



TRINITY HALL UNDERGRADUATE SOCIETY CONSTITUTION

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Section One: Name and Purposes

1.1

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

1.2

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. 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 (see Section 9)*
- e) *The right to be treated in a fair manner by the JCR Committee. Any student who believes that they have 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 their 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 they 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 their 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 and Non-Binary, Disability and 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;*
 - 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;*
 - 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;*
 - 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;*
 - 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 Students' Union (Cambridge SU) 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, Entertainments Presidents, Green and Ethics Officer, two Welfare Officers, three First Year Representatives, Accommodation and Services Officer and a Welfare Subcommittee consisting of the International Officer, Disability and Special Considerations Officer, BME Officer, Women and Non-Binary Officer, Class Act Officer, and LGBT+ Officer.*
- b) *One graduate student representative, who will be elected by the MCR*

5.3

The Committee may create a new position only with the prior consent of the JCR at an Open Meeting or via referendum.

5.4

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.

5.5

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

5.6

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

5.7

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. 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 as outlined above; 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.

5.8

All JCR Committee members shall where possible attend Open and Committee meetings.

5.9

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. The JCR Accommodation and Services Officer may

pull themselves up to third in the ballot (or second in the event that the President does not pull someone up with them).

5.10

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.

5.11

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.

5.12

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: Committee Selection

6.1

All full members of the JCR are entitled to vote in elections for all elected posts on the JCR Committee, with the exceptions that:

- a) *Only first-year members of the JCR may vote for First Year representatives.*
- b) *Only members of the MCR may vote for the Graduate representative.*

6.2

The positions of Webmaster, International Officer, Disability and Special Considerations Officer, Women and Non-Binary Officer, BME Officer and LGBT+ Officer will be co-opted onto the committee by the current post-holder and the JCR President. If a co-opted post-holder wishes to re-stand, or if the previous post-holder is unable to co-opt a successor, then the decision shall instead be made by the JCR President and the Vice President.

6.3

To be entitled to stand, a potential candidate must meet the following criteria:

- a) *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.*
- b) *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.*
- c) *All potential candidates must consult their tutor and director of studies before taking up any JCR Committee position.*
- d) *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.

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: Electoral Procedure

7.1

The Senior Tutor shall act as a joint Returning Officer in all JCR Committee elections, together with a “Junior Returning Officer”. The Junior Returning Officer will be the JCR Vice President, except:

- a) *In the incidence that the Vice President is standing for a position in an election, the JCR President shall act as Junior Returning Officer*
- b) *In the incidence that the Vice President and President are both standing for positions in an election, the Junior Returning Officer shall be decided by vote taken by the JCR Committee*

7.2

At least five days before a poll, the JCR Committee shall:

- a) *Advertise the poll to all members*
- b) *Advertise hustings to all members*
- c) *Invite nominations signed by a proposer and a seconder, subject to section 7.7*

7.3

All elected officers will serve until their own resignation (see section 6.4) or the election of their successor, subject to:

- a) *If a First Year Representative is elected to another JCR committee post they shall relinquish their position as a First Year Representative*
- b) *Any elected officer who fails 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*
- c) *The no-confidence procedure outlined in section 9.12*

7.4

All co-opted officers will serve until their own resignation (see section 6.4), they lose a vote of no-confidence as outlined in section 9.12, or their successor is chosen. Officers should be co-opted during the fourth week of Lent term unless the President judges that there is a good reason to delay or bring forward this process.

7.5

Elections will be held at the following times, unless the President judges that there is a good reason to delay or bring forward the elections:

- a) *In the second week of Lent Term: the President, Welfare Officers, Treasurer, and Ents Presidents*
- b) *In the sixth week of Michaelmas: the First Year Representatives*
- c) *In the fourth week of Lent Term: all other elected positions (see section 5.2)*

7.6

The JCR Vice-President has the responsibility of ensuring all nominations are genuine.

7.7

Only full members of the JCR are permitted to nominate or second a nomination. 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. The current JCR president is not permitted to nominate or second a nomination for any candidate.

7.8

Nominations shall close at 5pm at least three days before the election.

7.9

Canvassing shall be permitted once nominations have closed, subject to:

- a) No canvassing may take place on social media
- b) No canvassing may take place via email
- c) Candidates are permitted at most one flyer in each undergraduate pigeonhole
- d) Candidates are permitted at most one poster in the JCR, which may be at most size A4

7.10

Candidates standing as part of a job share arrangement are subject to the same rules as if they were standing as a single candidate.

7.11

Hustings shall take place at an Open Meeting between the close of nominations and the elections.

