

Vanbrugh Junior Common Room Committee

Terms of Reference

CONSTITUTION

1. General

- 1.1. This document sets out the Terms of Reference for the Junior Common Room (hereafter called 'the JCR') of Vanbrugh College, a College of the University of York. It consists of the Constitution and the Appendices. It shall be the governing document and guide to all the activities of the JCR. It shall be subject to ratification by the College Council of Vanbrugh College and maintained by the Junior Common Room Committee (hereafter called 'the JCRC').
- 1.2. The Constitution may be amended by an Open Meeting in accordance with section 5 or by a Referendum in accordance with section 6, if a two-thirds majority of the votes cast (excluding abstentions) are in favour of a suitably-proposed resolution. Any changes to the Constitution shall be subject to ratification by the College Council before coming into effect.
- 1.3. The Appendices may be amended by a majority vote of a meeting of the JCRC (see section 4).
- 1.4. This document shall be reviewed every five years by the JCRC. Any proposed changes shall be made subject to the provisions of sections 1.2. and 1.3. before coming into effect.
- 1.5. The College Council shall be responsible for resolving any disputes about the meaning and interpretation of this document.
- 1.6. The JCR may be dissolved by an Open Meeting in accordance with section 5 or by a Referendum in accordance with section 6. The JCR may only be dissolved if at least 6% of Ordinary Members cast a vote and a two-thirds majority of the votes cast (excluding abstentions) are in favour of the resolution. The dissolution of the JCR shall be subject to ratification by the College Council before coming into effect. The dissolution shall only be ratified once the JCRC has made provision for setting up a new student organisation and handing over its affairs.

2. Membership of the JCR

- 2.1. The following are Ordinary Members of the JCR, entitled to participate fully in JCR activity and elections and to use all JCR facilities:
 - 2.1.1. all undergraduate student members of Vanbrugh College currently registered on a programme of study at the University.
- 2.2. The following are Associate Members of the JCR, entitled to use JCR facilities and to participate in its social, recreational and cultural activities but not permitted to take part in the governance and policy making of the JCR, including participating in any processes regarding elections:
 - 2.2.1. all graduate student members of Vanbrugh College;
 - 2.2.2. any undergraduate student member of Vanbrugh College granted suspension of studies from the University;
 - 2.2.3. all Honorary Members of the JCR appointed by a JCRC majority vote (see Appendix [C]);
 - 2.2.4. all other members of Vanbrugh College, including College Fellows and members of the Senior Common Room.
- 2.3. All Members shall have the right to opt-out of JCR membership by making a request in writing to the Chair of the JCRC (see section 4).
- 2.4. Former members of the JCR who have opted-out of membership, but who qualify for membership, may rejoin by making a request in writing to the Chair of the JCRC (see section 4). They shall become a Member of the JCR from the start of the next academic term.

3. Purpose of the JCR

- 3.1. The purpose of the JCR shall be to:
 - 3.1.1. represent, promote and defend the interests and wellbeing of all its student members;
 - 3.1.2. develop and promote the College's sense of community and unique identity;
 - 3.1.3. promote a culture of respect within the College, and towards the local community, and combat all forms of discrimination;
 - 3.1.4. provide social, cultural, sporting and recreational activities, as well as forums for discussion and debate, for the personal development of its members;
 - 3.1.5. promote and support opportunities for student members to develop their skills and experiences through voluntary, charitable and enterprise activities;

- 3.1.6. represent their members at the College Council and to management, the Students' Union, the University and any external bodies;
- 3.1.7. work with the College Council to develop and implement the College strategy and to support the charitable strategies of the Students' Unions.

4. The Junior Common Room Committee (The JCRC)

- 4.1. The JCRC is a group of Ordinary Members elected by the JCR which shall be responsible for the organisation of activities, events and campaigns on behalf of the JCR, as well as responsible for maintaining the JCR accounts. It may spend JCR funds in order to achieve the objectives of the JCR.
- 4.2. The elections to the JCRC shall be in accordance with section 8 of this Constitution.
- 4.3. JCRC Officers shall hold office for a period of one year, from January 1st until December 31st.
- 4.4. The Executive Officers of the JCRC shall be:
 - 4.4.1. the Chair;
 - 4.4.2. the Head of Wellbeing;
 - 4.4.3. the Head of Events;
 - 4.4.4. the Head of Communications;
 - 4.4.5. the Head of Sport ;
 - 4.4.6. the Treasurer;
 - 4.4.7. the Secretary;
 - 4.4.8. the Head Second and Third Year Mentor (STYM)
- 4.5. The Executive Officers shall be responsible for the day to day administration and management of the financial affairs and activities of the JCR.
- 4.6. The Executive Officers of the JCRC shall sit on the College Council with full voting rights as representatives of the JCR.
- 4.7. If the number of seats on the College Council reserved for representatives of the JCR shall be fewer than the number of Executive Officers, the representatives of the JCR shall be appointed by the Chair from amongst the Executive Officers.

