

The Constitution of the Downing College Amalgamation Club

Code of Practice

Draft Code of Practice issued in accordance with the Education Act 1994 by the Governing Body of Downing College in respect of the Downing College Amalgamation Club.

Section 22 of the Education Act 1994 places a number of responsibilities on governing bodies of universities (as defined by section 21, sub-section 5). Sub-section 3 provides that every governing body shall prepare and issue, and where necessary revise, a code of practice as to the manner in which the requirements of sub-sections 1 and 2 of the Act are to be carried into effect in relation to any students' union for students of the establishment, setting out in relation to each of the requirements details of the arrangements made to secure its observance. This document constitutes the code of practice issued in relation to the Downing College Amalgamation Club.

The Downing College Amalgamation Club has a written constitution which is subject to review by the Governing Body when deemed necessary by the JCR and MCR President, but not to be changed more than once every five years. Any amendments to the constitution are also subject to the approval of the Governing Body.

The members of the Downing College Amalgamation Club comprise the members of the Junior Combination Room (JCR) and the Middle Common Room (MCR).

Junior members of the College have the right to opt out of the JCR and MCR and hence the Downing College Amalgamation Club, but shall not be disadvantaged as a result of having done so with regard to the provision of services. They shall relinquish all rights specified under the Constitution of the DCAC to vote and stand in elections.

Election to principal offices of the JCR and MCR are by secret ballot in which all members of each respective organisation can vote. The regulations are designed to ensure that elections are fair and proper. A report on the result of each election must be submitted to the Governing Body.

The budget and accounts of the Downing College Amalgamation Club must be submitted annually to the Governing Body. At the same time details must be given in particular of any affiliations of the DCAC to external organisations. Copies of the Budget and Accounts must at the same time be made available to all members of the Club. Notice of a decision to affiliate to an external organisation is given to the Governing Body and all students, detailing the name of the organisation together with details of any subscription or similar fee paid. Affiliations are reviewed annually and approved by members. There is a procedure for reviewing a particular affiliation to an external organisation by a requisition of a proportion of members not less than 5% calling for a referendum.

The procedures specified in the constitution of the Club for allocating resources to constituent Clubs and Societies are all designed to be fair.

There is a complaints procedure for all students or groups who are dissatisfied with their dealings with the Downing College Amalgamation Club, JCR or MCR or claim to be unfairly disadvantaged as a result of having exercised the right to opt out. Complaints are to be made to the President of the JCR or MCR as appropriate from whom an appeal shall lie to an independent person, appointed by the Governing Body. Complaints will be dealt with promptly and fairly and, where upheld, an effective remedy will be sought.

Constitution

A. Introduction

1. Throughout this document the Downing College Amalgamation Club (DCAC) is referred to as the Club.

2. The Club shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.
3. No alterations shall be made to this Constitution except in accordance with the provisions of the Education Act 1994 and with the approval of the Governing Body.
4. This Constitution shall be submitted to the Governing Body for approval after changes are made in accordance with the Code of Practice. This constitution was approved at the following governing body: 25 November 2016.

B. Membership

1. Membership of the Club shall consist of all Members of the Downing College Junior Combination Room (JCR) and the Downing College Middle Combination Room (MCR).
2. The membership of the JCR shall consist of all undergraduate members of the College who have not opted out of such membership.
3. The membership of the MCR shall consist of:
 - a. any graduate student of the College undertaking any post-graduate course,
 - b. any member of the College who is an affiliated student and is reading for a B.A. (Cantab.) degree, who in either case has not opted out of membership.
4.
 - i. The constituent Clubs and Societies of the DCAC shall be those set out at Appendix 1 and any other clubs shall be approved from time to time at an open meeting of the DCAC. A current version of Appendix 1 shall be updated termly by the DCAC committee, undertaken by the Club Junior Treasurer, and shall be made available for consultation in the Porter's Lodge and on the JCR and MCR websites. It should be reflected that, under Prevent guidance, a society should be inclusive of everyone in the JCR or MCR. They should be open to those students who have chosen to opt out of membership of either the JCR or the MCR, as well as to members of the Club.
 - ii. The constituent Clubs and Societies must make available their accounts when requested by the DCAC committee.

c. Officers

1.
 - i. The Officers of the JCR Committee shall be:
 - President
 - Vice-President
 - Treasurer
 - Welfare Officer (s)
 - Women's Officer
 - Communications Officer
 - Services Officer
 - Academic Affairs and Careers Officer
 - Entertainments Officer(s)
 - Internet Officer
 - Griffin Editor(s)

- Access Officer
- Black and Ethnic Minorities Officer
- Environmental Officer
- Sports Officer
- LGBT+ Officer
- Freshers' Officer(s)
- International Officer (s)

ii. Of these the following will be Senior Officers of the JCR Committee

- President
- Vice-President
- Treasurer
- Welfare Officers
- Services Officer
- Entertainments Officer(s)

2. No person may hold more than one JCR Committee office at any one time. Each JCR Officer shall be an undergraduate member of the JCR. In relation to the Bar Committee, no person may hold the position of Bar President, as well as any of JCR President, Vice-President or Treasurer.
3. The position of Freshers' Officer, Griffin Editor, International Officer and Entertainments Officer may be held by two people. In the instance of students with a year abroad, they will be allowed to run in a 'pair' for a role alongside a student who will be resident in college for the following year. This will effectively mean that the future-absentee student will be in office for the first term and a half, and their 'partner' will be in office for the term and a half after.
4. The role of Welfare Officers must held by two people, who ideally do not identify as the same gender. Potential officers may campaign as a pair, but they count as separate candidates for voting purposes.
5. The Officers of the MCR shall be: a President, a Vice-President, a Treasurer, two Social Secretaries, one or two Welfare and Education Officers, a Bar, Sports and Amenities Officer, an Environment Officer, an International Officer, a Communications Officer and an Equal Opportunities Officer.
6. No person may hold more than one MCR office at any one time except as specified in Section L7(ix). Each Officer shall be a member of the MCR as defined in Section B3.

D. Committee of the Downing College Amalgamation Club

1. There shall be a Committee to co-ordinate the Finances of the JCR and MCR. It shall comprise a Senior Treasurer, the President of the JCR, the President of the MCR, the Treasurer of the JCR and the Treasurer of the MCR.
2. The Senior Treasurer of the Club shall be chosen from the members of the Governing Body and, if not a member of the General Purposes Committee, shall attend unreserved business of General Purposes Committee meetings. The Senior Treasurer shall be appointed by the Governing Body, for a period of time determined by the Governing Body, normally three years.
3. The DCAC shall also be represented at Governing Body and Council Meetings by the JCR and MCR Presidents and one other appointed Officer each of the JCR and MCR.

E. Duties of the DCAC Committee

1. The DCAC Committee shall be responsible for the finances of the DCAC. The year of accounts shall run from 1st August to 31st July.
2. The Treasurer of the JCR shall present annually to the Senior Bursar on behalf of the DCAC Committee the accounts of the DCAC for the previous year for submission for auditing by the College Auditors.
3. The Treasurer of the JCR shall post on the JCR website, not later than the division of the Lent Term, a Balance Sheet, duly audited, of the accounts of the DCAC for the previous academic year.
4. The audited accounts shall be submitted to the Governing Body for approval.
5. The DCAC Committee shall prepare a budget for the current academic year which shall be submitted for approval to the Governing Body before the last Governing Body meeting of Michaelmas Term.

