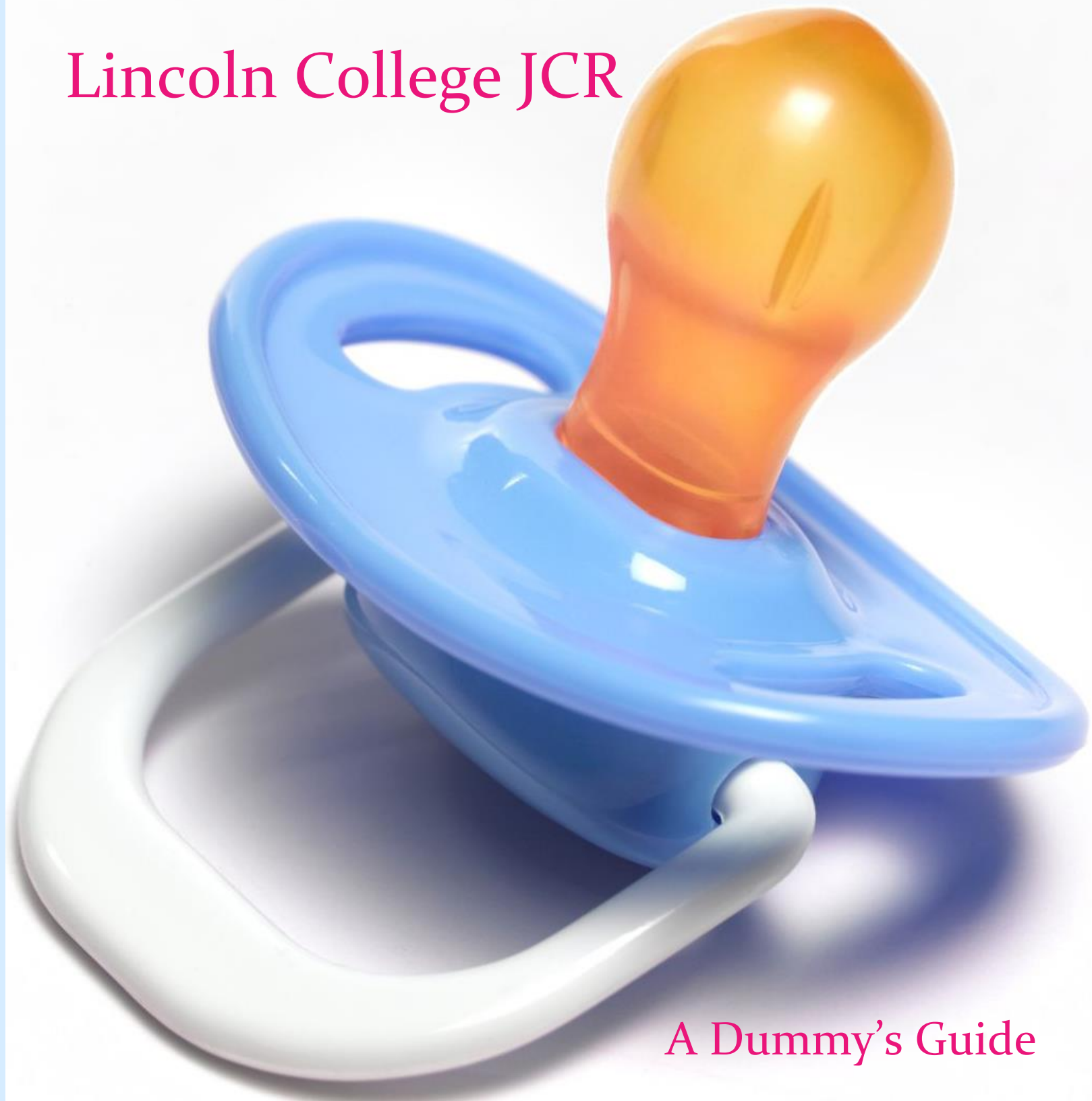


Lincoln College JCR



A Dummy's Guide

So, what is the JCR?

The term JCR stands for Junior Common Room, referring to both our physical common room (located in Chapel Quad) and the college's undergraduate body. It serves as a kind of college-level student union (alongside university SU)



(Chapel Quad, JCR located on the right)

How can you get involved?

Once you are enrolled with Lincoln College (unless you opt out) you become a member of the JCR. As a student, there are varying degrees to which you can get involved in the JCR; some students' only interaction with the JCR might be attending events run by Entz, other students may choose to attend JCR meetings and eventually become a member of one of its committees. Regardless of how much you want to be involved in the JCR, we hope that this guide will give you an introduction into how it functions and how you can engage in it if you would like to.

