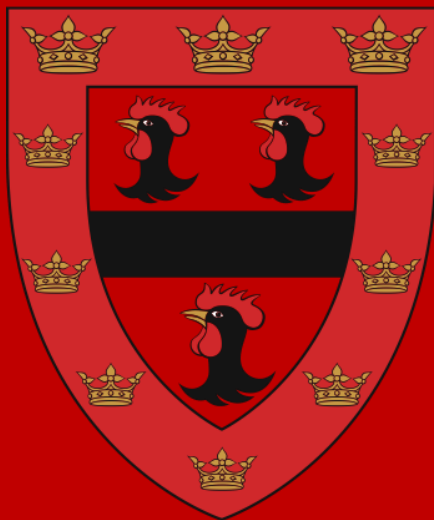


CONSTITUTION OF The Jesus College Student Union



13th January 2016





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CONSTITUTION OF THE JESUS COLLEGE STUDENT UNION

1 Name and Membership

1. The Jesus College Student Union, abbreviated “JCSU”, shall be the student union of Jesus College, Cambridge.
2. The Trustees of the JCSU shall be the Council of Jesus College, Cambridge.
3. The members of the JCSU are those undergraduate members of the College who are pursuing a course of study in the University except those that exercise their right, in any academic year, to opt-out.
4. Graduate Members of the JCSU shall consist of all Members of the Middle Combination Room (MCR), except those that exercise their right, in any academic year, to opt out.
5. Members and Graduate Members of the JCSU are entitled to full access to JCSU facilities and services.
6. Any Member or Graduate Member wishing to opt-out of the JCSU for the duration of the academic year shall inform the JCSU President in writing, within two weeks of the start of Michaelmas Full Term.

2 Aims

The aims of the JCSU are to improve the lives and experiences of students in the College by:

1. Ensuring the voices of its Members are heard and effectively represented in College and throughout the University;
2. Conducting and participating in meetings, functions and events for the general benefit of students in the College;
3. Furthering the educational community and welfare aims of the College; and
4. Promoting friendship and social interaction amongst all students in the College.

3 Clubs and Societies

1. The JCSU may have associated to it any number of Clubs and Societies.



2. An Officer designated by the Standing Orders of the JCSU as Clubs and Societies Officer shall be responsible for liaison between the JCSU and its associated clubs and societies.

3. In order to be associated to the JCSU, all Clubs and Societies must conform to the following:

(a) membership of the club or society is open to all Members and Graduate Members of the JCSU.

(b) there shall be a designated Financial Officer whose responsibility it shall be to keep accounts for the club/society. This shall normally be the club or society's Treasurer, and they shall in writing notify the Clubs and Societies Officer of their appointment within one week of the start of Michaelmas Full Term, or of accepting the post.

(c) clubs and societies which generate income through the application of JCSU funds or equipment must return this income to the JCSU. Clubs and societies may generate income from their own resources and retain it for their own use.

4. The designated Financial Officer of an associated club or society desiring funding must submit an estimation of the annual expenditure necessary to run their club or society in the current academical year to the Junior Treasurer of the JCSU, according to Article 5.4.

5. It shall be the duty of the Junior Treasurer to ensure that all clubs and societies applying to the JCSU for funding conform to Articles 3.3 and 3.4.

4 Officers, Committees and Administration

4.1 Executive

The affairs of the JCSU shall be managed by an Executive Committee.

The members of the Executive Committee shall be at least:

1. President.
2. Vice-President.
3. Junior Treasurer.
4. Secretary.

Other members of the Executive Committee shall be as described in the Standing Orders of the JCSU.



The responsibilities of the Executive Officers shall be as described in the Constitution and Standing Orders of the JCSU. Graduate Members of the JCSU may not be members of the Executive Committee of the JCSU, subject to Article 7.6.

4.2 President

1. The President, subject to the procedures of Article 7.5, shall be the Junior Member of the College who is elected to the College Council in the annual Michaelmas term election.
2. The President shall be responsible for directing and overseeing the work of the Executive Committee in accordance with the Constitution of the JCSU, and act as the principal liaison between the JCSU and the Senior Members of the College, and between the JCSU and the MCR.

4.3 Vice-President

1. The Vice-President shall, where appropriate, deputise for the President and have such responsibilities as are described in the Constitution and Standing Orders of the JCSU.

4.4 Junior Treasurer

1. The Junior Treasurer shall be responsible for the finances of the JCSU as described in the Constitution and Standing Orders of the JCSU.
2. The Junior Treasurer may not be the designated Financial Officer of any associated club or society which receives funding from the JCSU.

4.5 Secretary

1. The Secretary of the JCSU shall be responsible for the administration of the JCSU, as described in the Constitution and Standing Orders of the JCSU.

4.6 Other Officers

1. The responsibilities of other officers shall be as described in the Standing Orders of the JCSU.

4.7 Senior Treasurer

1. The College Council shall appoint a Fellow of the College to be the Senior Treasurer, who shall be responsible for overseeing the finances of the JCSU, and for drawing the attention of the College Council to any proposed payment which in their opinion the JCSU may not properly make.



