finance Committee or the Senior Treasurer out of such grant, and to be personally liable to the JCR for any expenditure out of such grant which has not been authorised by the Finance Committee unless such expenditure has been approved in writing by the Treasurer;
- (c) to keep the accounts of the Club or Society in the form prescribed by the Bursar; and
- (d) at the end of the financial year, present the accounts to the Bursar and pay any balance disclosed by the accounts. Such presentation shall only apply in respect of any grant by the JCR.

11.11. At the end of the financial year, the Treasurer and Senior Treasurer will audit, or arrange for the audit of, the accounts of all College Clubs and Societies other than the Trinity Hall Boat Club.

11.12. Nothing in Subsection 11.7 shall prevent the Secretary of a College Club from submitting a supplementary estimate to the Senior Treasurer during term, but no grant shall be made unless he or she submits the accounts up to the date of application together with a statement of the circumstances justifying the additional expenditure, and the Committee considers that additional expenditure is justified. The Committee may delegate this function to the Treasurer.

11.13. The JCR Committee may, at its discretion, seek to reclaim unauthorised expenditure from the Treasurer or Secretary of a Club or Society or from a JCR Committee member by levying a suitable amount onto the College bill which shall be made over to the relevant JCR account. Any complaints under this paragraph are to be made at first instance to the JCR Committee or in accordance with the procedure laid out in Section 3.

Section 12: Role of Entertainments

12.1. The Entertainments (Ents) Committee shall consist of a President or Presidents plus up to twelve others. These twelve people will usually include two Technical Managers, a Treasurer and the three First Year Representatives.

12.2.

12.3. The Ents President(s) will be responsible for selecting suitably qualified candidates to form the committee, with those appointments being subject to the approval of the JCR President.

12.4. The Ents President(s) may create new positions amongst the twelve people at his or her discretion.

12.5. The Ents President(s) and Ents Treasurer should be co-signatories of the Ents account. Funds from the Ents account can only be spent on matters relating directly to Ents, unless the JCR Committee has approved the expenditure, or an Open Meeting has mandated the expenditure.

12.6. It is the responsibility of the Ents Treasurer that proper accounts are kept for the Ents account but the Ents President(s) has ultimate financial responsibility and is accountable for Ents, to both the JCR Committee and the JCR as a whole.

12.7. Ents accounts are to be presented in accordance with Section 11 as part of JCR accounts, with the role of the Treasurer being taken by the Ents Treasurer.

12.8. The Ents Committee is responsible for recycling at the end of each event in conjunction with the JCR Green, Charities & Ethical Affairs Officer.

Section Thirteen: Interpretation

In these Rules:

"Term" and "Full Term" have the same meanings as in the Statutes and Ordinances of the University of Cambridge.

If a question arises as to the meaning or effect of any of these Rules, it shall be determined by the Committee.

Section Fourteen: Constitutional Changes and Review

14.1. The provisions of this Constitution and any changes to it are subject to the approval of the governing body.

14.2. Motions concerning amendment of this Constitution can only be voted on at an Open Meeting, and require a two-thirds majority to be passed.

14.3. Where an Open Meeting of the JCR passes any change to this Constitution, it shall be the duty of the JCR President to submit those changes to the next meeting of the governing body.

14.4. Review of this Constitution shall take place at intervals of not more than five years.

Section Fifteen: Standing Orders

15.1. There will be standing orders which will make further provision concerning the operation of the JCR.

15.2. In order to amend the standing orders, the requirements for constitutional changes must be adhered to.

15.3. The JCR and the JCR Committee will have regard to, and will act in accordance with, the provisions in the standing orders.

15.4. Any provision of the standing orders which is inconsistent with this Constitution will be invalid.

Appendix One - JCR Committee Duties

VICE-PRESIDENT (1 position)

- Generally assists the president and committee
- CUSU: Votes at CUSU councils on alternate Monday evenings and attends useful meetings with JCR reps from other colleges on the other Monday evenings
- Elections: Publicises and runs JCR & CUSU elections
- College Committees Educational Policy Committee, Kitchens Advisory Group, and Governing Body

TREASURER (1 position)

- Maintains the JCR account and presents it to college
- Society Funding: Ensures all college societies have fair and sufficient funding (year-round)
- Organise purchase and distribution of Freshers Gowns
- College Committees: Finance Committee, Governing Body

SECRETARY (1 position)

- Listings: Regularly sends listings out to JCR members
- Minutes: Keeps minutes for committee and open meetings
- College: Committees Libraries Committee

ACCESS OFFICER (1 position)

- Outreach: Works closely with college SLO to put on events and vista for prospective students in and out of college
- Alternative Prospectus: Develops, maintains, and distributes the Alternative Prospectus
- CUSU: Helps JCR members get involved in the CUSU Shadowing Scheme & attends CUSU Access Forum fortnightly
- College Committees: Educational Policy Committee