- 4.8. If the number of seats on the College Council reserved for representatives of the JCR shall exceed the number of Executive Officers, further representatives shall be appointed by the JCRC.
- 4.9. A full list of JCRC Officer positions and their respective responsibilities may be found in Appendix [A].
- 4.10. No JCR Member shall hold more than one elected position on the JCRC.
- 4.11. Should any JCRC Officer cease to be an Ordinary Member of the JCR, that Officer shall be immediately removed from office.
- 4.12. A motion may only be passed in a meeting of the JCRC if at least 50% of its membership, including at least two Executive Officers, cast a vote and a majority of the votes cast (excluding abstentions) are in favour of the motion.
- 4.13. In the event of a tied vote, the Chair shall have the casting vote.
- 4.14. Any Ordinary Member of the JCR may attend a meeting of the JCRC with speaking rights but only JCRC Officers shall have voting rights.
- 4.15. The JCRC shall act upon all policies passed by an Open Meeting in accordance with section 5 or by a Referendum in accordance with section 6.
- 4.16. The Treasurer shall present the annual financial report of the JCR to an Open Meeting (see section 5) and to the College Council.
- 4.17. Any allocation of JCR resources shall be done in a fair and transparent manner.

5. Open Meetings

- 5.1. The purposes of an Open Meeting shall be to discuss issues of relevance to the JCR, pass JCR policies and amend this Constitution.
- 5.2. Whilst in session, an Open Meeting shall be the sovereign decision-making body of the JCR.
- 5.3. An Open Meeting shall be called at least once each year.

- 5.4. The methods for calling an Open Meeting shall be:
 - 5.4.1. a petition signed by 4% of the Ordinary Membership of the JCR and submitted to the Chair of the JCRC;
 - 5.4.2. a majority vote of the JCRC;
 - 5.4.3. the Chair of the JCRC calling an Open Meeting.
- 5.5. The JCRC shall give written notice of a forthcoming Open Meeting at least 48 hours in advance.
- 5.6. The agenda shall be set by the Chair of the JCRC and shall include any items submitted by an Ordinary Member of the JCR, as well as an open section to discuss any other business.
- 5.7. The agenda shall be published by the JCRC at least 24 hours in advance of the Open Meeting.
- 5.8. The Chair of the JCRC shall chair the Open Meeting. In the absence of the Chair, the Open Meeting shall vote to appoint a replacement for the duration of the Open Meeting. The Chair shall ensure that the meeting is in order, that all statements are relevant to debate and that no defamatory remarks are made. In the case of unruly behaviour, the Chair may exercise the power to halt the meeting until the offending individual has been excluded from the meeting.
- 5.9. Voting in an Open Meeting shall be by a show of hands in which every Ordinary Member of the JCR present shall be allowed one vote.
- 5.10. A motion may only be passed in an Open Meeting if at least 4% of Ordinary Members cast a vote and a majority of the votes cast (excluding abstentions) are in favour of the resolution.
- 5.11. In the event of a tied vote, the Chair shall have the casting vote.
- 5.12. Any decision made by an Open Meeting may only be amended by another Open Meeting or by a Referendum (see section 6).

6. Referenda

- 6.1. The purposes of a Referendum shall be to pass JCR policies and amend this Constitution.
- 6.2. The methods for calling a Referendum shall be:

- 6.2.1. a petition signed by 4% of the Ordinary JCR membership submitted to the Chair of the JCRC;
 - 6.2.2. a majority vote of the JCRC;
 - 6.2.3. the Chair of the JCRC calling a Referendum.
- 6.3. The JCRC shall give written notice of a forthcoming Referendum at least five working days in advance.
- 6.4. Any motions for a Referendum shall be submitted to the Chair of the JCRC and published by the JCRC at least 48 hours in advance.
- 6.5. Referenda shall be debated, before voting opens, in an Open Meeting in accordance with section 5. Amendments may be submitted, discussed and voted on in the Open Meeting.
- 6.6. Voting in the Referendum shall be by secret online ballot in which every Ordinary Member of the JCR shall be allowed one vote.
- 6.7. A motion may only be passed by a Referendum if at least 4% of Ordinary Members cast a vote in the Referendum and a majority of the votes cast (excluding abstentions) are in favour of the resolution.
- 6.8. Any decision made by a Referendum may only be amended by another Referendum or by an Open Meeting (see section 5).