4.8 Administration of the Executive

1. The Executive shall meet when summoned by the JCSU President upon three days' notice being given, and on not fewer than two occasions in every Full Term.
2. The Secretary shall in any case call a meeting at the request of any two members of the Executive.
3. Quorum shall be a majority of the Executive.
4. The President (or in their absence the Vice President) shall chair the meetings of the Executive. In the absence of them both the Junior Treasurer shall chair meetings of the Executive.
5. Any Member of the JCSU may attend meetings of the Executive at the invitation of the chair. The Senior Treasurer may attend any meeting of the Executive.
6. Each member of the Executive shall have one vote. Any resolution of the Committee shall be by a majority of the votes cast. In the case of an equal division of votes, the chair shall have a second and deciding vote.
7. The Secretary shall publish a copy of the minutes of every meeting no more than three days after each meeting on the JCSU website.
8. The names of the members of the Executive and the Senior Treasurer shall be displayed at all times on the JCSU notice board and website.
9. In each academic year the President shall, within one week of the start of Michaelmas Full Term, communicate to all new Members of the JCSU of rights under Articles 1 and 12 of this Constitution.

4.9 Committees

1. The Executive Committee may delegate executive and administrative responsibility to Committees.
2. The responsibilities of these Committees and their administration shall be determined by the Standing Orders of the JCSU.
3. No Committee may act contrary to the Constitution, Standing Orders or Policy of the JCSU.
4. Each Committee must report on their activities to the Annual General Meeting of the JCSU, at the allotted point in the agenda.
5. The names and contact details of all members of Committees shall be displayed by the Secretary on the JCSU website at all times.



6. The minutes and resolutions of Committees shall be presented to the JCSU Executive Committee, and placed by the Secretary on the JCSU website within three days of their meeting.

4.10 JCSU Policy

1. The Policy of the JCSU shall consist of valid motions passed at General Meetings of the JCSU, except the approval of the Annual Budget, supplementary estimates or amendments to the Constitution or Standing Orders of the JCSU.

2. Motions shall remain JCSU Policy until the Annual General Meeting held in the academic year which is two years after the academic year in which they were passed, unless they, or a section of them, are removed by a subsequent valid motion.

3. The resolutions of JCSU Policy shall be binding upon the Officers and Committees of the JCSU.

4. The Secretary shall be responsible for ensuring that a copy of the Policy of the JCSU is always available in the college library and on the JCSU website.

5. The Secretary shall be responsible for circulating Policy which will lapse at the Annual General Meeting to Members and Graduate Members not less than 144 hours before the meeting. Member may then submit Policy which they believe should not lapse as a motion at the Annual General Meeting.

6. The Senior Treasurer shall have the power, where they believe that an aspect of JCSU Policy contravenes either this Constitution, the Standing Orders of the JCSU, the Statutes and Regulations of the College, or any relevant law, to remove those sections of policy which they believe to be in breach. An appeal against the Senior Treasurer's exercise of this power may be made by thirty Members or Graduate Members to the College Council, whose decision shall be final.

5 Finance

5.1 Income and Accounts

1. Monies from the following sources shall be placed in a bank account called the JCSU Account:

(a) contributions and grants from the College;

(b) grants from the Jesus College Cambridge Society;

(c) revenues from the hire of facilities, which are the responsibility of the JCSU, to external organisations.

Constitution of The Jesus College Student Union, 13th January 2016



2. All other income and monies otherwise raised to support the aims of the JCSU and its Members shall be placed in a bank account called the JCSU Enterprise Account.
3. Subject to the provision of Article 5.3.6 concerning charitable donations, and Article 5.7 (affiliation and subscription to External Organisations), the property and income of the JCSU shall be applied solely towards the promotion of the aims of the JCSU (as defined in Article 2) and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to Members of the JCSU, except in good faith in the promotion of those aims.
4. At the end of the respective financial years of the JCSU Account and the JCSU Enterprise Account, the Junior Treasurer shall:
 - (a) deliver to the Senior Treasurer, and to the Bursar for submission to College Council, the annual accounts for the financial year just ended. The annual accounts of the JCSU Account and the JCSU Enterprise shall be audited by the College.
 - (b) deposit the annual accounts in the College Library where they shall be open to inspection by all resident Members of College.
 - (c) publish the accounts on the JCSU website.

5.2 The JCSU Account

The Junior Treasurer shall be responsible for the administration of the JCSU Account.

1. The JCSU Account funds shall be used to:
 - (a) finance the administration of the JCSU and fulfil its role as a student union;
 - (b) run JCSU entertainments;
 - (c) maintain the facilities of the JCSU; and
 - (d) fund the associated clubs and societies of the JCSU.
2. The financial year of the JCSU Account shall run from 1st July to 30th June.
3. No payment may be made from this account unless it has been authorised by the Junior Treasurer (being a payment made against the nominal account of an associated Club or Society).
4. The Executive Committee shall have the power to revoke the Junior Treasurer's authorisation of any payment.



5. All payments made from the JCSU Account shall also require the signature, or other authorisation, of the Senior Treasurer. In the event that the post of Senior Treasurer is vacant then the Bursar shall have the power to authorise such payments.

6. The Junior Treasurer shall each year receive and consider the accounts for the previous year and shall ensure that the total payments made from this account in one financial year do not exceed the total of the monies allocated to this account in that financial year, or any overdraft facility negotiated with the JCSU's bankers.

