

HOMERTON

UNION *of* STUDENTS JCR

CONSTITUTION

SECTION 1: HUS JCR CONSTITUTION – P.2

SECTION 2: HUS JCR STANDING ORDERS – P.6

SECTION 3: HUS JCR OFFICERS AND STAFF – P.18

WHAT IS THE HUS JCR?

The Homerton Union of Students Junior Common Room (HUS JCR) represents all Undergraduate and PGCE members *in statu pupillari* at Homerton College. Every Undergraduate and PGCE student in college shall be a member of the HUS JCR, unless they choose to opt out. Along with the HUS Middle Common Room (HUS MCR) they shall form the Homerton Union of Students (HUS).

ANNUAL ACCOUNT

The HUS JCR committee shall represent all Undergraduate and PGCE students on College Council, and shall provide a variety of services to student members.

These services shall include, but not be limited to, representation within the university and beyond, welfare advice, academic support, entertainment, communications and the management of College societies.

SECTION 1: THE HUS JCR CONSTITUTION

I. THE CODE OF PRACTICE:

1. The Homerton Union of Students Junior Common Room (the HUS JCR) will at all times operate in a fair and democratic manner.
2. The HUS JCR will maintain a written Constitution approved by the College Council and members of the HUS JCR. This constitution will be reviewed at intervals not exceeding five years.
3. The College Senior Tutor will be responsible, on behalf of the College Council, for monitoring compliance with the Constitution of the HUS JCR, and to report compliance to the College Council when necessary. College Council has the right to impose sanctions on the HUS if there is just cause *after* discussion with the HUS President.
4. The HUS JCR is accountable to its members and to the College Council for the management of its finances. Specifically it will:
 - a. Submit Budget proposals through Homerton Union of Students (HUS) to College Council by the end of Michaelmas Term each year.
 - b. Publish HUS annual accounts, which will be available to all students and to the College Council.
 - c. Publish HUS financial reports that will include all organisations to which the Union has made donations and the amount of any such donations;
 - d. Permit the monitoring of HUS JCR expenditure by the College Council as and when required to do so.
5. All matriculated Undergraduate and PGCE members of the College shall be deemed to be members of the HUS JCR unless they decide to relinquish their membership. Members will have the following rights:
 - a. To vote in the relevant HUS JCR elections as set out in this document.
 - b. To participate in the democratic government of the HUS JCR.
 - c. To attend and vote at the HUS JCR Open Meetings and the HUS JCR AGM; and at request any other governing or policymaking bodies of the HUS JCR.
 - d. To stand for elected positions on the HUS JCR Executive.
 - e. To use all the facilities and services provided by the HUS JCR, CUSU and NUS.
6. Appointments to major HUS JCR offices will be by election in a secret online (and on request paper) ballot of all members. The Senior Tutor alongside the Returning Officers shall ensure the fairness and proper conduct of such election.
7. No person appointed to Sabbatical Union Office may serve for more than two years.
8. The procedure for the allocation of resources to groups and clubs will be fair and maintained as part of The HUS JCR Constitution.
9. Any affiliations to external organisations will be published in a report annually, and made available to students and the Council, with the name of the organisation concerned and details of any subscriptions, fee or donation. Where a group of members of the HUS JCR, in a minimum number no less than 5% of the HUS JCR membership, request a ballot to determine the continued affiliation of the Union to a particular organisation, a secret ballot of all members must be held. A further ballot concerning the same organisation may not be held until 12 months have elapsed.
10. Copies of this constitution will be available on request to any member free of charge.

II. OPEN MEETINGS

The Executive shall be mandated at Open Meetings to perform certain tasks and undertake particular campaigns.

Proposals shall be submitted to the Open Meeting within 24 hours of a meeting. All motions shall have a proposer and a seconder. The proposer and subsequent speakers shall have three minutes to make their speeches.

Emergency motions may be submitted just before the meeting, but *must* be in time for distribution.

Any motions that get passed by Open Meetings shall then pass into the HUS JCR Policy. It is the Executive's responsibility to ensure that they are carried out. Open Meetings shall occur at the discretion of the Executive, a minimum of once each term.

The Final Open Meeting of the Year shall be the AGM, which shall review the current years' work. Any constitutional proposals made at previous Open Meetings shall be approved.

An extraordinary Open Meeting shall be called if requested by 25 members of the HUS JCR or a petition of the Executive and must be held within seven days of the petition if this falls within University Full Term. If this is not the case, the meeting will roll over to the next term, or academic year.

Quoracy

Quorum for any HUS JCR Open Meeting shall be 5%. If the meeting is not quorate then decisions made shall not become policy. However, such decisions may be granted temporary status by a vote of confidence from the Executive at the following HUS JCR Executive Meeting, pending ratification at a future quorate Open Meeting.

Referenda

A referendum of the membership may be called if requested by a petition of 50 members of the HUS JCR, or by a resolution of the Executive or Open Meeting. It must be held within 20 days of such a petition or resolution. Referenda shall be decided by a simple majority, providing the number voting in favour of the motion is at least one tenth of the membership of the HUS JCR.

In the event of a referendum, the HUS JCR President, or in the case of absence, the VP Internal, is the Returning Officer, and voting is under the same conditions as Elections. Any resolution shall take immediate effect, and shall override any previous policy.

III. THE HUS JCR EXECUTIVE'S RESPONSIBILITIES

Each member of the HUS JCR Executive Committee shall fulfil the HUS JCR Executive Responsibilities and their individual job description (see *Section 3: 6*).

IV. THE CO-OPTED TEAM

Co-opted student members are appointed by the HUS JCR Support team and Executive committee after submitting a written application. This includes Liberation Officers as well as other co-opts (e.g. Welfare, Target & Access, Services & Green, Open Portfolio etc.). They shall not be entitled to vote in Executive meetings except those open to all members of the HUS JCR.

The Liberation Team is made up of co-opted members. They shall be accountable to the HUS JCR Exec (the Support team in the first instance) and the HUS JCR. Liberation Officers should aim to have at least one Campaign or event per year. Liberation Officers are required to give a suitable handover by way of a written document. Executive Members are only allowed to run for co-opted positions if no member of the wider student body runs in two rounds of nomination.

V. HUS JCR ELECTIONS

All the HUS JCR elections shall be conducted by secret ballot, run online (and also including paper voting upon request), and decided by a Single Transferable Vote in accordance with the regulations as set out in the University Statutes and Ordinances. No candidates may campaign using 'Facebook', other than updating their cover photo once, or other online methods, but they may promote the election itself by way of publicising the date and method of voting. In usual circumstances, the election of all Officers shall take place as follows:

The HUS JCR Support Team:	Lent term
The HUS JCR Executive:	Easter Term

All candidates shall have a proposer and two seconders; these cannot be members of the outgoing or incoming HUS JCR Executive committee. The candidate standing for election must produce a one page black and white manifesto with no photos of themselves or specific supporters, and speak for two minutes at the Hustings, with their proposer speaking for one minute. Campaigning expenses must not exceed £5.

VI. SOCIETIES

Any non-political (therefore disallowing political activism and governmental politics) club, society or organisation may be recognised by the HUS JCR provided a proposal to form the club is signed by ten members of the HUS JCR and given to the President. The society shall have a formal constitution and shall agree to abide by the rules laid down by the HUS JCR for the use of premises, events, inclusion and accountability for the use of the HUS JCR funds. This shall be presented at Open Meeting for its ratification by the quorate body of the HUS JCR present. Society Presidents are encouraged to work closely with the Executive team and the Office Manager. Their first point of contact should be either the President, Vice President Internal, or the Office Manager/ HUS JCR Treasurer for financial issues.

VII. AFFILIATION

Affiliations to external organisations or bodies shall be determined by a majority vote of an Open Meeting. Details of the affiliation, including the name of the organisations or bodies and the cost of the subscription shall be included in the financial report, which shall be made available to all students and approved for publication at the first Open Meeting of the following academic year.

VIII. AMENDMENTS TO THE CONSTITUTION

Open Meetings and/or referenda shall be the sole bodies competent to amend the Constitution and its schedules, aside from the initial creation of an entirely new Constitution. Any amendments, aside from the initial creation of an entirely new Constitution, proposed by members of the HUS JCR, should be subject to the approval of the Open Meetings before being put to the College Council, and then the Governing Body, if relevant.

All amendments to the Constitution shall require the support of two-thirds of those present and entitled to a vote at a quorate Open Meeting, or a majority of a quorate referendum.

The Constitution should be reviewed at intervals not greater than five years.

IX. INDEMNITY

Every Officer, appointee or member of staff (including Senior Treasurer) of the HUS JCR shall be entitled to be indemnified out of the assets of the HUS against all losses or liability which they may sustain in or about the execution of their office, or otherwise in relation thereto, and no Officer, appointee or member of staff, including the Senior Treasurer, shall be liable for any loss, damage or misfortune which may happen to be incurred by the HUS in the execution of the duties of their office, or in relation thereto. *An indemnity clause must be tagged to any e-mail, which is an enquiry about a contract or the cost of fulfilling the terms of a contract or is enquiring about anything, which could entail the HUS entering into a contractual agreement either verbal or written.* Provided nothing in this clause shall affect the liability for the consequences of any negligent or criminal act on the part of any Officer, appointee or member of staff or in the case of the Senior Treasurer for wilful negligence arising from their own acts carried out without reference to the President, Treasurer or any other Officer, appointee or member of staff of the HUS. The HUS shall take out an insurance policy to protect the assets at risk under this clause when judged appropriate by the Office Manager.

