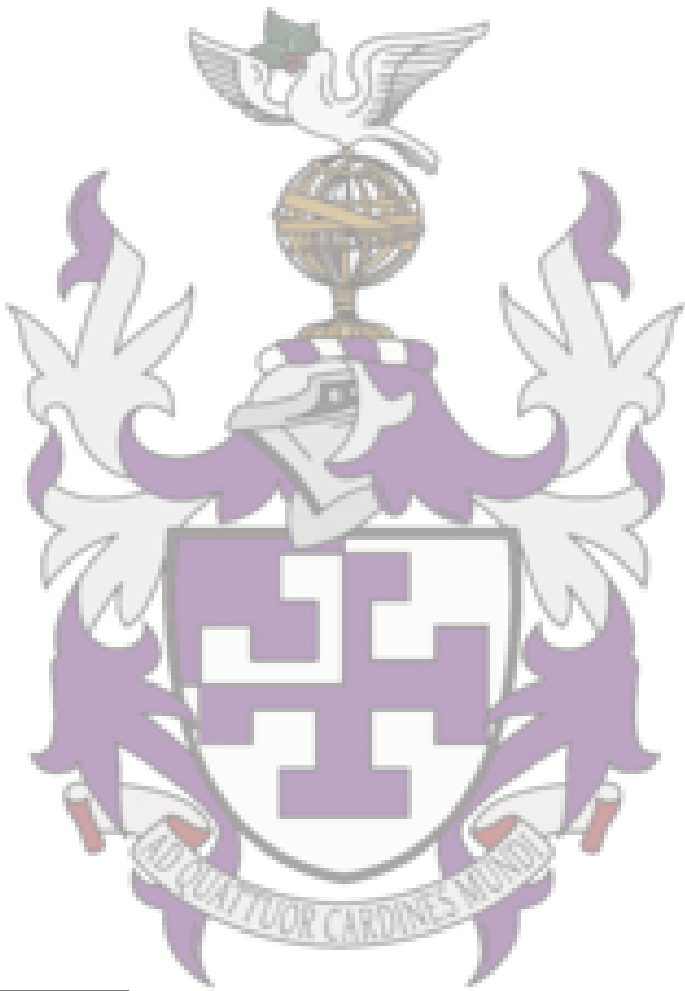


ST CROSS COLLEGE

**Student Representative Committee
By-Laws**



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The Student Representative Committee

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1.1 The Student Representative Committee

The Student Representative Committee (SRC) is an elected committee constituted by the students of St. Cross College. It is responsible for the welfare and interests of the college's students.

Preamble

The role of the SRC is to foster a supportive environment in college. It represents the academic and social interests of the college's student body and acts as a channel of communication between them, the College, the University, and the wider community.

The functions and duties of the SRC shall be as follows:

- To formulate and carry out any instructions and policies enacted by the Student Association;
- To manage the day-to-day business of the Student Association;
- To represent the interests of the junior members to Governing Body and other College committees and officers;
- To manage the Student Associations funds within the framework of the annual budget;
- To carry out the further responsibilities and individual tasks of each elected position specified in the By-laws;
- To conduct meetings in accordance with the By-laws;
- To acquire and dispose of Student Association property;
- To organise social and welfare events, including an annual Freshers Week for new students;
- To liaise with College administrative staff in the organisation and management of Student Association activities.

In executing these duties members of the SRC will act in the interests of the entirety of the junior membership of college.

We pride ourselves on our history of high academic standards and generous social spirit. We strive for the inclusion of all members and oppose discrimination on any grounds. The tone of this Common Room has been that of openness and inclusiveness. We embrace an atmosphere of tolerance and the expression of identity. In this spirit, we, the graduate students of St. Cross College, in order to secure and transmit to succeeding generations our academic and social heritage, do establish these By Laws for our Student Representative Committee.

Definitions

- STX - St. Cross College
- SRC - Student Representative Committee
- CRC - Common Room Committee
- Exec - Executive Committee
- SA - Student Association
- GB - Governing Body
- RON - Re-Open Nominations

Name

Any representative use of the SRC name must be authorized authorised by the SRC Executive. College societies and sports teams that wish to be affiliated to the Student Association and/or to apply for SRC funding must first be approved by a majority-vote of the SRC.