7.12

Polling shall take place on the Cambridge SU online voting system. Should this be impossible, it is the responsibility of the JCR committee to ensure a fair election is held by some other means. 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.

7.13

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. The exception to this is the election of welfare officers (see Appendix III).

7.14

Re-open Nominations (RON) shall be entered as a candidate in each election. If RON wins the election, then nominations will be re-opened and another election held within 14 days.

7.15

The returning officers shall be responsible for supervising the election and shall count the votes, communicate the result to all members of the JCR, and retain the ballot papers for at least 14 days.

7.16

The breakdown of election results will be available upon written request to the JCR President at any point during these 14 days.

7.17

In the case of a tied result for a position:

- a) *The tied candidates should meet to discuss the result and see if they can come to a mutually satisfactory agreement.*
- b) *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.*
- c) *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.*
- d) *All candidates in the coin toss will be attired in formal clothes and academic dress.*

7.18

The total number of valid ballot papers cast in an election will be ascertained. 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.

7.19

Any complaint concerning malpractices shall be made in accordance with the procedure laid out in Section 3.

Section Eight: 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, or at a later time upon request of the JCR committee.

8.9

The Treasurer and Senior Treasurer shall be the co-signatories of the JCR account. All cheques in excess of £1,000 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 £1,000, then this contract must be reported to the next Open Meeting by the Treasurer.

Section Nine: Open Meetings

9.1

An Open Meeting of the JCR refers to a meeting to which all members of the JCR are invited. Not less than five clear days of Full Term of notice shall be given to all members.

9.2

The Open Meeting may pass any resolution by a simple majority, provided the number of votes in favour are equal to the number of serving JCR committee members (including those not present at the open meeting) plus 5. This will most likely be 25, dependent on any job shares.

9.3

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.

9.4

Invitations to non-JCR members to speak at Open Meetings may be issued by any JCR member, subject to approval by the chair.

9.5

The order of the meeting will be at the discretion of the chair, but is likely to contain some or all of the following:

1. *Minutes and matters arising*
2. *Committee Reports (if any)*
3. *Other presentations by JCR Committee members (e.g. accounts, budget)*
4. *Questions to the committee (if any)*
5. *JCR motions (order to be determined by JCR Committee)*
6. *Emergency Motions (if any)*
7. *Cambridge SU motions (if any)*
8. *Any other business*

9.4

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

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 they 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 further 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

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

9.12

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.

9.13

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 on the motion so proposed. Such a referendum shall be held within seven term days of the receipt of the request. 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. 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:

- a) *The Head or the Secretary of the College Club or Society has provided the JCR Treasurer with a declaration document as outlined in section 10.10, containing a copy of its rules, if any, and has notified the JCR 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.*
- b) *The Club or Society complies with the requirements as to accounts and expenditure in Section 11.*

10.2

An “Allocation” is a grant which the societies may use as, or to supplement, their budget for the academic year. Money from the allocation can be claimed to reimburse societies spending by designated society members listed in the declaration document. All allocations are made at the discretion of the JCR Treasurer, subject to approval from the JCR committee.

10.3

At no point may money from an allocation be transferred to a personal bank account for future use. Allocation cannot be spent on anything illegal.

10.4

A society wishing to receive an allocation must be made accessible to all member of the JCR (under the terms of section 1.2), and have both a short description and a point of contact listed on the JCR website.

10.5

An “Active Society” of any size must have submitted a “declaration document” to the JCR Treasurer and JCR Webmaster, which must take the form outlined in section 10.10. This document must have been updated or renewed within the last three terms. Any society which fails to submit such a document for more than three terms shall become “inactive”.

10.5

Only active societies are eligible to be given, or claim from, an allocation. “Inactive” societies are ineligible for formal allocation, and are not guaranteed funding throughout the academic year.

10.6

Applications for an allocation of finance should be received by the JCR treasurer before the deadline set by the JCR treasurer. It is the responsibility of the JCR treasurer to ensure all societies are given at least two weeks’ notice of this deadline. Formal allocations by the JCR Treasurer should be made before the start of Michaelmas.

10.7

Societies who submit an application for an allocation of finance after this deadline are not guaranteed. Allocations after this deadline may be granted at the discretion of the JCR

treasurer. In particular, the JCR treasurer may wish to allow the formation of a new society partway through the JCR financial year.

10.8

A “Large Society” is an active society which can be allocated over £150 for an entire academic year. A large society may be allocated less than £150 for the entire academic year, but may be allocated more. Such a society will only be eligible to receive an allocation above £150 once the JCR Treasurer has been contacted by the societies ‘Supporter’ as outlined in Section 10.10(f).