JCR Meetings

What is a JCR Meeting?

JCR meetings are a chance for the undergraduate body to be updated on events in college, vote members onto the Executive, Entertainment and Wider Committees, choose how the JCR's budget is spent, raise issues that they feel are important, and hold the JCR Committees to account.



When do JCR Meetings take place?

JCR meetings are held at 8:30pm on the 2nd, 5th and 8th Sundays of each term. Further to this, Extraordinary Meetings can be held at other times when called by the Executive Committee, or on the written request of 25 members of the JCR. At least 25 JCR members need to be in attendance for the meeting to reach quorum. Every meeting is overseen by the JCR's Independent Chair. Most importantly, pizza is provided free



of charge at each meeting.

What are motions?

Motions are what we vote on in JCR meetings; they can be submitted by any member of the JCR, not just those on the Committees. If you want the JCR to spend money on a project, support a charitable cause, raise



an issue with college, or change the way it runs, then you can submit a motion asking it to do so. Meetings give the JCR the opportunity to ask questions about a motion, debate it and then vote on it. If it passes, the JCR then have to act on the motion.

There are five type of motions you can submit to a JCR Meeting:

- 1) Recall Motions
- 2) Constitutional Motions
- 3) Charity Motions
- 4) Money Motions

5) Other Motions

Below is a quick breakdown of each type of motion...

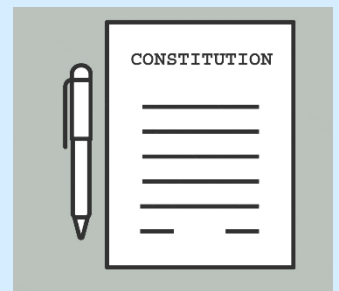
Recall Motions

These are rare and are used to amend motions that have been passed in previous meetings, or to recall someone on a Committee from their JCR position.



Constitutional Motions

These are used if you want to change something in our constitution (the formal document governing how we run). They can be used to add, remove, or change sections. When these are written you will need to be specific about which section your motion is pertinent to (see Appendix A for an example)



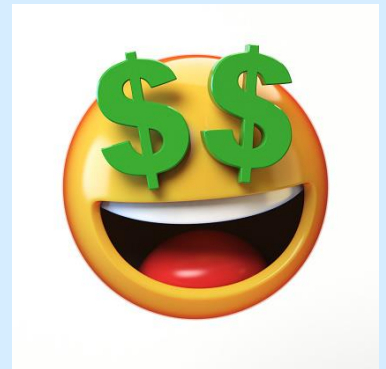
Charity Motions

These are used if you want the JCR to make a donation to a charitable cause. There are particular limits on the amount of money that can be spent, dependent on the JCR's budget for the year (see Appendix B for more details and an example).



Money Motions

Students can put forward money motions to ask for money to be spent on non-charitable causes, such as student exhibitions or projects. No single ordinary motion can ask for more than £225 (see Appendix C for an example).



Other Motions

You guessed it, these are any motions which do not fit into any of the above categories.

How do I write a motion?

A week before the next JCR meeting, the Independent Chair will send out a call for Motions. The deadline is 6pm on the Friday before the meeting. Agendas will then be circulated by the Chair at least 24 hours before the meeting takes place. You need to write your motion in the format demonstrated:

- *This JCR Notes* – stating any relevant facts to the motion.
- *This JCR Believes* – what the passing of this motion would demonstrate the JCR believes.

- *This JCR Resolves* – any actions the JCR would take should the motion pass.

If you are going to put forward a motion (as the proposer), you will also need a seconder, which can be any member of the JCR. At least one of you will need to present the motion at the JCR meeting. Any conflicts of interest need to be declared to the Independent Chair and will be added as an appendix to the meeting's agenda.

Is a motion needed?

Sometimes changes can be enacted without the need for a motion; if you have an issue that can be directly addressed by an elected officer, a motion is not needed (for example, if you notice that the JCR bike locks need replacing, you should raise it with the JCR Bike Rep, who will then use their own budget to fix them).

If you have an idea for a small purchase (like a noticeboard), this can be suggested in person to a Committee member like the President, Vice President or Treasurer, or can be submitted anonymously through the JCR suggestions form.

If in doubt about whether something requires a motion, the Independent Chair will always be happy to advise.

How do meetings work?