1.2 Relationship with College Administration

As representatives for the student members of the St Cross Common Room Student Association, the SRC (and its executive members in particular) have a duty to facilitate the relationship between students and the College administration. The members of the SRC should therefore maintain open channels of communication with College and mediate between the two groups, if appropriate. Within the organisation of St. Cross, the SRC has equal status to the CRC and reports to the Executive Committee directly. Its operations are independent.

1.3 Relationship to Student Association

All junior members entitled to membership of the Common Room with voting rights under Article I, Section 1 of this Constitution shall also be members

of the Student Association.

The Student Association, consisting in principle of all St Cross students, elects the SRC as its representative body. In this capacity, the SRC serves a practical purpose in representing the students of St Cross internally to the college's senior members and administrative staff, and organising events for the student body and the community immediately surrounding it. It is not the role of the SRC to take positions on political matters: if anyone wishes to propose that the students of St Cross take a stance collectively on an issue of a political nature, it must be voted on by the SA. Meetings of the Student Association (SA) are held in principle once a term, but the SRC can decide (by majority vote) to call SA meetings at any time.

1.4 Student Representative Committee Budget

The Treasurer of the Student Representative Committee shall, as soon as possible after the annual disbursement of funds by the College to the Student Association, prepare a budget for their expenditure. S/he shall present the budget at a regularly scheduled meeting of the Student Representative Committee, which shall approve it by a majority vote of those present. The Secretary shall then publish the provisional budget on the Common Room notice-board for a period of seven days, during which time junior members wishing to object to the budget may call a Student Association meeting in accordance with the By-laws. At that meeting, the provisional budget may be amended by a majority of those present. In the absence of objections, or else once all objections have been heard and all successful amendments made, the President of the Student Association and the Treasurer shall present the provisional budget for the approval of the College's Finance Committee in accordance with College policy.

1.5 Membership

Eligibility for membership of the Student Representative Committee shall be confined to any member of the Student Association with good academic standing. An individual may serve on the SRC for a maximum of 3 years per degree.

Individual Roles and Descriptions

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2.1 Executive Positions

The Student Representative Committee shall consist at a minimum of a President of the Student Association, a Vice President, a Secretary, and a Treasurer, and shall be augmented by such other positions.

President

The President of the Student Representative Committee shall be responsible for the day-to-day operations of the Student Association and shall coordinate the work of its officers and representatives. S/he shall chair meetings of the Student Association and the Student Representative Committee, shall serve as the chief liaison between the Student Association and Governing Body and other committees and officers of the College, shall execute the mandates of the Student Association and the Student Representative Committee, and shall exercise all other powers granted to him/her by the Constitution and these By-laws.

Vice President

The role of the Vice President is to attend all necessary meetings with the President and to attend when the President is unable to. This includes, but is not limited to, the Student Representative Committee meeting, Common Room Committee meetings, Student Association meetings, and Executive Committee Meetings. The Vice President is expected to run the Student Representative Committee meetings when the President is absent. The Vice President's other principle responsibility is to organise two weeks of activities for freshers during week -1 and week 0 of Michaelmas Term. This includes social and welfare events whose objective is to welcome the new students and promote involvement in college activity. The entire SRC committee will assist the Vice President with the organisation of these events. The Vice President also sends the weekly SRC emails out to the student body with the main SRC events and information for that week.

Treasurer

The Treasurer shall maintain and oversee the accounts of the Common Room and the Student Association, maintain an accurate inventory of Common Room property, prepare the annual budget of the Student Representative Committee in accordance with the Constitution, work closely with other members of the Student Representative Committee in the disbursement of monies, and sit on the College Finance Committee.

Secretary

The Secretary shall prepare and publish accurate minutes of all Common Room Committee and Student Representative Committee meetings, as well as of all Common Room and Student Association meetings. S/he shall maintain copies of the Constitution and these By-laws.

2.2 By-laws positions**Social Secretaries**

The Social Secretary or Social Secretaries shall be responsible for the planning and execution of social events within the College. These shall include, but are not limited to, college bops (up to a maximum of three per term), events during Freshers' Week, and other social events throughout the year. There are two Social Secretaries, but a third Social Secretary can be added in Michaelmas Term if approved by the SRC Executives and a two-thirds majority vote of the SRC.