5.3 The JCSU Enterprise Account

The Executive Committee shall be responsible for the administration of the JCSU Enterprise Account.

1. The JCSU Enterprise Account (subject to paragraph 6) shall be used to further and facilitate the aims and activities of the JCSU.

2. The financial year of the JCSU Enterprise Account shall run from 1st July to 30th June.

3. No payment shall be made from this account without the consent of the Executive Committee and following that unless it has been authorised by the Junior Treasurer and either two members of the Executive Committee or one member of the Executive Committee and the Senior Treasurer. Where it is for a sum in excess of £500, no payment can be made without the consent of a General Meeting.

4. The signatories to this account shall be determined by the Executive Committee.

5. No payment may be made which would cause this account to be overdrawn.

6. Charitable donations may be made from this account if approved by resolution of a General Meeting and subject to the provisions of Article 5.7.

5.4 Annual Budget

1. The Junior Treasurer shall be responsible for submitting to a meeting of the Executive Committee in May:

(a) a general provisional estimate of expenditure necessary to run the JCSU and to fulfil its role as a student union during the next academical year;

(b) a general provisional estimate of the expenditure necessary to run each associated club and society during the next academical year.

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2. The Junior Treasurer shall be responsible for submitting to a meeting of the Executive Committee, held between the start of Michaelmas Full Term and the sixth Sunday of Michaelmas Full Term:
 - (a) a detailed estimate of the expenditure necessary to run the JCSU and to fulfil its role as a student union during the current academical year;
 - (b) a detailed estimate of the expenditure necessary to run each associated club and society during the current academical year. These estimates are to be prepared by the club's or society's Financial Officer;
3. The Junior Treasurer shall examine all annual estimates and may question the Financial Officers of associated clubs as to the basis of these estimates.
4. Each estimate may be amended, and must be expressly approved by the Executive Committee.
5. The sum of the approved annual estimates and any contingency reserve shall be the JCSU's proposed annual budget.
6. The proposed annual budget shall be presented to an Ordinary General Meeting for discussion. Any motions for further amendments to the proposed budget shall then be considered by the Executive Committee, before the budget (in original or amended form) is presented for ratification by resolution of the Annual General Meeting.
7. If the annual budget is not ratified, it shall be referred back to the Executive Committee which shall, at weekly intervals, present revised budgets to Extraordinary General Meetings (EGMs) until a budget is duly ratified. At any time after the first EGM, the budget may instead be ratified by a referendum called by the Executive Committee.
8. All Financial Officers of clubs or societies associated with the JCSU are required to submit all receipts from the previous academical year by the first day of the third week of Michaelmas Full term. No receipts from the previous academical year will be reimbursed after this deadline unless the Financial Officer of the club or society in question has notified both the Junior and the Senior Treasurer in writing before the deadline explaining why this deadline will be missed and to ask for an extension.
9. It shall be the responsibility of the Junior Treasurer to communicate 5.4.8 clearly and unambiguously to all Financial Officers of associated clubs and societies at the end of the academical year and at the start of the new academical year.



5.5. The JCSU Enterprise Account Annual Budget

1. The Junior Treasurer shall be responsible for submitting to a meeting of the Executive Committee, held not after third Sunday of Michaelmas Full Term a detailed estimate of the income of and expenditure from the JCSU Enterprise Account during the current financial year.
2. The Executive Committee shall examine the estimates and may question the Junior Treasurer and other members of the Executive Committee as to the basis of these estimates.
3. Each estimate may be amended and must be expressly approved by the Executive Committee.
4. The proposed annual budget shall be presented to the first Ordinary General Meeting of Lent Term for discussion. Any motions for further amendments to the proposed budget shall then be considered by the Executive Committee, before the budget (in original or amended form) is presented for ratification by resolution of the second Ordinary General Meeting of Lent Term.
5. If the annual budget is not ratified, it shall be referred back to the Executive Committee which shall, at weekly intervals, present revised budgets to Extraordinary General Meetings (EGMs) until a budget is duly ratified. At any time after the first EGM, the budget may instead be ratified by a referendum called by the Executive Committee.

5.6 Expenditure from the JCSU Account

1. Once a budget is ratified, each individual approved annual estimate which is part of that budget shall constitute a nominal account for the JCSU administration, club or society, from which relevant expenditure may be made during the next financial year.
2. No administration, club or society may make expenditure from the JCSU Account except from a relevant nominal account.
3. If any administration, club or society wishes to make a payment which would cause it to spend more than the sum left in its nominal account, it may only obtain additional funds by having a supplementary estimate ratified at a general meeting. The Executive Committee and the Senior Treasurer shall have the power to veto any such ratified supplementary estimate.
4. If at the end of a financial year the sum allocated to a nominal account for that financial year has not been spent, the unspent sum shall be allocated to the Contingency Reserve nominal account.