F. Allocation of Resources

1. The objective of the DCAC shall be to support all members in any activities and areas that further the interests of its members as students.
2. Any income not spent in a given academic year should be invested in accordance with a written reserve policy agreed by the DCAC Committee.
3. The DCAC shall open and operate such bank and other accounts as the DCAC Committee considers necessary and to invest funds and to delegate the management of funds in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000. Any investment will aim to maximize benefits to both current and future DCAC members.
4. The DCAC shall delegate investment management to Downing College and exercise the duty to undertake periodic review of investments through attendance by a member of the DCAC Committee at the College's Investments Committee. The details of any investments held shall be included in the annual accounts.
5. The DCAC Committee shall be responsible for the fair allocation of resources to the constituent Clubs, Societies and Committees of the DCAC. Each constituent Club and Society in Appendix 1, Schedule B shall elect annually by ballot (which shall mean either a postal vote of all club members or a show of hands at a general meeting with seven days notice given to all members) from among its members an Officer who shall be responsible to the DCAC Committee for the finances of the Club or Society.

G. Committees of the JCR

1. There shall be a JCR Committee formed to co-ordinate the functions of the JCR.
2. There shall be various JCR Sub-Committees lead by JCR Officers to manage and organise permanently highly active areas of the JCR Committee. These will be as follows:
 - Entertainments Sub-Committee, responsible for JCR social events. Number in sub-committee is at the Entertainments Officer's discretion with an upper limit of 8.
 - Freshers' Sub-Committee (maximum 15), comprising the Freshers' Officer(s) and co-opted volunteers, responsible for the organisation of Freshers' Week.
 - Welfare and Equal Opportunities Sub-Committee, comprising both Welfare Officers,

Women's Officer, LGBT+ Officer, International Officer(s) and Ethnic Minorities Officer.

3. The JCR Committee will be free to co-opt any further members of the JCR for specific projects.

H. Committees of the MCR

1. The MCR Committee shall be the Officers of the MCR as specified under Section C4.
2. The MCR Committee may co-opt any member of the MCR to assist in the execution of its functions.

I. Duties of the JCR Committee

1. The JCR Committee shall:
 - Co-ordinate the functions of the JCR, and to vote, as representatives of the JCR, on matters of policy and activities.
 - Agree on courses of action for new initiatives and issues brought to the JCR Committee.

It may assign specific powers and duties to JCR Committee members, provided that:

- i. The President and the Vice-President shall conduct the day-to-day running of the JCR.
- ii. The Communications Officer shall keep minutes of JCR Open Meetings and JCR Committee meetings. .
- iii. The President and Vice-President shall attend meetings of the General Purposes Committee and the Governing Body.
- iv. The President and the Vice-President shall represent the JCR at the Representative Council of CUSU.

J. Duties of the MCR Committee

1. The duties of the MCR Committee shall be to undertake the general management of the MCR and in particular:
 - i. To provide social and recreational activities for MCR members and those who have opted out of membership.
 - ii. To represent the interests of the members of the MCR and those who have opted out of membership.
 - iii. To nominate the graduate representative(s) for the appropriate College Committees.
 - iv. To provide advice on welfare issues such as accommodation to MCR members and those who have opted out of membership.

K. Election of the Officers of the JCR and the members of the Committees of the JCR

1.
 - i. All the Officers of the JCR Committee shall be elected to serve from the division of Lent Term to the division of Lent Term the following year.
 - ii. The JCR Committee can elect a changeover officer who shall remain in a non-voting capacity on the committee to aid in the transition of the new committee. The Changeover officer can be any position of the JCR Committee and is entitled to attend any meetings until their services are declared to be no longer needed by the President.

2. All current students in statu pupillari per college statutes will be entitled to vote for all officers.
3. The positions of the Freshers' Sub-Committee, Entertainments sub-committee, and Welfare and Equal Opportunities Sub-Committee shall be filled in a fair and open manner by application to the elected officer, separate to the JCR elections. All sub committees must be approved by the JCR President and Vice-President.
4. Elections shall be held according to the following procedure:
 - i Notice of the date and time of election shall be given to undergraduates not less than **twelve** days before the election day. Online voting shall take place for a period of not less than six hours between the times of eight am and eight pm on a day appointed by a committee of JCR President, Vice- President and Treasurer.
 - i The closing date for the first round of nominations shall be midnight on the seventh day before the elections. Names of Nominees received by this point shall be displayed on the JCR website. Further nominations may then be made, either in response to the first nomination, or, to fill any hitherto uncontested positions. The deadline for the second round of nominations shall be midnight on the fourth day before the elections. The name of the second round of nominees shall then be displayed along with those of the first on the JCR website.
 - i Nominees for Officers of the JCR Committee or membership of a JCR Sub-Committee shall be proposed and seconded by current members of the JCR
 - iv. No person may be proposed for office as an Officer of the JCR Committee or member of a JCR Sub-Committee without their written consent.
 - v. Current officers of the JCR Committee shall not be eligible to propose or second the nomination or any candidate
 - vi No person shall be proposed for more than one position of the JCR Committee or Sub-Committees.
 - vi Elections shall be held by conducted through Single Transferable Vote. The JCR President shall serve as the Returning Officer, provided that they are not standing as a candidate for the JCR Committee or Sub-Committees.
 - vi In the case of candidates for the JCR Committee, if the candidate has an overall majority of first preference votes cast for them, then they shall be declared elected. If this is not the case, then the candidate with the least first preference votes shall be eliminated from the election and their votes distributed according to the electors' second preferences. This shall be continued using the lowest preference votes in order until a candidate with an overall majority emerges.

In the case of the elected JCR Sub-Committees, the votes of the candidate obtaining the least first preference votes shall be distributed according to the electors' second preferences. This shall continue as above, until the required number of candidates remain, save that if, at any stage, further use of the procedure would eliminate the only remaining first year candidate then that candidate shall be deemed to be elected at that stage. The number of other candidates shall then be reduced to two by the procedure above.

 - ix In the event of a tie between candidates with the lowest first or later preference votes, then a coin shall be tossed and the loser of the call eliminated.
 - x The results of the elections and the number of votes cast for each candidate shall be posted on the JCR website by the Internet Officer within twenty-four hours of the close of the election.
 - xi Any person specified in Sections C1 and G4 holding a position under the constitution

may resign at any time. New elections shall be held within seven days. Any person elected at such a by-election shall hold office until the next JCR elections.

- xi** If the JCR Committee for any reason ceases to exist, the Senior Treasurer of the DCAC shall be invited to organise new elections for the JCR Committee.
- xii** Hustings shall be held on the day before the election. All those standing for election, including those for uncontested posts, shall be required to make a short speech and answer questions. Those running for Senior Officer positions shall have 3 minutes each to speak and all other Officers shall have one minute.
- xiv** A report on the result of the elections shall be submitted to the Governing Body at their next meeting after the elections have taken place.