Any losses endured by the HUS are not the responsibility of the HUS JCR Officer involved, neither are any gains gotten during that Officer's time on the Executive to be used to their personal advantage. Any criminal or negligent act committed by an Officer is, however, their responsibility, as the HUS Indemnity Insurance will not cover or excuse these actions.

X. INTERPRETATION OF THE CONSTITUTION

The President is primarily responsible for interpreting the constitution in how it relates to the actions of the HUS JCR. If there is disagreement about the interpretation of any part of this Constitution, an Open Meeting will be sought and decided by a simple majority. If this fails to resolve the disagreement then an independent arbiter should be sought from the Governing Body of Homerton College.

XI. DISSOLUTION OF THE HUS JCR

If for any reason the HUS JCR ceases to exist, all money and property attributed to the HUS JCR shall be frozen and held by the Governing Body of Homerton College until such time as the HUS JCR is reconstituted. The Governing Body may judge that the budget and audited accounts shall continue to be regulated by the HUS.

XII. OPT-OUT REGULATION

A student has the right to opt out of HUS JCR at any time by writing a letter to the President expressing their wish not to be a member of the HUS JCR.

Not being a part of the HUS JCR will not affect the right of a student to attend clubs and societies, use the facilities provided by the HUS JCR or attend social events. An opted out student will have no opportunity to take part in the democratic structure of the HUS JCR.

XIII. COMPLAINTS

The complaints procedure for the HUS JCR is an approved version of the CUSU complaint procedure, therefore avoiding any contradictions or confusion for students who are members of both Unions. The HUS JCR endeavours to offer all of our members, partners, clients and employees the highest levels of respect and good service.

Complainants are encouraged in the first instance to seek informal resolution with HUS Executive Officers through verbal or written mediation.

However, if a complainant is dissatisfied that a resolution has been reached by the above process, they are entitled to make a formal complaint to register a grievance formally and seek redress.

An individual who wishes to make a formal complaint must do so in writing: by email to the HUS JCR President, by post, or in person at the HUS office. The complaint must include the complainant's contact details, and information concerning the nature of the grievance. If it is deemed necessary by the complainant, the complaint may be taken directly to the Senior Tutor.

XIV. HOMERTON UNION OF STUDENTS FINANCE AND GENERAL PURPOSES COMMITTEE (HUS F&GP)

There shall be a parent entity entitled Homerton Union of Students (HUS) which shall be administered by an HUS Financial and General Purposes Committee that shall consist of the following:

- HUS JCR President and Treasurer
- HUS MCR President and Treasurer
- Senior Treasurer(s) of the HUS (Chair)
- The HUS Office Manager

The HUS F&GP Committee shall be responsible for the preparation of the overall budget of the HUS (HUS JCR and MCR), agreement to its apportionment and shared decisions concerning budgeting, constitutional wording and capital expenditure. The Committee will have authority to present the overall HUS budget to its constituent membership for its approval, together with submission of the Budget and Audited Accounts to College Council for the release of the College subvention to the HUS. The Committee shall meet at least once each term, and a member shall be nominated to write minutes and send them to the College Finance Officer and Bursar.

SECTION 2: HUS JCR STANDING ORDERS

1 DEMOCRACY

1.1 ELECTIONS

- 1.1.1 The Returning Officer of the HUS JCR shall be the HUS Office Manager and the Deputy Returning Officer is the HUS JCR President, unless circumstances dictate otherwise. Executive elections will be held during Undergraduate Term.
- a. The Returning Officer shall be responsible for the good conduct of all elections, by-elections and interpretation of election regulations.
 - b. The Deputy Returning Officer takes on the Returning Officer's duties in their absence.
 - c. An Acting Returning Officer can be nominated for the duration of a single election by the Returning Officer or their deputy but must be ratified by the Executive. Such an appointment must be reported to the HUS JCR, by Open Meeting or other communicative means.
- 1.1.2 The dates of elections and by-elections will be at the discretion of the Returning Officer and the HUS JCR President. The dates of all elections and election regulations shall be publicised to all HUS JCR members.
- 1.1.3 The timetable for Executive Committee elections shall be as follows:
- a. Notification of election and publication of election timetable: 5 working days inclusive.
 - b. Nominations open to nominations close: 5 working days inclusive.
 - c. Campaigning shall be allowed from nominations close and the publication of candidate's names, which will be 4 days before the Hustings.
 - d. Online Voting: this shall begin immediately after the Hustings on the first day and continue for 3 days inclusive. Timings shall be decided at the discretion of the Returning Officer and Deputy Returning Officer and publicised to the HUS JCR.
 - e. Paper Voting: should paper voting be requested, it shall take place during office opening hours (between 10am and 2pm) for the 3 days inclusive of online voting.
 - f. The unconfirmed results shall be available for all voters to see as soon as voting closes online. Paper ballots must be counted and announced immediately. Senior members of College must be notified on the day of results being announced.
- 1.1.4 Any member of the HUS JCR shall be entitled to stand for any elected position except those that specify academic status:
- a. There should be at least one PGCE position open solely to applicants studying for PGCE course, either within the HUS JCR or the HUS MCR.
 - b. Undergraduate Officers must be student members of the HUS JCR following any Undergraduate course.
- 1.1.5 There will be a single Executive Officer for each position, with the exception of Ents Officers for which there will be two positions and Welfare Officers for which there will be three positions.
- 1.1.6 No person on the Executive or Executive-elect may nominate or second any candidate in an election.
- 1.1.7 Nomination forms should be signed by the candidate, a proposer and two seconders and received by the Returning Officer no later than midday on the day that nominations close. Along with a nomination form candidates should provide a manifesto that accords with the guidelines stated at *Section 1: V* and *Section 2: 1*.
- 1.1.8 Manifestos, nomination forms and arrangements for voting shall be clearly displayed by the Returning Officer online and/or on a HUS notice board within 24 hours of closure of nominations.
- 1.1.9 The Hustings will be organised by the HUS JCR President who must ensure that the HUS JCR members are notified and invited to attend.
- 1.1.10 Only current members of the Executive (including the co-opted team) not standing for a position may staff the voting table, which will be set up in the HUS office or other communal area during the times at which paper voting is open. Executive-Elect members may staff the voting table. The Senior Tutor should monitor the voting on behalf of the College.
- 1.1.11 All members of the HUS JCR may vote in the relevant election if they are named in that year's current Undergraduate and PGCE student register, or through the cross referencing of an up-to-date membership list. The election will be by secret ballot.
- 1.1.12 Voting slips must include the names of each of the candidates and the office being contested. 'Re-open nominations' or 'R.O.N' will also be an option in all elections. If 'R.O.N' wins the election, a new election will take place as soon as possible, and will follow the same timetable as stated in *Section 2: 1.1.3*. For the purposes of counting, 'R.O.N' will be treated as a separate candidate.

- 1.1.13 A record of all members who vote shall be kept for two weeks after the notification of the successful candidates. All HUS JCR members may check the count at their own discretion.
- 1.1.14 For the HUS JCR Executive elections to be valid there shall be a minimum of 50 votes cast. Should an election be declared invalid, another election shall be held within 7 days with the same minimum poll.
- 1.1.15 Candidates cannot issue any publicity before the close of nominations and all publicity shall be subject to regulations as stated at *Section 2: 1.7.1* and *Section 1: V*. These regulations will be clearly communicated to candidates prior to campaigning. All candidates will be informed and any complaint about publicity material should adhere to the complaints procedure outlined at *Section 1: XIII*.
- 1.1.16 No-one shall be eligible to vote on behalf of another person.
- 1.1.17 There shall be an Elections Committee, which may be convened to pass ruling on any election dispute as stated at *Section 2: 1.4.4*.

- 1.2 BY-ELECTIONS
 - 1.2.1 If any of the Executive posts fall vacant, then the Returning Officer shall arrange a by-election, having gained the advice of the Senior Tutor of the College. It is the responsibility of the Returning Officer and Deputy Returning Officer to inform all members of College staff of any change of elected members.
 - 1.2.2 If any of the Executive posts fall vacant, then the Returning Officer shall arrange a by-election, having gained the advice of the Senior Tutor of the College. It is the responsibility of the Returning Officer and Deputy Returning Officer to inform all members of College staff of any change of elected members.
 - 1.2.3 If a post remains vacant for two such by-elections then the Executive can co-opt an Executive member, under the recommendations of the HUS JCR President.
 - 1.2.4 If a post falls vacant outside of University full term time, The HUS JCR President and Office Manager must use their discretion and either wait until full term to hold a by-election or co-opt a member of the HUS JCR into the Executive position if there has been expressed interest in the role. If the second option is chosen, the appointment of this individual must be ratified at the earliest possible instance at an Executive Meeting and an Open Meeting.