7. Accountability of JCRC Officers

- 7.1. All JCRC Officers shall be expected to fulfil their role to the best of their ability. They shall fulfil the responsibilities of their position found in Appendix [A] and any mandates associated with their office that are passed by the JCR.
- 7.2. As a member of the JCRC, each Officer shall share collective responsibility for the political operation of the JCR and shall be expected to support other JCRC Officers in their duties as required.
- 7.3. Any Ordinary Member of the JCR may hold a JCRC Officer to account by petitioning the JCRC to hold a Vote of No Confidence in the Officer by following the procedure outlined in section 7.4.
- 7.4. The process for a Vote of No Confidence shall be as follows:
- 7.4.1. a petition signed by five JCRC Officers or fifteen Ordinary Members of the JCR shall be submitted to the Chair of the JCRC

- (if the Chair of the JCRC is the subject of the Vote of No Confidence, the petition shall be submitted to another Executive Officer of the JCRC who has not signed the petition);
- 7.4.2. the JCRC shall be informed of the petition and it shall be added to the agenda of the next JCRC meeting;
 - 7.4.3. the Officer in question shall be suspended until the meeting of the JCRC takes place, and may not fulfill any of the duties of their role;
 - 7.4.4. at the JCRC meeting, a discussion and a vote shall take place on whether to remove the Officer in question from their role and from the committee (if the Chair of the JCRC is the subject of the Vote of No Confidence, the meeting shall be chaired by another Executive Officer of the JCRC who has not signed the petition);
 - 7.4.5. if any Officer (including the subject of the Vote of No Confidence) wishes to appeal against the result of this vote, the JCRC shall call an Open Meeting (see section 5) where a further discussion and vote shall take place;
 - 7.4.6. In the event of an Open Meeting being inquorate, the appeal will be heard by the Head of College.
- 7.5. In the event of a JCRC Officer failing to attend three JCRC meetings without recorded apologies in the minutes during a single term, that Officer may be suspended and made subject to the provisions of section 7.4.4.
- 7.6. JCRC Officers may resign at any time by submitting their resignation to the Chair who shall present it on their behalf to the JCRC. If the Chair is resigning, their resignation shall be submitted to another Executive Officer of the JCRC to present on their behalf to the committee.
- 7.7. If a Member of the JCR is dissatisfied with their dealings with the JCR or Officers of the JCRC, or claims to have been disadvantaged by having opted-out of membership, they may make a formal written complaint to the Head of College, who shall investigate the matter and, if necessary, appoint an independent person to investigate and report.

8. Elections

- 8.1. Elections to the JCRC shall be overseen by an external Returning Officer nominated by Vanbrugh's Returning Officers.
- 8.2. Vanbrugh's Returning Officers shall be the Vice Chair for Wellbeing and the Secretary. They shall be responsible for assisting the external Returning Officer.

- 8.3. The Returning Officers shall have equal standing and, in the event of a dispute, the majority shall decide on the action to take.
- 8.4. In the event that a Returning Officer stands for a position, they shall be ineligible to act as a Returning Officer and a replacement shall be appointed by the JCRC.
- 8.5. In the event that a Returning Officer wishes to resign as a Returning Officer, a replacement shall be appointed by the JCRC.
- 8.6. Annual elections shall be held at the same time as the elections of other colleges during the Autumn Term.
- 8.7. All Ordinary Members of the JCR shall have the right to vote.
- 8.8. All Ordinary Members of the JCR shall have the right to stand for election to the JCRC.
- 8.9. No Ordinary Member of the JCR shall have the right to stand for election to more than one position on the JCRC.
- 8.10. Election candidates shall comply with the rules as laid out by the Returning Officers.
- 8.11. The Returning Officers shall have the right to apply sanctions up to and including disqualification from the election to any candidate who breaches the rules.
- 8.12. If, for any reason, positions for the incoming JCRC are left vacant, by-elections, following the same procedure as the main elections, may be held. Current members of the JCRC will assume voting rights (for the purpose of the by-election only) of the incoming JCRC and as such elect incoming members in the same fashion as main elections and co-option.**
- 8.13. If at any point during the year a position on the JCRC is vacant, the JCRC may elect Ordinary Members of the JCR to the position by holding by-elections, following the same procedure as for the main elections, or through co-option following the procedure outlined in section 8.14.
- 8.14. The procedure for co-option shall be as follows:

- 8.14.1. the JCRC shall advertise the vacant positions to the Members of the JCR and any Member interested in filling the vacant position shall be invited to a future JCRC meeting;
 - 8.14.2. all candidates shall be given the opportunity to speak about their reasons for wishing to join the JCRC;
 - 8.14.3. the JCRC shall vote on the candidates;
 - 8.14.4. the winning candidate shall immediately join the JCRC;
 - 8.14.5. the co-option shall be ratified at the next Open Meeting of the JCR.
- 8.15. Any positions that are defined in Appendix [A] as appointed rather than elected shall be filled by the JCRC by any method it chooses, in a fair and transparent manner.
- 8.16. If the JCRC becomes defunct and the Head of College is unable to resolve the situation, the College Council shall have the right to dissolve the JCRC and call emergency elections in accordance with section 8. Any Ordinary Member of the JCR may appeal against this decision by calling an Open Meeting in accordance with section 5 or a Referendum in accordance with section 6. The JCRC may only be deemed to be defunct if the JCRC has not held a quorate meeting in the previous full academic term or the JCRC Officers are unable to fulfil the responsibilities of their positions.

APPENDIX A: The Officers of the JCRC

ELECTED POSITIONS

The Chair:

- a. chairs JCRC meetings and Open Meetings;
- b. calls and sets the agenda for JCRC meetings and Open Meetings;
- c. is ultimately responsible for all JCRC activities and affairs;**
- d. coordinates and oversees JCRC activities;
- e. deputises for any other Officer unable to fulfil their responsibilities;
- f. is a signatory for processing transactions through the Students' Union Finance Office;
- g. represents the JCR on external committees including the College Council and the Student First Initiative;
- h. oversee whether other executive members are operating effectively.

The Head of Wellbeing:

- a. coordinates and oversees JCRC activities, especially those relating to wellbeing, as decided by the Chair;
- b. deputises for any other Officer unable to fulfil their responsibilities, as decided by the Chair;
- c. chairs the JCRC Wellbeing Sub-Committee and manages the:
 - i. Wellbeing Representative(s)
 - ii. the LGBTQ wellbeing Representative
 - iii. the Disabilities Representative
 - iv. the Overseas Representative
 - v. the BAME (Black, Asian and Minority Ethnic) Representative,
 - vi. the Off-Campus Representative;
- d. manages the Freshers' Week Second and Third Year Contacts (STYCs) scheme;
 - i. e.g. encouraging people to apply, promoting the scheme, managing applications.
- e. coordinates with the Head STYM to manage the Second and Third Year Mentors (STYMs) scheme;
- f. coordinates with the College wellbeing Team to promote awareness of wellbeing issues in the JCR;
- g. acts as a Returning Officer for JCRC elections;
- h. promotes a sense of wellbeing and community in the JCR;
- i. represents the JCR on external committees including the College Council and the Students' Union Liberation and wellbeing Committee.

The Head of Events:

- a. coordinates and oversees JCRC activities, especially those relating to events, as decided by the Chair;
- b. deputises for any other Officer unable to fulfil their responsibilities, as

- decided by the Chair;
- c. chairs the JCRC Events Sub-Committee and manages the Events Representative(s);
- d. is ultimately responsible for all events organised by the JCRC;
 - a. e.g. brainstorming, organising the budget with Treasury, working with Communications to promote events, working with Events Sub-Committee to set-up, run, and close down events.
- e. coordinates with other colleges, JCRs/SAs and the Students' Union as required;
- f. represents the JCR on external committees including the College Council;
- g. deputises where necessary to events reps for events that they cannot attend.

The Head of Communications:

- a. coordinates and oversees JCRC activities, especially those relating to communications, as decided by the Chair;
- b. deputises for any other Officer unable to fulfil their responsibilities, as decided by the Chair;
- c. chairs the JCRC Communications Sub-Committee and manages the Social Media Officer(s), the Graphics Officer(s), the Website Officer(s), the Photography Officer(s) and the Block Representatives;
- d. ensures clear communications by the JCRC with all members of the JCR and any other relevant parties;
- e. manages all aspects of event publicity;
- f. coordinates with campus media to publicise JCR events;
- g. coordinates the appointment of Officers within the JCRC Communications Sub-Committee ;
- h. represents the JCR on external committees including the College Council;
- i. Is responsible for the upkeep of the JCRC poster boards in the Vanbrugh Nucleus area;
 - a. prints the posters for events to share with block reps and works with the Treasury for the budget of this.

