

James College Junior Common Room (JCR)
Terms of Reference

1. Purpose

- 1.1. The James College Junior Common Room (JCR) is the recognised Student Organisation, as referred to in the James College Constitution.
- 1.2. According to the James College Constitution, the purpose of the Junior Common Room Committee - hereafter referred to as JCRC - and the College Team is to:
 - represent, promote and defend the interests and wellbeing of all their student members;
 - develop and promote the College's sense of community and unique identity;
 - promote a culture of respect within the college, and towards the local community, and combat all forms of discrimination;
 - provide social, cultural, sporting and recreational activities, as well as forums for discussion and debate, for the personal development of their members;
 - promote and support opportunities for student members to develop their skills and experiences through voluntary, charitable and enterprise activities;
 - represent their members to the College Council and management, the Students' Union, the University and any external bodies;
 - work with the College Council to develop and implement the College strategy and to support the charitable strategies of the Students' Unions.

2. Membership

- 2.1. All registered James College students shall be members of the Junior Common Room, unless they choose to opt out of membership.
- 2.2. Members can opt out of membership of the Junior Common Room by doing so in writing to the College Principal, or in their absence the College Council.
- 2.3. The College Principal, or in their absence the College Council, will maintain a list of register of current members of the JCR.

3. Amendment and review of Terms of Reference

- 3.1. These Terms of Reference will be reviewed by James College Council every year to ensure that they are being implemented and remain relevant.
- 3.2. The College Principal, or in their absence the College Council, may instruct the JCRC to review these Terms of Reference and any associated procedures at any time.
- 3.3. Amendments to these Terms of Reference and any associated procedures may be proposed by the Executive of the JCRC, approved by the JCRC and ratified by James College Council.

4. Dissolution and replacement of the JCRC as the recognised Student Organisation

- 4.1. A motion to dissolve and replace the JCRC may be proposed by:
 - 4.1.1. A majority vote at a meeting of the current JCR Committee, or;
 - 4.1.2. A majority vote at a meeting of the James College College Council, or;
 - 4.1.3. Any member of the JCR, supported by at least 25 other members.
- 4.2. A motion to dissolve and replace the JCR must be approved by a referendum of the members of the JCR;

- 4.2.1. The quorum for the referendum to be binding will be 10% of the current membership of the JCR.
- 4.2.2. An inquorate vote in favour of dissolution may still be ratified by the College Council.
- 4.3. If the JCRC is dissolved and replaced by a new JCRC, the College Council will approve new terms of reference according to the College Constitution.

5. JCR Committee

- 5.1. The JCR is managed by a committee of its members, the JCRC.
- 5.2. The JCRC will be responsible for implementing the aims described in section 1.2 of these Terms of Reference.
- 5.3. The JCRC will maintain its own bank accounts which will be held and overseen by the Students' Union. The JCRC may allocate funds to activities, groups and clubs which support the aims in section 1.2.
- 5.4. The JCRC Chair will nominate up to 6 committee members to attend and vote in each James College Council meeting.
- 5.5. The JCRC Chair or their representative will make a report to each College Council meeting, detailing the activities of the JCRC.
- 5.6. The JCRC Treasurer will present financial reports to James College Council and, at least once per year, will make a summary report available to all members of the JCR.
- 5.7. The JCRC will hold regular meetings during term time and will make information about its business available to all members of the JCR.
 - 5.7.1. Full JCRC meetings will be called by the JCRC Chair and will be open to all members of the JCR, unless a sensitive matter is to be discussed.
 - 5.7.2. Any member of the JCRC who is unable to attend a meeting may nominate a proxy to vote on their behalf.
 - 5.7.3. If a member of the JCRC is unable to attend two meetings without or three meetings with apologies, they will have to attend a meeting with the JCRC Chair and the JCRC Secretary.
- 5.8. In the event that the College Principal, or in their absence the College Council, determines that a JCRC has become defunct, the College Principal, or in their absence the College Council, may propose a motion to dissolve and reconstitute the JCRC to the College Council.
 - 5.8.1. If a motion to dissolve and reconstitute the JCRC is approved by a simple majority, fresh elections will be held as soon as possible, in accordance with section 6 of these Terms of Reference.

6. JCRC Positions and Elections

- 6.1. The following Executive Committee positions will be elected on an annual basis:
 - 6.1.1. Chair
 - 6.1.2. Head of Events
 - 6.1.3. Head of Sport
 - 6.1.4. Head of Community
- 6.2. The following Community Representative positions will be elected on an annual basis:
 - 6.2.1. Lesbian, Gay, Bisexual, Trans & Queer (LGBTQ+) Representative
 - 6.2.2. Black, Asian & Minority Ethnic (BAME) Representative
 - 6.2.3. Disabled Students' Representative

- 6.2.4. International Students' Representative
- 6.2.5. Off-Campus Students' Representative
- 6.2.6. Mature and Postgraduate Students' Representative
- 6.2.7. Women's Representative
- 6.2.8. Working Class and Social Mobility Representative
- 6.3. The following Community Officer positions will be appointed by the Head of Community on an annual basis:
 - 6.3.1. Environment and Ethics Officer
- 6.4. Elections to the JCRC will be run by the Students' Union, and held in accordance with their election rules.
 - 6.4.1. The current JCRC will nominate a Returning Officer to be responsible for coordinating the election within James College
 - 6.4.2. Any member of James College who expects to be a registered student for the full term of office may stand as a candidate.
 - 6.4.3. There is no quorum for elections to the JCRC.
 - 6.4.4. Normal elections will be held on an annual basis. Emergency elections, in the event of a JCRC becoming dissolved, may be called by the College Principal, or in their absence the college Council.
- 6.5. The elected Executive members of the JCRC will appoint additional committee members to fill the positions listed in Appendix 1 of these Terms of Reference.
 - 6.5.1. The JCRC Executive may amend the positions listed in Appendix 1 as they deem appropriate to meet the aims listed in Section 1.2 of these Terms of Reference.
 - 6.5.2. Non-elected members of the JCRC may serve a term of office of up to one year, as agreed with the JCRC Chair.
- 6.6. In the event that a member of the JCRC ceases to be a registered student in James College, or takes a Leave of Absence (according to the University process) they will cease to be a member of the JCRC.
- 6.7. In the event of a JCRC position becoming vacant, a replacement will be appointed by:
 - 6.7.1. The JCRC Executive, for Executive positions;
 - 6.7.2. By the Executive Committee, informed by members of the respective community, for Representative positions;
 - 6.7.3. The JCRC Chair, for all other non-Executive and Community Representative positions.

