A DUMMY'S GUIDE

TO



THE JCR

WHAT IS THE JCR ?

THE JCR STANDS FOR JUNIOR COMMON ROOM. THIS IS IN REFERENCE TO BOTH THE COLLEGE'S UNDERGRADUATE COMMUNITY AS WELL AS THE PHYSICAL COMMON ROOM.

THE JCR CAN BE EQUATED TO A COLLEGE LEVEL STUDENT UNION, AND ACTS TO REPRESENT THE STUDENT VOICE WITHIN COLLEGE.

ONCE YOU ARE ENROLLED WITH THE COLLEGE, YOU AUTOMATICALLY BECOME A MEMBER OF THE JCR. DURING YOUR TIME AT LINCOLN YOU CAN BE AS INVOLVED WITH THE JCR AS YOU WOULD LIKE. THE AIM OF THE JCR IS TO BE A BODY THAT NOT ONLY REPRESENTS THE UNDERGRADUATE VOICE BUT TO UNDERPIN AND SUPPORT THE CLOSE-KNIT AND FRIENDLY COMMUNITY THAT WE AT LINCOLN ARE SO PROUD OF.

ON THE JCR WEBSITE THE JCR CONSTITUTION CAN BE FOUND, WHICH CAN HELP FURTHER YOUR UNDERSTANDING OF HOW IT WORKS. HOPEFULLY, FOR NOW ,THIS GUIDE WILL PROVIDE A BASIC OUTLINE FOR YOU TO UNDERSTAND THE DYNAMICS OF THE JCR BEFORE YOUR ARRIVAL!

THE MEETINGS

JCR MEETINGS ARE USUALLY HELD AT 8.30 PM ON THE 2ND, 5TH AND 8TH SUNDAYS OF EACH TERM.

THESE MEETINGS OFFER THE UNDERGRADUATE BODY AN OPPORTUINITY TO BE UPDATED ON COLLEGE EVENTS, VOTE MEMBERS ONTO JCR COMMITTEES, CHOOSE HOW THE JCR BUDGET IS SPENT AND DISCUSS ANY ISSUES PEOPLE FEEL IMPORTANT.

- EVERY MEETING IS OVERSEEN BY THE JCR'S INDEPENDENT CHAIR
- AT LEAST 25 JCR MEMBERS NEED TO BE IN ATTENDANCE FOR THE MEETING TO REACH QUORUM
- **VITALLY-** PIZZA AND WINE/BEER ARE PROVIDED (FREE) AT EACH MEETING

BEHAVIOUR IN JCR MEETINGS:

WE EXPECT COURTEOUS AND POLITE BEHAVIOUR IN MEETINGS. MOST OF THE TIME, THE MEETINGS WILL RUN SMOOTHLY AND ARE OFTEN A GOOD TIME, HOWEVER IF A CONTENTIOUS ISSUE ARISES, WE EXPECT RESPECTFUL AND MATURE BEHAVIOUR.

STRUCTURE OF JCR MEETINGS

WHILST THE STRUCTURE OF MEETINGS CAN FLUCTATE DEPENDING ON THE AGENDA, IT TYPICALLY RUNS AS FOLLOWS:

1.) THE JCR PRESIDENT WILL GIVE ANY NOTICES.
2.) WRITTEN QUESTIONS ARE ASKED TO THE COMMITTEE.
3.) ORAL QUESTIONS ARE ASKED TO THE COMMITTEE.
4.) EXTRAORDINARY EVENTS, SUCH AS IN-MEETING ELECTIONS OR EMERGENCY MOTIONS, ARE DEALT WITH.
5.) MOTIONS ARE DEBATED.

PRESENTING OF A MOTION IS AS FOLLOWS:

1.) THE PROPOSER OR SECONDER WILL GIVE A SYNOPSIS OF THE MOTION.
2.) THE ASSEMBLED MEMEBRS OF THE JCR WILL ASK ANY QUESTIONS THEY FEEL RELEVANT TO THE MOTION.
3.) MEMBERS OF THE JCR WILL BE INVITED TO SPEAK FOR OR AGAINST THE MOTION.
4.) A VOTE IS HELD ON THE MOTION, COUNTED BY THE INDEPENDENT CHAIR.

