

## **JCR Standing Orders.**

*Amended as of 13<sup>th</sup> October 2020 and ratified by the Governing Body as of 12<sup>th</sup> November 2020.*

These standing orders should be read in conjunction with the Magdalene College JCR Constitution.

Together these documents form the basis for the operation of the JCR.

### **1) The Officers of the JCR Committee**

The JCR Committee shall be composed of the following officers. These offices are to be discussed and voted on annually in accordance with clause 4b of the constitution.

Office:	Eligible to stand:	Eligible to vote:
President	All JCR members.	All JCR members.
Vice-President	All JCR members.	All JCR members.
Treasurer	All JCR members.	All JCR members.
Secretary	All JCR members.	All JCR members.
Access & Academic Officer	All JCR members.	All JCR members.
Catering And Accommodation	All JCR members.	All JCR members.
Welfare Officer (Male & Non- binary)	JCR members who self-identify as male or non-binary.	JCR members who self-identify as male or non-binary.
Welfare Officer (Female & Non- binary)	JCR members who self-identify as female or non-binary.	JCR members who self-identify as female or non-binary.
IT Officer	All JCR members.	All JCR members.
Green & Charities Officer	All JCR members.	All JCR members.
Freshers' Representative (Male & Non-binary)	All JCR members.	All JCR members.
Freshers' Representative (Female & Non-binary)	All JCR members.	All JCR members.
Ents Officer	All JCR members.	All JCR members.
Class Act Officer	JCR members who self-identify as Class Act (see section 2n).	JCR members who self-identify as Class Act (see section 2n).
LGBT+ Officer	JCR members who self-identify as LGBT+.	JCR members who self-identify as LGBT+.
Women's Officer	JCR members who self-identify as women.	JCR members who self-identify as women.
International Students Officer	JCR members who are international students.	JCR members who are international students.
BME Officer	JCR members who self-identify as BME.	JCR members who self-identify as BME.
Disabled Students Officer	JCR members who self-identify as having a disability.	JCR members who self-identify as having a disability.

- a) In order to stand for election to a particular office, the JCR member in question must satisfy the 'eligible to stand' column specifications.
- b) In order to vote in an election for a particular office, the JCR member in question must satisfy the 'eligible to vote' column.

- c) All elections must comply with clause 6 of the constitution.

## **2) The Duties of the Officers of the JCR Committee**

- a) The President's duty is to preside over all meetings of the JCR and the Committee. They shall act as an intermediary between the College and the JCR, representing student interests to the College and reporting back to the JCR on the goings-on of the College. In addition to this they shall manage the JCR Committee, attend CAM SU Council, organise the Magdalene-Magdalene Sports Day, and individually manage or delegate JCR responsibilities that do not fit within the descriptions of this Clause.
- b) The Vice-President's duties principally concern college democracy and keeping to the JCR constitution. They also include organising open meetings, creating committee timetables and running elections within Magdalene. The Vice-President also attends CAM SU Council and helps the President with any tasks they choose to delegate, thus they may be required to sit on college committees and meetings.
- c) The Treasurer's duties entail planning and managing the JCR's finances. This involves writing up the budget, submitting an AMAL bid on behalf of the JCR, refunding Committee members for any expenditure they incurred, keeping accounts of spending, and corresponding with the bank.
- d) The Secretary's duties are to deal with communications to societies, take minutes at all JCR meetings, keep the JCR noticeboard up to date, manage JCR Social Media accounts and be responsible for the weekly JCR email newsletter known as 'MagdIn/MagdOut'.
- e) The Access & Academic Officer's duty is to work alongside the relevant college staff and fellows to deliver College tours, HE+ residentials and the SEREN project (including the Easter residential). They shall also oversee the college's involvement in the CAM SU Shadowing Scheme and work with the college's Admissions Office to deliver the University-wide open days, the winter interviews and winter pool interviews. They shall also update the online prospectus when required. They will also be a port of call for any issues concerning accommodation, the library or other academic issues. In addition to this they shall sit on the college Libraries Committee for unreserved business.
- f) The Catering and Accommodation Officer's duties are to assist the college in organising the room ballot, the upkeep and improvement of JCR facilities such as the JCR room, the games room, and the gyms. They shall also communicate with Ramsay and the College Bar, voicing JCR concerns and holding forums to hear suggestions. They shall also organise Halfway Hall for the second years.
- g) The IT Officer's duties include supporting the Committee in maintaining the JCR website and providing IT support around College. They shall also suggest improvements to the College IT services and provide help with any technological difficulties.
- h) The Welfare Officer's (Male & Non-binary) principal duty is to be a port of call for any welfare related issues. They shall organise week 5 packs and various stress-busting events alongside the other Welfare Officer. They will also supply students with free sexual health supplies, including condoms, dental dams and pregnancy tests.
- i) The Welfare Officer's (Female & Non-binary) principal duty is to be a port of call for any welfare related issues. They shall organise week 5 packs and various stress-busting events alongside the other Welfare Officer. They will also supply students with free sexual health supplies, including condoms, dental dams and pregnancy tests.
- j) The Green & Charities Officer's first duty is to help select and raise money for the JCR's

three chosen charities each year, via charity formals, plant sales and other events, and to encourage volunteering around Cambridge. The Officer's second duty is to work with college to help improve the environmental sustainability of all aspects of college life, by working with staff from various departments. In addition to this they shall encourage participation in the student switch off and green impact campaigns.