10.9

A “Small Society” is an active society which does not hope to apply for an allocation over £150 for an entire academic year. If, after the final allocations are published, a small society wishes to become a large society, they must complete step f below.

10.10

A society “declaration document” must contain the following information:

- a) Name of the society
- b) Description of the societies activities, aims or interests
- c) The name and CRSiD of those students wishing to act as a Captain, Head, or President (CHP) of the society. It is the responsibility of outgoing CHPs to provide the JCR Treasurer and Webmaster with the names and CRSiDs of their successor(s).
- d) The name of any society members who wish to be listed on the JCR website under the society page
- e) The name and CRSid of any society member who is to be given the power to request reimbursement from an allocation
- f) “Large Societies” must also submit the name of a current member of an SCR member, college fellow, or other senior member of the college who supports the Society. Before any allocation is made accessible, the JCR Treasurer must receive a (brief) email from this “Supporter” expressing support for the society.

10.11

All requests for reimbursement from an allocation must be made by a CHP, or by pre-arranged, named society member listed in the “declaration document” under section 10.10(e).

10.12

“Category A” reimbursements are for items already bought for the society. It is up to the society CHPs and committees how they spend their money on category A claims. These reimbursements may be used for:

- a) Equipment
- b) Facility hire
- c) Transport
- d) Any food or non-alcoholic drink
- e) External staffing, coaching or instruction
- f) Donations, such as to a charity or as a contribution to a university project
- g) Formal Dinner/Food
- h) Accommodation costs for a speaker
- i) Wine purchased from the Aula bar for a speaker event taking place within college

10.13

A "Category A" reimbursement requires proof-of-purchase, such as (but not limited to):

- a) Physical receipts
- b) Pictures of receipts
- c) Picture of an order confirmation
- d) Picture of a Hall booking form

10.14

"Category B" claims must be pre-cleared with the JCR Treasurer before purchase, at the discretion of the JCR Treasurer. These may be used for:

- a) Alcoholic Drinks
- b) Purchases which may put society members in financial strain, so must be made by means other than reimbursement

10.15

The JCR Treasurer may publish a list of expenditures claimed from an allocation for any society at any time throughout the year.

10.16

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.

10.17

The JCR is not permitted to subsidise its members for services which are already subsidised by college.

10.18

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 1.2 (d) respecting College Clubs and Societies, in accordance with rules to be prescribed by the Committee from time to time.

10.19

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

Section Eleven: 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

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.

11.10

Nothing in Subsection 11.10 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 they submits the accounts up to the date of application together with a statement of the circumstances justifying the additional expenditure, and the Treasurer considers that additional expenditure is justified. The Committee may delegate this function to the Treasurer.

11.11

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 Twelve: Entertainments Committee

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

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.

12.3

The Ents President(s) may create new positions amongst the twelve people at their discretion.

12.4

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.

12.5

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.

12.6

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.

12.7

The Ents Committee is responsible for recycling at the end of each event in conjunction with the JCR Green and Ethics Officer.

Section Thirteen: Interpretation

13.1

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

13.2

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 passed by either:

- a) A vote at an Open Meeting, requiring a two-thirds majority to be passed
- b) A referendum held in the same manner as an election for a JCR committee position, detailed in section 7. All electoral procedures must be adhered to, except those pertaining to nominations. The JCR president should act in place of the candidate for the purpose of hustings.

14.3

Where 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.

Appendix I: Committee Duties

FIRST YEAR REPRESENTATIVES (Frep) (3 positions)

- Represent the interests of first year members
- Assist other members of the JCR as appropriate
- Oversee the display of posters in the JCR
- Be members of the Ents Committee and assist at JCR Ents events
- Support the Access Officer in maintaining the Alternative Prospective
- College committees (one per Frep):
 - a) Libraries Committee
 - b) Kitchens Advisory Group
 - c) Education Policy committees

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
- 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
- Represent the college at Cambridge SU Student Council and attend President/External Officers meetings
- Responsible for ensuring the JCR room is kept functional, and continues to provide a good social space for students
- 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 with support from the ASO
- Assist in the running of Fresher's Week
- Campaign for better facilities within college and highlight those which need improvement; negotiate solutions with college in relation to the provision of services
- College Committees:
 - a) Governing Body
 - b) PREVENT Advisory Group
 - c) Finance Committee
 - d) General Admissions Committee

WELFARE OFFICERS (2 positions)