Welfare Representatives

The Welfare Officers shall represent the views of junior members at the College's Welfare and Equality Committees. They shall be responsible for recruiting junior sponsors and assigning them to incoming students and for those arrangements in Freshers' Week related to the general welfare of new members, in conjunction with the Vice President, the Bursar, and the Senior Tutor. The Welfare Officers shall make themselves available to junior members for consultation and advice on welfare issues.

Community Representatives

The Community Representative shall represent the views of junior members at the College's annual Health and Safety Advisory Committee and shall help

to convey information obtained at that meeting and through the College Administration to junior members. S/he shall also be responsible for recruiting students to work as health and safety representatives at all events for junior members to ensure the safety of participants.

External Relations Representative

The External Affairs Representative shall be responsible for representing the Student Association to bodies external to the College. S/he shall automatically become a member of any representative body to which the Student Association may be affiliated, subject to the internal procedures of any such body.

Sports and Societies Representative

The Sports and Societies Representative shall be responsible for convening a committee of the Sports Fellow, the President of the Student Association and him/herself to approve requests for sports subsidies. S/he shall further serve as a point of contact with students representing the College in sport and shall organize sporting and recreational activities in College. S/he shall also be responsible for convening a committee of the President of Common Room, the President of the Student Association and him/herself to approve requests for grants or subsidies to Common Room clubs and societies.

Arts Representative

The Arts Representative shall be responsible for issues relating to artistic and cultural initiatives in the College. S/he shall attend meetings of the College Arts Committee. S/he shall further be responsible for initiating, maintaining, or changing arts programs such as the display of student art in the College bar.

Environment and Health and Safety Representative

The Environment Representative shall act to promote environmental issues, both local and global, with the main aim of raising environmental awareness at St Cross. S/he shall also promote relevant events and organize, publicize, and implement the College recycling scheme.

Careers Development Representative

The Careers Representative shall liaise with the Oxford University Careers Service to provide junior members with information about careers events taking place within the University. S/he shall be responsible for coordinating the

St Cross Talks, facilitating and publicising Academic events, facilitating study skills training and coordinating courses at divisional level for thesis-writing.

Lesbian, Gay, Bisexual, and Trans Representative

The Lesbian, Gay, Bisexual and Transsexual (LGBT) Representative shall be responsible for representing the interests of the College's Lesbian, Gay, Bisexual and Transsexual students, for providing welfare advice and provision, and for organizing social events with other LGBT communities.

Chair of the Ball Committee

If the Student Representative Committee decides to hold a summer ball in any particular year, the post of Chair of the Ball Committee shall be created. S/he will chair a working committee on planning, organising and executing the event. S/he shall be responsible for ensuring that all of the requirements of the College's Ball Rules are fulfilled and that the College Ball operates in such a manner as to provide the maximum entertainment for members of the college without jeopardizing the Student Representative Committee's budget.

2.3 Ex Officio Members

The Junior Deans, Bar Manager, Library Representative, and Student Information Technology Representatives shall all serve as non-voting members of the Student Representative Committee and shall discharge the functions assigned to them by virtue of their respective contracts with the College. The Junior Deans, Bar Manager, Library Representative, and Student IT Assistants can attend SRC meetings, but do not have voting rights.

Junior Deans

Junior Deans provide an on-call service overnight to deal with security and emergency issues in the absence of porters. Additionally, they are required to handle minor breaches of discipline, encourage student members to conform to college regulations, provide informal counselling and support to student members and to act as an interface between the student body and college staff.

Bar Manager

The Bar Manager's main responsibility is to organise the bar in its entirety. This includes hiring bar staff, organising schedules, updating the inventory,

and coordinating with College on general maintenance and accounts. The Bar Manager is the main contact when hosting bar events. The Bar Committee (Bar Manager, Domestic Bursar, Accounts Manager) has the final decision in any bar-related event.

Library Assistant

The Library Assistants main job is to support the College Librarian's duties. They can advise the SRC on library matters, and hold tours and information sessions during Freshers Week to inform new students of the facilities and workshops.

Student IT Assistants

The Student Information Technology (IT) Assistants handle most of the face-to-face IT support in college, supporting the IT Manager's duties. They can advise the SRC on IT matters, and hold registration sessions during Freshers Week to help new students connect to the university wireless network.

2.4 Email accounts and mailing lists

Each elected officer has access to an email account associated with their position. The two or three Social Secretaries share their account. All accounts can post to the St Cross SRC mailing list as well as to the SRC students association mailing list. Retiring officers should provide account details to their successors. Passwords can be reset, even if the previous password has expired, by addressing a request to the IT Manager.