- 1.3 DECLARATION OF RESULTS
 - 1.3.1 The declaration of the result of HUS JCR elections and referenda shall be made at the completion of the verification of the count by the Returning Officer.
 - 1.3.2 Candidates shall be officially informed by way of an election notification letter signed by both the Returning Officer and the HUS JCR President.
 - 1.3.3 Unless a complaint concerning the conduct or result of an election or referenda is received by the Returning Officer or the College Senior Tutor from a member of the HUS JCR within 48 hours of the official declaration of the result, the result shall be final and unalterable, pending ratification by the Governing Body of the College.

- 1.4 DISPUTES
 - 1.4.1 If any member of the HUS JCR considers they have reason to question either the conduct or the result of an election or referendum, they shall make their opinion known, in writing, to the Returning Officer and shall supply the Returning Officer with all the evidence in their possession. They shall co-operate with the Returning Officer in their investigations to the best of their ability.
 - 1.4.2 All complaints must be received within 48 hours of the official declaration of the results of the election.
 - 1.4.3 The Returning Officer must write to all members involved in the dispute and convene the Elections Committee.
 - 1.4.4 All disputes must be considered by the Elections Committee, which shall be assembled in the event of a dispute that cannot be satisfactorily resolved by the Returning Officer. It shall have no member that is standing for or nominating/proposing/seconding or actively supporting any other candidate running for election, in the event of this the Returning Officer shall substitute a relevant member of the Committee. It shall consist of the following four people:
 - a. The HUS JCR President
 - b. A member of the Support Team
 - c. The Senior Tutor, or a suitable replacement if unavailable.
 - d. The Returning Officer, who shall be the Chair of the Committee.

- 1.4.5 The decision of the Elections Committee shall overturn any previous rulings of the Returning Officer if in disagreement.
- 1.4.6 The Returning Officer shall submit the findings of their investigations to the Committee as evidence for them to consider. The Committee should invite the complainant and any other relevant parties to a meeting in which a full account of the complaint shall be heard.
- 1.4.7 The Elections Committee's decision should be taken by all parties to be a fair appraisal of the complaint. All parties involved in the complaint shall be informed of the Elections Committee's decision in writing. However where either or both parties dispute the findings of the Elections Committee, they should notify the Chair of the Committee, in writing, within 48 hours of being informed. This letter should indicate the reasons for the dispute and will be taken to Open Meeting and read out. In the event of such a dispute the Committee will also commission a report into its findings and its reasoning. This report shall be submitted, along with the letter, to the Chair of Open Meetings. The Chair shall read out both the letter and the report to the meeting.
- 1.4.8 Votes will then be cast either in favour of the findings laid out in the report or in the case laid out by the complainant (or in abstention). A simple majority will decide the result of the complaint.
- 1.5 **BALLOT BOXES**
- 1.5.1 Shall be lockable and of a construction that will indicate if it had been tampered with.
- 1.5.2 Shall be sealed by the Returning Officer in between elections.
- 1.5.3 In between voting periods, the slot in the box shall be sealed shut by the polling Officer on duty at the end of the period; they shall make sure that the box is safely deposited as instructed by the Returning Officer, normally within the HUS office.
- 1.6 **THE COUNT**
- 1.6.1 Shall be conducted, or if online verified, by the Returning Officer and if necessary assisted by one member of the Executive not standing for election. Each candidate or a representative of each candidate has the right to attend the count. The count shall take place in a closed room. No-one is to enter or leave from the time the ballot box is opened until the results are declared by the Returning Officer.
- 1.7 **REGULATIONS**
- 1.7.1 The regulations governing all the HUS JCR elections are as follows and should be displayed online and/or on a notice board and circulated to all candidates:
- a) **MANIFESTO AND CAMPAIGN**
1. All individuals can submit one black-and-white A4 manifesto, to be displayed in College by the HUS JCR.
 2. Political affiliations are not permitted to be made on manifestos.
 3. Photographs of the candidate or personal details about any particular supporter or any member of the HUS JCR are not allowed on any publicity or the manifesto.
 4. The Returning Officer or Deputy Returning Officer can reject any manifestos which conflict with any the HUS JCR policy concerning statements likely to cause offence.
 5. Candidates cannot issue any publicity before the close of nominations.
 6. No candidate can exceed £5 on campaign expenditure.
 7. Candidates must abide by the University regulations regarding the use of email lists.
 8. Candidates are responsible for those campaigning on their behalf.
 9. Candidates must not put up posters that cannot be taken down by reasonable means after the election (i.e. candidates may not glue posters up or make use of stickers). It is also the responsibility of the candidate to remove all campaign material once the voting has closed.
 10. Candidates will be reminded that posters displayed in unregulated areas, e.g. on windows and doors, are not protected from being removed.
 11. Systematic destruction and vandalism of posters will result in disciplinary action.
 12. Stickers are banned except when worn by supporters.
 13. Candidates will be reminded that both the HUS JCR and College have a policy on harassment and candidates should make themselves and their supporters aware of this and the boundaries that are in place. Incidents of harassment will be forwarded to the Dean, and if a case of harassment is upheld by the Dean it would be held as unfair campaigning, thus the candidate would be disqualified.

14. The use of Facebook and other forms of social media (including but not limited to Twitter, Instagram, WhatsApp, Snapchat) for campaigning is forbidden, both in public and in private discussions with more than 8 HUS JCR members, with the exception of a candidate changing their Facebook 'cover photo' to campaign material. Candidates are permitted to use Facebook to remind HUS JCR members when Hustings and voting is taking place, both publicly and privately.

b) THE HUSTINGS

1. Hustings shall be held and advertised within 4 working days of the close of nominations.
2. Each candidate's proposer shall speak for no longer than 1 minute.
3. Candidates' speeches must be no longer than 2 minutes.
4. Questions shall be addressed to all candidates and will be received through the Chair.
5. The Chair and Vice-Chair shall be the same as at Open Meeting, unless one of them is running for election.
6. The Chair can reject any statements/questions that conflict with HUS JCR policy concerning statements likely to cause offence.

c) VOTING

1. All votes shall be cast in accordance with the terms outlined at *Section 2: 1.1.11- 1.1.17* and shall use the Single Transferable Vote system in line with the University of Cambridge Statutes and Ordinances.

2 FINANCE

2.1 FINANCE

- 2.1.1 The HUS JCR President supported by the HUS JCR Treasurer, and HUS Office Manager will exercise day-to-day control of the HUS JCR's finances, which are assigned within the HUS Budget and Accounts. They will be accountable for any money that is spent, firstly to the HUS JCR Executive and the HUS JCR members and then to the HUS F&GP and through it the College Council.
- 2.1.2 The Executive will seek to appoint a Senior Treasurer who will normally be a Fellow of College. They will be subject to approval from the Open Meetings and the Governing Body of Homerton College.
- 2.1.3 The role of Senior Treasurer is a voluntary role held by a senior member of the College staff unconnected with the Finance Office. It is purely an advisory role appointed by College Council to oversee the activities and finances of HUS (which includes those assigned to the HUS JCR).
- 2.1.4 The Senior Treasurer shall:
 - a. Chair the meetings of the HUS Finance and General Purposes Committee.
 - b. Be a signatory for HUS JCR cheques.
 - c. Maintain contact with the HUS Treasurer throughout the academic year, and endeavour to meet with them when necessary.
 - d. Be advised on all expenditure exceeding £1000.
 - e. Be consulted on all dealings with the College staff and be on hand to offer advice, if necessary.
 - f. Be prepared to advise the Treasurer impartially on difficult financial decisions.
- 2.1.5 The Treasurer, JCR President and Office Manager advised by the Senior Treasurer shall produce an overall budget estimate for submission to the HUS Finance and General Purposes Committee in the first instance. The budget will be discussed with the Finance Officer and Bursar, and then presented for consideration by the HUS Finance and General Purposes Committee. Following HUS agreement it will be submitted to College Council by the end of Michaelmas Term for approval.
- 2.1.6 The Union shall hold two bank accounts in the names of:
 - a. Homerton Union of Students Current Business Account
 - b. Homerton Union of Students Community Account
- 2.1.7 Cheques/monies drawing from the HUS Current account shall be signed by two of the following signatories subject to the prevailing regulations; the HUS Office Manager as a primary signatory, the HUS JCR Treasurer or HUS MCR Treasurer and as necessary the Senior Treasurer.
- 2.1.8 No signatory may draw a cheque in their own favour.
- 2.1.9 Payments made from petty cash shall not exceed £25.

- 2.1.10 All official contracts shall bear the signatures of the HUS JCR Treasurer, and/or Office Manager and where relevant the event Treasurer.
- 2.1.11 No member of the HUS JCR committee can enter into a contractual agreement without the written permission of the Office Manager. Any contractual agreement over £500 should be advised to the Senior Treasurer.
- 2.1.12 The Executive may appoint a replacement signatory in the event of a vacancy amongst the student signatories; such a replacement shall cease upon the filling of a vacancy.
- 2.1.13 Accounts will be submitted for Audit through HUS and the HUS Audited Accounts and the approved budget shall be available in the HUS Office. They will also be presented annually to the College Council.
- 2.1.14 No Union funds can be donated to any political groups or factions (including those supporting political activism or governmental political groups). It is at the discretion of the Executive Committee to agree upon a definition of 'political groups or factions' in the event of ambiguity.

