

DOWNING COLLEGE JUNIOR COMBINATION ROOM

STANDING ORDERS

Having regard to clause 147 of the Downing College Junior Combination Room Constitution, the Downing College Junior Combination Room has made the following Standing Orders.

Unless otherwise stated, terms used in these Standing Orders shall be defined as in Clause 3 of the Constitution.

STANDING ORDER 1: POSITIONS ON THE JCR COMMITTEE AND THE RESPONSIBILITIES OF JCR OFFICERS

Adopted on 24 June 2022 and last amended on 24 November 2023.

PRESIDENT

- Chairs meetings of the JCR Committee and JCR Open Meetings
- Co-ordinates the JCR Committee, and formulates and implements JCR policies
- Liaises with other JCR Committee members in order to assist them in their roles
- Liaises with College authorities and staff to ensure that JCR members' views, in all their diversity, are represented and understood by the College.
- Ensures that adequate student representation exists on all relevant College committees (whether personally, through another JCR representative, or by discussion with the relevant College Officers in advance). Represents the JCR members' views in person on the following committees of the College:
 - General Purposes Committee;
 - Governing Body;
 - Buildings and Environment Committee;
 - Health, Safety and Domus Committee;
 - Information Management Committee;
 - Education Committee;
 - Development Committee;
 - Diversity Committee.
- Communicate and explain the outcome of College committee deliberations to JCR members as appropriate, providing an update at least once a term
- Meet regularly with the Downing Alumni Association to discuss fundraising opportunities, and sit on the Merchandising Working Group
- Liaises with other colleges' JCR Presidents
- Ensures that the JCR is adequately represented on the appropriate committees of any external organisations to which the JCR may choose to affiliate itself to.
- Assists with the Rooms Ballot in Lent Term

- Is the port of contact for any external or university-based organisations who wish to engage with students of Downing

VICE PRESIDENT

- Works with the President in liaising with College authorities and in formulating and implementing JCR policy
- Sits on College General Purposes Committee and Governing Body
- Organises JCR Open Meetings and Committee Meetings
- Liaises with the rest of the JCR Committee to ensure efficient communication and co-operation
- Acts as a temporary substitute for other officers within the JCR Committee if, due to unforeseen or exceptional circumstances, an officer becomes unable to fulfil their responsibilities or act in an appropriate capacity within their role.
- Oversees the running of the rooms ballot in Lent term
- Organises Superformals for second/third year undergraduate students and their parents.
- As the external liaison officer of the JCR, including, but not limited to:
 - liaising with the University and other University organisations on behalf of the JCR and its members,
 - representing the JCR on the appropriate committees of any external organisations to which the JCR may choose to affiliate itself to or any external organisations the JCR may choose to co-operate with, and
 - publicising to JCR members such actions and events of external bodies as may reasonably be of interest to JCR members.
- Solicits applications for Yearbook Coordinator by the end of Michaelmas Term. The Yearbook Coordinator should be chosen by the JCR President and Vice-President and will have autonomy over the Yearbook Committee
- Ensures that JCR Officers are aware of relevant sections of the JCR and DCAC Constitutions and Standing Orders.

JUNIOR TREASURER

- Is responsible for advising the JCR Committee on matters of DCAC finance, particularly the use of the JCR Grant
- Is responsible for management of the JCR Grant
- Attends meetings of the College Finance Committee and College Investments Committee

WELFARE AND EQUAL OPPORTUNITIES OFFICERS

- There shall be two Welfare and Equal Opportunities Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Ensure that the needs and views of all groups in the JCR are being adequately represented
- Help to assist in any aspects of College life that may cause problems for students on the basis of their gender, sexuality, disability, mental health, ethnicity or nationality

- Provide information and support on issues of discrimination, harassment and sexual assault
- Act as intermediaries between JCR members and the various welfare organisations of the College and the University
- Responsible for the implementation within College of such welfare campaigns, including external welfare campaigns, as the JCR may decide are necessary
- Responsible for informing JCR members of the welfare provisions available to them
- Attend appropriate training sessions, including those offered by external organisations
- Hold welfare drop-in sessions, opened to all members of the JCR regularly full term.

GENDER EQUALITIES OFFICERS

- There shall be two Gender Equalities Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Work closely with the other Welfare Officers to promote the well-being of members of the JCR who self-identify as being of a marginalised gender, by acting as a point of information and support.
- Liaise with College staff about issues and initiatives regarding, but not exclusive to, the well-being in college of people of marginalised genders.
- Engage with such relevant campaigns and initiatives across the University that the JCR decides to engage with.
- Run discussion groups/gender equality group meetings in the College.
- By extension, also oversee the running of FemSoc (unless they do not wish to be involved).