5.7 Affiliations, Subscriptions and Donations to External Organisations

1. The JCSU may affiliate, or pay a subscription, fee or donation, to an external organisation only if it is approved by a General Meeting.
2. The President shall publish to all Members and Graduate Members, and to the College Council, notice of the intention to do so, stating the name of the organisation, and the details of the subscription, fee or donation paid or proposed to be paid to it.
3. Annually at the AGM the President shall present a report stating the names of all the external organisations to which the JCSU is affiliated, or to which any subscription, fee or donation has been paid within the year covered by the report.
4. Upon the written request to the President of at least thirty Members or Graduate Members, the President shall submit for the approval of the next General Meeting a list of the organisations to which the JCSU is affiliated.
5. If, at the next General Meeting, a majority of the Members or Graduate Members present so require, the question of continued affiliation to a particular organisation shall be decided on by a referendum, provided that no more than one such referendum shall be held in any academic year.

6 Election of JCSU Officers

6.1 JCSU President

1. The JCSU President shall be that Junior Member of the College who is elected to the College Council in the annual Michaelmas term election.
2. If a person is ineligible for, or declines to accept the office of JCSU President, then there will be a bye-election for the position.

6.2 Michaelmas Term Elections

All elected Executive posts other than the President shall be elected simultaneously with the annual Michaelmas term College Council election.



6.3 Election Procedure

The Returning Officer for all elections of the JCSU shall be the Senior Treasurer, who shall follow the procedure for College Council elections prescribed by the College Regulations. The following additional rules shall apply to those elections which are not for members of the College Council:

1. Elected positions are open only to Members of the JCSU. Graduate Members of the JCSU may not stand for elected positions.
2. No person may stand for more than one elected position. Should any Member attempt to do so, the Returning Officer shall request that the person withdraw any nominations which are in excess of this maximum. Failure to do so shall result in the candidate being disqualified for any post in that election.
3. Any Officer of the JCSU may stand for another position even if their term of office is not yet concluded, but if elected they are deemed to have resigned from their original post.
4. In each election there shall be an additional non-human candidate named "Re-Open Nominations". This candidate shall be exempt from all requirements for candidates contained in the Constitution and Standing Orders of the JCSU.
5. If, at what would otherwise be the close of nominations, there are fewer than three candidates for an elected post, the deadline for nominations in respect of that post shall be extended by 48 hours.
6. Only Members of the JCSU may vote for JCSU elected positions. Graduate Members may not vote for JCSU elected positions. Members may not vote by proxy and no person may vote on more than one occasion.
7. All Members of the JCSU may vote for JCSU elected positions, except that the Constitution and Standing Orders of the JCSU may restrict the electorate for individual officers.
8. Any candidate who has been disqualified, or whose election has been declared void by the Complaints Committee described in the College Regulation A.14, shall have a right of appeal to an Extraordinary General Meeting (EGM) of the JCSU. Any appeal must be filed in writing with the Returning Officer within 24 hours of notification of the Complaints Committee's decision. The EGM shall be called by the Returning Officer, giving at least 24 hours' notice, and may overturn the Committee's decision by a majority vote of those voting on the issue.
9. If any candidate withdraws from an election or is disqualified their name shall be deleted from the list of candidates and (if practicable) omitted from the ballot papers. If omission of the name from ballot



papers is not practicable, a notice indicating that a person named on the ballot paper is no longer standing as a candidate shall be placed in a prominent position near the ballot box whenever votes may be cast.

10. At the discretion of an OGM, the election may be held in any one of three ways:

- (a) A paper ballot;
- (b) An electronic, web-based ballot; or
- (c) A combination of both balloting methods.

If a combination of balloting methods is being used, steps must be taken to ensure that no-one is able to vote using both methods.

11. This Article of the Constitution shall be displayed, and remain displayed until the election is over, with the Notice of the Election for College Council described in the College Regulations.

6.4 Counting of Votes and Results

1. The votes cast shall be counted within 12 hours of the end of voting, in the manner prescribed by the College Council.
2. Candidates for JCSU elections shall be entitled to be present at the count but may not, even if on the incumbent JCSU Executive Committee, be involved in the counting process. A candidate may ask for a recount but one shall only be carried out at the discretion of the Returning Officer.
3. On the day following the election the Returning Officer shall circulate and display a notice which shall give the results of the election and specify how many votes each candidate received. This notice shall remain on display for at least 48 hours.
4. If the candidate “Re-Open Nominations” is elected to any position, a bye-election shall be held for that position.

6.5 Bye-Elections

1. Bye-elections shall be conducted using the same procedure as ordinary elections.
2. Bye-elections shall be held at the earliest convenient time after an Executive post becomes vacant, except that they may not be held outside of Full Term or during the summer examination period.



7 Tenure of Officers

1. Officers elected in annual elections shall take office, for a period of one year, on the first day of the new University Term immediately following the University Term in which they were elected.
2. Any Officer elected in a bye-election shall take office immediately.
3. Any Officer (including the Senior Treasurer) who becomes ineligible for their post at any time shall immediately tender their resignation to the Executive.
4. Any Officer (excluding the Senior Treasurer) may be removed from their post by resolution of two consecutive General Meetings passed with a majority of two-thirds.
5. If the President resigns their seat on College Council then they shall immediately also resign their membership of the Executive. However, if the President resigns from the Executive they shall be under no obligation to resign from College Council.
6. If any Member of the JCSU Executive Committee or any Non-Executive Representative Officer ceases to be a Member of the JCSU and becomes a Graduate Members of the JCSU, they shall be permitted to complete their tenure of that position.
7. If the Constitution or Standing Orders of the JCSU are amended to remove an officer's position, that officer shall be permitted to complete their tenure of that position.