REQUESTS FOR MONEY

- 2.2.1 Any society or organization wishing to request monies, outside that laid out at the budget approved by the College Council, from the HUS JCR societies account, shall be dealt with in a fair, democratic and consistent manner.
- 2.2.2 Requests for monies shall need to be submitted in writing to the HUS JCR Treasurer containing detailed budget plans of what the monies shall be used for.
- 2.2.3 The HUS JCR Treasurer (in consultation with the HUS Office Manager) shall meet to discuss the proposal and review it with regards to the following criteria:
 - a. How many students will benefit?
 - b. How much money does the HUS and therefore HUS JCR budget set aside?
 - c. Has the application been adequately justified?
 - d. Does the application conflict with the aims of the HUS JCR?
- 2.2.4 The HUS JCR Treasurer can choose to bring the proposal before an Open Meeting if they deem it that it would be in the JCR's interests to do so. The proposal will then be voted on.
- 2.2.5 The HUS JCR is financially accountable to HUS and all transactions will be made through HUS and in consultation with the Office Manager.

3 CLUBS AND SOCIETIES:

3.1 SOCIETIES AND OTHER HUS JCR ORGANISATIONS

- 3.1.1 Any club, society or organisation can be recognised by the HUS JCR provided the following regulations are adhered to.
- 3.1.2 A petition to form the club is signed by 10 members of the HUS JCR and given to an Executive Committee meeting.
- 3.1.3 The club/society must present a constitution to the Executive. All constitutions should include:
 - a. Name of the club, society or organization
 - b. Aims of the group
 - c. Membership rules and regulations
 - d. The finance details of the said club or society including:
 - 1. The subscription costs
 - 2. Agreement that the HUS will hold the society funds
 - 3. Agreement not to hold their own bank account.
 - e. The Governing Officers of that club or society listing its Officers which can include:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
 - 5. Any other Executive posts
 - f. Provision for the election of a Committee of Officers, if this is deemed necessary.
 - g. Responsibilities of the Committee
 - h. Further regulations:
 - 1. The Officers of the club/society must endeavour to meet at least once a term and administer day-to-day affairs of the club/society in accordance with decisions made at quorate (one third of all members) meetings.

2. Ordinary meetings of all members of the club/society should be held at least once per term.
 3. Every club or society must discuss their accounts with the HUS Office Manager or HUS JCR Treasurer at least once during the academic year.
 4. Emergency meetings of all members of the club/society can be called at the written request of the Officers of the club/society or 5 members of the club/society.
 5. The society agree to have an inclusive membership that does not discriminate based on sex, gender, religion, racial or ethnic identity, nationality, socio-economic background or sexual orientation, and are therefore in line with the University of Cambridge's guidance policy.
- 3.1.4 The HUS JCR President and the HUS JCR Treasurer shall be ex-officio members of all clubs/societies.
 - 3.1.5 The constitution of the club/society must be approved by Open Meeting. All constitutions should acknowledge in writing points 3.1.6, 3.1.7, 3.1.8 and 3.1.9.
 - 3.1.6 The recognition of a club/society and its funding can be withdrawn by the HUS if it receives evidence that the club/society is contravening its own Constitution or the Constitution of the HUS JCR.
 - 3.1.7 No club/society can hold a separate bank account. All monies received must be banked as part of the HUS accounts.
 - 3.1.8 Any application for sponsorship by a club or society must be presented to the HUS JCR President and the HUS JCR Treasurer before the formal application is made.
 - 3.1.9 All club/society accounts are strictly confidential. Only the three named officials of the relevant club together with the HUS Office Manager, the HUS JCR President, the HUS JCR Treasurer and Senior Treasurer may have access to them. No details of the account except total income, total expenditure and overall balance may be discussed or made known without the prior permission of all of the above, unless the club/society enters into a negative balance.

4 OPEN MEETINGS

4.1 THE AIMS

4.1.1 The Aims of Open Meetings are:

- a. To be the principal governing body of the HUS JCR.
- b. To meet regularly (at least once per term) and to represent the articulated needs, opinions and concerns of students.
- c. To hold the HUS JCR Executive accountable to the wider student body.
- d. To consider ordinary and emergency motions with regard to making them the HUS JCR policy and to mandate Officers through the passing of motions to carry out members' wishes.
- e. To act as a forum for student and staff concerns.
- f. Pass on information about the HUS JCR events, campaigns and policy.
- g. To facilitate Hustings for Executive positions.

4.2 THE CHAIR AND SECRETARY

- 4.2.1 The Chair and Secretary of Open Meeting shall be decided by the Executive Committee at the start of Michaelmas Term.
- 4.2.2 The Chair is responsible for keeping the meeting in order, making sure that everyone who so wishes is given a fair chance to speak without interruption. All remarks must be addressed through the Chair, who will invite members to speak.
- 4.2.3 The Chair shall not participate in debate, except in the event that the vote is undecided and shall make neutral summations when necessary. The Chair has the authority to ask members to summarise their points or cut short a speech.
- 4.2.4 The Chair must ensure that only one item is discussed at a time and that there is a balance of speeches for and against the motion before it goes to a vote.
- 4.2.5 The Vice-Chair will take on the role of Chair in the Chair's absence or when meeting business concerns the Chair and will act in a supporting and advisory capacity to the Chair.
- 4.2.6 The Vice-Chair will have normal role and rights as a member unless they are acting as the Chair.
- 4.2.7 The Secretary, normally an Executive member, will take minutes of the meetings and ensure that they are distributed to those students who signed in to the Open Meeting and accessible to the wider student body.

- 4.2.8 The Chair or the HUS JCR President will have responsibility for setting the agenda and its prompt circulation including details of any motions being put at least 48 hours before the date of the meeting.
- 4.3 ACCOUNTABILITY
- 4.3.1 Student Open Meetings are accountable to the student body.
- 4.3.2 Each Open Meeting will include an opportunity to question the HUS JCR Executive members on their actions since the last Open Meeting.
- 4.3.3 All members of the HUS JCR Executive should be available to give a brief report to the Open Meeting on their work during each term if requested.
- 4.4 ORDER OF BUSINESS
- 4.4.1 The order of business will be taken in the following order:
- a. Apologies
 - b. Minutes of the previous meeting
 - c. Matters arising from the minutes
 - d. Reports and statements from the Executive
 - e. Question to the Executive
 - f. Objections to the order paper
 - g. Proposals/motions
 - h. Emergency motions
 - i. Any Other Business
 - j. Date and time of next meeting
- 4.5 EQUAL OPPORTUNITIES
- 4.5.1 The Union is fundamentally committed to equal opportunities and welcomes representatives from all sections of the community. Any comment deemed by the Chair to be racist, sexist, homophobic, discriminatory or derogatory in any way to another member of the HUS JCR or the community at large may be asked to withdraw their comment and/or leave the meeting for the duration of that said meeting.
- 4.6 REGULATIONS
- 4.6.1 In order to vote on a motion an individual must have been present for the whole motion (i.e. not enter halfway through or just for voting, nor leave and come back).
- 4.6.2 The Chair, Vice-Chair and Secretary should keep a note of any individual entering (or leaving and re-entering) during a motion and discount their vote if they attempt to vote.
- 4.6.3 The number of votes must be equal to (or less than where some people are not voting) the number of people present at the meeting.
- 4.7 THE HUS JCR ANNUAL GENERAL MEETING (AGM)
- 4.7.1 The AGM shall ratify policy decided by Open Meetings throughout the year, where necessary.
- 4.7.2 The AGM shall hold the Executive to account for their year's work.
- 4.7.3 Responsibility for production of papers and minutes for meetings rests with the Vice-President Internal. They should also bring any lapsed policies (those over 2 years old) to the attention of the AGM, as they see fit.
- 4.7.4 The Chair and Vice-Chair of the HUS JCR AGM shall be the same as the HUS JCR Open Meetings.
- 4.7.5 The order of business may be altered if a HUS JCR member requests so. In the first instance this shall be treated as a friendly amendment, though if this is not the case, the request will move to a vote requiring the approval of two thirds of voting members present.
- 4.7.6 All members of the HUS JCR may speak and vote at AGMs.
- 4.7.7 Non-members of the HUS JCR may only attend by invitation and provided that there is a majority vote in favour of such attendance. Non-members whose attendance is not agreed will be asked to leave.
- 4.8 RULES GOVERNING MOTIONS
- 4.8.1 Ordinary motions shall be received in writing 48 hours before the relevant meeting.