SRC Elections

3.1 Elections

Elections shall be conducted according to the procedures set out in the Constitution and these By-Laws. Governing Body shall oversee that each election is fairly and properly conducted.

The President of Common Room shall serve as Returning Officer and shall be responsible for the conduct of elections in accordance with this Article and the Constitution.

Elections shall take place in Trinity Term for the posts of President of the Student Association, Vice President, Secretary, Treasurer, at least one social secretary and such other posts as the Executive may determine. Those elected shall assume office upon the adjournment of the final SRC meeting to be held in the same Trinity Term. Further elections shall take place in the following Michaelmas Term for all remaining positions.

The tenure of all SRC positions shall be for a twelve-month period. No person may hold a position for more than one year without re-election.

Nominations

At least two weeks in advance of the close of nominations and normally no later than Monday of Fourth Week of the term in which the election is to take place, the Returning Officer shall publicise the titles and descriptions of the positions open for election, the dates and hours of polling, the place of polling, and the period and method of making nominations.

Nominations shall normally close by 5 p.m. on Friday of Sixth Week of the term in which the election is to take place. Balloting shall normally take place from Monday through Thursday of Seventh Week in accordance with the provisions of this Article. The Returning Officer shall normally announce the results by noon on Friday of Seventh Week.

Candidates for nomination shall be nominated by two voting members of Student Association and shall indicate, in writing, to the Returning Officer

their assent to nomination. No member may accept nomination for more than one position in any election. Nominations and notice of candidates' assent shall be received by the Returning Officer before the close of the nominating period. No nomination may be withdrawn without the consent in writing of the candidate. Nominations may be withdrawn at any time before the start of balloting. After the close of the nominating period, the Returning Officer shall publish a nomination list including the names of all duly nominated candidates for each vacancy and their manifesto.

Hustings for any position may be held at the discretion of the Returning Officer on the Monday of Week 7. If the Returning Officer chooses to hust candidates for any position, all candidates for that position will be invited to the Common Room to briefly discuss their manifesto and answer questions from the Student Association.

Voting

The Returning Officer may allow voters to submit their votes by electronic or such alternative means as s/he thinks fit; nevertheless, a secret ballot must always be available. Ballot papers, whether written or electronic, shall list in relation to each vacancy the names of all candidates, and for each vacancy shall include a space for "Re-Open Nominations" (also known as "RON"). In the case of paper ballots, balloting shall take place in the Common Room during a designated time; in the case of electronic ballots, balloting shall close at 11.59 p.m. on the last day of voting. Each member of the Student Association may cast a single ballot.

Secondary Elections

In the event that there are no candidates for a given position at the close of nominations, or in the event that the winner of a given election is RON (re-open nominations), or in the event that there is a tie between two candidates (including between a candidate and RON), an additional election will be held.

Continued Vacancies

In the event of the resignation of any member holding any elective position, or in the case of an unfilled vacancy, the SRC may conduct a majority vote to appoint a member of the Student Association to act in the vacant position until the next election.

The SRC must notify the Student Association of the vacant position and their nominee. The Student Association then has two weeks to nominate another candidate. If no nominations are received, then the original SRC nominee will be co-opted.

If more than one nomination is received by the SRC within two weeks of the posting of such notice, an election shall be held according to the procedures set out in the By-laws. In the intervening period, the appointee shall continue to act in the position. If only one nomination is received by the SRC, then the nominated individual shall be deemed elected.

By-Elections

In the event that a member of the SRC resigns or is removed from office during their term of office, a by-election will be held.

Multiple Positions

No member shall hold more than one elective position at any one time, except where s/he has been elected under the "emergency" provisions in which case s/he shall hold no more than two elective positions.

Re-open Nominations (RON)

If the Student Association votes to re-open nominations (RON) against any candidate, that candidate will not be able to hold any SRC position for a full academic year.

Recalls

A vote of no confidence may be tabled at any time against a member of the SRC. A vote of no confidence may be held in one of two possible ways:

- Any current SRC member may request a vote of no confidence in another member of the committee. The vote shall be called in a SRC meeting by the President, by the Vice President if the President is the subject of the motion, or by the next-highest unaffected officer on the SRC hierarchy as specified by the By-laws. Half of the voting members of the SRC must be present for a quorum to be reached; if this is not the case, an emergency meeting must be called within 48 hours.