8 Casual Vacancy of Offices

1. A casual vacancy occurs in an office and that position becomes vacant if any Officer:
 - (a) dies;
 - (b) resigns;
 - (c) is removed from office as described in Article 7;
 - (d) is incapacitated for reasons relating to their health or personal circumstances; or
 - (e) ceases to be a Member of the JCSU.
2. When a casual vacancy occurs within the meaning of the above:
 - (a) the position shall be filled by way of a bye-election as described in Article 6.5; and



(b) a Member so elected shall remain in that position until the end of the term of office of the person they replaced.

3. In the absence of the President, the Vice-President shall assume all the powers and responsibilities described in this Constitution.

4. In the absence of both President and Vice-President, the Executive shall appoint one of its members to be Acting President, with all the associated powers and responsibilities, until such time as the President or Vice-President returns.

5. In any case of doubt the Senior Treasurer shall determine whether the President or Vice-President is to be regarded as absent.

9 Referenda

In the event of a JCSU referendum the following rules shall be observed:

1. The JCSU President shall be the Returning Officer for referenda.
2. All Members shall be given at least five days' notice of the poll. Should Graduate Members be able to cast votes in a referendum, all Graduate Members shall also be given at least five days' notice of the poll.
3. Voting shall be by secret ballot at the times and places specified in the notice of the poll. The times of voting shall be specified in the Standing Orders of the JCSU.
4. Members of the JCSU may cast votes in any referendum. In addition, Graduate Members of the JCSU may cast votes if the subject of the referendum falls under Article 12.2 of this Constitution. Graduate Members may not vote in any other referendum.
5. At the discretion of an OGM, the referendum may be held in any one of three ways:
 - (a) A paper ballot;
 - (b) An electronic, web-based ballot; or
 - (c) A combination of both balloting methods.

If a combination of balloting methods is being used, steps must be taken to ensure that no-one is able to vote using both methods.



6. Quorum for Referenda shall be 20% of those eligible to vote. The resolutions of any inquorate Referendum shall be invalid.

7. On the day following the referendum the Returning Officer shall display a notice which shall give the results. This notice shall remain on display for at least 48 hours.

10 General Meetings

10.1 Schedule of Meetings

1. There shall be at least one General Meeting held during every Full Term.

2. The Annual General Meeting (AGM) shall be held in the week after the sixth Sunday of Michaelmas Full Term.

3. Ordinary General Meetings (OGMs) shall be held at the discretion of the Executive, except that one must be called within one week of receiving a request for one, signed by no fewer than 20 Members.

4. Extraordinary General Meetings (EGMs) shall be called as described in the relevant parts of this Constitution.

5. No General Meeting may be held outside of Full Term.

6. Quorum of Ordinary and Annual General Meetings shall be reached when there are more Members or Graduate Members than members of the Executive Committee present. There shall be no quorum for EGMs.

7. The Secretary shall inform Members of the time and date of Ordinary and Annual General Meetings no fewer than six days before the meeting. If this requirement is not met then resolutions of the meeting shall be considered null and void.

8. The Secretary (or in their absence, another person so-designated by the Chair) shall take the minutes of general meetings and display them on the JCSU website within three days.

10.2 Business of Ordinary and Annual General Meetings

1. Once a meeting has been called, pursuant to the requirements of Article 10.1, the Secretary shall solicit written motions for discussion from the Members and Graduate Members. The Secretary shall set the deadline for submission of these motions to be not more than 72, and not less than 48, hours before the



meeting is to take place. All motions must bear the name and signature of the proposer and seconder who shall be Members or Graduate Members of the JCSU.

2. The Secretary shall provide all Members and Graduate Members with a copy of the agenda, including all motions received by them at least 24 hours before the meeting.

3. All motions proposing:

- (a) any expenditure (including the annual budget and any amendments or supplements to it);
- (b) the dismissal of any Officer; or
- (c) the alteration of the Constitution or Standing Orders of the JCSU;

must be published as described in paragraph 2, and brought to the attention of the members.

Any motion not so publicised shall be struck out by the Chair of the meeting. Any motion passed in contravention of the requirements of this Article shall be void.

10.3 Business of Extraordinary General Meetings

EGMs shall consider only motions concerning the disqualification of candidates/nullifying the election of a candidate, as described in Article 6.3, and the ratification of the annual budget, as described in Article 5.4.

11 Complaints Procedure

Any Junior Member of the College or groups of such Members who are dissatisfied in their dealings with the JCSU, or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a Member of the JCSU, may make their complaint to the JCSU President. An appeal from the JCSU President's adjudication of the complaint shall lie to the Senior Treasurer, whose decision shall be final.

12 Constitution and Interpretation

1. If any question shall arise concerning the interpretation of the Constitution or Standing Orders it shall be determined by the Senior Treasurer, from whose determination an appeal may be made by ten or more Members to the College Council, whose determination shall be final.