- 4.8.2 Emergency motions can be received before the start of any relevant meeting, but must arrive in time to be copied for distribution, as outlined in *Section 1: II*. Emergency motions can only deal with matters having arisen since the ordinary motion deadline.
- 4.8.3 All motions must have a proposer and a seconder. The proposer shall move the motion; it shall thereafter be open for discussion and may be withdrawn only with the consent of the meeting.
- 4.8.4 The proposer of any motion shall have the right to sum up the debate immediately before the vote is taken.
- 4.8.5 There shall be no new information or points of information during the summing up speech.
- 4.8.6 Emergency motions may be moved only if they deal with matters that have arisen since the original date for submission of motions, and if a majority votes for the discussion of this motion. Emergency motions may only be discussed if all properly submitted motions have been discussed.
- 4.8.7 In the absence of any discussion, the Chair shall ask if there are any further speeches, and if not, shall put the motion to the vote.
- 4.8.8 All speeches shall be limited to 3 minutes duration but can be extended with the consent of the meeting.
- 4.8.9 All amendments require a proposer and a seconder.
- 4.8.10 There shall be only one motion or amendment before the meeting at any one time. The first amendment to a motion shall be proposed.
- 4.8.11 When all amendments have been voted upon then the fundamental motion shall be debated.
- 4.8.12 The proposer of the fundamental motion shall have the right to accept the amendment causing the amended motion to become the fundamental. The original proposer then becomes the proposer of the amended motion.
- 4.8.13 In the event of any amendment being carried, which was not accepted by the proposer of the original motion, the amended motion shall become the fundamental motion, and the proposer of the amendment shall become the holder of the fundamental motion.
- 4.8.14 Any time during the discussion of a motion or amendment it shall be the right of any member of the HUS JCR to request any of the following procedural motions, except when the Chair or a member who has been called to speak holds the floor.
- 4.8.15 The following procedural motions may be requested:
 - a. A vote of no confidence in the Chair
 - b. A challenge to the Chair's ruling
 - c. That the motion be not put forward
 - d. That the motion be now put forward
 - e. That the motion be voted on in parts
 - f. That the meeting be temporarily adjourned for a specific period of time
 - g. That the matter be remitted to the appropriate HUS JCR Committee
 - h. That the motion be referred back for investigation or re-examination
 - i. A request for a Chair's ruling
 - j. That the meeting be adjourned
 - k. A request for speaking rights to be given to a named person for a stated period of time
- 4.8.16 All votes on procedural motions shall have a speech for and a speech against only.
- 4.8.17 All procedural motions require a simple majority except (a) which requires a two-thirds majority.
- 4.8.18 Procedural motions must have a proposer and a seconder. They shall have one speech for and one against followed immediately by a vote, and shall require a simple majority of those HUS JCR members present and voting.
- 4.8.19 If the procedural motion (d) is put, the procedural motion shall be immediately voted upon. If it is carried, the mover of the motion under discussion shall sum up immediately.
- 4.8.20 If procedural motions (a) or (b) is put, the Chair shall hand the Chair to another member of the Executive. The proposer of the procedural motion shall state their case, the person who has just vacated the Chair shall reply, and then the matter shall be put to a straight vote.
- 4.8.21 In the event of procedural motion (a) being carried, the challenged Chair shall not resume the Chair during the rest of the meeting.
- 4.8.22 In the event of procedural motion (b) being carried the challenged Chair may resume the Chair but be bound by the vote.

5 EXECUTIVE MEETINGS:

5.1 THE MEETINGS

- 5.1.1 There shall be regular Executive meetings during term time.

- 5.1.2 Any HUS JCR member may put forward an item to be discussed at these meetings.
- 5.1.3 The Vice-President Internal shall take minutes of each meeting, which will then be distributed to the rest of the Executive.
- 5.1.4 Decisions shall be made by a majority vote, the quorum being half the elected officers.

- 5.2 THE CHAIR
- 5.2.2 The President shall chair the meeting; in case of absence, a Support Team member shall chair in the President's place.
- 5.2.3 The Chair will be responsible for keeping order, making sure the argument is balanced and everyone wishing to speak gets a chance to do so.
- 5.2.4 The Chair must ensure that the Executive is presented with all pertinent details before moving to a vote. The Chair will summarise the feelings of the meeting and each point (if possible).
- 5.2.5 The Executive may ask someone who is not a member of the HUS JCR Exec to chair a meeting, in which case that person does not have a vote.

SECTION 3: HUS JCR OFFICERS AND STAFF

6 THE EXECUTIVE COMMITTEE

6.1 THE HUS JCR EXECUTIVE'S RESPONSIBILITIES

- 6.1.1 Each member of the Exec shall:
- Fulfil their individual job description (see *Section 3: 7 and 8*).
 - Attend Executive meetings and Open meetings, or send apologies. Any member who fails to attend 3 consecutive meetings without apologies shall be deemed to have resigned from their role.
 - Represent their students and the further objectives of the Union outlined in *The HUS JCR Constitution: Standing Orders*.
 - Respond to requests for information and take effective action.
 - Help out at HUS JCR functions, including but not limited to Freshers' Week events and BOPs.
 - Perform weekly timetabled office hours in the HUS Office. The Support Team shall do 4 hours per week; the Executive shall do 2 hours per week.
 - Implement HUS policy and carry out mandates of Open Meetings.
 - Write a handover document for their successor.
- 6.1.2 A member of the Executive who fails to carry out the responsibilities listed above may be the subject of a Motion of No Confidence (see *Section 3: 10*)

6.2 THE SUPPORT TEAM

- 6.2.1 The Support Team shall consist of the Vice-President Internal, Vice-President External and Treasurer.
- 6.2.2 The Support Team shall be appointed members of the Executive to supervise and support, being the first point of contact for any arising issues, allowing for good working relationships and resolving conflict.
- 6.2.3 The Support Team are expected to deal with such issues sensitively and should maintain confidentiality where appropriate. The President shall supervise and assist the Support Team in these duties.

7 THE SUPPORT TEAM ROLE DESCRIPTIONS

7.1 THE HUS JCR PRESIDENT

7.1.1 *Generalities*

The HUS JCR President may be a Sabbatical position as a part time (30 hours per week approximately) employee of the HUS or be an unpaid, non-Sabbatical position. At all times the HUS JCR President should ensure that the student body is kept well informed of relevant matters from both inside and outside of the College. The HUS JCR President should do this by maintaining a good working relationship with the Executive, Liberation Officers, Co-opted Team and College Staff. They should be held accountable by the student body via the Executive and Open Meetings and be a member of the HUS Finance and General Purposes Committee.

7.1.2 The role of the HUS JCR President shall principally be as follows:

- The HUS JCR President shall seek in every aspect of their work to further the aims of the HUS JCR.
- The HUS JCR President should work for at least 30 hours per week on Union and/or College business during term times and outside of term when necessary; this shall involve being regularly in the HUS office for 20 hours per week minimum during term time.
- The HUS JCR President should at all times work in close liaison with the Support Team and Office Manager.
- It is the HUS JCR President's responsibility to ensure that correspondence concerning the HUS JCR, which is relevant to the wider student body, is on public display either physically or online.
- The HUS JCR President should maintain an accurate list of all HUS JCR Officers. These lists should be on public display and distributed to relevant College authorities.
- The HUS JCR President has the option so be a co-signatory of all the HUS cheques and requisition forms.
- The HUS JCR President shall maintain an effective dialogue with College staff. Meetings between the Principal and the Senior Tutor and the HUS JCR President should take place twice a term.
- The HUS JCR President should adhere to the rules listed in all sections of the constitution.

- i. If any constitutional amendments are made, the HUS JCR President is responsible for ensuring that all such amendments are added to the constitution by keeping a record. The HUS JCR President should present amendments to the Governing Body of the College each academic year.
- j. The HUS JCR President is responsible for maintaining the good work of the Executive and should seek to aid Executive members in any way possible to further the aims of the HUS JCR. This should include providing appropriate training and support throughout the year.
- k. The HUS JCR President shall ensure all plans are in place for both the PGCE and Undergraduate Freshers' Weeks
- l. The HUS JCR President shall ensure that the May Ball/June Event Presidency is adequately advertised to ensure the most adequate candidate is appointed.
- m. The HUS JCR President shall aid the Vice-President Internal in the completion of a yearly survey to discover how College and the HUS JCR Services can be improved.
- n. The HUS JCR President will establish and maintain effective communication (in conjunction with the Vice-President External) with CUSU and the NUS.
- o. The HUS JCR President will play an active part in the work of CUSU, working closely with the CUSU Sabbaticals, attending CUSU Council and Presidents' meetings.
- p. The HUS JCR President is responsible (with the Vice-President External) for presenting CUSU Council motions to the student body so that they vote at CUSU Council in a way that reflects the beliefs of Homerton Students.
- q. The HUS JCR President, with the Vice-President Internal, must organise all elections and if there is a dispute must sit on the Elections Committee. The President is to be the Deputy Returning Officer, unless running for re-election in which case a suitable alternative is to be found, such as the Vice-President Internal. The Deputy Returning Officer is consequently unable to vote to ensure impartiality.
- r. The HUS JCR President must chair the AGM and the Hustings; and Open Meetings if necessary.
- s. The HUS JCR President shall maintain the opening of the HUS office for at least 4 hours every weekday during undergraduate term time, and be available to students and staff for at least that amount of time each weekday, schedule dependent.
- t. The HUS JCR President shall attend the Alumni Weekend (normally a weekend at the end of September), or arrange for a suitable alternative from the HUS JCR to attend in their place.