L. Election of the Officers of the MCR

1. The Officers, as defined in Section C4 shall be elected at the end of the Michaelmas Term. Their terms of office shall commence one week after their election. Those elected shall serve for a full calendar year.
2. All full members of the MCR are entitled to vote.
3. All members of the MCR as defined in Section B3 are eligible to stand for election to the Committee posts defined in Section C4, providing that they intend to remain eligible members of the MCR throughout their term of office. If at the close of nominations any position is vacant then all members of the MCR are eligible to stand. Planned absences from Cambridge during the term of office, for periods longer than four consecutive weeks, must be disclosed before voting.
4. Any member of the MCR Committee may resign by giving written notice to the President. The MCR is obliged to call for nomination(s) and call an Extraordinary Open Meeting within two weeks of any member resigning from the Committee. Any member, other than an ex-officio member, of the MCR committee, who fails to attend any three meetings of the Committee in one term, of which the Long Vacation counts as one, without reasonable excuse in the view of the rest of the Committee, shall be deemed to have resigned, and shall be ineligible to stand for a Committee position.
5. Any post vacated by resignation or otherwise shall be filled in accordance with the appropriate election procedures.
6. In the event of two persons standing as Co-Presidents, only 1 person may be President at a time. The other shall have the position "Committee member" where they shall assist the Committee in the execution of its duties either generally or in a co-opted capacity.
7. Elections shall be held according to the following procedure:
 - i. The current President (unless standing for re-election) shall act as Returning Officer in the MCR elections. If the current President is not eligible to act, the Graduate Tutor or their nominated deputy shall act as Returning Officer.
 - ii. At least ten days before a Poll, the Committee shall advertise the Poll by email to all members and also invite nominations signed by a proposer, seconder and the nominee, who shall be full members of the MCR.
 - iii. Nominations for any post on the Committee becoming vacant shall be given to the President and displayed in the Middle Combination Room at least two days before the forthcoming election.
 - iv. Canvassing shall be permitted.

- v. All elections shall be by secret ballot on-line voting.
- vi. The Returning Officer shall be responsible for supervising the election and shall, with two witnesses who are members of the MCR, count the votes, advertise the result, and retain the ballot papers for at least fourteen days.
- vii. In the case of a tie the successful candidate shall be determined by the drawing of lots.
- viii. If, at close of nominations, only one candidate has stood for any given Committee post, then the Returning Officer may duly declare them elected without a formal election.
- ix. In the event of any post remaining vacant after the election, nominations for such a post shall remain open until it is subsequently filled. Until such a time, members of the Committee shall be co-opted to the post.
- x. No Committee member may concurrently hold two Committee positions, with the exceptions detailed in Section L7(ix)
- xi. The Graduate Tutor shall be invited to act as President if for any reason there is no MCR Committee.
- xii. Any complaint concerning malpractices in respect of an election shall be made in writing to the Returning Officer; the Returning Officer shall then investigate the complaint and may order a new election if they are satisfied that there have been malpractices.
- xiii. A report on the conduct of the elections shall be submitted to the next Governing Body meeting after the elections have taken place.

M. Meetings and procedures

1. Open Meetings of the DCAC

- i. An Open Meeting of the DCAC may be attended by any member of the Club.
- ii. An Open Meeting of the DCAC shall be convened by the President of the JCR after consultation with other members of the DCAC Committee.
- iii. The President of the JCR shall call at least one Open Meeting of the DCAC in each of the Michaelmas, Lent and Easter Terms.
- iv. An extraordinary Open Meeting of the DCAC shall be convened within seven days by the President of the JCR when requested to do so by at least twenty members of the DCAC provided that such meetings shall not take place less than three clear days after notice of that meeting has been placed by the President of the JCR upon the JCR website; and provided further that the nature of the matter to be discussed at the meeting shall be given in writing to the President at the time of the submission of such a request for an extraordinary meeting.
- v. In the case of an Extraordinary Open Meeting of the DCAC, the President shall place upon the JCR website notice of the matter to be discussed, at the same time as placing notice on the JCR website of the calling of such an extraordinary meeting.
- vi. No Open Meeting shall take place outside Full Term.
- vii. The Chairperson of all Open Meetings of the DCAC shall be the President of the JCR, or a deputy as appointed by the President.
- viii. Forty-five members shall constitute a quorum at any Open Meeting of the DCAC and motions shall be carried by a majority of those present .
- ix. Motions approved by the majority of those present and voting at an Open Meeting of the DCAC, if the number of those members present is twenty five or more, shall be

binding on the DCAC Committee unless reversed by a referendum of the DCAC. Motions can also be passed after a debate in the Open Meeting, through online polling/survey systems provided at least **100** members have responded within the allotted 48 hours.

- x. Minutes of all Open Meetings of the DCAC shall be kept by the Treasurer of the JCR or a member of the DCAC Committee nominated by that Committee and shall be submitted to the next Open Meeting of the DCAC for approval.
- xi. Full minutes of any Open Meeting of the DCAC shall be placed on the JCR website not more than one week after the meeting.

2. Open Meetings of the JCR

- i. An Open Meeting of the JCR may be attended by any member of the JCR.
- ii. An Open Meeting of the JCR shall be convened by the President of the JCR. The President shall place a notice of the meeting online, not less than seven days before the event.
- iii. The President of the JCR shall call at least one open meeting of the JCR in the Michaelmas, Lent and Easter terms.
- iv. An extraordinary Open Meeting of the JCR shall be convened within seven days by the President of the JCR when requested to do so by at least twenty members of the JCR, provided that such meetings shall not take place less than three clear days after notice of that meeting has been placed by the President of the JCR upon the JCR website; and provided further that the matter to be discussed at the meeting be given in writing to the President at the time of the submission of such a request for an extraordinary meeting.
- v. In the case of an Open Meeting of the JCR, the President of the JCR shall place on the JCR website and distribute by appropriate social media, not less than three clear days before the Meeting, an agenda. Any item which a member of the JCR wishes to be included on the agenda shall be placed there by the President.
- vi. In the case of an Extraordinary Open Meeting of the JCR, the President shall place upon the JCR website notice of the matter to be discussed, at the same time as placing notice on the JCR website of the calling of such an extraordinary meeting.
- vii. No Open Meeting shall take place outside Full Term.
- viii. The Chairperson of all Open Meetings of the JCR shall be the President of the JCR, or a deputy as appointed by the President.
- ix. Thirty-five members shall constitute a quorum at any Open Meeting of the JCR and motions shall be carried by a majority of those present. Motions can also be proposed and voted upon through online polling/survey systems after **100** JCR members have responded in a given time period (no longer than one week).
- x. Motions approved by a majority of those members present shall be binding on the JCR Committee, provided the quorum is satisfied for that motion, until and unless subsequently reversed by a referendum or a motion approved at a future Open Meeting.
- xi. Minutes of all Open Meetings of the JCR shall be kept by the Communications Officer of the JCR and shall be submitted to the next Open Meeting of the JCR for approval.
- xii. Full minutes of any Open Meeting of the JCR shall be placed on the JCR website, by the Communications Officer of the JCR, not more than **three** full days after the meeting.