Meetings typically run as follows:

1. The JCR President will give any notices.
2. Written questions are asked to the Committee (these must be submitted to the Independent Chair by 6pm on the Friday before a meeting, the same as a motion).
3. Oral questions are asked of the Committee.
4. Extraordinary events, such as in-meeting elections and emergency motions are dealt with.
5. Motions are debated.

The presenting of a motion runs as follows:

1. The proposer or seconder will give a synopsis of the motion.
2. The assembled members of the JCR will ask any questions they have in relation to the motion.
3. Members of the JCR will be invited to speak for or against the motion.
4. A vote will be held on the motion.



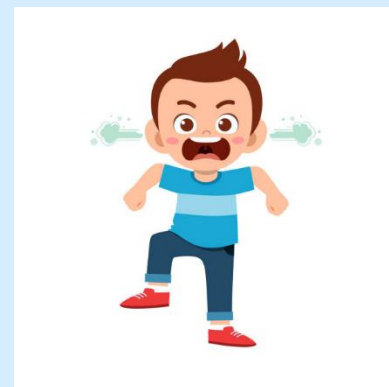
How does the voting work?

Once motions have been debated and any questions answered, the JCR moves to a vote. The Independent Chair will ask all present to close their eyes, and then raise their hands either, for, against, or in abstinence. All constitutional motions and motions to recall a JCR officer need a 2/3rds majority. All other motions require a simple majority. The Chair will count the votes and then declare whether the motion has passed or failed.



Behaviour in JCR Meetings

JCR meetings, above all else, are intended to be a space for undergraduates to discuss ideas, issues and anything else they think is relevant to the JCR. More often than not, JCR meetings run smoothly, but occasionally contentious issues can arise for debate. When this happens, it is expected that JCR members will remain courteous and respectful to one another. Even when debates get heated, the constitution stipulates that all comments are to be directed to the chair, so shouting at other members is not appropriate.



JCR Positions

As a member of the JCR, you are eligible to run for Committee positions when they come up for election. Below you will find a list of the JCR committee positions, and when they are elected:

Michaelmas Term

- Independent Chair (elected in 5th Week)
- Vice-President (elected in 6th Week)
- Treasurer (elected in 6th Week)
- Secretary (elected in 6th Week)
- Access Officer (elected in 6th Week)
- Academic Affairs Officer (elected in 6th Week)
- 1427 Committee President (elected in 6th Week)
- Sports Representative (elected in 6th Week)
- Website Officer (elected in 6th Week)
- Imp Editor (elected in 6th Week)
- Disabilities Representative (elected in 6th Week)
- Social Backgrounds Representative (elected in 6th Week)
- Staff Liaison Officer (elected in 6th Week)

Hilary Term

- Ball President (elected 5th Week in alternate years)
- Gender Representative(s) (elected 5th Week)

- Lincoln Unites President (elected 5th Week)
- Revue Representative(s) (elected 5th Week)
- CRED Representative(s) (elected 5th Week)

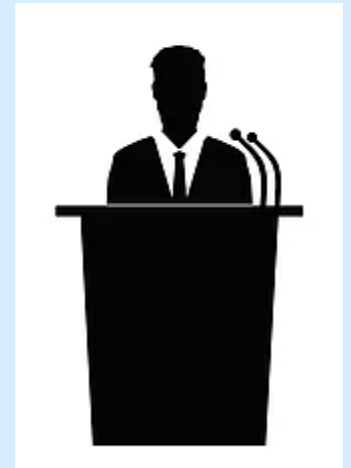
Trinity Term

- Entertainment Chair and the Entz Team (elected 2nd Week)
- President (elected 5th Week)
- LGBTQIA+ Representative(s) (elected 5th Week)
- Arts Representative(s) (elected 5th Week)
- Charities Representative (elected 5th Week)
- Environment and Ethics Representative (elected 5th Week)
- International Student Representative(s) (elected 5th Week)
- Welfare Officers (elected 5th Week)
- First Sea Lord (elected 8th Week)
- Bicycle Representative (elected 8th Week)
- Steak Fairy(ies) (elected 8th Week)
- Cookie Fairy(ies) (elected 8th Week)
- Marmite Fairy(ies) (elected 8th Week)
- Stash Representative (elected 8th Week)
- Food (Meat) Representative(s) (elected 8th Week)
- Food (Alternative Diets) Representative(s) (elected 8th Week)

Who is on the Executive Committee?