7.1.3 Committees:

The HUS JCR President shall take up a place on the following College/CUSU committees:

- a. HUS Finance & General Purposes Committee
- b. College Council
- c. Dean's Advisory Committee
- d. Start of Year Meeting
- e. Equal Opportunities Committee
- f. Bar and Catering Committee
- g. IT Committee
- h. Health and Safety Committee
- i. Library Committee
- j. Archives Working Group
- k. CUSU Council
- l. CUSU Presidents' and Externals meetings

7.2 THE HUS JCR TREASURER

7.2.1 The HUS JCR Treasurer shall:

- a. Supervise the efficient day-to-day running of the HUS JCR's financial affairs alongside the Office Manager.
- b. Remain adequately informed at all times of the amounts held in the HUS bank accounts; of all the bills to be paid to the HUS; of all monies owed to the HUS; of all the physical assets of the HUS and their state of repair. The Office Manager holds this information, as they are the sole access to our SAGE accounting as per audit instruction, however the Treasurer will provide upon request anything that is required.
- c. Oversee accounts of all the HUS JCR Clubs and Societies and be on hand to provide advice about financial matters when necessary.
- d. Maintain a close liaison with College, and liaise effectively with the HUS Senior Treasurer.
- e. Be adequately informed on matters such as grants, student loans access funds and College bursaries and prizes so that they can direct students to an authorized source.

- f. Look for ways of increasing efficiency, of cutting costs and of increasing income that are not detrimental to the student body as a whole.
- g. Take responsibility for communicating financial issues to the students as and when they occur through Open Meetings, including communicating information about the HUS JCR budget..
- h. Be a member of the HUS Finance and General Purposes Committee where they shall be the main proposer for the allocation of resources to groups and clubs affiliated with the HUS JCR.
- i. Liaise with the MCR Treasurer when necessary. This is especially pertinent during the organisation of PGCE Freshers' Week.

7.2.2 Committees:

- a. HUS Finance and General Purposes Committee
- b. Ex-officio member of any Committee Meetings of those societies receiving a grant from the HUS JCR
- c. College F&GP (when invited)

7.3 VICE-PRESIDENT INTERNAL

7.3.1 The Vice-President Internal shall:

- a. Organise and advertise the Homerton Freshers' Fair, which will be held at the beginning of each academic year as part of the induction of first year students.
- b. Manage team rotas for events and the staffing of the HUS office during term time.
- c. Organise training week prior to Undergraduate Freshers' Week. This shall include writing and distributing training guides to all Executive members and Co-opted Liberation Officers; organising meetings with relevant college staff, and organising a timetable of training sessions.
- d. Take minutes in Executive and Open meetings, and ensure they are distributed to everyone concerned.
- e. Be involved, when necessary, in the organisation of all societies in College. This should include verifying constitutional requirements of societies and ensuring their aims are not contrary to those of the Union. The Vice-President Internal shall compose a list of all Society Presidents to be displayed in the HUS office and circulated electronically to College staff.
- f. Maintain the good work of the Executive Committee, Liberation Officers, Co-opts and Support Team.
- g. Be a member of the Elections Committee in the event of a dispute.
- h. Support the President and cover for them in the event of their absence.

7.4 VICE-PRESIDENT EXTERNAL

7.4.1 The Vice-President External shall:

- a. Have overall responsibility for organising campaigns for student related issues originating from outside Homerton but supporting all members of the Executive and student body on representative campaigns inside Homerton.
- b. Organise publicity of External affairs within College.
- c. Represent Homerton with the HUS JCR President at CUSU Council and CUSU Presidents and Externals meetings.
- d. Have responsibility for organising Hustings for all CUSU or other external elections at Homerton, and for acting as the college Returning Officer for CUSU elections.
- e. Assist in the coordination of the external liaison with all relevant co-opted members of the Executive with CUSU and NUS, when necessary.
- f. Support the HUS JCR President and other members of the HUS JCR Executive in liaising with external bodies.
- g. Work with other Support Team members in the allocation of money to liberation campaigns.
- h. Work closely with the rest of the Support Team in organising Undergraduate Freshers' Week and throughout the year.

7.4.2 Committees:

- a. CUSU Externals Committee
- b. CUSU Council

7.5 THE HUS JCR PRESIDENT-ELECT

7.5.1 The President-Elect shall:

- a. Attend the HUS JCR Executive meetings but may not vote (unless in possession of a current Executive post).
- b. Familiarise themselves with the HUS JCR Constitution, policy, and office procedure.

- c. Familiarise themselves with next year's Executive and begin planning with Vice-Presidents-Elect, Treasurer Elect and current President for Freshers' Week.

7.6 THE HUS JCR TREASURER-ELECT

- 7.6.1 The Treasurer-Elect shall:
 - a. Assist the Treasurer wherever necessary.
 - b. Work with the Treasurer, President, President-Elect and Office Manager to prepare the annual budget presentation to the final HUS F&GP Meeting of the academic year, where necessary.
 - c. Familiarise themselves with the Bursar, Finance Officer and Office Manager, and familiarise themselves with the HUS office.
 - d. Familiarise themselves with next year's Executive and begin planning with the President Elect, Vice-Presidents Elect, and current President for Freshers' Week.

8 THE EXECUTIVE COMMITTEE

8.1 ACADEMIC AFFAIRS AND LIAISON OFFICER

- 8.1.1 There shall be one Liaison Officer and Academic Affairs and they shall:
 - a. In liaison with the Tutorial Office, organise student workers to help with the interview period, at the end of Michaelmas Term, and Open Days which may be out of term time.
 - b. Arrange College Families during the Summer Vacation, and hold regular events with a family focus. This shall include working with the Ents officers to arrange family events in Freshers' Week.
 - c. Hold trials for a University Challenge team in Michaelmas Term, choose the team, and then be responsible for their liaison with the TV production company.
 - d. Allocate Subject Representatives at the beginning of Easter Term for the following academic year; create a document outlining their roles and responsibilities; and remain in contact with them over the year.
 - e. Where possible, help to show visitors around Homerton or arrange for other students to do so.
 - f. Maintain good relations with the Tutorial Office.
 - g. Be responsible for academic matters arising at Executive Meetings and Open Meetings, and the relaying of these matters to the relevant staff or Committees.
 - h. Raise awareness of Homerton-run Study Skills sessions, CUSU Study Skills Sessions and academic support beyond the HUS JCR.
 - i. Work in the interests of the academic welfare of students including providing access to practical help and support for individuals and groups.
- 8.1.2 Committees:
 - a. CUSU Academic Affairs Officers Meeting
 - b. Educational Policy Committee Meeting
 - c. Changemakers Steering Group

8.2 CAREERS AND DEVELOPMENT OFFICER

- 8.2.1 There shall be one Careers and Development Officer and they shall:
 - a. Lead in the organising of HUS careers events, and support the College's alumni mentoring scheme, in liaison with the Development Office and the Bursar's Office
 - b. Support and publicise all fundraising and careers events, talks and workshops organised by the HUS and/or College.
 - c. During the summer, seek out partnership opportunities with local and national companies, and invite them to the Freshers' Fair and Careers' Fair where relevant. The Careers and Development Officer shall work with the Vice-President Internal to ensure these events are well organised.
 - d. Publicise any job, volunteering or personal development opportunities to students via email and/or social media.
 - e. Work with the Tutorial Office on the programme for Personal Development to ensure they are tailored to students' key needs.
- 8.2.2 Committees:
 - a. Changemakers Steering Group

8.3 COMMUNICATIONS OFFICER

- 8.3.1 There shall be one Communications Officer and they shall:

- a. Work in conjunction with other Union members and Executive officials (especially the Vice-President Internal) to communicate effectively and publicly with the wider student body. This shall include, but not be limited to, promotion of:
 - i. Forthcoming Events
 - ii. HUS JCR Liberation Campaigns
 - iii. HUS JCR elections, meetings and policy.
- b. Be aware of all major developments in College affecting members of the Union and act as a central point of reference and information.
- c. Organise the collection and adding of email addresses for the HUS JCR Email Bulletin.
- d. Collate information to be sent out in weekly HUS JCR Email Bulletins.
- e. Along with the President, compile a 'Freshers Guide' to send to new students over the Summer Vacation via email. They shall also ensure that a 'PGCE Guide' is sent out in collaboration with the MCR.
- f. Constantly consider new methods of communication and publicity and endeavour to minimise apathy and improve awareness throughout the College.
- g. Develop, maintain and effectively use the HUS JCR Website and Facebook groups.
- h. Be primarily responsible for the distribution and management of the HUS notice boards.
- i. Regularly update the HUS social media accounts with relevant and engaging images.