VOTING ON MOTIONS: THE INDEPENDENT CHAIR ASKS ALL PRESENT TO SHUT THEIR EYES, AND THEN RAISE THEIR HANDS EITHER FOR, AGAINST OR IN ABSTINENCE OF THE MOTION. ALL CONSITUTIONAL MOTIONS AND MOTIONS TO RECALL A JCR OFFICER NEED AT 2/3RD MAJORITY. ALL OTHER MOTIONS REQUIRE A SIMPLE MAJORITY.

MOTIONS

MOTIONS CAN BE SUBMITTED BY ANY MEMBER OF THE JCR, AND THEY ARE WHAT WE VOTE ON IN THE MEETINGS.
THESE MOTIONS CAN BE ON WAYS TO SPEND THE JCR BUDGET, SUPPORTING A CHARITABLE CAUSE, RAISING AN ISSUE IN COLLEGE ETC.

THERE ARE 5 TYPES OF MOTIONS.

- RECALL MOTIONS
- CONSTITUTIONAL MOTIONS
- CHARITY MOTIONS
- MONEY MOTIONS
- OTHER MOTIONS

CHARITY AND MONEY MOTIONS ARE THE MOST COMMON IN THE MEETINGS.

HOW TO SUBMIT A MOTION?

THE WEEK BEFORE THE JCR MEETING, THE INDEPENDENT CHAIR WILL SEND OUT A CALL FOR MOTIONS. THE DEADLINE FOR THIS IS 6PM ON THE FRIDAY BEFORE THE MEETING ON THE SUNDAY. AGENDAS WILL BE CIRCULATED BY THE INDIE CHAIR AT LEAST 24HOURS BEFORE THE MEETING TAKES PLACE.

YOU WILL NEED A SECOND MEMBER OF THE JCR TO SECOND THE MOTION, AND AT LEAST ONE OF YOU MUST PRESENT THIS MOTION AT THE MEETING.
YOU SHOULD ALSO DECLARE ANY CONFLICTS OF INTEREST TO THE INDEPENDENT CHAIR

TO FORMAT A MOTION:

THE MOTIONS MUST DECLARE HOW

- **THIS JCR NOTES:** STARTING ANY RELEVANT FACTS TO THE MOTION
- **THIS JCR BELIEVES:** WHAT THE PASSING OF THIS MOTION WOULD DEMONSTRATE THE BELIEFS OF THE UNDERGRADUATE BODY
- T**HIS JCR RESOLVES:** ANY ACTIONS THE JCR WOULD TAKE IF THE MOTION PASSES.

EXAMPLE MOTIONS

CHARITY MOTIONS

C1 £250 TO FOOD RESCUERS

PROPOSER: JOHN DOE ; SECONDER: BOB SMITH. ONE CONFLICT OF INTEREST WAS REPORTED.

SYNOPSIS

£250 TO FOOD RESCUERS, A STUDENT-LED ORGANISATION IN OXFORD MOTION

THIS JCR NOTES:

× FOOD RESCUERS (FR) IS A UNI-WIDE STUDENT ORGANISATION.

× FR AIMS TO TACKLE BOTH FOOD WASTE AND POVERTY BY DISTRIBUTING LEFTOVER MEALS FROM WADHAM LUNCH SERVICE TO PEOPLE ON THE STREETS OF OXFORD, AND DONATING ANYTHING THAT REMAINS TO THE GATEHOUSE.

× FR HAS LOGGED OVER 1.5K MEALS AND 800 WATERS DISTRIBUTED OVER THIS ACADEMIC YEAR ALONE.

× FR HAS PREVIOUSLY RELIED ON REGULAR DONATIONS FROM BALLIOL JCR, BUT THEY HAVE CHOSEN TO NO LONGER SUPPORT OUR OPERATION.