The Executive Committee is formed of nine JCR officers – the President, Vice-President, Treasurer, Secretary, two Welfare Officers, Entz Chair, Access Officer and Academic Affairs Officer. Their roles are as follows:

JCR President – it is the President's responsibility to oversee all JCR business. They sit on college committees, regularly meeting with key figures like the Bursar and Senior Dean as a representative of the JCR, and also act as one of the JCR's delegates at wider university Student Union meetings. They are responsible for informing the JCR of all relevant college and university business.



JCR Vice-President – the Vice-President's primary role is to assist the President when they are needed. Outside of this, they also work in collaboration with the college Accommodation Manager to assign the JCR accommodation through the room ballots. They are also responsible for the good maintenance of the physical JCR and for matters of vacation storage for domestic students. They are another of the JCR's delegates to university Student Union meetings.



JCR Treasurer – the Treasurer is in charge of the JCR's funds, administering it at the direction of the Executive Committee and with the wishes of the JCR decided at its meetings. They write a budget, which they should make available upon request to any JCR member. They are also the Data Controller of the JCR, ensuring all data protection guidelines and training are completed by the JCR Executive.



JCR Secretary – the Secretary is in charge of the JCR's housekeeping; they are responsible for taking and ordering the minutes of JCR meetings, and Executive Committee meetings. The secretary is also responsible for organizing the matriculation and society photographs and will, with the Academic Affairs Officer, organize the yearbook of the JCR leavers. They are in charge of the JCR Wine Cellar and its accounts, the purchasing and distribution of the Finalist's Pimm's and making sure the constitution is kept up to date.



JCR Welfare Officers – the two Welfare Officers have the specific responsibility to provide services and information for the general welfare of JCR members. They are always available for a chat, and run Welfare Teas.



JCR Entz Chair – The Entz Chair is (as you might expect) in charge of the Entz Team. Together they are responsible for organizing entertainment and events for the JCR, such as BOPS, black tie drinks and Karaoke.



JCR Access Officer – the Access Officer works with college figures to coordinate and promote the Student Ambassador Scheme and other access initiatives for the college. They are also responsible for ensuring the Alternative Prospectus is up to date and distributed at college open days. They will help with interviews and open days where necessary. One of their biggest roles is managing the JCR's social media presence, posting resources for prospective students.



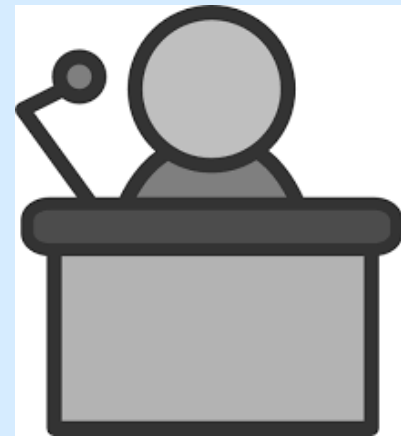
JCR Academic Affairs Officer – the Academic Affairs Officer mainly assists JCR members with any academic-related problems that arise. They should oversee the careers advice available to the JCR, ensure the Subject Mentors scheme is running and be responsible for producing a report for presentation to College. Furthermore, they organize the Adopt-a-Finalist scheme in Trinity Term, and work with the Secretary in the organization of the Finalists' yearbook.



The Executive Committee is ultimately responsible for the running of JCR, and makes itself accountable by making its minutes available upon request to both JCR members and Governing Body.

What does the Independent Chair do?

As you might guess from the name, the Independent Chair is separate from all JCR Committees. They are basically like the Speaker of the House of Commons, chairing JCR meetings and ensuring that due process is followed and drawing up and publishing the agenda for meetings at least 24 hours before they take place. They also run all the elections. As the Returning Officer, if they have an interest in a motion or wish to speak in a debate, they must resign the Chair to the Deputy Returning Officer (the President) before the motion begins. Their biggest and most challenging task however is making sure that the free pizza is provided at each JCR meeting!



Who is on the Wider Committee?

The Wider Committee is chaired by the Vice-President and consists of all other non-Executive JCR officers. It is general

practice that the President and Treasurer will also be invited to attend. The Wider Committee members' roles are as follows:

1427 Committee President – the 1427 President is responsible for organising the 1427 Dinner at least once a term. They are also involved with the College's Development Office in order to oversee JCR participation in alumni relations.



Arts Representative(s) – the Arts Representatives are responsible for promoting cultural and artistic activities in College. They are also part of the Turl Street Arts Society Committee along with members from Jesus and Exeter Colleges, and will be involved in the organising and advertising of the annual Turl Street Arts Festival.