8.4 ENTERTAINMENTS OFFICERS

8.4.1 There shall be two Entertainments Officers and they shall:

- a. Provide quality, varied and regular entertainments for students throughout the academic year.
- b. Liaise with the Support Team to organise undergraduate Freshers' Week. They shall discuss and relay these plans to the wider team.
- c. Manage the organisation of three bops per undergraduate term, excluding during quiet period. This shall be done in compliance with the HUS Bop Procedures.
- d. Produce, in consultation with the President and relevant College officers, a termly schedule of events to include a minimum of a planned event every fortnight.
- e. Oversee the use of the Junior Common Room ensuring facilities fit the needs of the members of the HUS JCR and that the JCR Code of Conduct is being adhered to.
- f. Ensure that College events are as inclusive and varied as possible.
- g. Be the first point of contact for students and societies wanting to organise events in College venues.
- h. Liaise with the catering and bar staff in the organisation and promotion of regular HUS JCR internal entertainments.
- i. Ensure, alongside the Communications Officer, that HUS JCR events are sufficiently publicised to the student body using social media, email lists, the HUS website and physical publicity material displayed around college.
- j. Liaise with the HUS MCR to organise events for the entire student body and to communicate when necessary with the MCR entertainments officers.
- k. Work with HUS Welfare Officers and relevant Liberation Officers and Co-opt to aid the co-ordination of welfare events and autonomous campaign events.

8.4.2 Committees:

- a. Bar and Catering Committee

8.5 SERVICES & GREEN OFFICER

8.5.1 There shall be one Services & Green Officer and they shall:

- a. Liaise with the college Accommodation Officer; Estates; Housekeeping; Maintenance; Head Porter; Conference and Catering, and the MCR (where applicable.)
- b. Complete Fire Warden Training at the start of the academic year.
- c. Liaise with the Catering Manager and other relevant parties to ensure the catering services meet student needs.
- d. Organise storage facilities during the vacations, including the implementation of deadlines, fees and fines.
- e. Deal with student complaints concerning any services provided by college, providing a timely response in all cases.
- f. Promote and encourage environmentally friendly policies and practices within the HUS JCR and the College, particularly in on-site accommodation blocks
- g. Oversee the appointment of a Services & Green Co-opt, to aid the day-to-day running of the HUS JCR's Services operations and Green initiatives.

8.5.2 Committees

- a. Health and Safety Committee
- b. Bar and Catering Committee

8.6 SPORTS OFFICER

8.6.1 There shall be one Sports Officer and they shall:

- a. Provide co-ordination and leadership of the HUS affiliated sports teams
- b. Work closely in conjunction with the Treasurer to ensure that all sub payments are collected and submitted.
- c. Communicate with all sports captains to ensure they are informed about HUS policy, health and safety information and subs.
- d. Create and maintain a list of the names and contact details of all sports captains of HUS affiliated teams, and distribute it to the relevant College officers.
- e. Issue charges, at the discretion of the HUS JCR and/or Dean, to those who miss payment deadlines.
- f. Liaise with sports captains to co-ordinate all pitch and room bookings, and to relay this information to the relevant College officers.
- g. Organise annual sports team photos in either Lent or Easter term.
- h. Report all entries in the Sports Incident Book at termly Health and Safety Committee meetings.
- i. Work with the President to co-ordinate the daily running and maintenance of the College gym.
- j. Publicise College sports matches and results in an accessible manner to the student body, and continually promote student engagement in College sports.
- k. Work with the HUS committee and the College Bursar to seek out funding opportunities for College sport.
- l. Work to ensure sport in College is as inclusive as possible to all Homerton students.

8.6.2 Committees:

- a. Health and Safety Committee

8.7 TARGET AND ACCESS OFFICER

8.7.1 There shall be one Target and Access Officer and they shall:

- a. Promote increased access to Homerton College amongst students of all ages and socioeconomic backgrounds.
- b. Work to promote increased access to the wider University of Cambridge, primarily through working in close liaison with the CUSU Access Officer.
- c. Liaise with the College, in particular the Schools Liaison Officer, to ensure that its admissions procedures enable students from all backgrounds to gain entry.
- d. Appoint an individual or a team of Target and Access Co-opts and work alongside the Liberation Officers to ensure that access is made as wide as possible to include mature students, BME students, students with disabilities, LBGT+ students and female students, both before and after matriculation.
- e. Researching considerations that affect students' applications i.e. cost of living.
- f. Monitoring ratios of students applying, and being accepted to Homerton College and the University.
- g. To co-ordinate access efforts such as Inside Homerton, Homerton Shadowing Scheme and the Yorkshire Tour.
- h. Work closely with the Admissions Officer and Schools Liaison Officer.

8.7.2 Committees:

- a. CUSU Target and Access Meetings

8.8 WELFARE OFFICERS

8.8.1 There shall be three Welfare Officers.

8.8.2 Within this team of three Welfare Officers, at least two genders must be represented, unless all candidates identify as the same gender.

8.8.3 In all circumstances, the two candidates with the most votes shall be appointed as Welfare Officers.

8.8.4 In the event that the two candidates with the most votes identify as the same gender, the third appointed Welfare Officer shall be the candidate with the next highest number of votes who identifies as a different gender to the first two candidates with the most votes, unless all candidates identify as the same gender.

8.8.5 Each Welfare Officer shall:

- a. Along with the other Welfare Officers, run welfare events throughout the academic year, with particular emphasis on Freshers' Week, Week 5, and exam term.
- b. Maintain up-to-date information on the HUS JCR website, and adequately publicise welfare events to students via email or Facebook. This may include helping College officers draft updated safety policies.

- c. Attend CUSU Welfare training and meetings throughout the year. If they cannot attend in person, they should endeavour to send a Co-opt..
- d. Oversee the appointment of a team of Welfare Co-opts, to aid the day-to-day running of the HUS JCR's welfare operations.
- e. Ensure in conjunction with the wider Executive that a Gender Equality Officer is appointed who should attend CUSU Women's meetings and liaise with the CUSU Women's Officer and the HUS JCR Welfare team. Likewise the Welfare Officers should oversee the appointment of a LBGT+ Officer, a Disabilities Officer, an International Officer and a Black and Ethnic Minorities Officer.
- f. Provide accessible information on issues such as AIDS, alcohol abuse, rape, mental health, stress, harassment, eating disorders, contraception, pregnancy, drug abuse, smoking, finance, and LBGT+ issues. This should be carried out in conjunction with the Student Health Advisor, with whom the Welfare Team should build an effective communication.
- g. Have sufficient knowledge of the various welfare and counselling organisations within Cambridge to be able to supply students in need of help with informed and useful advice. They should be willing to attend training events if necessary.
- h. Be available to all students to act confidentially on their behalf during term times.
- i. Share responsibility with the other Welfare Officers and the President for the staffing of a term-time welfare phone.
- j. Have a basic knowledge of First Aid, and so be confident dealing with inebriated or unwell students until further help arrives.
- k. Liaise closely with the College Tutors and other pastoral officers including the Senior Tutor. This shall include attending College tutor meetings.
- l. Meet regularly with the MCR Welfare Officer(s), when relevant, to combine campaigns and maintain good welfare provision for all students.
- m. Comply with all relevant College policies, including but not limited to the College Sexual Assault and Harassment Policy.

8.8.6 Committees:

- a. Tutor Meetings
- b. Pastoral Team Meetings
- c. Equal Opportunities Committee

9 LIBERATION OFFICERS AND CO-OPTED MEMBERS

9.1 GENERAL RESPONSIBILITIES

- 9.1.1 Liberation Officers/Co-opted members of the HUS JCR may attend Executive meetings but do not have a vote. Co-opted members will be required to attend at least one Executive meeting each term, and all Open Meetings and Hustings.
- 9.1.2 Every Liberation Officer/Co-opted member will be given the option to, and will be actively encouraged to, participate in office hours and bop shifts, where they will be expected to carry out the same role as Executive members.
- 9.1.3 No HUS JCR Executive member may, in the first instance, apply for any co-opted position. In the event of no applicants from the wider student body after two rounds of publicity then an HUS JCR Executive member may carry out the role with the approval of a quorate HUS JCR Open Meeting.

9.2 REPRESENTATIVE STUDENT FORUMS

- 9.2.1 'Representative Student Forums' refers to the six forums for students within the HUS JCR, which mirrors the six CUSU Autonomous Campaigns (Women's (Gender Equality), BME, LBGT+, Disabled, International, Class Act).
- 9.2.2 The membership of these Representative Student Forums shall be comprised of any student who self defines as a member of the particular minority that the forum represents, or any student who is an ally who does not self-define as a member of the minority group.
- 9.2.3 The principal responsibility of each of the Representative Student Forums shall be to raise issues within the HUS JCR Executive that are pertinent to the minority that the particular Forum represents.
- 9.2.4 These positions should be filled by any student who self defines as a member of the particular minority group that the forum represents. Any of these positions can be applied for by joint candidates if justification for this is accepted by the President.