3. Open Meetings of the MCR

- i. An Open Meeting of the MCR refers to a meeting to which all members of the MCR are invited in accordance with the following rules:
 - a. The MCR Committee shall call an Open Meeting of the MCR at least twice during each academic year.
 - b. At least ten days notice shall be given by the President of the MCR informing all members by e-mail and on the Middle Combination Room notice board.
- ii. Motions may be submitted for debate at Open Meetings of the MCR. These motions are of three sorts:
 - a. MCR Committee motions, proposed and seconded by MCR Committee members at a meeting of the MCR Committee.
 - b. Private motions, proposed and seconded by MCR members. Private motions should be submitted to the MCR President and displayed in the Middle Combination Room at least three days before the meeting is due to take place.
 - c. Emergency motions (see Section M3(viii)d)
- iii. The MCR Committee shall display in a prominent place in the Middle Combination Room a copy of the agenda for the meeting on or before the day preceding the meeting, including exact statements of all motions to be debated, and copies of reports compiled by the MCR Committee.
- iv. If no motions have been submitted the MCR Committee shall notify MCR members by posting a notice in the Middle Combination Room that the meeting has been cancelled.
- v. Meetings shall be chaired by the President of the MCR, except when they are contributing to the motion under consideration, in which case another member of the MCR Committee shall take the Chair temporarily.
- vi. The meeting is considered quorate if at least twenty or one-eighth of the total MCR members, whichever is the greater, are present. vii. The

order paper shall take the following form:

- a. Minutes and matters arising from the last Open Meeting. These may be taken as read if the meeting so approves. Opportunity should be given to members to question and amend the minutes.
- b. MCR Committee reports. Opportunity shall be given to MCR Committee members to inform the MCR of any new business undertaken on behalf of the MCR or to make general announcements or suggestions. Opportunity should also be given to MCR members to direct any questions to MCR Committee members.
- c. Motions shall then be discussed in order of receipt.
- viii. Customary debating practice shall apply but particular note should be taken of the following:
 - a. Any motion can be amended at any time before the motion is voted upon. An amendment is not permissible if the Chairperson considers that the proposed amendment substantially changes the content of the existing motion.
 - b. An amendment, if accepted by the Chairperson, should then be debated and voted upon if formal opposition be registered.
 - c. The proposer of any motion has the right to invite just one other member of the MCR to deliver the speech of proposal in his/her stead.
 - d. An emergency motion can be submitted at any time before the Chairperson declares the meeting closed. No motion proposing a donation or expenditure of the MCR finances shall

constitute an emergency motion. An emergency motion must be submitted in writing. Emergency motions shall be debated, in order of receipt, after the last motion.

- e. The MCR Open Meeting may pass any motion by a simple majority.
- ix. In addition to the MCR Open Meetings, Extraordinary Open Meetings of the MCR can be called for at any time during Full Term.
 - a. The MCR Committee can call an Extraordinary Open Meeting of the MCR provided that all members are notified by e-mail with at least three days notice of the business to be discussed.
 - b. If a petition, signed by at least fifteen members of the MCR, stating the business to be discussed, is submitted to the President of the MCR and displayed in the Middle Combination Room, then the MCR Committee shall call an Extraordinary General Meeting to be held within seven days of receipt, giving at least three days notice of such a meeting to all members by e-mail.
- x. The MCR Committee and MCR shall be bound by the decisions of the Open Meeting of the MCR.
- xi. A copy of the minutes of each Open Meeting of the MCR shall be circulated to all MCR Committee members. Any objections to the minutes should be raised at the next MCR Committee meeting. After any necessary corrections a copy should be given to the Graduate Tutor and posted on the Middle Combination Room notice board.
- 4. Meetings of the DCAC Committee
 - i. Meetings of the DCAC Committee shall be held at least termly, as the Senior Treasurer and DCAC President shall determine.
 - ii. Notice in writing of a meeting of the Committee shall be sent by the DCAC President, or another person by them appointed, to all members of the Committee, not less than three clear days before the meeting.
 - iii. The Chairperson of the Committee shall be the DCAC President or another person as by them appointed.
 - iv. Full minutes of the DCAC Committee shall be posted on the JCR website not later than **three** full days from the date of the meeting.
 - v. The Treasurer of the JCR or a member of the DCAC Committee nominated by that Committee shall be the Secretary of the DCAC Committee. The Secretary shall be responsible for taking the minutes and for submitting them to the next Open Meeting of the DCAC.
 - vi. General estimates of expenses for the academic year shall be submitted in writing to the Treasurer of the JCR not later than the fourteenth day of the Michaelmas Full Term by the Treasurer of each constituent Club or Society in Appendix 1, Schedule B which wishes to incur expenditure during that year.
 - vii. The Treasurers of the JCR and MCR shall prepare and submit a consolidated budget for the DCAC in writing not later than one week before the division of the Michaelmas Term for consideration by the DCAC Committee.
 - viii. **Three** members of the DCAC Committee shall constitute a quorum.
 - ix. Proposals approved by a majority of the DCAC Committee members present and voting shall be deemed to have been carried provided that if the same number of votes have been cast for and against a proposal, the Senior Treasurer shall have the casting vote.
 - x. All expenditure of the constituent Clubs and Societies in Appendix 1, Schedule A and

Schedule B shall be subject to the approval of the DCAC Committee.

- xi. The Senior Treasurer shall, when they consider that a proposal is contrary to a legal duty of the College or could incur liability for the College, submit the matter to the Governing Body, who shall have the power to decide the issue.
 - xii. The annual budget of the DCAC, as approved by the DCAC Committee, shall be presented to the next Open Meeting of the DCAC for ratification.
 - xiii. The Budget shall also be submitted to the Governing Body for approval.
5. Meetings of the JCR Committee
- i. The JCR Committee shall meet no fewer than three times during each term. These shall be approximately at the commencement, division, and termination of Full Term, with exact dates chosen and publicised by the JCR President. It shall be attended by all JCR Officers, who may in addition invite as many of their respective JCR Sub- Committee members (if applicable) as non-voting members.
 - ii. Any member of the JCR may attend JCR Committee meetings as an observer.
 - iii. Notice in writing of a meeting shall be sent to all JCR Committee members by an Officer not less than seven clear days beforehand.
 - iv. The Chairperson of the JCR Committee shall be the President or another member of the Committee by them appointed.
 - v. **Twelve** members of the JCR Committee shall constitute a quorum. Each attending officer, or their representative, shall have one vote. In the case of two individuals holding the Freshers' Officer or Ents officer position both attending, they shall both be allowed one vote each. Proposals approved by a simple majority of those present shall be deemed to have been carried. In the case of the same number of votes being cast for and against a proposal, then the President shall have the casting vote.
6. Meetings of the MCR Committee
- i. Meetings of the MCR Committee shall be held as often as the Committee deems necessary, and in any case not less than once a fortnight during Full Term.
 - ii. The Committee shall determine its own procedure.
 - iii. At any meeting of the Committee all members of the Committee shall be present, if possible, and shall provide a written apology before the meeting, if not possible.
 - iv. Meetings shall be chaired by the President of the MCR or, in his/her absence, a member elected by the Committee from among themselves.
 - v. All decisions of the Committee shall be made by consensus. In the event of a dispute, the matter shall be decided by an Open Meeting of the MCR.