- k) The Freshers' (Female and non-binary) Representative's duties include looking after the new first year students before and after they arrive, to ensure that they settle in as quickly as possible. The Freshers' Representative will organise both the refreshers and freshers weeks that occur during their year in office. In addition to the above, they shall act to assist the Ents officer regarding the organization of Bop, and the President regarding the organization of the Magdalene-Magdalene Sports Day.
- l) The Freshers' (Male and Non-binary) Representative's duties include looking after the new first year students before and after they arrive, to ensure that they settle in as quickly as possible. The Freshers' Representative will organise both the refreshers and freshers weeks that occur during their year in office. In addition to the above, they shall act to assist the Ents officer regarding the organization of Bop, and the President regarding the organization of the Magdalene-Magdalene Sports Day.
- m) The Ents Officer shall organise college Bops and events throughout the year such as movie and quiz nights. They shall also assist the President with the organization of the Magdalene-Magdalene Sports day.
- n) The Class Act Officer's duty is to have overall responsibility within the JCR to represent students who self identify as having experienced any social, educational, cultural or economic disadvantage, including but not limited to: working class, low income, state comprehensive school-educated, and first generation students, as well as care-experienced, estranged and homeless students. They shall run events for and promote the welfare of these students and ensure relevant college and university resources and services are well publicised and available to them. They shall liaise with Cambridge SU's Class Act Campaign (e.g. by attending meetings set up between Class Act and college Class Officers) in order to keep up to date with, support and advertise the campaign's work as well as receive support and advice for the Officer's work in college.
- o) The LGBT+ Officer's duty is to represent LGBT+ people within Magdalene, holding drop-in sessions and promoting events outside college, including coordinating with the CAM SU LGBT+ Campaign. In addition to this, they also have the tradition of hosting LGBT+ pre-drinks before the weekly LGBT+ club night. A Liberation Officer.
- p) The Women's Officer's duty is to listen to and platform self-identifying women throughout college. This will involve running discussion groups and promoting events surrounding gender and women's issues. The Women's Officer shall also be the President of the Magdalene College Feminist society and shall coordinate with the CAM SU Women's Campaign. A Liberation Officer.
- q) The International Student's Officer's duty is to represent Magdalene's international community and to welcome incoming international students through organising International Freshers' Week. These duties also involve coordinating with the CAM SU International Students' Campaign. A Liberation Officer.
- r) The BME Officer's duty is to represent the views and interests of Magdalene's BME community, offering support to those who need it and advocating for changes to make the college a more welcoming space for BME students. Their duties also involve coordinating with the CAM SU BME Campaign. A Liberation Officer.
- s) The Disabled Students' Officer's duty is to provide support and advocacy for any students with mental health issues or disabilities. These duties also involve coordinating with CAM SU's Disabled Students' Campaign. A Liberation Officer.

### **3) Conduct of JCR Elections**

- a) The organisation of JCR elections shall be the responsibility of the returning officer as defined in Clause 6 of the Constitution. They shall ensure that the election rules are communicated to candidates and shall ensure that correct democratic process is followed in line with the Constitution and Standing Orders.
- b) Prior to an election, the JCR committee may choose to form an Elections Working Group which shall be responsible for ensuring that the rules of the election are followed. Should this be the case, the Elections Working Group shall act on the Committee's behalf regarding the responsibilities of the Committee outlined in Clause 6 of the Constitution regarding the conduct of JCR elections.
- c) If there is a reported breach of the election rules it shall be the responsibility of the Elections Working Group to ensure that appropriate measures are taken to redress the advantage gained to a candidate by the breach of the rules.
- d) The Elections Working Group shall be formed of between three and five current JCR committee members, who are not themselves running for any office in that election. The JCR Committee shall decide within itself who the members of the Elections Working Group shall be.
- e) The Elections Working Group shall be chaired by the Returning Officer, with each member having one vote. Any resolution of the Elections Working Group shall be made by a majority of the votes cast. In the case of an equal division of the votes, the Returning Officer shall have a second and casting vote.
- f) An appeal against the decision of the Elections Working Group may be made, in this case, the procedure outlined in Clause 6.k. of the Constitution shall be followed.

### **4) Working Groups**

- a) Officers of the JCR may form Working Groups to facilitate the execution of any shared functionality of JCR officers.
- b) Working Groups shall be composed only of JCR officers.
- c) Working Groups shall be formed by consent of the Officers who shall be seated on them and by approval of a majority of the Executive.
- d) The chair of a working group shall be appointed by the Executive when the group is formed.
- e) New members of a Working Group may be added by a simple majority vote of the existing members.
- f) Any member of the JCR may be invited to attend a meeting of a Working Group by its chair.
- g) The Executive officers of the JCR have the right to attend any meeting of any WorkingGroup.