Constitution of The Jesus College Student Union, 13th January 2016



2. Graduate Members shall have the right to propose or second any motion, and speak and vote on any motion or referendum relating to JCSU facilities and services, the annual budgets, any financial matter and the status of Graduate Members of the JCSU, including any amendments to the Constitution or Standing Orders relating to these matters.
3. A copy of the Constitution and Standing Orders of the JCSU shall at all times be available in the College Library and on the JCSU website. Ensuring these copies are current and accurate shall be the responsibility of the Secretary.
4. The Constitution was reviewed by the College Council in the academical year 2012/2013, and shall be reviewed in every fifth subsequent year, and shall unless the Council renews its approval, cease to have effect at the end of those academical years.
5. Amendments to the Constitution will require the approval of a General Meeting of the JCSU in which two-thirds of the Members present vote for the amendment and the amendment is subsequently ratified by a two-thirds majority voting at referendum. No amendment to this Constitution shall take effect until it has been approved by College Council.
6. Amendments to the Standing Orders shall require the approval of two consecutive General Meetings of the JCSU in which two-thirds of the Members present vote for the amendment.

STANDING ORDERS OF THE JESUS COLLEGE STUDENT UNION

6th May 2015

1 Officers and Committees

1.1 Executive

In addition to the members of the Executive Committee described in the Constitution of the JCSU, the following shall also be officers of the JCSU and members of the Executive

Committee:

- (a) Services Officer
- (b) Access, Higher Education and Funding Officer
- (c) Entertainments Officer



- (d) Welfare and Academic Affairs Officers
- (e) Communications and Computing Officer
- (f) Environmental and Ethical Affairs Officer
- (g) Women's Officer
- (h) Mental Health and Disabilities Officer
- (i) International Students' Officer
- (j) LGBT+ Students' Officer
- (k) Racial Equalities Officer

1.2 Responsibilities of Officers

In addition to the responsibilities set out in the Constitution of the JCSU, the responsibility of Officers shall be:

2. The Vice-President shall also serve as the External Officer of the JCSU, with responsibility for liaison with all external entities that fall within the aims of the JCSU.
3. The Secretary shall also serve as the Clubs and Societies Liaison Officer of the JCSU, with responsibility for the administration of clubs and societies affiliated to the JCSU.
4. The Services Officer shall be responsible for the running and maintaining of JCSU facilities and all matters relating to services provided by the College for students.
5. The Access and Funding Officer shall be responsible for matters concerning access, including liaison with College in such matters. They shall also be responsible for co-ordinating the CUSU Target Schools and JCSU "parenting" schemes within College.
6. The Entertainments Officer shall organise entertainments for JCSU Members and Graduate Members and be responsible for the running and booking of the areas of college for which responsibility has been delegated to the JCSU. The position of Entertainments Officer, may be shared jointly between two Members of the JCSU provided they stood jointly for the position at the time of their election. In this eventuality each Entertainments Officer shall be a full member of the Executive with all the associated duties and responsibilities.

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7. The Welfare and Academic Affairs Officers shall: be responsible for liaising with College on issues of academic affairs, health, safety and the general well-being of students; represent the JCSU to relevant external bodies; convene the Welfare Committee and may advise students with personal or academic problems. Each JCSU Executive Committee shall have two welfare officers one of which must self-identify as a woman, the other of which must self- identify as a man.

8. The Communications and Computing Officer shall be responsible for maintaining the JCSU's website and social media, managing its email distribution lists and other any IT services provided by the JCSU.

9. The Environmental and Ethical Affairs Officer shall be responsible for environmental issues within College and other ethical issues as mandated by the JCSU.

10. The Women's Officer shall be responsible for representing women as a minority group within College and promoting gender equality throughout College, liaising with the Fellows, College Staff, and CUSU on all relevant issues and matters arising. She must be a self-identifying woman.

11. The Mental Health and Disabilities Officer shall be responsible for the needs and concerns of disabled students and students with mental health issues within the College, liaising with the Fellows, College staff, and CUSU on all relevant issues.

12. The International Students' Officer shall be responsible for the needs and concerns of international students within the College, liaising with the Fellows, College staff, the MCR International Officer, and CUSU on all relevant issues.

13. The LGBT+ Students' Officer shall be responsible for the needs and concerns of lesbian, gay, bisexual, transgender and queer students within the College, liaising with the Fellows, College staff, and CUSU on all relevant issues.

14. The Racial Equalities Officer shall be responsible for promoting racial equality throughout the College, liaising with the Fellows, College staff, and CUSU on all relevant issues and matters arising.

1.3 Committees

Subject to the provisions of article 4.9 of the Constitution of the JCSU, there shall be the following committees of the JCSU:

(a) Welfare Committee

(b) Gym Committee

(c) Communications and Computing Committee



(d) Entertainments Committee

(e) Facilities Committee

1.4. Welfare Committee

1. The Welfare and Academic Affairs Officers, the Mental Health and Disabilities Officer, the International Students' Officer, the LGBT+ Students' Officer and the Racial Equalities Officer shall constitute the Welfare Committee of the JCSU.

2. The Welfare Committee shall be responsible for holding events to promote the welfare of students of the College, for liaising with other sources of welfare support within the College and University, and for reviewing the provision of welfare support by the JCSU.

3. The Committee shall meet at least once per term when summoned by the Welfare and Academic Affairs Officers, or at the request of any two members.