7. Removal of JCRC Members from Office

- 7.1. Elected Executive JCRC Members may be removed from office by:
 - 7.1.1. A Vote of No Confidence at a JCRC Meeting, supported by a two-thirds majority.
 - 7.1.2. The Motion of No Confidence may be proposed by any member of the JCR, and must be supported by at least 20 other members of the JCR.
 - 7.1.3. If the JCRC Chair is the subject of a Motion of No Confidence, they will not act as chair for the meeting at which the vote is held.
- 7.2. Elected COMMUNITY Representatives may be removed from office by:
 - 7.2.1. A Vote of No Confidence at a meeting of the relevant representative community, supported by a two-thirds majority.

- 7.2.2. The Motion of No Confidence may be proposed by any member of the relevant representative community of the JCR, and must be supported by at least 2 other members of the JCR.
- 7.2.3. The JCRC Head of Community will act as Chair for the meeting.
- 7.3. Non-elected members of the JCRC may be removed from office by:
 - 7.3.1. A formal letter of dismissal from the JCRC Chair.
- 7.4. Meetings at which Votes of No Confidence are to be tabled must be organised with at least 3 days' notice, and the Chair (or substitute) must make reasonable efforts to advertise the meeting to potential attendees. Voting members who cannot attend may nominate a proxy.

8. Teams

8.1. Community Representatives

- 8.1.1. The purpose of the Community Representatives is to:
 - 8.1.1.1. Support the rest of the JCRC in its aims as laid in Section 1.2.
 - 8.1.1.2. Scrutinise the work of the JCRC.
- 8.1.2. Any member of the JCR may attend meetings of the Community Representatives as an observer.
- 8.1.3. The JCRC Head of Community will convene and chair meetings of the Community Forum; this will include the following:
 - 8.1.3.1. Holding at least two meetings per term.
 - 8.1.3.2. Making public the details of meeting times, places and items for discussion in advance of each meeting.

8.2. Events Team

- 8.2.1. The Purpose of the Events Team is to:
 - 8.2.1.1. Support the rest of the JCRC in its aims as laid in Section 1.2.
 - 8.2.1.2. Scrutinise the work of the JCRC.
- 8.2.2. Any member of the JCR may attend meetings of the Events Team as an observer.
- 8.2.3. The JCRC Head of Events will convene and chair meetings of the Events Team; this will include the following:
 - 8.2.3.1. Holding at least two meetings per term.
 - 8.2.3.2. Making public the details of meeting times, places and items for discussion in advance of each meeting.

8.3. Sports Team

- 8.3.1. The Purpose of the Sports Team is to:
 - 8.3.1.1. Support the rest of the JCRC in its aims as laid in Section 1.2.
 - 8.3.1.2. Scrutinise the work of the JCRC.
- 8.3.2. Any member of the JCR may attend meetings of the Sports Team as an observer.
- 8.3.3. The JCRC Head of Sports will convene and chair meetings of the Sports Team; this will include the following:
 - 8.3.3.1. Holding at least two meetings per term.
 - 8.3.3.2. Making public the details of meeting times, places and items for discussion in advance of each meeting.

8.4. Block Representatives

- 8.4.1. If the JCRC Chair, informed by the JCRC Executives, sees the need to add Block Representatives to the JCRC, the JCRC Executives are entitled to appoint Block Representatives as laid in Appendix 2.

- 8.4.2. The purpose of the Block Representatives is to:
 - 8.4.2.1. Inform the JCRC and College Team about problems arising in their block;
 - 8.4.2.2. Scrutinise the work of the JCRC.
- 8.4.3. In case the Block Representatives are appointed, the Head of Community holds regular meetings.
- 8.4.4. It is up to the JCRC Chair to formally invite Block Representatives to the general JCRC meetings.

9. Complaints

- 9.1. Any James College student may complain about:
 - 9.1.1. Their dealings with the JCR or JCRC, or;
 - 9.1.2. Being disadvantaged as a result of having opted out of membership (in accordance with the Education Act 1994).
- 9.2. Complaints about the above must be made in writing to the College Principal, or in their absence the College Council.
- 9.3. The College Principal, or in their absence the College Council, will appoint an appropriate independent person from outside James College to investigate such complaints in a timely manner.
- 9.4. The investigation will be presented to the College Principal, or in their absence the College Council, who will take appropriate action.

Appendix 1
Non-elected positions on the JCRC

Executive Positions

- Treasurer (Executive Position)
- Secretary (Executive Position)

Non-Executive Positions

- Other positions as specified by the JCRC Chair

Appendix 2
Block Representatives

The following Representative positions will be elected on an annual basis:

- 15 Representatives for Blocks A, B, C, D, E, F, G, H, J, K, L, M, N
- Each block will have one representative, N Block will have three representatives