N. Referenda of the DCAC

1. The DCAC Committee must hold a referendum of all members of the DCAC within seven days of the receipt of a petition calling for such a referendum, signed by not less than **sixty** members of the DCAC, subject to the following provisions:
 - i. No referendum shall be held outside Full Term
 - ii. The referendum on any petition submitted within the last seven days of Full Term or after the division of Easter Term shall be held within the first fourteen days of the following Term.
2. Referenda shall be decided by majority vote on-line.
3. Referenda so approved shall be binding on the DCAC only when at least sixty have voted in favour of the question put.
4. The results of referenda shall be transmitted to the Governing Body.

o. Referenda of the JCR

1. A committee of the JCR President, Vice President and Treasurer must hold a referendum of all members of the JCR within seven days of the receipt of a petition calling for such a referendum and must hold a referendum of (a) the receipt of a petition calling for such a referendum, signed by not less than **twenty** members of the JCR or (b) the carrying of a proposal to hold a referendum by a JCR Committee Meeting, both subject to the following provisions:
 - i. No referendum shall be held outside Full Term
 - ii. The referendum on any petition submitted within the last seven days of Full Term or after the division of Easter Term shall be held within the first fourteen days of the following Term.
2. Referenda shall be decided by majority vote on-line.
3. Referenda so approved shall be binding on the JCR Committee and other Committees of the JCR only when at least forty have voted in favour of the question put.
4. The results of referenda shall be transmitted to the Governing Body.

p. Publication of the Constitution

1. An up-to-date copy of the Constitution shall be available for consultation on the JCR and MCR websites, and must be supplied by the Senior Treasurer to any member of the DCAC on request.

q. Amendments to the Constitution

1. The present Constitution and Appendices may be amended at a quorate Open Meeting of the DCAC at which there are at least sixty voting in favour. The terms of the proposed amendment shall have been posted on the JCR website for not less than three full days before the date of the meeting.
2. Any amendment under clause Q1 may be overturned by a DCAC referendum, as outlined in Section N.
3. Any amendments to clauses B2; C1, C2, C3; G1 to G5 inclusive; I1 and I2; K1 to K5 inclusive; M2, M5 and M6; O1 to O4 inclusive; S1, T1 to Y1 inclusive of this constitution are subject to the approval of the JCR by a simple majority at a quorate Open Meeting of the JCR.
4. Any amendments to clauses B3; C4 and C5; H1 and H2; J1; L1 to L7 inclusive; M3 and M7; and S2 of this constitution are subject to the approval of the MCR by a simple majority at a quorate Open Meeting of the MCR
5. Any amendments to the constitution are also subject to the approval of the Governing Body.

r. Affiliation to Organisations

1. If the JCR or MCR decides to become affiliated to any external organisation, it shall publish to all its members, and to the Governing Body, a notice of this decision stating the name of the organisation and the details of any subscriptions or similar fee paid or proposed to be paid, and of any donation made or proposed to be made, to the organisation. A report of these details of affiliation to external organisations must be included as an appendix to the consolidated budget submitted in writing to the DCAC Committee and must be published to all JCR and MCR members and to the Governing Body.
2. Upon the request of at least 3% of its members, the JCR or MCR shall submit for the approval of its members a list of organisations to which the JCR or MCR is affiliated. If at least 5% of the members so require, the question of continued affiliation to any particular organisation shall be

decided upon by a secret ballot at which all members of the JCR or MCR are entitled to vote.

3. A referendum on the continued affiliation to any external organisation shall be held annually. The JCR shall hold this referendum at the same time as the JCR elections, and the MCR shall hold this referendum at the same time as the MCR elections.

s. Grievances

1. All JCR members or Clubs or Societies, who are dissatisfied with their dealings with the DCAC or JCR, or those who claim to be unfairly disadvantaged by reason of having exercised the right not to be members of the JCR, may make a complaint in writing to the President of the JCR. An appeal shall lie from the President of the JCR to an independent arbitrator to be appointed annually by the Governing Body, who may not delegate this responsibility for hearing such an appeal. The Governing Body shall have power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.
2. All MCR members who are dissatisfied with their dealings with the DCAC or MCR, or those who claim to be unfairly disadvantaged by reason of having exercised the right not to be members of the MCR, may make a complaint in writing to the President of the MCR. An appeal shall lie from the President of the MCR to an independent arbitrator to be appointed annually by the Governing Body, who may not delegate this responsibility for hearing such an appeal. The Governing Body shall have power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.

STANDING ORDERS FOR THE JCR

t. Procedure before Open Meetings of the JCR

1.
 - i. The deadline for the submission of ordinary motions shall be **four** days before the date of an Open Meeting.
 - ii. An ordinary motion may be submitted by any member of Downing College JCR.
 - iii. An ordinary motion should consist of no more than **one hundred** words, otherwise it may be ruled out of order.
 - iv. Ordinary motions shall be submitted to the JCR Vice-President.
 - v. The JCR Vice-President shall verify the named proposer and seconder of the motion.
 - vi. At least eight hours before the motions deadline the President shall post a list of ordinary motions submitted, and not to have been ruled out of order, on the JCR website.
2.
 - i. Amendments to ordinary motions may be submitted by any member of Downing College JCR.
 - ii. The deadline for the submission of amendments shall be **three** days after the motion's deadline.
 - iii. The rules for the submission of amendments shall be the same as those for the submission of motions, save that the President need not post the amendment on the JCR website, just inform the proposer and seconder of the original motion.
3. Any member of the JCR Committee not intending to be present at any Open Meeting shall provide a **written apology** to the Chairperson of the Meeting before it commences, explaining their absence. This apology shall be made known to the members present at the meeting.

4. The order of motions in the Open Meeting shall be decided by the JCR Vice-President who should seek to retain quorum for the duration of the meeting and not unduly disadvantage any motion.

5. The President or Vice-President of the JCR shall notify, in writing, the proposer and seconder of any motion, or amendment to a motion, which they rule out of order. Such notification shall be given at least twenty-four hours before the Open Meeting is to begin.

u. Procedure for Open Meetings of the JCR

1. No Open Meeting shall be held in the Bar after 10:30 pm.

2. The order of the Open Meeting shall be as follows:

1. Minutes of the last Meeting

2. Matters arising

3. Reports of the divisions of the JCR Committee and questions to the JCR Committee

4. Motions

5. Emergency motions

6. Any other business

3. Points of order may be raised to ask for a quorum count, to ask for a Chairperson's ruling or interpretation, or to address any other question relating to the procedure of the meeting to the Chairperson. Points of order have precedence over all other business, but they may not be raised during a speech or a vote unless relating to the conduct of the speaker or the vote.

4. Points of order shall have priority in the following order:

1. A request for a quorum count

2. A request for a ruling or an interpretation

3. A request for a revote

4. Other points of order

5. Procedural motions have precedence over all other business except points of order, and may not be raised during a speech or vote unless relating to the conduct of that speaker or that vote.