4. Meetings shall be chaired by the Welfare and Academic Affairs Officers. Minutes and resolutions of the Welfare Committee shall be presented to the JCSU Executive Committee and published on the JCSU website through the Communications and Computing Officer.

1.5 Gym Committee

1. The Services Officer, Junior Treasurer and the Gym Representatives shall form the Gym Committee, with the College Domestic Bursar, the MCR Sports Officer and the Head Porter in attendance.

2. The Gym Committee shall be responsible for the administration of the College Gym.

3. The Committee shall meet when summoned by the Services Officer, or at the request of any two members.

4. Meetings shall be chaired by the Services Officer. Minutes and resolutions of the Gym Committee shall be presented to the JCSU Executive Committee and published on the JCSU website through the Communications and Computing Officer.

1.6 Communications and Computing Committee

1. The Communications and Computing Officer, President, Secretary, Services Officer and the Webmasters appointed by the Communications and Computing Officer shall form the Committee.



2. The Committee shall be responsible for the administration of the JCSU's computer systems, website and email systems.

3. The Committee shall meet when summoned by the Communications and Computing Officer, or at the request of any two members.

4. Meetings shall be chaired by the Communications and Computing Officer. Minutes and resolutions of the Committee shall be presented to the JCSU Executive Committee and published on the JCSU website through the Communications and Computer Officer.

1.7 Entertainments Committee

1. The Entertainments Officer, President, Junior Treasurer and the Entertainments Assistants appointed by the Entertainments Officer shall form the Committee.

2. The Committee shall be responsible for the administration of JCSU Entertainments.

3. The Committee shall meet when summoned by the Entertainments Officer, or at the request of any two members.

4. Meetings shall be chaired by the Entertainments Officer. Minutes and resolution of the Committee shall be presented to the JCSU Executive Committee and published on the JCSU website through the Communication and Computing Officer.

1.8 Facilities Committee

1. The President, Vice-President, Services Officer and Junior Treasurer shall form the Committee.

2. The Committee shall be responsible for the administration of facilities and services provided by the JCSU to its Members and Graduate Members in those areas of College for which responsibility has been delegated to the JCSU.

3. The Committee shall meet when summoned by the President, or at the request of any two members.

4. Meetings shall be chaired by the President. Minutes and resolutions of the Committee shall be presented to the JCSU Executive Committee and published on the JCSU website through the Secretary.



2. Referenda and Elections

2.1 Referenda

In addition to the provisions for referenda outlined in the Constitution of the JCSU, the following shall also apply to Referenda.

1. The times of voting shall be at least 12:30 to 13:30, 18:00 to 20:00 and 22:30 to 23:30 on voting days.
2. The President shall, with the notice of the poll, solicit arguments for and against the question being put. These arguments shall be displayed at the location of the poll during voting hours.
3. The President shall compose factual information on the nature of the question being put, which shall be displayed at the location of the poll during voting hours. If dispute arises as to the neutrality of this information, the matter shall be settled by the Senior Treasurer.
4. If the subject of the referendum is the status of graduate students, the ballot papers shall be so marked to indicate whether the voter was a Member or Graduate Member.

2.2 The Format of Hustings

1. Hustings shall be chaired by the President, unless they are a candidate, in which case the Vice-President, failing whom the Junior Treasurer, shall be the Chair.
2. Each candidate (with the exception of “Re-Open Nominations”) standing for election to a JCSU Officer position (apart from that of President) shall give a speech of no more than 2 minutes.
3. Speeches shall be timed by the Chair and the time-limit strictly enforced.
4. Two questions may be asked of the candidates (except Presidential candidates), who shall answer in turn. One of these questions is reserved for the current holder of the Officer position being stood for.
5. If two candidates are standing jointly for the position of Entertainments Officer, they must share the allotted time for speeches and questions in a manner of their choosing.
6. Presidential candidates shall give a speech of no more than 5 minutes and the time-limit shall again be strictly enforced. Questions may be asked of the candidates at the discretion of the Chair, except that there shall be at least three questions, with one of these questions reserved for the current President.



7. Hustings shall be held at the discretion of the Returning Officer no more than one week before the elections are to be held. Notice of the time and place that Hustings will be held will be given a minimum of 48 hours in advance.

3. General Meetings

3.1 Business of General Meetings

The order of business for General Meetings shall be:

- (a) The selection of a Chair
- (b) If the meeting is an AGM, the presentation and discussion of: the accounts for the financial year just ended; the list of the JCSU's external affiliations (subject to Article 5.7); the notice of lapsing Policy; the annual report of the Committees of the JCSU and the annual report of the JCSU.
- (c) If the meeting is an OGM, the Executive's report of their actions since the last General Meeting.
- (d) Members' questions on the business of the Executive.
- (e) Ratification of motions requiring a second vote under Article 12.6 of the Constitution of the JCSU.
- (e) Previously published motions of business.
- (f) Emergency Motions from the floor, which do not require advance publication as prescribed in Article 10.2.3 of the Constitution of the JCSU.