GREEN, CHARITIES & ETHICAL AFFAIRS OFFICER (1 position)

- Green: Liaises with college staff to make Tit Hall as green as possible
- Charities: Publicises Cambridge RAG and other fundraising charity events in college
- College Committees: Buildings, Health & Safty Committee and Kitchens Advisory Group

FEMALE & MALE WELFARE OFFICERS (2 positions) (Elected separately)

- General Support Link for all JCR members
- Welfare Teas; Runs these weekly as well as big ones in Easter term
- CUSU-Trained; Knowledgeable on a range of welfare issues and knows where to direct people as needed

ENTS PRESIDENT(S) (1-2 positions)

- Organise the JCR's Vivas, Superhalls and other Saturday Events, with the help of other Ents Committee members. There are usually five Saturday events in Michaelmas and Lent terms and two in Easter and a Superhall every other Friday.

The Ents President must propose dates for these, which the JCR President will present to governing body.

- JCR Garden Party
- Liaise with head porter and any other relevant college staff
- Selecting and running the Ents Committee.

FIRST YEAR REPRESENTATIVES (3 positions)

Represent the interests of first year members. One representative each to sit on the Library, Kitchens and Education Policy committees respectively. Assist other members of the JCR as appropriate. Oversee the display of posters in the JCR. Take responsibility for the organisation and running of Fresher's Week in partnership with the JCR President. Be members of the Ents Committee and assist at JCR Ents events.

GRADUATE REPRESENTATIVE (1 position)

- Represent the interests of graduates
- Sit on the Graduate Union Committee
- Encourage closer links between College's graduate and undergraduate communities.

PRESIDENT (1 position)

- Create and implement JCR policy subject to approval by Open Meetings.
- Ensure complete student representation in all college decision-making procedures.
- Act as the primary contact for college.
- Set a timetable and an agenda for JCR Committees and Open Meetings.
- Chair JCR Committee and Open Meetings.
- Committees: Governing Body, Finance, Buildings Health and Safety.
- Represent the college at CUSU Council and attend President/External Officers meetings.
- Ensure that the Constitution is updated when necessary and does not expire.
- Responsible for moderating all JCR e-mail lists and help to moderate the website with the Webmaster.
- Run the room ballot and survey.
- Assist in the running of Fresher's Week.
- Represent the views/needs of the students; campaign for better facilities within college and highlight those which need improvement; negotiate solutions with college in relation to the provision of services.

JCR Committee Co-opted Positions

WEBMASTER (1 position)

- Maintains the Website: keeping everything on the JCR website up-to-date including regularly publicising college events and information
- College Committees: IT Advisory Group

Representatives for communities within college and important links for them throughout the year, but particularly on arrival in freshers week:

INTERNATIONAL OFFICER (1 position)

Represent the interests of international members of the JCR. Be available to advise students on living in the United Kingdom - before and after matriculation. Organise welcome events and liaise with the University's International Office and iCUSU. Work closely with College to ensure that adequate vacation storage is available to all international students.

LGBT+ OFFICER (1 position)

Responsible for the well-being and representation of lesbian, bisexual, gay and transgender members of the JCR. The role involves liaising with CUSU LGBT, creating a cohesive support network for any member of the college who wishes to discuss LGBT welfare and sexual issues. Moreover, the officer is expected to inform LGBT students of any university-wide events to allow students to meet with other LGBT students, if they so wish.

BLACK & MINORITY ETHNIC OFFICER (1 position)

Responsible for the well-being and representation of black and minority ethnic members of the JCR. The role involves liaising with CUSU, creating a cohesive support network for any member of the college who wishes to discuss BME welfare issues. Moreover, the officer is expected to inform BME students of any university-wide events to allow students to meet with other BME students, if they so wish.

WOMEN'S OFFICER (1 position)

Responsible for the well-being and representation of female members of the JCR. The role involves liaising with CUSU, creating a cohesive support network for any member of the college who wishes to discuss female welfare issues. Moreover, the officer is expected to inform female students of any university-wide events to allow students to meet with other female students, if they so wish.

SPECIAL CONSIDERATIONS OFFICER (1 position)

Responsible for the well-being and representation of members of the JCR who require special considerations. The role involves liaising with CUSU, creating a cohesive support network for all such members of the college. The officer is also expected to liaise with college in order to ensure special considerations of students are adequately recognised and supported.

Appendix Two - Special Considerations and Balloting Guidelines

The Special Considerations Committee will be a sub-committee of the JCR Committee consisting of the President, Vice President, Welfare Officers and Special Considerations Officer . Decisions should be made by consensus. Special consideration applications should be submitted to the JCR President and should open and close at the same time as ballot group applications.