- General Support Link for all JCR members
- Welfare Teas; Runs these weekly as well as big ones in Easter term
- Ensure stocks of sexual health supplies and emergency sanitary products are maintained in college
- Cambridge SU Trained; Knowledgeable on a range of welfare issues and knows where to direct people as needed
- Responsible for keeping the Welfare webpages updated in conjunction with the webmaster

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:
 - a) Finance Committee
 - b) Governing Body

ENTS PRESIDENT(S) (1-3 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 agree dates for these with the relevant college staff
- JCR Garden Party: Liaise with head porter and any other relevant college staff
- Selecting and running the Ents Committee
- Responsible for keeping the Ents webpages updated in conjunction with the webmaster

VICE-PRESIDENT (1 position)

- Generally assists the president and committee with their roles
- Organise room bookings for committee and open meetings
- Runs the JCR subletting scheme each holiday
- Runs freshers week in partnership with the president
- Elections: Publicises and runs JCR & Cambridge SU elections
- College Committees:
 - a) IT Advisory Group
 - b) Governing Body

SECRETARY (1 position)

- Listings: Regularly sends listings out to JCR members
- Minutes: Keeps minutes for committee and open meetings
- Provides a point of contact with the Alumni and Development Office
- College Committees:
 - a) Libraries Committee

ACCESS OFFICER (1 positions)

- Outreach: Works closely with college SLO to put on events and visits for prospective students in and out of college
- Alternative Prospectus: Develops, maintains, and distributes the Alternative Prospectus
- Cambridge SU: Helps JCR members get involved in the Cambridge SU Shadowing Scheme & attends Cambridge SU Access Forum fortnightly
- Responsible for communicating any opportunities to get involved with access to the JCR, including those from Cambridge SU, the college SLO and other college access officers
- Work closely with the Class Act Officer, and other liberation officers, to collaborate on shared access-related goals
- College Committees:
 - a) Educational Policy Committee

GREEN AND ETHICS OFFICER (1 position)

- Green: Liaises with college staff to make Trinity Hall as green as possible
- Charities: Publicises Cambridge RAG and other fundraising charity events in college
- College Committees:
 - a) Buildings, Health & Safety Committee
 - b) Kitchens Advisory Group
 - c) Gardens Advisory Group

ACCOMMODATION AND SERVICES OFFICER (1 position)

- Liaise with College to discuss rent increases and accommodation policy developments
- Relay student concerns and suggestions regarding College Accommodation to the Junior Bursar
- Responsible for randomising the ballot groups and producing the timetable for when students in First and Second Year can choose their accommodation for the next academic year
- Receive and forward student recommendations for service improvements to the relevant authorities
- College Committees:
 - a) Buildings, Health and Safety Committee
 - b) Kitchens Advisory Group.

WEBMASTER (1 position, co-opted)

- Maintains the Website: keeping everything on the JCR website up-to-date including regularly publicising college events and information
- Assists the rest of the committee by providing any technical support they may need to fulfil their own duties
- College Committees:
 - a) IT Advisory Group

CLASS ACT OFFICER (1 position, co-opted)

- Responsible for the well-being and representation of members of the JCR who have experienced, or are experiencing, socioeconomic disadvantages
- Liaise with Cambridge SU Class Act Campaign, to ensure a cohesive support network exists for JCR members
- The officer is expected to inform Class Act-identifying students of any university-wide events to allow students to meet with other Class Act-identifying students, if they so wish.

INTERNATIONAL OFFICER (1 position, co-opted)

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

LGBT+ OFFICER (1 position, co-opted)

- Responsible for the well-being and representation of all those who self-identify under the LGBT+ umbrella
- Liaise with Cambridge SU, creating a cohesive support network for any member of the college who wishes to discuss LGBT+ welfare and sexual issues
- The officer is expected to inform LGBT+ students of any university-wide events to allow students to meet with other LGBT+ students, if the students so wish

BLACK & MINORITY ETHNIC OFFICER (1 position, co-opted)

- Responsible for the well-being and representation of black and minority ethnic members of the JCR
- Liaise with Cambridge SU, creating a cohesive support network for any member of the college who wishes to discuss BME welfare issues
- 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 AND NON-BINARY OFFICER (1 position, co-opted)

- Responsible for the well-being and representation of female and non-binary members of the JCR.
- Liaise with Cambridge SU, creating a cohesive support network for all welfare issues affecting women and non-binary students
- The officer is expected to inform female and non-binary students of any university-wide events to allow students to meet with other female and non-binary students, if they so wish.