Sports Representative – the Sports Representative oversees the coordination of sport in College and represents the JCR at Amalgams. One of their biggest tasks is organising the JCR Sports Day in Trinity Term.



LGBTQIA+ Representative(s) – the LGBTQIA+ Representatives act as a contact in College for anybody who identifies as LGBTQIA+, or has uncertainties surrounding this. They also serve to raise awareness relating to LGBTQIA+ issues.



Gender Representative(s) – the Gender Representatives act as a contact in College for anybody who experiences issues related to their gender. They act to raise awareness surrounding issues with relation to gender, and also provide a scheme which enables students to access period products.



CRED Representative(s) – the CRED Representatives are a contact in College for any cultural, religious and ethnic minority students. They serve to support the interests of cultural, religious and ethnic minorities in College.



Disabilities Representative – the Disabilities Representative is a contact in College for students with physical disabilities, as well as those with special educational needs or mental health conditions. They also liaise with the University Disability Advisory Service.

Environment and Ethics Representative – the Environment and Ethics Representative works with College to ensure the proper provision of environmental services such as recycling schemes and information. So far as is possible, they should also encourage College to adopt environmentally friendly and ethical policies.



Charities Representative – the Charities Representative is in charge of coordinating all charitable activities in College, leading discussions on choosing the JCR charities.

Website Officer – the Website Officer, you guessed it, is responsible for the maintenance of the JCR's website. They also get paid a whopping £25 as thanks for the services!



Ball President – the Ball President is in charge of organising the College Ball.

International Students Representative(s) – the International Students Representative(s) are responsible for supporting students from overseas while studying at Lincoln, helping them settle in particularly during their first few weeks. They will also make sure international students have access to college Storage.

Social Backgrounds Representative – the Social Backgrounds Representative acts as a contact in College for students from under-represented backgrounds, and will promote activities and events catering for these students.

Staff Liaison Officer – the Staff Liaison Officer promotes healthy and positive interactions, behaviours and attitudes towards College domestic staff members. They are a point of contact for staff who wish to contact the JCR.



Lincoln Unites President – the Lincoln Unites President is responsible for organising the Lincoln Unites Equality and Diversity Week which will be held in Hilary each year. They also work with College and the relevant JCR and MCR officers to ensure that matters of equality and diversity are discussed in these events with appropriate sensitivity.

Revue Representative(s) – the Revue Representative(s) are responsible for staging the Lincoln College Musical in Michaelmas Term. They are in charge of choosing a director, musical director and producer, or, often, may choose to fill these roles themselves.



The Imp Editor – the Editor of *The Imp* (the college journal) is in charge of producing an edition by the end of each term. Following its publication, a copy is also sent to the College Archivists.



Food Representative(s) – the Food Representative(s) for both meat and alternative diets represent the views of JCR members to the Chef and kitchen authorities.



Stash Representative – the Stash Representative organises the order of stash (college merchandise) at least once a term.

First Sea Lord – by far the most important JCR role is that of First Sea Lord. As War Minister, the First Sea Lord is responsible for the ongoing ‘wars’ with other colleges. The JCR does not take responsibility for any action against other colleges unless a motion is passed supporting it in a JCR meeting.



The Fairies – the Cookie, Marmite and Steak Fairies are responsible for providing said items to JCR members in need of them, taking into



account any relevant dietary requirements.

Bicycle Representative – the Bicycle Representative liaises with the College Lodge to organise the JCR's bike rental scheme to provide students with sustainable and inexpensive means of transport in Oxford, and to organise the annual bike cull and auction.



Keeper of the College Tortoise – the Keeper of the College Tortoise is the lead student who volunteers to take care of the college tortoise, Tortilla. They put together a caring schedule for Tortilla with members of the JCR and MCR.



Conclusion

Well, that's it – a Dummy's Guide to Lincoln College JCR! If you have any more questions, the Independent Chair and JCR President will be happy to answer them. Please find below the Appendixes for examples of the different types of motions you can bring to a meeting.

Appendix A

Exemplar of a Constitutional Motion

Motion To Adjust the Elections of the 1427 Committee President

Synopsis

This motion removes the 1427 Committee President from the list of positions which cannot be filled by an election conducted in a JCR Meeting. This will allow us to fill the position in a meeting, given that the position was not filled in the 6th week elections and is now vacant.