6. There shall be the following procedural motions, listed in order of priority:

1. That the meeting has no confidence in the Chairperson.

2. That the Chairperson's ruling be overturned.

3. That a standing order or election regulation be suspended for a specified length of time.

4. That a vote be by secret ballot.

5. That the meeting be adjourned or closed.

6. That the question as specified now be put.

7. That the question as specified be not put.

8. The question as specified be adjourned to later in the same meeting, or at a later meeting.

9. That the question be remitted to another body or person.
10. That the question as specified be voted on in parts.
7. All procedural motions shall require the support of **ten** members before being discussed. All procedural motions except 10, above, shall be voted on after at least one speech against, save that the chair shall be entitled to make the final speech against any motion falling under 1 and 2.
8. All procedural motions shall require a simple majority to be passed with the following exceptions, which shall require a two-thirds majority:

- o U6 part 3
- o U6 part 10

Any call to create a set of parts which has the support of ten members shall be voted upon after a speech against the parts and a speech in favour of the parts. The vote shall decide whether those parts are passed. After consideration of all such sets of parts, the remaining text shall be voted upon.

Only one ordinary or emergency motion or amendment to it or report motion may be debated at any one time.

Debate shall proceed as follows:

0. The proposer of the motion, or his/her chosen representative shall make a speech for the motion.
1. The Chairperson shall then invite a speech against the motion.
2. The Chairperson shall endeavour to ensure that there are equal numbers of speeches for and against the motion, in accordance with Standing Order U7.
3. At any time after the first speech for a motion, a question or a speech to the motion, may be put. There shall be a time limit of 15 minutes discussion of an item or a motion, after which any JCR member who has not spoken on the item or the motion shall be allowed one minute to question or speak. After this period has elapsed the vote shall be taken.

v. Voting

1. Voting on a question may be by a show of hands or, if requested by ten members as a procedural motion, by secret ballot.
2. Voting in elections shall be by secret ballot.
3. A recount may be held on any vote if the Chairperson rules that there has been misconduct or an error in the count.

w. Emergency Motions

1. Emergency motions may be submitted by any member in writing to the Vice-President. The closing date for receipt is twenty-four hours before the Open Meeting. The President or Vice-President may rule out of order any emergency motion of over 100 words.
2. An emergency motion is one whose substance concerns events occurring after the latest date for the submission of ordinary motions for discussion by the forthcoming Open Meeting.
3. The Chairperson shall rule, in the first instance that any proposed emergency motion is in

fact an emergency motion.

4. Emergency motions shall be taken in the order in which they were submitted.

x. The Chair

1. The chair at all Open Meetings of the JCR shall be taken by the President of the JCR, or by a member of the JCR Committee appointed by the President.

2. If the Chairperson wishes to participate in debate, they shall vacate the Chair for the whole of any business on which they wish to speak.

3. If a motion of no confidence in the Chairperson is passed the Chairperson to which the motion is addressed shall not resume the Chair for the remainder of that Open Meeting. In these circumstances the Vice- President of the JCR shall take the Chair, or another nominated JCR Committee member.

4. The Chairperson shall ensure that the Open Meeting is in Order, that remarks made are relevant to the question under debate, and that no defamatory, racist or sexist remarks are made.

y. Motions referred to the JCR from the CUSU for Mandating

1. Motions submitted to the JCR from the CUSU shall be deemed mandated if a majority of the JCR members present at an Open Meeting of the JCR vote in favour, or against the motion. If there is not sufficient time for an Open Meeting to be called before the CUSU Council takes place, then mandating shall be deemed to have occurred if a majority of the JCR Committee vote in favour or against the motion.

Appendix 1: List of the constituent clubs and societies of the DCAC (as of January 2016)

Schedule A

- JCR
- MCR

Schedule B

- Athletics Club
- Austyn Mair Engineering Society
- Badminton Club
- Basketball Club (Men's)
- Basketball Club (Women's)
- Big Band
- Blake Society
- Boat Club
- Bramer Geography Society
- Chapel Choir
- Cranworth (Law) Society
- Cricket Club
- Danby Society
- Dramatics Society
- Feminist Society
- Film Club
- Football Club (Men's)
- Football Club (Women's)
- Griffins Club
- Hockey Club
- Islamic Society
- Jewish Society
- Lacrosse Club
- Maitland Society
- Mathias Economics Society
- Music Society
- Netball Club
- Politics Society
- Pool Club
- **RomCom Society**
- Rugby Football Club (Men's)
- Rugby Football Club (Women's)

- Squash Club
- Table Tennis Club
- Tennis Club
- Ultimate Club
- Whitby Club
- Wine Society
- **Vegan Society**

Appendix 2: Job descriptions of MCR Officers

All MCR Executive Committee members shall not miss Open and Committee meetings without good cause. They shall also assist, where necessary, in other duties relating to the functions of the Committee. They shall also work with the Non-Executive Officers of the MCR.

PRESIDENT

- Creates and implements MCR policy subject to approval at Open Meetings.
- Ensures complete MCR representation in all relevant College decision-making procedures.
- Sets the date and agenda, and acts as Chair at the MCR Committee Meetings and Open Meetings.
- Attends General Purposes Committee and Governing Body meetings and other college committee meetings where appropriate.
- Liaises with the College authorities; in particular the Master, the Graduate Tutors, the Senior Tutor, the Tutorial and Admissions Office, the Bursar, the Kitchen Manager and the Porters.
- Acts as Chairperson at Formal Halls or appoints other MCR Officers to do so.
- Acts as external officer, including attending CUSU and GU council meetings, or appoints another member of the MCR Committee to do so.
- Arranges the MCR Matriculation day, including the photograph and speeches, in conjunction with the Tutorial and Admissions Office.
- Constructs the annual MCR Welcome Booklet for the new Graduates and contributes to College and Graduate Prospectuses, with the Vice-president and Communications Officer.
- Authorises all monetary transaction of the MCR, in conjunction with the Treasurer.

VICE-PRESIDENT

- Assumes the roles and duties of the MCR President in his/her absence.
- Attends General Purposes Committee and Governing Body meetings and other college committee meetings where appropriate.
- Organises MCR meetings, and publicises them to the Committee and the MCR members.
- Acts as external officer, including attending CUSU and GU council meetings.
- Constructs the annual MCR Welcome Booklet for the new Graduates and contributes to College and Graduate Prospectuses, with the President.

TREASURER

- Maintains the accounts of the MCR and advises on financial matters.
- Authorises all the money transactions of the MCR, in conjunction with the President. Extensive dealings with the college Bursar, including rent negotiations.
- Sits on relevant college committees.
- Gives a report on financial matters on request.
- Is responsible for managing the cash supply for day to day expenditures, while ensuring the quantity of cash does not expose the MCR to significant risk.

SOCIAL SECRETARIES

- Responsible for the organisation of social events. The date, time and theme of a social event must be approved of by the Committee. The expenditure for the event should be agreed with the Treasurer and President.
- Arrange Freshers' Week in conjunction with the rest of the committee.
- Arrange Exchange Dinners with other colleges.
- Ensure adequate publicity for any social events organised.

- Attend intercollegiate Social Secretaries meetings.
- Book rooms in college for events, through the Conference Office and the JCR.
- Work with the JCR Entertainments Committee to produce joint ents during Full Term
- Liaise with the MCR Cultural Society.