9.3 BLACK AND ETHNIC MINORITIES OFFICER (BME OFFICER)

- 9.3.1 The Black and Ethnic Minorities Officer (BME Officer) shall:

- a. Ensure that BME students' views and opinions are reflected throughout the whole of the HUS JCR's work, and represent the views of BME students to College where relevant.
- b. Ensure there are regular forums or groups where students of different ethnic minorities can meet, discuss pertinent issues and find support.
- c. Raise students' awareness of issues that affect BME students through meetings and events.
- d. Co-ordinate activities designed to counter racism, ethnocentrism or discrimination and to raise awareness of BME issues. Establish and maintain contact with CUSU's BME campaign and other similar student groups.
- e. Promote the positive involvement of BME students in all areas of the HUS JCR's activities.
- f. Monitor incidents of discrimination in the College and inform the HUS JCR and the College of these incidents.
- g. Seek to ensure that HUS JCR and College publications and events do not contain discriminatory material.
- h. Attend College Equal Opportunities Meeting

9.4 CLASS ACT OFFICER

9.4.1 The Class Act Officer shall:

- a. Ensure that working class students' views and opinions are reflected throughout the whole of the HUS JCR's work, and represent working class students' views to College, where relevant.
- b. Ensure that working class students are aware of all the support resources available both within the College and University.
- c. Work with the Target & Access Officer to liaise with the College, in particular the Schools Liaison Officer, to ensure that its admissions procedures enable students from all backgrounds to gain entry.
- d. Work with the CUSU Class Act Campaign.
- e. Raise awareness of issues regarding class at university.
- f. Promote the positive involvement of working class students in all areas of the HUS JCR's activities.
- g. Attend College Equal Opportunities Meetings.

9.5 DISABILITIES OFFICER

9.5.1 The Disabilities Officer shall:

- a. Ensure that disabled students' views and opinions are reflected throughout the whole of the HUS JCR's work, and represent disabled students' views to College, where relevant.
- b. Ensure that disabled students are aware of all the support resources available both within the College and University.
- c. Act as a liaison between disabled students, College, the University and the Disability Resource Centre to ensure the needs of disabled students are met.
- d. Work with the CUSU Disabled Students' Campaign.
- e. Raise awareness of issues regarding disability and discrimination against disabled students.
- f. Be a point of contact for incoming students with disabilities and, if possible, writing a part of the Freshers' Guide.
- g. Attend College Equal Opportunities Meetings

9.6 GENDER EQUALITY OFFICER

9.6.1 The Gender Equality Officer shall:

- a. Ensure that the views of self-defining women and non-binary people are reflected throughout the whole of the HUS JCR's work, and represent the views of self-defining women and non-binary students to College where relevant.
- b. Ensure there is a regular forum/group where women, non-binary people and allies can meet, discuss pertinent issues and find support.
- c. Establish and maintain contact with, and provide information from groups and organisations that work on gender issues, especially CUSU Women's Campaign.
- d. Promote the positive involvement of self-defining women and non-binary people in all areas of the HUS JCR's activities.
- e. Promote and encourage readership of CUSU Women's Campaign magazine among people of any gender.
- f. Be the Chair of the Gender Equality Student Forum, where relevant.
- g. Work closely with the JCR Welfare officers to ensure that gender issues are communicated effectively to the student body.
- h. Organise an event to celebrate International Women's Day (8th March).
- i. Attend College Equal Opportunities Meetings

9.7 INTERNATIONAL STUDENTS' OFFICER

9.7.1 The International Students Officer shall:

- a. Ensure that international students' views and opinions are reflected throughout the work of the HUS JCR, and represent the views of International students to College where relevant.
- b. Encourage international students to get involved in all aspects of the HUS JCR and College.
- c. Liaise with the iCUSU Campaign Officers and other relevant bodies.
- d. Organise activities and events for international students, occasionally working in liaison with the national and cultural societies of the University.
- e. Work closely with the Support Team and Ents Officers to ensure that International Students' needs are catered for, especially before and during Freshers' Week.
- f. Be a point of contact for incoming international students.
- g. Attend College Equal Opportunities Meetings

9.8 THE LESBIAN, GAY, BISEXUAL AND TRANSGENDER + (LGBT+) OFFICER

9.8.1 The LGBT+ Officer shall:

- a. Ensure that LGBT+ students' views and opinions are reflected throughout the whole of the HUS JCR's work, and represent the views of LGBT+ students to college where relevant.
- b. Provide LGBT+ perspectives of all matters concerning the HUS JCR and the College and ensure that there is a regular forum or group where LGBT+ students can meet.
- c. Organise social and educational LGBT+ meetings and events, including with new students in Freshers' Week.
- d. Establish and maintain contact with and provide information from groups and organisations that work on LGBT+ issues, especially the CUSU LGBT+ campaign.
- e. Liaise with other Colleges' LGBT+ reps and attend relevant meetings of the LBGT+ campaign.
- f. Manage the Homerton LGBT+ Facebook group where relevant.
- g. Attend College Equal Opportunities Meetings.

9.9 CO-OPTED SERVICES & GREEN OFFICERS

9.9.1 There shall be at least one Co-Opted Services & Green Officer and their role shall include:

- a. Aiding and assisting the Executive Services & Green Officer in their role (see *Section 3: 8.5*).

9.10 CO-OPTED TARGET & ACCESS OFFICERS

9.10.1 There shall be at least one Co-Opted Target & Access Officer and their role shall include:

- a. Aiding and assisting the Executive Target & Access Officer in their role (see *Section 3: 8.7*).

9.11 CO-OPTED WELFARE OFFICERS

9.11.1 There shall be at least one Co-Opted Welfare Officer and their role shall include:

- a. Aiding and assisting the Executive Welfare Officers in their role (see *Section 3: 8.8*).

9.12 THE WEB-MASTER

9.12.1 This role will only be advertised and appointed when the JCR President and/or Communications Officer deems it necessary.

9.12.2 Where one does exist the Web-Master shall:

- a. Liaise with the Communications Officer.
- b. Develop and maintain the presence of the HUS JCR on the Internet, including but not limited to updating the HUS Website www.husjcr.co.uk.

9.13 OPEN PORTFOLIO

9.13.1 The job description for this post will be set out in the candidates' manifestos and by being appointed their remit will be accepted as a temporary part of the constitution.

10 LEAVING OFFICE

10.1 BEING REMOVED FROM OFFICE

10.1.1 A two-thirds majority at a quorate Open Meeting may remove an Executive member from office.

10.1.2 Notification of a motion to remove an elected Officer should be given in writing to the HUS JCR President and the Officer concerned at least eight days before the meeting at which it is to be discussed. If the motion is against the President, notification should be given to the Vice-Presidents.

- 10.1.3 The Motion to remove an elected Officer should be published at least five working days before the meeting at which it is to be discussed.
- 10.1.4 If the HUS JCR President is removed, they should continue to receive remuneration for one month after the decision to be removed is made.

10.2 RESIGNATION

- 10.2.1 An Executive member shall be considered to have resigned if:
 - a. They provide written notice to the HUS JCR President. If the President wishes to resign, they shall provide written notice to the Vice Presidents and the Office Manager.
 - b. They cease to be a member of the HUS JCR.
 - c. They do not attend three consecutive Executive or Co-opted meetings without presenting apologies.

11 COLLEGE STAFF POSITIONS

11.1 HUS OFFICE MANAGER

- 11.1.1 There shall be an Office Manager employed by the College on behalf of HUS and shared between the JCR and MCR. The role of the Office Manager is defined by a College contract of employment, but responsibilities generally include:
 - a. Administering the funds available to the HUS and to produce accounts to trial balance.
 - b. Arranging for the accounts to be audited annually in liaison with the College Finance Office.
 - c. The control, documentation and overview of all society income and expenditure accounts and sole control of the financial computing programme SAGE.
 - d. The payment of HUS bills as necessary in conjunction with the HUS JCR and HUS MCR Treasurers as appropriate.
 - e. Keeping records of all day to day banking, office sales transactions and other financial and contractual information.
 - f. Acting as the Returning Officer for all HUS JCR elections.
 - g. Along with the JCR and MCR Presidents and Treasurers, present the HUS budget and the audited accounts to College Council, through the Finance and General Purposes Committee of HUS every Michaelmas Term for approval.
 - h. Supporting the Presidents and Treasurers wherever possible.
 - i. Being the primary signatory of all HUS cheques and contracts.
- 11.1.2 Committees
 - a. HUS Finance and General Purposes Committee

11.2 SENIOR TREASURER

- 11.2.1 There shall be a Senior Treasurer who shall be a Fellow of the College appointed by the College Council. The Senior Treasurer shall:
 - a. Be the Chair of the HUS Finance and General Purposes Committee.
 - b. Meet with the HUS JCR Treasurer and HUS MCR Treasurer at least once a term.
 - c. Be consulted on all dealings with College officers, where relevant.
 - d. Offer advice in all College negotiations.
 - e. Be prepared to advise the HUS JCR Treasurer impartially on financial decisions.

11.3 SENIOR TUTOR

- 11.3.1 The Senior Tutor shall:
 - a. Be responsible, on behalf of the College Council, for monitoring the compliance with the constitution of the HUS JCR, and to report regularly to the College Council.
 - b. Ensure the fairness and proper conduct of the HUS JCR elections.
 - c. Deal with complaints which it would be inappropriate for the President to deal with. Meet with the President and other HUS JCR Executive and Co-opted Committee members when requested to do so, at least once per term.

12 DISPUTES

- 12.1 If any questions arise at a meeting of the HUS JCR (or any sub-committee thereof) as to the appointment, promotion, dismissal, salary, superannuating or conditions of service, or as to the conduct of any person employed by the HUS JCR, such questions shall not be the subject of discussion, but shall be ruled out of order and the question referred to a meeting consisting of the President and Vice Presidents, the Personnel Officer, a member of the Governing Body of the College and the member of the HUS JCR staff plus one person of his/her choice.

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