COMMUNICATIONS OFFICER

- Take and publish, on behalf of the Vice-President, minutes for JCR Committee and JCR Open Meetings
- Responsible for producing a regular electronic mail newsletter for all JCR members in co-ordination with the JCR President about such external events and opportunities as may be of interest to JCR members
- Publicises JCR activities, events and achievements within College, by email and on social media.
- Produces a weekly JCR Newsletter outlining any committee meetings of relevance, any internal opportunities, funding opportunities and informs students of current college goings-on.

ACADEMIC AFFAIRS, SOCIAL MOBILITY AND CAREERS OFFICER

- Responsible for the academic welfare of JCR members
- Sits on Education Committees to address current academic issues within College
- Represents JCR members as appropriate within the University

- Liaises with JCR members and College authorities in co-ordinating events such as Careers evenings, subject talks and lectures
- Responsible for organising the College team for entry into the BBC University Challenge
- Responsible for ensuring students from all backgrounds will receive support from College
- Responsible for ensuring students receive information about post-graduate opportunities and careers

ACCOMMODATION AND SERVICES OFFICER

- Responsible for maintaining, updating and publicising the availability of all resources and amenities open to JCR members, in co-ordination with other JCR Committee Officers
- Acts as a point of contact for all JCR members in advising on the usage of College-run and JCR-run services
- Liaises with College authorities in representing JCR members' views on the state of services within College
- Under the leadership of the Vice President, oversees the running of the rooms ballot in Lent term.

ENTERTAINMENT OFFICERS

- There shall be two Entertainment Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Responsible for running a range of JCR-organised social events, including:
 - The JCR Garden Party
 - In collaboration with the Vice President, the Superformals
- Put up a number of Ents during full term
- Liaises with College authorities and the Bar Committee in order to represent and instigate JCR members' views on entertainments within College
- Assists with themed formals throughout the year.

FRESHERS' OFFICERS

- There shall be two Freshers' Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Act as an initial contact for incoming students to help them through the transition into Downing, and more generally, Cambridge life
- Produce the JCR Freshers' information for dissemination to students before they arrive.

- Form and manage a Freshers' Sub-committee, which shall consist of no more than 15 members, and represent the diversity of the student body. Selection of the sub-committee must be achieved in a fair and transparent way to achieve this. The Freshers' Officer(s) is/are responsible for ensuring that those selected understand the welfare nature of the role. The President and Vice President, in consultation with the Dean and the Senior Tutor of the College, must approve the proposed membership of the sub-committee
- Plan and co-ordinate Freshers' Week by arranging welfare and social events for incoming students, ensuring there is an appropriate diversity of events (in particular, a balance of drinking and non-drinking events) to accommodate all peer groups. Collaborate with the Welfare Officers to ensure all students are sufficiently provided for.
- Arrive early and help incoming students' with moving into College
- Serve as a point of contact to deal with any problems that may arise
- Liaise with College throughout the entire organisation process to make sure there are no clashes, and be informed about academic and College-organised events for incoming students

ACCESS OFFICER

- Represents JCR members as appropriate within the University on access and diversity issues
- Responsible for engaging and facilitating the participation of the JCR members in university-wide target schemes
- Acts as intermediary between JCR members and senior College members to represent JCR members' views on access issues and schemes. Attend College committees or meetings related to outreach activity as appropriate.
- Acts to encourage those who would not normally consider applying to Downing or Cambridge
- Working alongside the School and College Liaison Officer, engage the participation of the JCR members in College-based outreach schemes including Discover Downing
- Work with such University-wide access and outreach schemes as the JCR Committee shall decide to co-operate with

GREEN OFFICERS

- There shall be two Green Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Responsible for environmental & ethical issues that arise in the business of JCR and liaising on behalf of the JCR with appropriate senior College members
- Responsible for co-ordinating and publicising environmental/social justice campaigns within the College, both those college-based and those of the CUSU Green campaign, on a regular basis
- Maintains contact with the appropriate University-wide campaigns to share ideas and keep informed about the them, and, where relevant, with other groups/societies in the

University and the city so as to be a point of contact for students interested in these issues

- Publicising College environmental initiatives to help achieve maximal engagement of the JCR members in these initiatives.