The Head of Sport:

- a. coordinates and oversees JCRC activities, especially those relating to collegiate unions and societies, as decided by the Chair;
- b. deputises for any other Officer unable to fulfil their responsibilities, as decided by the Chair;
- c. chairs the JCRC Sport Sub-Committee;
- d. is ultimately responsible for running and communicating with the college sport committees;
- e. represents the JCR on external committees;

- f. enforcing and passing out all Sports Memberships;
- g. *see Sports Reps for what else the Head of Sports runs.*

The Secretary:

- a. records the minutes of JCRC meetings and Open Meetings;
- b. ensures the smooth internal workings of the whole committee; resolving disputes, working with disaffected members and acting as an impartial link between the committee and the executive;
- c. ensures clear communications internally within the JCRC;
- d. acts as a Returning Officer for JCRC elections;**
- e. deputises for any other Officers unable to fulfil their responsibilities, as decided by the Chair;
- f. is a signatory for processing transactions through the Students' Union Finance Office;
- g. represents the JCR on external committees including the College Council;
- h. ensures that the Constitution is maintained and amended as dictated by Open Meetings and Referenda;
- i. coordinates the appointment of Officers;
- j. manages JCR bookings and usage of the JCR;
- k. decides which bodies shall utilise the JCR space and hire JCR equipment;
- l. chairs the Administration Sub-Committee.

The Wellbeing Representatives [2 positions: female & non-binary and male & non-binary]:

- a. ensure that wellbeing information is available to the JCR;
- b. run suitable wellbeing activities for the JCR;
- c. attend the JCRC Wellbeing Sub-Committee & the occasional committee wide meetings;
- d. aids in the coordination of the Freshers' Week Second and Third Year Contacts (STYCs) scheme

The LGBTQ+ Wellbeing Representative:

- a. ensures that wellbeing information is available to the JCR;
- b. runs suitable wellbeing activities for LGBTQ+ members of the JCR;
- c. represents LGBTQ+ members of the JCR;
- d. attends the JCRC Wellbeing Sub-Committee & the occasional committee wide meetings;
- e. aids in the coordination of the Freshers' Week Second and Third Year Contacts (STYCs) scheme.

The Disabilities and Access Wellbeing Representative:

- a. ensures that wellbeing information is available to the JCR;

- b. runs suitable wellbeing activities for disabled members of the JCR;
- c. represents disabled members of the JCR;
- d. attends the JCRC Wellbeing Sub-Committee;
- e. aids in the coordination of the Freshers' Week Second and Third Year Contacts (STYCs) scheme.

The International Students' Representative:

- a. ensures that wellbeing information is available to the JCR;
- b. runs suitable wellbeing activities for international members of the JCR;
- c. represents international members of the JCR;
- d. attends the JCRC Wellbeing Sub-Committee & the occasional committee wide meetings;
- e. aids in the coordination of the Freshers' Week Second and Third Year Contacts (STYCs) scheme.

The Off-Campus Wellbeing Representative:

- a. ensures that wellbeing information is available to the JCR;
- b. runs suitable wellbeing activities for mature and returning students of the JCR;
- c. represents mature and off-campus members of the JCR;
- d. attend the JCRC wellbeing Sub-Committee & the occasional committee wide meetings. ;
- e. aids in the coordination of the Freshers' Week Second and Third Year Contacts (STYCs) scheme.

The Events Representative(s) [4 positions]:

- a. assists the Head of Events for all events organised by the JCRC;
 - a. aiding in the organisation of events;
 - i. e.g. brainstorming, working with comms for promotion of events, helping run the events.
- b. attends the JCRC Events Sub-Committee & the occasional committee wide meetings.

The Merchandise and Sponsorship Representative(s) [2 positions]:

- a. designs, purchases and maintains a record of all JCR merchandise;
- b. attends the JCRC Finance Sub-Committee & occasional committee wide meetings.
- c. establishes business links with the community in order to further the aims of the JCR;
- d. assists the treasurer in securing sponsorship for any event organised by the JCRC;
- e. ensures that all agreements and contracts are upheld by the JCRC;

- f. works the merch stand on the chosen day;
- g. assisting the Treasurer in the creation of fresher's t-shirts and wristbands.