DISABILITY AND SPECIAL CONSIDERATIONS OFFICER (1 position, co-opted)

- Responsible for the well-being and representation of members of the JCR who are affected by a disability or are subject to other circumstances which would benefit from special considerations support.
- Liaise with Cambridge SU, creating a cohesive support network for any member of the college who wishes to discuss welfare issues for all such members of college.
- The officer is also expected to liaise with college in order to ensure special considerations of students are adequately recognised and supported.

Appendix II: Balloting Guidelines

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.

A2.1

The Special Considerations Committee will be a sub-committee of the JCR Committee consisting of the President, Vice President, Welfare Officers and the Disability and Special Considerations Officer.

A2.2

Decisions should be made by consensus. Special consideration applications should be submitted to the JCR President.

A2.3

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).

A2.4

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.

A2.5

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.

A2.6

Types of room requested:

a) *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.

b) *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).

c) *En-suite:*

If a legitimate request is made for an en-suite room, applicants will be guaranteed the last available room in New Build or WYNG Gardens.

d) *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 or WYNG Gardens.

A2.7

The main areas for special consideration are:

- Medical
- Physical (disability)
- Academic
- Religious
- Mental health

This list is not exhaustive and other applications should be considered carefully on a case-by-case basis.

a) **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.

b) **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.

c) **Academic:** Architects and musicians with large instruments can have a large room if requested.

d) **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.

e) **Mental health:** Students may request rooms near to, or far away from, certain people or places. This must be carefully considered, as a Special Consideration should not be used to circumvent the normal grouping system. As per the "Medical" area, reasons should be provided to the JCR where possible, or to the College if not.

A2.8

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.

A2.9

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.

A2.10

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

A2.11

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.

A2.12

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.

A2.13

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

A2.14

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.

Appendix III: Election of Welfare Officers

The JCR committee has a responsibility to be as gender-inclusive as possible, as part of its broader responsibility towards the welfare of JCR members. As part of this, it was the wish of the JCR committees of 2017-2019 to see the election of welfare officers partially de-engendered. Historically, the solution had been to run two separate elections, one for a “female and non-binary welfare officer” and one for a “male and non-binary welfare officer”; students running for election chose the category they most identified with. It was the preference of these committees that the election was instead held as a single list, with the highest ranking candidate becoming the first officer, and then *the next highest-ranking candidate of a different gender* becoming the second. Unfortunately, the CUSU online election system used by the JCR is unable to handle this procedure, and no appropriate alternative could be sourced in time for this constitution. The following points are intended to make it as simple as possible (constitutionally) for a future committee to change the election procedure for welfare officers, without compromising current elections.

A3.1

The JCR committee has a responsibility to ensure students of all genders are able to stand to be a welfare officer.

A3.2

The election of welfare officers should take place in such a way as to ensure the candidates elected do not self-identify as the same gender. This should always be done using a democratic vote open to all members of the JCR, but does not need to be by Single Transferable Vote.

A3.3

It is not required that welfare officers be elected through the CUSU online voting system, though they may. The JCR committee, but in particular the Junior Returning Officer for the election, should ensure the election of welfare officers takes place in the most appropriate manner possible.

A3.4

The manner in which welfare officers are to be elected should be clearly publicised at the same time as the elections themselves. Members in the JCR may make complaints about the electoral system used at any time before the election. Any such complaints should be handled in accordance with section 3.

Appendix IV: Website Maintenance Policies

The JCR has responsibility for the JCR website. The JCR Webmaster has responsibility for the day-to-day running of the website, but it is ultimately the responsibility of the whole committee to ensure it is kept up-to-date and remains a useful resource for students. The following guidelines seek to simplify the process of maintaining the website.

A4.1

Each committee member shall be responsible for ensuring that the relevant personal details are updated upon being elected. This mainly includes, but is not limited to, the [JCR Committee page](#) and the [Welfare page](#).

A4.2

After society allocations have been published at the start of the academic year, it will be the responsibility of the JCR Treasurer, together with Webmaster, to ensure that the name, description, and contact details for each society are up-to-date.

A4.3

At the start of each term, the Welfare Subcommittee will be responsible for reviewing the Welfare section of the website, and ensuring that all information and resources remain relevant.

A4.4

During the long vacation, the Freshers' Representatives will be responsible for reviewing the Freshers section of the website, and ensuring it is all correct and relevant.

A4.5

Before the start of the academic year, the JCR President, Vice President, Secretary, and Webmaster will conduct a full review of the website, to ensure that sections not previously mentioned are maintained, and that the previously mentioned officers have conducted their reviews.