3.2 Conduct of General Meetings

1. The first business of the meeting shall be to elect a Chair. Any member of the Executive Committee of the JCSU may nominate themselves to act as Chair. Each nominee shall be put to the vote: the nominee receiving the greatest number of votes shall act as Chair, unless successfully challenged by a procedural motion.
2. All Members and Graduate Members of the JCSU shall be entitled to be present at General Meetings, except that any person expelled under paragraphs 8 and 10 of this Article shall be refused re-admittance.
3. Non-Members may be present and speak at the invitation of the Chair. The Senior Treasurer may observe any General Meeting.

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4. Members of the JCSU present shall have one vote and may vote only once for each motion of business.
5. Graduate Members present may speak and vote on any motion falling under Article 12.2 of the Constitution of the JCSU. On these motions Graduate Members present shall have one vote only. In the event of a dispute as to whether a motion relates Article 12.2 of the Constitution of the JCSU, it shall be determined by the Chair.
6. Graduate Members present may speak at the invitation of the Chair on any other issue. Graduate Members may not vote on any other issue.
7. Non-Members of the JCSU may not vote.
8. The Chair shall have the power to expel from a meeting any Member who persistently interrupts that meeting. Unreasonable use of the Procedure described in this Article may constitute such interruption.
9. The Chair shall have discretion to limit the length of all speeches, questions and answers.
10. The Chair may issue reprimands for abuse of free discussion and may demand an apology from the person concerned: if such an apology is not given the Chair may expel that person from the meeting. All reprimands shall be minuted.
11. The Chair must give procedural motions immediate precedence over motions lying before the meeting and must give points of order immediate precedence over both motions lying before the meeting and procedural motions.
12. The Chair may not propose or oppose any valid motion or amendment.
13. The Procedure for a motion of business shall be:
 - (a) The Chair shall allow the proposer of a motion to speak on it.
 - (b) The Chair shall ask whether there is any person prepared to second the motion. If there is no seconder then the motion shall fail. If there is a seconder the Chair shall then invite questions from the floor, and if there is any person who wishes to oppose or abstain from the motion. This person (“the opposer/the abstainer”) shall then be invited to speak against the motion. If there is no opposer or abstainer then the motion is passed nem con: otherwise there shall be discussion of the motion at the discretion of the Chair.
 - (c) If the motion is not passed nem con then after the Chair has closed discussion there shall be a vote, unless a procedural motion that the motion shall not be put or the meeting shall be closed has been

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passed. Voting shall normally be by show of hands, although a secret ballot may be called at the discretion of the Chair or by a procedural motion being passed. The vote shall take place at the meeting. The Chair shall appoint three tellers who must not be proposer, seconder or opposer of the motion. The tellers and Chair may vote, but shall have no casting vote. Abstentions will be noted but will not affect the overall vote but will be noted in the final result.

(d) Except motions seeking to dismiss an Officer or amend the Constitution or Standing Orders of the JCSU, motions shall become resolutions of the General Meeting if they are passed with a simple majority, provided that if, within one week of a meeting at which a motion is passed or not passed, the President receives a petition signed by not fewer than 30 Members of the JCSU, or 30 Members or Graduate Members if the subject of the motion falls under Article 12.2 of the Constitution of the JCSU, requesting a referendum on the issue, the President shall arrange for the matter to be decided by a referendum.

(e) Motions seeking to amend the Constitution of the JCSU shall require a two-thirds majority to become resolutions and shall not come into effect until they are ratified at referendum, as described in the relevant Articles of the Constitution.

(f) Motions seeking to amend the Standing Orders of the JCSU shall require a two-thirds majority at two consecutive General Meetings to become resolutions and shall come into effect immediately.

(g) Subject to paragraph 3.2.13(d) of the Standing Orders, once a motion is passed it shall become JCSU Policy under Article 4.11 of the Constitution of the JCSU.

(h) A procedural motion may be used to propose an amendment to any motion, except where its effect would be to bring the amended motion within the criteria for advanced publication prescribed in paragraph 3 of Article 10.2 of the Constitution; nor may any amendment increase the amount of proposed expenditure beyond the amount published under the same.

14. The following procedural motions may be put:

- (a) “that X be heard”;
- (b) “that X be expelled from the Meeting” under paragraph 3 of this Article;
- (c) “that this matter be adjourned until the next General Meeting”;
- (d) “that this matter be referred to a Committee”;
- (e) “that this motion be amended”;
- (f) “that this motion shall not be put to the vote”;



- (g) “that this motion shall be immediately put to the vote”;
- (h) “that this motion shall be voted on by secret ballot”;
- (i) “that this meeting shall be immediately closed”;
- (j) a challenge to a specific ruling of the Chair;
- (k) “that the Chair should step down”.

15. Procedural motions shall be put to the meeting in the same manner as ordinary motions of business. If passed they shall be binding upon the Chair, including procedural motions that successfully challenge a particular ruling of the Chair where these Standing Orders otherwise give them discretion.

16. The following Points of Order may be raised by any Member or Graduate Member present to draw the attention of the Chair and the Meeting to:

- (a) a breach, or an imminent or likely breach, of the Constitution or Standing Orders;
- (b) the presence of a non-Member other than Graduate Members and the Senior Treasurer;
- (c) a slanderous remark or other abuse of free discussion;
- (d) some relevant provision of the law;
- (e) a desire to move a procedural motion;
- (f) a desire to substitute oneself for the proposer of a motion who is absent from the meeting.