The RAG and Volunteering Representative(s) [2 positions]:

- a. promote involvement in RAG in the JCR;
- b. organise any RAG events and activities, such as for RAG Week.
- c. manages the JCR RAG Team;
- d. sits on the College Volunteering Committee;
- e. helps to promote volunteering within the college as and when required to by the College Volunteering Committee;
- f. acts as a liaison between the JCRC and the College Volunteering Committee;
- g. represents the JCR on other external committees as required;
- h. attend the JCRC Finance Sub-Committee meetings & the occasional committee wide meetings.

The Environment Representative:

- a. promotes involvement in environmental and ethical opportunities in the JCR;
- b. organises any environmental and ethical events and activities;
- c. chairs Green Vanbrugh;
- d. represents the JCR on external committees as required;
- e. attends the JCRC Administration Sub-Committee & the occasional committee wide meetings.

The Ordinary Member:

- a. coordinates projects and activities which fall outside the responsibilities of other Officers;
- b. organises the Vanbrugh Freshers' Fair (liaises with sports reps);
- c. distributes JCRC publicity materials as required;
- d. assists with any duties and/or activities as dictated and agreed by the JCRC.
- e. attends the JCRC Administration Sub-Committee & the occasional committee wide meetings.

The Music Representative:

- a. promote Vanbrugh Music to the JCR;
- b. coordinate with Vanbrugh Music leaders;
- c. coordinate with the College on all matters related to Vanbrugh Music;
- d. provides performance opportunities for members of the college's musical societies by hosting music-based events alongside the events sub-committee;
- e. attends the JCRC Events Sub-Committee & the occasional committee

- wide meetings;
- f. runs the Vanbrugh Spotify account.

The Sport Representative(s) [2 positions]:

- a. promote Vanbrugh Sport to the JCR;
- b. organise and book training sessions;
- c. organise Vanbrugh Sport socials;
- d. coordinate with Vanbrugh Sport captains;
- e. secure external funding for Vanbrugh Sport;
- f. publish the results of all Vanbrugh Sport matches;
- g. deputise as team captains as necessary;
- h. attends the JCRC Sports Sub-Committee & the occasional committee wide meetings;
- i. attends the College Sport Committee meetings on behalf of the Head of Sport if necessary;
- j. enforce Sport Memberships;
- k. organise end of year Sports Awards;
- l. runs the Sport Social Medias.

The Le Page Court Representative:

- a. ensures clear communications between the JCRC and Le Page Court;
- b. coordinates with facilities management and/or accommodation services should any issues arise regarding the condition of the block;
- c. distributes JCRC publicity materials in Le Page Court;
- d. attends the JCRC Communications Sub-Committee & the occasional committee wide meetings;
- e. assists with any duties and/or activities as dictated and agreed by the JCRC;
- f. **encouraged to take one of the communications-related officer positions overseen by the Vice Chair for Communications.**

The Donald Barron/Barbara Scott Courts Representative [2 positions]:

- a. ensure clear communications between the JCRC and Donald Barron/Barbara Scott Courts;
- b. coordinate with facilities management and/or accommodation services should any issues arise regarding the condition of the blocks;
- c. distribute JCRC publicity materials in Donald Barron/Barbara Scott Courts;
- d. attends the JCRC Communications Sub-Committee & the occasional committee wide meetings;
- e. assists with any duties and/or activities as dictated and agreed by the JCRC.

- f. encouraged to take one of the communications-related officer positions overseen by the Vice Chair for Communications.**

The Eric Milner-White Court Representative(s) [2 positions]:

- a. ensure clear communications between the JCRC and Eric Milner-White Court;
- b. coordinate with facilities management and/or accommodation services should any issues arise regarding the condition of the blocks;
- c. distribute JCRC publicity materials in Eric Milner-White Court;
- d. attends the JCRC Communications Sub-Committee & the occasional committee wide meetings;
- e. assists with any duties and/or activities as dictated and agreed by the JCRC;
- f. encouraged to take one of the communications-related officer positions overseen by the Vice Chair for Communications.**

The Fairfax House Representative:

- a. ensures clear communications between the JCRC and Fairfax House;
- b. coordinates with facilities management and/or accommodation services should any issues arise regarding the condition of the block;
- c. distributes JCRC publicity materials in Fairfax House;
- d. attends the JCRC Communications Sub-Committee & the occasional committee wide meetings;
- e. assists with any duties and/or activities as dictated and agreed by the JCRC;
- f. encouraged to take one of the communications-related officer positions overseen by the Vice Chair for Communications.**

The Postgraduate Temporary Representative:

- a. acts as the bridge between the undergraduate committee and the postgraduate committee ;
- b. attends the JCRC meetings & the occasional committee wide meetings;
- c. acts as voice of reason whilst **not** having voting powers in any votes taking place;
- d. attends the JCRC Administration Sub-Committee;
- e. coordinates welcoming incoming postgraduate students of the college.