INTERNET OFFICER

- Responsible for maintaining the JCR website, including the Rooms Ball, Elections, Referenda and the DCAC Re-Imbursement System
- Ensures that all important news items, forthcoming events, sports results and fixtures, provided by the relevant JCR Officers, are featured on the website
- Works with the College IT Department to ensure availability of the JCR web server and other web facilities

INTERNATIONAL OFFICERS

- There shall be two International Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Like the Freshers' Rep (s), works to assist in the integration of international students in College. Primarily a welfare-based role
- Stores and disseminates information on facilities available and issues concerning international students, including appropriate information on university-wide facilities and initiatives
- Works with the College to make Downing as comfortable and accommodating as possible for international students
- Manages the International Storage systems within the College, with support and guidance from college.

SPORTS OFFICER

- Promotes the ease of use of all College sporting facilities
 - Acts to improve these facilities and respond to JCR members' needs and wishes
- Responsible for maintaining the collection of sporting equipment stored, if possible, in the porter's lodge for all students of the College
 - The store should contain enough equipment for a game of all relevant sports to be played effectively. "Relevant Sports" should include all sports played by the College at an intercollegiate level in so far as is financially possible, and others by student demand
- Seeks to make the College Gym an integrated part of College
- Act as a store of important sporting information e.g. details of how to contact various pitches and umpires
 - It will be the duty of the sports officer to liaise with team captains in order to keep this information up to date. This should be made available easily to all students

- Maintain a working relationship with The Griffins Club and all College staff relating to sport to enhance communication inside College.

BLACK, ASIAN AND MINORITY ETHNIC OFFICERS

- There shall be two Black, Asian and Minority Ethnic Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Act as an intermediary between College and members of the JCR who identify as being from an Black, Asian and/or Minority Ethnic community to represent and promote Black, Asian and Minority Ethnic views and issues within College
- Where appropriate, is responsible for organising the role of Downing JCR members such relevant university-wide schemes as the JCR decides to participate in
- Arranges internal events for Black, Asian and Minority Ethnic students in Downing
- Liaise with Welfare Officers and International Officer to promote ethnic minority views.

LGBT+ OFFICERS

- There shall be two LGBT+ Officers, who shall be elected in pairs, in accordance with clause 12 of the Constitution.
- Advocates for the welfare of JCR members who identify themselves as lesbian, gay, bisexual, transgender or any other sexual, gender or romantic minority
- Provides support and information for those JCR members and other students who may be questioning their sexuality/gender etc; for those who have concerns or want support in coming out; for those who have religious questions regarding their sexuality
- Acts as a reference point to the appropriate wider University campaigns, liaising with them as appropriate and providing information on such events, activities and run by such university-wide campaigns as may be of interest to those Downing JCR members who identify themselves as lesbian, gay, bisexual, transgender or any other sexual, gender or romantic minority

DISABILITIES AND MENTAL HEALTH OFFICER

- Advocates for ensuring that Downing is a supportive and accessible environment for students who are physically, mentally, or otherwise disabled
- Offers support regarding any concerns, which may include counselling, accessibility and accommodation
- Works with the appropriate University-wide campaigns and other members of the JCR to achieve the above objectives.

STASH OFFICER

- Responsible for organising college merchandise (stash) for students
- Finds and liaises with suitable suppliers, advertises options to students, and organises collection of ordered items
- Works to find solutions when there are issues with purchases

STANDING ORDER 2: SUB-COMMITTEES OF THE JCR

Adopted on 24 June 2022 and last amended on 5 May 2023.

1. There shall be various JCR Sub-Committees lead by JCR Officers to manage and organise permanently highly active areas of the JCR Committee. These will be as follows:
 - a. Entertainments Sub-Committee, responsible for JCR social events. Number in subcommittee is at the Entertainments Officer's discretion with an upper limit of 8.
 - b. Freshers' Sub-Committee (maximum 15), comprising the Freshers' Officer(s) and coopted volunteers, responsible for the organisation of Freshers' Week.
 - c. Welfare and Equal Opportunities Sub-Committee, comprising the Welfare Officers, Women's Officer(s), LBGT+ Officer(s), International Officer(s), Ethnic Minorities Officer(s) and Mental Health Officer(s).

STANDING ORDER 3: CONDUCT OF OPEN MEETINGS

Adopted on 24 June 2022.

1. Ordinary and Extraordinary Open Meetings of the JCR may be held by suitable electronic or hybrid electronic and in-person means agreed by the JCR Committee in which each participant may communicate with all the other participants.

STANDING ORDER 4: THE SENIOR COMMITTEE

Adopted on 5 May 2023

1. The Senior Committee shall be responsible for the general running of the JCR Committee.
2. Members of the Senior Committee may be assigned tasks that are not explicitly described in their role as outlined in Standing Order 1.
3. The Senior Committee is comprised of:
 - a. the President; and
 - b. the Vice-President; and
 - c. the Junior Treasurer; and
 - d. the Internet Officer; and
 - e. the Welfare Officers.