WELFARE AND EDUCATION OFFICER

- Responsible for attending to the general welfare of all graduate in conjunction with the Graduate Tutors.
- Acts as a point of contact for internal and external welfare agencies.
- Liaises with the JCR Welfare Officer, the MCR Overseas Officer and the MCR Equal Opportunities Officer.
- Publicises current welfare issues.
- Attends the college Education Committee and any other relevant committees.
- Runs the parenting scheme for Graduates. Organises events relating to welfare and education

BAR, SPORTS, AND AMENITIES OFFICER

- Attends the Bar Committee and Bar and Amenities Committee meetings.
- Is responsible for the day to day upkeep of the MCR Common Room and the provision of services in the Common Room. Manages the supply of alcoholic and soft drinks at MCR social events.
- Provides information regarding Downing College, Inter-collegiate and University sports teams, and the booking of sporting facilities within Downing.

ENVIRONMENT OFFICER

Attends the Buildings and Environment Committee meetings, and liases with college officers and the JCR Green Officer concerning environmental issues such as recycling, sustainability, energy efficiency.

Advertises external environmental initiatives and campaigns, and coordinates the MCR's involvement in such campaigns.

INTERNATIONAL OFFICER

- Responsible for the provision of information and welfare support to overseas students, especially during college closure periods.
- Responsible for actively soliciting the views of overseas students and reporting these to the Committee.
- Liases with CUSU International Officers and the International Forum.

COMMUNICATIONS OFFICER

Responsible for maintaining the MCR sections of the College website.

Manages the e-mail lists, with one other member of the MCR Committee, and advertises the lists regularly. Takes minutes of MCR meetings and gives copies to all members of the MCR Committee. Takes minutes of MCR Open Meetings. Gives copies of minutes to all Committee members and makes them available to MCR members on request.

Writes the MCR newsletter and interim news bulletins. Responsible for the social media presence of the MCR Committee

■ Ensures that the needs and views of all groups in the MCR are taken into account, including women, the disabled, ethnic minorities, LGBT+.

■ Provides information and advice on issues of discrimination.

■ Liases with the Women's Campaign, the LGBT+ Campaign, the BME Campaign, the Disability Resource Centre and any other relevant bodies.

■ Liases with the JCR women's officer, the JCR LBGT+ Officer, the MCR Overseas Officer and the MCR Welfare and Education Officer.

■ Reports to the Committee on issues that have arisen.

Appendix 3: Job descriptions of JCR Committee members

JCR PRESIDENT

- Upon Election, the JCR President also has the role of DCAC President
 - Chairs meetings of the JCR Committee, JCR Open Meetings and DCAC Meetings.
 - Is responsible for co-ordinating the JCR Committee and formulating and implementing JCR policy.
 - Liaises with other JCR Committee members in order to assist them in their roles
 - Sits on the College General Purposes Committee, Governing Body, Buildings and Environment, Health and Safety, Information Management Committee, Education Committee and Development Committee in order to negotiate on student issues. The President will also be involved with the Downing Association and sit on the Merchandising Working Group.
 - Liaises with College authorities and staff in the implementation of JCR policy and to ensure that JCR members' views are represented
 - Ensures that adequate student representation exists on all College committees where possible
 - Liaises with other colleges' JCR Presidents
 - Attends CUSU Council with the Vice President in order to relate College and University-wide policy
 - Organises and chairs DCAC Open Meetings
 - Ensures effective lines of communication in the President & Vice-President division of the JCR Committee
 - The President has the right to remove from the JCR Committee any member of the Committee who deliberately defies the constitution and works against the aims and objectives of the Committee. Such a decision can only be implemented if at least two other officers of the JCR agree.
 - Sit on the Board of Directors of the May Ball Company in a Non-Executive capacity, to ensure appropriate connection remains between the JCR and May Ball Committee. The President will also work alongside the Ball President to interview the next May Ball President.
 - Forms a Midway Dinner Committee by the end of Michaelmas Term.
- #### JCR VICE-PRESIDENT
- Works with the President in liaising with College authorities and in formulating and implementing JCR policy
 - Sits on College General Purposes Committee and Governing Body.
 - Organises JCR Open Meetings
 - Liaises with the rest of the JCR Committee to ensure efficient communication and co-operation
 - Acts as a substitute for other officers within the JCR Committee if, due to unforeseen or exceptional circumstances, an officer is temporarily unable to fulfil their responsibilities or act in an appropriate capacity within their role.
 - Oversees the running of the rooms ballot in Lent term in partnership with the Services Officer
 - Organises Superformal(s) for second/ third year undergraduate students and their parents.
 - Acts as the external liaison officer of the JCR:
- Acts as intermediary between JCR members and University authorities and CUSU
- Sits on CUSU Council to represent the views of JCR members
 - Publicises the actions and events of external bodies such as CUSU, NUS and the University
 - Solicits applications for Yearbook Coordinator by the end of Michaelmas Term. The Yearbook Coordinator should be chosen by the JCR President and Vice-President and will have autonomy over the Yearbook Committee.
 - Ensures that JCR Officers are aware of relevant sections of the JCR and DCAC Constitution

Treasurer

- Upon election the JCR Treasurer also has the role of DCAC Junior Treasurer
- As DCAC Junior Treasurer:
 - Prepares the DCAC Budget in co-ordination with the DCAC Senior Treasurer and the DCAC Committee
 - Is responsible for the fair allocation of funds to DCAC Clubs & Societies
 - Is responsible for ensuring that all clubs and societies who make financial claims on their DCAC allocations are reimbursed
 - Liaises with the DCAC Committee over matters of financial planning and policy.
- As JCR Treasurer:
 - Is responsible for advising the JCR Committee on matters of DCAC finance, particularly the use of the JCR Grant
 - Is responsible for management of the JCR Grant
 - Attends meetings of the College Finance Committee and College Investments Committee
 - Ensures effective lines of communication in the Treasury division of the JCR Committee
 - Represents the views about undergraduate living costs to College.

WELFARE OFFICERS

- Ensure that the needs and views of all groups in the JCR are taken into account.
- Help to assist in any aspects of College life that may cause problems for students on the basis of their gender, disability, ethnicity, mental health or sexuality.
- Provide information and advice on issues of discrimination.
- Act as intermediaries between JCR members and the various welfare organisations of the College and the University
- Are responsible for the implementation of CUSU welfare campaigns within College
- Are responsible for informing JCR members of the welfare provisions available to them
- Are each required to hold welfare drop-in sessions at least once a week open to any member of the JCR
- Work with the Welfare & Equal Opportunities division of the JCR Committee to ensure that JCR members receive all relevant assistance and information about welfare issues.

WOMEN'S OFFICER

- Will work closely with the other Welfare Officers to be responsible for the well-being of members of the JCR who identify as female, as a point of contact and advice.
- Will liaise with college staff about issues and initiatives regarding, but not exclusive to, women's well-being in college. This may include consent workshop, harassment policy, lighting in college etc.
- Will be engaged in political campaigns and initiatives across the university; attending womcam meetings and running discussion groups/ gender equality group meetings in college.

COMMUNICATIONS OFFICER

- Is responsible for taking and publishing minutes for JCR Committee and JCR Open meetings.
- Is responsible for producing a weekly electronic mail newsletter for all JCR members in co-ordination with the JCR President.
- Publicises JCR activities, events and achievements.