A.2.1. Introduction and Guiding Principles. The JCR committee exists to ensure that all students at Trinity Hall have the best possible student experience. Having appropriate accommodation is central to most students' experiences at university. The standard of accommodation provided by Trinity Hall is mixed, as is the location. The fairest way to assign rooms is generally considered to be by random ballot, but there are some occasions when a medical, physical, academic or religious requirement means that a certain standard of room is necessary for individual students to have a positive student experience. These guidelines strive to ensure that students with particular requirements are treated with due consideration, while maintaining the 'fairness' of the random ballot system. These guidelines have been created with reference to decisions made in 2009 and 2010. They are not binding; the special consideration process is by nature flexible to allow for unexpected cases, but should help to provide means for consistent decision-making across committees.

A.2.2. Summary Guidelines.

(a) The Special Considerations Committee does not have the power to move people up the ballot list. Responses to legitimate requests for special consideration are usually to guarantee the student in question the *last available appropriate room*, so if all but one of the rooms in question have been filled before the student's place in the ballot has been reached, the student will be given the chance to choose that last room (they don't have to take it).

(b) Deciding the legitimacy of a request is at the committee's discretion (at times with guidance from the College through a student's Tutor), but the guidelines below should help in the majority of cases.

(c) The majority of requests are likely to be for rooms down the hill, large rooms, en suites and ground floor rooms. Reasons are usually medical, physical, academic or religious. Guidelines for each type of request and reason are detailed below.

A.2.3. Type of room requested

A.2.3.1. Room down the hill: If a legitimate request is made for a room down the hill, applicants will be guaranteed the last available room down the hill if desired.

A.2.3.2. Large Room: If a legitimate request is made for a large room, applicants will be guaranteed the last available room rated 7 or 8 by the room re-banding committee in 2010 (a full list of these rooms can be found at the bottom of this document).

A.2.3.3. En-suite: If a legitimate request is made for an en-suite room, applicants will be guaranteed the last available room in New Build.

A.2.3.4. Ground Floor: If a legitimate request is made for a ground floor room, applicants will be guaranteed the last available ground floor room in New Build.

A.2.4. Reasons for requesting special consideration. Main areas for special consideration are: medical, physical (disability), academic, religious. This list is not exhaustive and other applications should be considered carefully on a case-by-case basis.

A.2.4.1. Medical: When special consideration applications open, students should be told that a doctor's note should be provided for medical reasons if possible. If the reasons are considered 'confidential', then the College will at the very least need

to be aware of the reasons through the Tutor, as this will be expected if the College is to fulfil its duties in supporting a student with medical needs that might warrant special consideration for allocation of a room.

A.2.4.2. Physical: All physical disability requests should be considered legitimate and granted (unless they are known to be untrue). If a carer is required, a nearby room for them should be guaranteed. If unsure, check with the Senior Tutor.

A.2.4.3. Academic: Architects and musicians with large instruments can have a large room if requested.

A.2.4.4. Religious: College is unable to provide kosher cooking facilities, so if requested, religious Jewish students can be granted a room down the hill as there are kosher facilities in the Jewish centre on Thompson's lane. Hall provides Halal food as often as possible and can cater for most other dietary requirements at formal hall.

A.2.5. Openness and appeal.

(a) In the interests of openness and transparency, these guidelines should be made available to students when applications for special consideration are opened (through a link to a raven protected section of the website). Guidelines should be quoted wherever possible in responses to requests.

(b) Students can appeal decisions made by the Special Considerations Committee up to a week after the decision has been made. Appeals should be directed to the Senior Tutor.

A.2.6. Other notes.

(a) Special consideration lasts for one year, for the next year, students should re-apply.

(b) Large rooms down the hill and rooms on Central Site cannot be guaranteed except in exceptional circumstances (e.g. if a student didn't get to live on Central Site in first year), because they are generally considered the most desirable for all second and third years and are in short supply.

(c) If a group of students wish to share an enclosed kitchen (e.g. in New Build) for religious or other dietary reasons, this should be considered carefully by the committee with consideration given to their position in the ballot and fairness to other students.

(d) Students given special consideration cannot 'pull up' the rest of their ballot group.

(e) Students moving into a set in their third/fourth year can pull up any Trinity Hall undergrad except new freshers. If an incoming second year is pulled up by a third/fourth year, they will revert to the reverse of their original position in the ballot for their third year.

A.2.7. List of Rooms considered 'large' (rated 7 or 8 by room re-banding committee 2010).

(a) Wychfield: All New Build rooms; Bolton House: A05, A09, A10, B09, B10, C04, C09, C10; Coote House: 02, 04.

(b) Thompson's Lane: BBC: B01, B02, B03, B20.

(c)

(d) Central Site: A04, B10, C05, C06, F01, F08, H01, H05, H06, H07, H09, H10, H11, H12, N01, N02, N04, N09, Q05, S07, S11, A07, B05, C07, C08, C09, F04, L06, L07, L08, M11, M13, O05, S06, S08, S12, T0.