APPOINTED POSITIONS

The Treasurer:

- a. is appointed via an application and interview process held by incumbent executive committee members;
- b. coordinates and oversees JCRC activities, especially those relating to finance, as decided by the Chair;
- c. deputises for any other Officers unable to fulfil their responsibilities, as decided by the Chair;
- d. maintains a record of JCR finances;
- e. creates and publishes an annual account to an Open Meeting and College Council;
- f. sets an annual budget for JCRC activities and events;
- g. chairs the JCRC Finance Sub-Committee and manages the Merchandise and Sponsorship Representative(s), RAG Representative(s) ;
- h. stay up to date with Sport's Finances;
- i. is a signatory for processing transactions through the Students' Union Finance Office;
- j. represents the JCR on external committees including the College Council.

The Head Second and Third Year Mentor (STYM):

- a. liaise between the JCRC and the STYM committee;
- b. work with the Head of Wellbeing to organise the application and interview process for Second and Third Year Contacts (STYCs) and STYMS;
- c. deputises for any other Officers unable to fulfil their responsibilities, as decided by the Chair;
- d. promote and create interest within the JCR for the STYC and STYM roles;
- e. attends the JCRC meetings & the occasional committee wide meetings;
- f. attends the JCRC Wellbeing Sub-Committee;
- g. chairs the STYM Committee;
- h. manage STYM involvement in Freshers' Week;
- i. working alongside the college life advisors & coordinators throughout the year;
- j. liaise with the Treasury to create the STYC t-shirts.

The Website Officer(s):

- a. produce, maintain and update the JCRC website;
- b. produce other technical materials and content;

- c. monitors the Vanbrugh Committee email;
- d. attend the JCRC Communications Sub-Committee & the occasional committee wide meetings;
- e. assist with any duties and/or activities as dictated and agreed by the JCRC.

The Graphics Officer(s):

- a. design and print posters and other publicity materials;
- b. attend the JCRC Communications Sub-Committee & the occasional committee wide meetings;
- c. assist with any duties and/or activities as dictated and agreed by the JCRC;
- d. to be assigned by the Vice Chair for Communications, and would preferably be filled by an existing member of the Communications sub-committee.

The Photography Officer(s):

- a. photograph and record all JCR events and activities;
- b. Send photos and other media to comms to post on social media;
- c. attend the JCRC Communications Sub-Committee & the occasional committee wide meetings;
- d. assist with any duties and/or activities as dictated and agreed by the JCRC.

The Technology Officer(s):

- a. is responsible for the maintenance and safe keeping of the JCRC's audio-visual equipment;
- b. ensure the relevant committee members (events sub-committee and executives) are adequately trained to use the equipment safely;
- c. attend events that require the use of JCRC audio-visual equipment in order to set up/pack down and run the equipment throughout;
- d. attend the Events Sub-Committee when necessary.

The V-Bar Officer(s):

- a. is responsible for supporting VBar events;
- b. liaising with the Line Manager at VBar;
- c. responsible for setting up the relevant equipment prior to VBar events;
- d. helping to organise content for pub quizzes and schedules for open mic nights;
- e. working alongside the Music Representative and Events

Representative(s) to ensure the smooth running of all VBar events.

APPENDIX B: The Sub-Committees of the JCRC

The following shall be established as sub-committees of the JCRC. In order to achieve its objectives, the JCRC may establish additional sub-committees. The membership and purpose of the sub-committees shall be decided by the JCRC. They shall act at all times within the terms of the Constitution.

The Events Sub-Committee

The Events Sub-Committee shall consist of:

- a. the Head of Events;
- b. the Events Representative(s);
- c. the Music Representative;
- d. additional JCRC Officers depending on the issues being discussed.

The purpose of the Events Sub-Committee shall be to:

- a. organise a range of different events for the JCR;
- b. oversee the budget allocated to events;
- c. coordinate with other colleges and JCRs and the Students' Union as required.