At the meeting in which the motion is discussed, the member(s) in question shall hear the allegation made against them and be permitted to offer a statement of defence. S/he shall then leave and will not be present during the subsequent discussion which will not be minuted. The Junior Deans shall act as returning officers in the subsequent vote which shall be held with a secret ballot. If a two-thirds majority of the voting SRC members who were present at the discussion is reached, the position will be considered vacated.

- Alternatively, any current SA member who does not hold an SRC post may present a petition of no-confidence in an SRC member to the Junior Deans. A petition bearing the names and signatures of 150 current SA members (or 30 percent of the SA members, whichever is smaller), as verified by the Junior Deans, will be considered as evidence that the member does not hold the confidence of the SA and the position shall be immediately vacated.

In the event that a position is vacated, the former incumbent will be considered discharged with immediate effect. A new officer(s) will be either elected or co-opted as the discretion of the SRC. Candidates who have been removed may not stand for re-election. If the SRC Executive deems necessary, all elected members of the SRC may be subject to an automatic vote of confidence on a termly basis. The vote shall take place in week 8 of each term and shall not concern any members elected or co-opted after week 5 of that term. One week's notice shall be given prior to the vote and Members are to be given one week to cast their votes.

Emergency Provisions

The SRC, or its executive, shall have the power to appoint any of its members to act temporarily in any position in an emergency.

The executive shall also have the power to temporarily suspend any individual from their SRC position in a case of misconduct or in an emergency. This suspension may last a maximum of eight weeks.

Appeals

Complaints about the operation of any election should be put to the Senior Tutor in Writing.

4 Committees and Meetings

4.1 Conducting Meetings

Chair

The SRC President will be the Chair of each General or Emergency meeting of the SRC. In their absence, their nominated representative will serve as Chair.

The Chair of a General or Emergency Meeting will:

- Follow the agenda as posted;
- Decide the priority of speaking;
- Keep good order within the meeting;

Agenda

a) Notice of the agenda for each meeting will be given by the SRC Secretary at least 24 hours prior to the meeting.

b) The agenda will include opportunity for any other business to be discussed.

Motion

a) Motions must be submitted to the SRC Secretary no later than 48 hours before the meeting.

b) Motions must be proposed by one Full Member and seconded by another Full Member. The proponent and the seconder will be denoted on the motion.

c) The proponent of a Motion has first right to speak in relation to the Motion they proposed.

Voting

a) The Secretary will tally the votes on each question put and announce the result to the membership present.

- b) Any Full Member may request a roll-call vote.
- c) Voting on Motions will normally be by show of hands.
- d) At the time of voting, any Full Member can move a motion for the vote to take place by secret ballot. Such a motion requires a majority of Full Members.
- e) A majority or a vote of two-thirds of present members does not include abstentions, but only those votes cast for or against the motion.
- f) If amendments to the Constitution are passed, notice of the changes must be given to Members within ten days.

Amendments to the By-Laws

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5.1 Amendments

a) Resolutions to amend the Constitution must be submitted to The Executive, who will give the SRC a one week notification of the exact changes. Minor amendments to such resolutions may be made at a General Meeting, provided such changes do not substantially alter the resolution.

b) Amendments to the Constitution must be proposed and seconded by another SRC Members.

c) Amendments to the Constitution must have the support of a two-thirds majority vote.

d) Successful amendments to the Constitution take effect upon their approval by a meeting of the GB.

5.2 Authority

a) Any question about the interpretation of this Constitution may be submitted to The Executive to make a decision by majority. If The Executive fails to reach a majority decision, the question of interpretation will be put to the Senior Tutor or Bursar for a final ruling.

5.3 Complaints

a) Complaints about any matter pertaining to the SRC should be submitted, in the first instance, to The Executive, if deemed acceptable to the complainant. The Executive will investigate. If The Executive cannot come to resolution acceptable both to the complainant and to the individuals complained about, all parties involved should consult with the Senior Tutor or Bursar who will be empowered to make a final decision, and must explain said decision to all parties involved.

b) If the complainant is dissatisfied with the ruling, they may appeal in writing to the GB.

5.4 Effect

All previous Constitution of the SRC and rights derived from them are revoked and this Constitution has effect as of Trinity Term 2017.