Motion

The JCR notes:

- The JCR Constitution (Schedule 4.vii.d) notes that, should the 1427 Committee President position go unfilled, the position cannot be filled by an election conducted the Independent Chair at the next JCR meeting.
- Following the sixth week elections, the 1427 Committee President position is now vacant.

The JCR believes:

- The position should be filled as soon as possible, to allow the work of the position to continue as soon as possible. Leaving the position vacant for longer than necessary is an unproductive use of time.
- Subject to this motion passing, the Independent Chair should conduct an election to fill the position by show of hands during the current meeting.

The JCR resolves to:

- Redraft Schedule 4.vii.d of the JCR Constitution to remove the 1427 Committee President from the exclusions list.

New text:

“The following positions are not affected by this section: the entire Executive Committee, Independent Chair and Ball President. All other positions are subject to the provisions of this section.”

Old text:

“The following positions are not affected by this section: the entire Executive Committee, the 1427 Committee President, Independent Chair and Ball President. All other positions are subject to the provisions of this section.”

Appendix B

Exemplar of a Charity Motion

i. VacProj Charity Motion

Synopsis

We are requesting £200 to help fund the Vacation Project which is a Lincoln-run charity that has been running for over 50 years.

Motion

The JCR notes:

- that the JCR usually gives money to VacProj, which has been running for over 50 years, and as an extremely important cause within the Lincoln community.

The JCR believes:

- that VacProj should be well funded and is to the benefit of the Oxford community and the College itself.

The JCR resolves:

- to donate £200 to VacProj.

ii. Schedule 5, Section X of the JCR Constitution

Charity Motions

- a. At JCR meetings, the charity motions will be grouped together;
- b. Charity motions are to be distinguished from money motions on the basis that they propose the giving of money to an individual, or group of people, or an organisation for the purposes of charitable endeavour;
- c. At the start of the year, the Charity Fund will be estimated by calculating what the total income from the battels charge would be, assuming all current JCR members contribute, adding any rollover from last year, and subtracting 12% from the total. One-ninth of this amount will then be introduced for each JCR meeting. When the actual amount is known, then the budget for the remaining meetings will be raised or lowered accordingly;
- d. Charity motion limits outlined above can be exceeded in a single meeting, but the total annual budget shall not be exceeded;
- e. The Independent Chair must indicate on the agenda for each meeting the cumulative total expenditure in the charity motions category, and the extent of any proposed overspend/underspend;
- f. Students fundraising for mandatory targets may not ask the JCR for more than 10% of their total;
- g. If a group of students are fundraising for the same charity they must come to the JCR as a whole group and on only one occasion;
- h. No single charity may receive more than 25% of the annual charities budget, with an exception for Disaster Relief Funds and, in exceptional circumstances, groups of students with mandatory fundraising targets for the same charity;
- i. The JCR will decide upon its designated Chosen Charities for the year during the Michaelmas 2nd Week meeting and any money which remains undesignated by the end of the year shall be split equally between these.

Appendix C

Exemplar of a Money Motion

Funding for Lincoln Sports Day

Synopsis

This is a motion for funding for the Lincoln College Sports Day, a college event to be held on the 10th of June.

Motion

The JCR notes:

- Lincoln Sports Day is a huge college event that usually takes place every summer towards the end of term with another college in attendance.
- The day itself combines classic sports day events with other sports with one college coming away the eventual winner of the day.
- It is held at Barties, our sports ground and usually lasts the whole afternoon.
- It has been 2 years since we last had a sports day because of COVID and we are determined to make sure this one makes up for that lost time!

- At the event, as well as the games, there will be an ice cream van serving unlimited ice cream, there will be drinks (alcoholic and non-alcoholic) served by Entz and there will be food as well.
- There will be plenty for people to enjoy depending on what sports or games they want to get involved in or people can just enjoy the summer weather and chill with friends.
- It's a great time for the college to come together at the end of term and also compete against another college at some classic sports.
- Anyone can come to the event, and it is free to come to.
- The event is funded by Entz, the college we compete with (John's) and also by the Sports Budget (Amalgas) but we also need funding from the JCR to provide extra assistance.

The JCR believes:

- It would be a really nice way for the college to come together at the end of term especially after many have finished their exams and celebrate the year.
- After not having one for 2 years we want to try and make sure this one is one to remember.
- Without additional funding from the JCR we will have to

rely heavily on the Sports budget which is meant to be used solely for competitive sport related purchases such as equipment for Lincoln sports teams.

The JCR resolves:

- To donate £225 to help fund the day from the Financial Motions Budget.

Brought to you by the Independent
Chair and JCR President, 2022