ACADEMIC AFFAIRS AND CAREER OFFICER

- Is responsible for the academic welfare of JCR members
- Represents JCR members on the Education Committees to address current academic issues

within College

- Represents JCR members within CUSU on university-wide issues
- Liaises with JCR members and College authorities in co-ordinating events such as Careers evenings, subject talks and lectures.
- They are also responsible for coordinating Downing JCR for University Challenge (BBC).

SERVICES OFFICER

- Is responsible for maintaining, updating and publicising the availability of all resources and amenities open to JCR members, in co-ordination with other JCR Committee Officers
- Acts as a point of contact for all JCR members in advising on the usage of College-run and JCR-run services.
- Liaises with College authorities in representing JCR members' views on the state of services within College.
- Oversees the running of the rooms ballot in Lent term in partnership with the Vice-President.
- They should also attend the Buildings and Domus Committee.

ENTERTAINMENTS OFFICER (s)

- Is responsible for running all JCR-organised social events
- Chairs the Ents Committee in planning JCR-run events open to all JCR members
- Work with the MCR Social Secretaries to produce joint ents during Full Term
- Liaises with College authorities via the Bar and Amenities Committee in order to represent and instigate JCR members' views on entertainments within College
- Meets with the Bar Committee at least termly.

FRESHERS' OFFICER (s)

- Is responsible for welcoming incoming students and aiding them in settling into College life
- Is required to plan and co-ordinate Freshers' Week which incorporates arranging social events for incoming students as well as providing a point of contact to deal with any problems that may arise
- Is responsible for the creation and management of a Freshers' Rep Sub Committee (no more than 15). This must be achieved in a fair and transparent way and the proposed membership of the sub-committee must be finalised with the President and Vice-President.
- Liaises with College throughout the whole organisation process and with regard to academic and College events for incoming students
- Following Freshers' Week, liaises with the Welfare Officer to ensure continued integration of new students into College life.

ACCESS OFFICER

- Represents JCR members within CUSU on university-wide Target issues.
- Is responsible for organising the role of Downing JCR members in university-wide Target schemes.
- Acts as intermediary between JCR members and senior College members on access issue and schemes.
- Acts to encourage those who would not normally consider applying to Downing or Cambridge.
- Works alongside the School and College Liaison Officer.

ENVIRONMENT OFFICER

- Take responsibility for environmental & ethical issues that arise in the business of JCR and liaising on behalf of the JCR with appropriate senior College members.
- Take responsibility for co-ordinating and publicising environmental/social justice campaigns within the College, both those college-based and those of the CUSU Green campaign.
- Maintain contact with the CUSU Green Officer and attend the University college-wide Green Officers meetings to share ideas and keep informed about the CUSU Green campaign, and, where relevant, with other groups/societies in the University and the city so as to be a point of contact for students interested in these issues.
- Publicising College environmental initiatives to help reach targets

INTERNET OFFICER

- Responsible for maintaining the JCR website.
- Ensures that all important news items, forthcoming events, sports results and fixtures are featured on the website, these should be provided by the relevant officer.
- Works with the College IT Department and Information Management Fellow to ensure availability of the JCR web server and other web facilities.
- Works with the Griffin Sub-Committee to produce the web version of the Griffin newsletter

INTERNATIONAL OFFICER (s)

- Works to assist in the integration of international students in College.
- Stores and disseminates information on facilities available and issues concerning international students with close links to iCUSU.
- Campaigns to make the College as comfortable and accommodating as possible for international students.
- Manages the International Storage systems within the College. **SPORTS OFFICER**
- Promotes the ease of use of all College sporting facilities. Acts to improve these facilities and respond to DCAC/JCR needs. Campaign according to JCR wishes on the use of the College's own sports pitches.
- Is responsible for maintaining the collection of sporting equipment stored, if possible, in the porter's lodge for all DCAC members and affiliates. The store should contain enough equipment for a game of all relevant sports to be played effectively. "Relevant Sports" should include all sports played by the College at an intercollegiate level in so far as is financially possible, and others by student demand.
- Seeks to make the gym an integrated part of College.
- Act as a store of important sporting information e.g. details of how to contact various pitches and umpires. It will be the duty of the sports officer to liaise with team captains in order to keep this information up to date. This should be made available easily to all students.
- Maintain a working relationship with The Griffins Club and all College staff relating to sport to enhance communication inside College.

GRIFFIN EDITOR(S)

- Manages & edits the Griffin newsletter, ensuring at least one edition in each Term.
- Encourages members of the JCR to write articles on subjects that concern or interest them.
- Edits the Griffin newsletter, giving due respect to all College members (JCR, MCR, and Fellows) and College Staff.
- The Editors are required to present the final draft to the JCR Committee at least one week before printing.
- The Griffin Editor are members of the Communications Sub Committee.

BME OFFICER

- Acts as an intermediary between College and members of the JCR who identify as BME to represent and promote ethnic minority views and issues within College.
- Liaises with the Access Officer and works with College authorities on GEEMA (Group to Encourage Ethnic Minority Applications) issues and schemes.
- Represents JCR members within CUSU on university-wide GEEMA issues.
- Is responsible for organising the role of Downing JCR members in university-wide GEEMA schemes.
- Liaise with Welfare Officers and International Officer to promote ethnic minority views. LGBT+ OFFICER
- Responsible for the welfare of all students at Downing who identify themselves as lesbian, gay, bisexual, transgender or any other sexual, gender or romantic minority.
- Provides support for those who may be questioning their sexuality/gender etc; for those who have concerns or want support in coming out; for those who have religious questions regarding their sexuality.
- Responsible for issues connected with the sexual health of LGBT+ members of the College.
- Acts as a reference point to the wider CUSU LGBT+ Campaign providing information on events, activities, meetings, and to liaise with the Executive of the Campaign.
- Responsible for maintaining Downing's image as a LGBT+ friendly and supportive College.

NB:

- All Offices are loosely defined and will vary depending on the individual circumstances of each JCR Committee
- Some roles involve greater amounts of work than others. All Officers will be expected to provide assistance to others when necessary

Appendix 4: Guidelines for JCR Elections

- A.i. The Returning Officer shall be the retiring JCR President or a member of the JCR Committee appointed by them.
- A.ii. The ballot box shall be open for not less than six hours.
- A.iii. The Returning Officer shall check the count and publish the results as the relevant section in the Constitution dictates.
- B.i. Any member of the JCR is entitled to vote.
- B.ii. Voting shall be by the Single Transferable Voting System, and as outlined in the Constitution.
- C.i. Any member of the JCR who will not graduate in office may stand for any post.
- C.ii. Each candidate should be proposed and seconded by member of the JCR.
- C.iii. Candidates shall be allowed a 250-word A4 sized written manifesto, to be posted on the JCR website by the Internet Officer.
- C.iv. No other written material or posters shall be used by any candidate other than that in C.iii..
- C.iv. Any breach of these regulations by any candidate shall result in their disqualification from the election.
- C.vi. Any member of the JCR shall have the right to call for a re-election on the grounds of the breach of these regulations by petitioning the Returning Officer with no less than forty signatories taken from members of the JCR within forty-eight hours of the election in question.
- C.viii. A written report on the conduct of the elections is to be submitted by the Returning Officer to the next meeting of the Governing Body after the elections have taken place.