THIS JCR BELIEVES:

× THE JCR SHOULD SUPPORT SUCH STUDENT INITIATIVES, WHICH HAVE A POSITIVE IMPACT ON THE LOCAL COMMUNITY

THIS JCR RESOLVES:

× TO GIVE £250 TO FOOD RESCUERS

MONEY MOTIONS

THE TOTAL SPEND OF THE MONEY MOTIONS ON THIS AGENDA IS APPROX £250 (£200 FOR M1 AND ESTIMATED £50 FOR M2.) THE MONEY MOTIONS BUDGET FOR THIS ACADEMIC YEAR IS £, OF WHICH £ HAS BEEN SPENT.

M1 £200 FOR LINCOLN COLLEGE FOOTBALL CLUB (LCFC)

PROPOSER: JOHN DOE; SECONDER: BOB SMITH. ONE CONFLICT OF INTEREST WAS REPORTED.

SYNOPSIS

LINCOLN COLLEGE FOOTBALL CLUB IS REQUESTING £200 TO HOST A FOOTBALL DINNER AT THE END OF THIS TERM. LINCOLN COLLEGE FOOTBALL CLUB IS ONE OF THE LARGEST SOCIETIES WITHIN THE COLLEGE, THIS MONEY WOULD BE USED TO PARTIALLY SUBSIDISE THE COST OF AN END OF SEASON DINNER. THIS WOULD RAISE MORALE SIGNIFICANTLY AND ENSURE THAT THE TEAM REACHES EVEN GREATER HEIGHTS NEXT YEAR.

MOTION

THIS JCR NOTES:

× THAT LAST YEAR THE PREVIOUS CAPTAIN PROMISED THAT WE WOULD GET PROMOTED IF THE JCR MONEY MOTION WAS APPROVED AND HE WAS CORRECT.

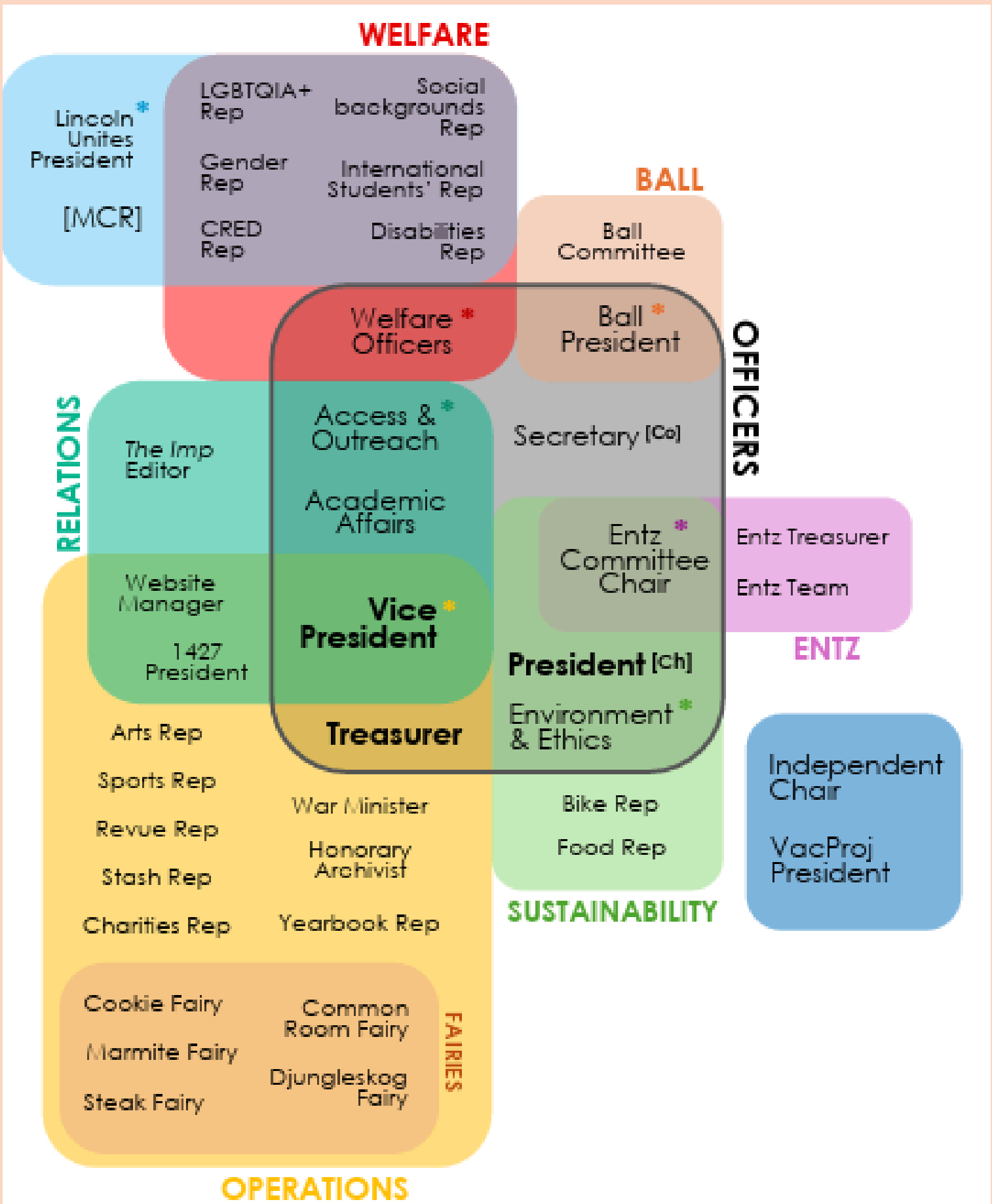
THIS JCR BELIEVES:

× THAT THIS DINNER IS AN IMPORTANT SOCIETY TRADITION AND WILL RAISE MORALE.

THIS JCR RESOLVES:

× TO GIVE LCFC £200 TO BE SPENT TOWARDS AN END OF SEASON MEAL.

STRUCTURE OF THE JCR



ROLES IN THE JCR

JCR EXECUTIVE COMMITTEE

- **PRESIDENT:** OVERSEES ALL JCR BUSINESS AND INFORMS TEH JCR OF ALL RELEVANT COLLEGE AND UNIVERSITY BUSINESS. THEY SIT ON COLLEGE COMMITTEES, REGULARLY MEET WITH KEY FIGURES IN COLLEGE SUCH AS THE BURSAR OR SENOIR DEAN AS THE REPRESENTATIVE OF THE JCR **(***5TH WEEK TRINITY)*

- **VICE-PRESIDENT:** ASSISTS THE PRESIDENT, HELPS ASSIGN JCR ACCOMMODATION, AND IS RESPONSIBKE FOR THE MAINTENANCE OF THE PHYSICAL JCR **(***6TH WEEK MICHAELMAS)*

- **TREASURER:** WRITES THE BUDGET AND MANAGES THE JCR'S FUNDS AT THE DIRECTION OF THE OFFICERS COMMITTEE AND IN ACCORDANCE WITH THE MOTIONS PASSED IN MEETINGS *(6TH WEEK MICHAELMAS)*

JCR OFFICERS COMMITTEE

- **SECRETARY:** IS RESPONSIBLE FOR MINUTING JCR AND OFFICER COMMITTEE MEETINGS AS WELL AS KEEPING THE CONSTITUTION UP TO DATE. THEY ORGANISE MATRICULATION AND SOCIETY PHOTOGRAPHS AND THE JCR WINE CELLAR. *(6 WEEK MICHAELMAS)*

- **WELFARE OFFICERS:** PROVIDE SERVICES AND INFORMATION FOR THE GENERAL WELFARE OF JCR MEMBERS INCLUDING WELFARE TEAS. *(5 WEEK TRINITY)*

- **ENTERATINMENT COMMITTEE (ENTZ) CHAIR:** IS IN CHARGE OF THE ENTZ TEAM. TOGETHER THEY ARE RESPONSIBLE FOR ORGANISING ENTERTAINMENT AND EVENTS FOR THE JCR, SUCH AS BOPS, GROOVE QUAD, AND BLACK TIE DRINKS. *(2 WEEK TRINITY, RUNS AS A TEAM)*