The Wellbeing Sub-Committee

The Wellbeing Sub-Committee shall consist of:

- a. the Head of Wellbeing;
- b. the Wellbeing Representative(s);
- c. the LGBTQ Wellbeing Representative;
- d. the Disabilities & Access Wellbeing Representative;
- e. the Overseas Wellbeing Representative;
- f. the Mature and Returning Students Wellbeing Representative;
- g. the BAME (Black, Asian and Minority Ethnic) Representative
- h. additional JCRC Officers depending on the issues being discussed.

The purpose of the Wellbeing Sub-Committee shall be to:

- a. organise Wellbeing events, campaigns and services for the JCR;
- b. ensure that Wellbeing information is available to the JCR;
- c. coordinate the Freshers' Week Second and Third Year Contacts (STYCs) scheme;
- d. oversee the budget allocated to Wellbeing;
- e. promote a sense of wellbeing and community in the JCR;
- f. coordinate with the Students' Union and the College as required.

The Communications Sub-Committee

The Communications Sub-Committee shall consist of:

- a. the Head of Communications;
- b. the Le Page Court Representative;
- c. the Donald Barron/Barbara Scott Court Representative;
- d. the Eric Milner-White Court Representative(s);
- e. the Fairfax House Representative;
- f. additional JCRC Officers depending on the issues being discussed.

The purpose of the Communications Sub-Committee shall be to:

- a. promote and publicise all events and activities organised by the JCRC;
- b. ensure clear communications between the JCRC, all members of the JCR and any other relevant parties;
- c. create and maintaining a coherent brand within all aspects of the JCR;
- d. work on any projects that enhance the communications of the JCRC.

The Finance Sub-Committee

The Finance Sub-Committee shall consist of:

- a. the Treasurer;
- b. the Merchandise and Sponsorship Representative(s);
- c. the RAG Representative(s);
- d. additional JCRC Officers depending on the issues being discussed.

The purpose of the Finance Sub-Committee shall be to:

- a. manage the budget for JCRC activities and events;
- b. secure sponsorship and funding JCRC activities and events;
- c. promote sales of merchandise and event tickets;
- d. seek to avoid running a financial deficit over the course of the term of the JCRC.

The Sport Sub-Committee

The Sport Sub-Committee shall consist of:

- a. the Sport Representative(s);
- b. the Chair;
- c. the Treasurer;
- d. the Head of Sport
- e. a representative (usually the Captain) from each Vanbrugh Sport team/club;
- f. a representative from the College Council;
- g. additional JCRC Officers depending on the issues being discussed.

The purpose of the Sport Sub-Committee shall be to:

- a. promote Vanbrugh Sport to the JCR;
- b. oversee the budget allocated to sport;
- c. organise Vanbrugh Sport socials and training sessions;
- d. arrange for the purchase of kit and equipment;
- e. seek to minimise the cost of Vanbrugh Sport to the JCRC by seeking alternative sources of funding;
- f. coordinate with York Sport Union on all matters related to college sport.

The Administration Sub-Committee

The Administration Sub-Committee shall consist of:

- a. the Secretary;**
- b. the Environment Representative;**
- c. the Ordinary Member;**
- d. the Website Officer(s);
- e. the Graphics Officer(s);
- f. the Tech Officer(s);
- g. the Photography Officer(s);
- h. the Alumni Officer(s);
- i. the Postgraduate Temporary Role;

The purpose of the Administration Sub-Committee shall be to:

- a. To ensure the smooth running of and clear communication within the JCRC
- b. To coordinate any student-led policy campaigning within the college
- c. To assist in any additional matters at the request of the JCRC chair

APPENDIX C: Honorary Members of the JCR

1. Allen Warren, who was awarded the status of Honorary Member for services to the College during his 24 years as Provost in a unanimous decision by a JCR Open Meeting on 15th November 2007.

APPENDIX D: Finance

1. The JCRC shall be responsible for conducting the financial affairs of the JCR fairly and honestly and maintaining solvency.
2. All individual outlays shall be authorised by the Treasurer and either the Chair or the Sales Representative.

3. The JCR shall hold all its bank accounts with the Students' Union Finance Office.
4. Any surplus or deficit to the JCR Own Funds account at the end of the financial year shall be carried forward to the following year. The Students' Union agrees that there will be no transfer from the JCR Own Funds account to the Students' Union except in the case of an overspend on Students' Union funds account and then only with the approval of the JCRC through the Treasurer.
5. No contract with a financial consideration or which commits the JCR to a financial liability shall be entered into without the approval of the JCRC through the Chair and the Students' Union's Colleges Coordinator (or relevant staff member).
6. No contract or agreement which commits the JCR to a financial liability beyond the term of the incumbent JCRC shall be entered into.