- **ENVIROMENT AND ETHICS OFFICER (E&E):** WORKS WITH COLLEGE TO ENSURE THE PROPER PROVISION AND ADOPTION OF ENVIRONMENTALLY FRIENDLY POLICIES. *(5 WEEK TRINITY)*

- **ACCESS AND OUTREACH OFFICER:** WORKS WITH COLLEGE FIGURES TO COORDINATE ACCESS INITIATIVES. THEY ARE RESPONSIBLE FOR THE JCR SOCIAL MEDIA AND THE ALTERNATIVE PROSPECTUS. THEY SHOULD ENDEAVOUR TO HELP AT OPEN DAYS. *(6 WEEK MICHAELMAS)*

- **ACADEMIC AFFAIRS OFFICER:** ASSISTS JCR MEMBERS WITH ACADEMIC-RELATED PROBLEMS. THEY OVERSEE THE CAREERS ADVICE AVAILABLE, RUN THE SUBJECT MENTOR AND ADOPT-A-FINALIST SCHEMES, AND PRODUCE AN ACADEMIC REPORT FOR COLLEGE. *(6 WEEK MICHAELMAS)*

JCR WELFARE WORKING GROUP (CHAIRED BY WELFARE OFFICERS)

- **LGBTQIA+ REP:** A CONTACT IN COLLEGE AND RAISES AWARENESS RELATING TO LGBTQIA+ ISSUES. *(5 WEEK TRINITY)*

- **GENDER REP:** A CONTACT IN COLLEGE AND RAISES AWARENESS FOR ISSUES SURROUNDING GENDER. THEY ALSO PROVIDE A SCHEME WHICH ENABLES STUDENTS TO ACCESS PERIOD PRODUCTS. *(5 WEEK HILARY)*

- **CRED REP:** A CONTACT IN COLLEGE FOR AND SERVE TO SUPPORT THE INTERESTS OF ANY CULTURAL, RELIGIOUS AND ETHNIC MINORITY STUDENTS. *(5 WEEK HILARY)*

- **DISABILITIES REP:** A CONTACT IN COLLEGE FOR STUDENTS WITH PHYSICAL DISABILITIES, SPECIAL EDUCATIONAL NEEDS OR MENTAL HEALTH CONDITIONS. THEY ALSO LIAISE WITH THE UNIVERSITY DISABILITY ADVISORY SERVICE. *(6 WEEK MICHAELMAS)*

- **INTERNATIONAL STUDENT'S REP:** A CONTACT IN COLLEGE FOR STUDENTS WITH PHYSICAL DISABILITIES, SPECIAL EDUCATIONAL NEEDS OR MENTAL HEALTH CONDITIONS. THEY ALSO LIAISE WITH THE UNIVERSITY DISABILITY ADVISORY SERVICE. *(6 WEEK MICHAELMAS)*

- **SOCIAL BACKGROUNDS REP:** A CONTACT IN COLLEGE FOR STUDENTS FROM UNDER-REPRESENTED BACKGROUNDS, AND WILL PROMOTE ACTIVITIES AND EVENTS CATERING FOR THESE STUDENTS. *(6 WEEK MICHAELMAS)*

- **LINCOLN UNITES PRESIDENT:** IS RESPONSIBLE FOR ORGANISING THE LINCOLN UNITES EQUALITY AND DIVERSITY WEEK WHICH WILL BE HELD IN HILARY EACH YEAR. THEY ALSO HELP TO ENSURE MATTER OF EQUALITY AND DIVERSITY ARE DISCUSSED IN THESE EVENTS WITH APPROPRIATE SENSITIVITY. *(5 WEEK HILARY)*

JCR SUSTAINBILITY WORKING GROUP (CHARIED BY E&E OFFICER)

- **ENTZ CHAIR**

- F**OOD REP:** REPRESENT THE VIEWS OF JCR MEMBERS TO THE CHEF AND KITCHEN AUTHORITIES. *(8 WEEK TRINITY)*

- B**ICYCLE REP:** LIAISE 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 AUCTION. *(8 WEEK TRINITY)*

- C**HARITIES REP:** ARE IN CHARGE OF COORDINATING ALL CHARITABLE ACTIVITIES IN COLLEGE, LEADING DISCUSSIONS ON CHOOSING THE JCR CHARITIES. *(5 WEEK TRINITY)*

JCR RELATIONS WORKING GROUP (CHAIRED BY ACCESS AND OUTREACH OFFICER)

- **ACADEMIC AFFAIRS OFFICER**

- **WEBSITE OFFICER:** IS RESPONSIBLE FOR THE MAINTENANCE OF THE JCR'S WEBSITE. *(6 WEEK MICHAELMAS)*

- **THE IMP EDITOR:** IS IN CHARGE OF PRODUCING AN EDITION OF THE COLLEGE JOURNAL BY THE END OF EACH TERM. *(6 WEEK MICHAELMAS)*

- **1427 COMMITTEE PRESIDENT:** ORGANISES A TERMLY DINNER FOR PARENTS TO ATTEND AND GET A TASTE OF THE OXFORD LIFE AND WORK WITH THE DEVELOPMENT OFFICE TO OVERSEE ALUMNI RELATIONS. *(6 WEEK MICHAELMAS)*

JCR OPERATIONS WORKING GROUP (CHAIRED BY VP)

- **ARTS REP:** RESPONSIBLE FOR PROMOTING CULTURAL AND ARTISTIC ACTIVITIES IN COLLEGE INCLUDING THE ANNUAL TURL STREET ARTS FESTIVAL. *(5 WEEK TRINITY)*

- **SPORTS REP:** OVERSEE THE COORDINATION OF SPORT IN COLLEGE AND REPRESENTS THE JCR AT AMALGERS. ONE OF THEIR BIGGEST TASKS IS ORGANISING THE JCR SPORTS DAY IN TRINITY TERM. *(6 WEEK MICHAELMAS)*

- **REVENUE REP:** RESPONSIBLE FOR STAGING THE LINCOLN COLLEGE MUSICAL IN MICHAELMAS TERM. *(5 WEEK HILARY)*

- **STASH REP:** ORGANISE THE ORDER OF COLLEGE MERCHANDISE AT LEAST ONCE A YEAR. *(8 WEEK TRINITY)*

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- **COMMON ROOM FAIRY:** RESPONSIBLE FOR ENSURING THE GOOD CONDITION OF THE JCR AND JCR KITCHEN, RESTOCKING THE SNACKS CUPBOARD EACH WEEK. *(ELECTED EACH TERM)*

- **FOOD FAIRIES (COOKIE, MARMITE, STEAK):** ARE RESPONSIBLE FOR PROVIDING SAID ITEMS TO JCR MEMBERS IN NEED OF THEM, TAKING INTO ACCOUNT ANY RELEVANT DIETARY REQUIREMENTS. *(8 WEEK TRINITY)*

- **DJUNGLESKOG FAIRY:** RESPONSIBLE FOR ORGANISING AND RUNNING EVENTS TO FACILITATE THE ALLOCATION OF DJUNGLESKOG BEARS. *(5 WEEK HILARY)*

WAR MINISTER (FIRST SEA LORD): 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. *(8 WEEK TRINITY)*

THIS IS THE END OF THE DUMMY'S GUIDE TO THE JCR!
WE HOPE THIS GIVES YOU A GOOD OVERVIEW BEFORE YOU ARRIVE AT COLLEGE.

IF YOU HAVE ANY QUESTIONS PLEASE REACH OUT TO OUR JCR PRESIDENT (NIAMH TAYLOR– JCR.PRESIDENT@LINCOLN.OX.AC.UK OR OUR INDEPENDENT CHAIR (NIKITA MEHTA– NIKITA.MEHTA@LINCOLN.OX.AC.UK)

