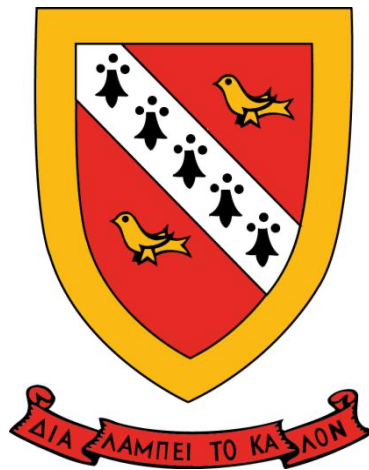


Wright College & Village
Junior Common Room

CONSTITUTION



Amended on 26/05/2022

Wright College & Village

Junior Common Room

A. General Provisions

1. NAME

The name of the body shall be called the Junior Common Room, JCR.

2. DEFINITIONS

- (a) 'University' or UNE shall mean the University of New England.
- (b) The 'Village' shall mean Wright Village in the University of New England.
- (c) The 'College' shall mean Wright College in the University of New England.
- (d) The 'Manager' shall mean the Residential Life Manager of Wright Village & Wright College.
- (e) The 'Head' shall mean the Head of College of Wright College and Village.
- (f) The 'JCR' shall mean paid members of the Junior Common Room.
- (g) The 'Committee' shall mean elected officers.
- (h) The 'Executive' shall mean the Executive of the JCR as set out therein.
- (i) A 'First Year' shall mean any Resident who is in their first year of residence of College.
- (j) A 'First Year' shall mean any resident who is in their first year of residence of Wright College and Village.
- (k) An international student is one who does not have permanent resident status in Australia.
- (l) A mature age student is one who is over the age of 25 at the time of their enrolment
- (m) A 'Wright College Valedict' is one who is graduating and who has lived in Wright College for at least one year. Other students close to graduating may apply for valedict status under special circumstances to the Manager.
- (n) The times stipulated for the various purposes in the Constitution shall be taken to include neither the University vacations, nor public holidays observed by the University.

3. OBJECTIVES

The objectives of the JCR shall be:

- (a) To promote the interests and maintain the traditions of Wright College & Village.

- (b) To have a means of communication between members of the College, University, and the community.
- (c) To assist in the promotion of academic excellence, sporting, cultural and social activities of residents in the College & Village.
- (d) To promote and maintain interaction with other residences.
- (e) To model and promote appropriate behaviour within the College, Village, and the greater UNE environment

4. MEMBERSHIP

- (a) **Sub Payers** - All residents of Wright College who pay their subscription are ordinary members of the JCR. Sub Payers are expected to pay their annual subscription at commencement of accommodation at the College.
- (b) **Ordinary Members**- Any resident of Wright College and Village.
- (c) **Annual Members**- An ordinary member who leaves the College during the course of the academic year, and who does not reside in or affiliate with another residence, shall be subject to the veto power of the Manager, become an affiliate member for the rest of the year.
- (d) **Affiliate Members**- Any persons who wish to become a member of the JCR may apply to do so by completing the necessary application form and paying the annual subscription. Such members will be subject to the veto power of the Manager.
- (e) **Honorary Members**- If a sub payer shows extraordinary devotion to the College & Village during their residency of the College & Village, they may be awarded Honorary Membership of the JCR. This is not necessary every year however there is a maximum of two per year. This should only be considered in special circumstances. Honorary membership nominations shall be submitted a week before the Annual General Meeting to the President outlining the special circumstances. Honorary membership shall be voted upon at the AGM with a majority vote determining the result.

5. SUBSCRIPTIONS

- (a) All 'sub payers' of the JCR, commencing residence in the first trimester, shall pay to the Treasurer upon arrival at the College, an appropriate amount of subscription to be used for the purposes of the JCR to attain its objectives.
- (b) All Affiliates of the JCR shall pay an annual subscription fee on application.
- (c) The amount of the annual subscription for both the financial and Affiliate Members shall be determined by incoming members of the JCR Committee at the Annual General Meeting. Any change in subscription from the preceding year must be approved by a two-thirds majority.

(i) First Year Subs are valued at \$130

(i) Returner Subs are valued at \$80

(ii) Affiliate Subs are valued at \$80

(d) Honorary members are not required to pay the subscription fee each year, they are considered sub-payers by default.

6. COMMITTEE

A. Functions and Powers

- (a) The JCR Committee shall have the power to do all that is necessary to further its objectives (refer to section 3).
- (b) The JCR Committee shall have the power to rent premises and incur legal and other expenses associated with the carrying out of its objectives.
- (c) The JCR Committee shall have the power to appoint sub-committees each year to help with the responsibilities of each of the Elected Officers. Such sub-committees shall report regularly to the JCR Committee.

B. Membership of the Committee

All members of the Committee, except for the First Year Representatives shall have tenure of the office from the end of the second trimester in which the elections take place until the end of the second trimester of the following year. The official handover date is the first day of Trimester 3. The First Year Representatives shall have tenure of office from their election until the end of the second trimester.

No person may occupy more than one executive office on the committee

Every member of the JCR Committee has a responsibility to see that all affairs of the JCR are conducted efficiently. Each Committee member also has responsibilities as outlined below. JCR Committee members have a responsibility to participate in all aspects of the JCR. JCR committee members have the responsibility to perform other roles/ duties when needed/ necessary

The JCR Committee of any one year shall be wholly and solely responsible for the decisions of that year. They shall ensure that all business for that year of office is completed by the end of that JCR Committee's tenure.

(a) The President

- (i) Be responsible for ensuring that the affairs of the JCR are conducted efficiently.

- (ii) Chair all JCR meetings.
- (iii) Prepare and give a written and verbal report at the Annual General Meeting.
- (iv) Liaise weekly with the Manager.
- (v) Represent, or nominate someone to represent the College at all occasions.

(b) The Vice-President

- (i) Function in the capacity of the President when the President is unavailable.
- (ii) Assist the president and treasurer as required.
- (iii) Liaise regularly with the JCR committee.
- (iv) Assume the responsibilities of the amenities officer and maintain an accurate Junior Common Room inventory list.
- (v) Organise and chair the sub-committee for the annual Wright Ball

(c) Treasurer

The treasurer is responsible for the management of

- (i) All expenditure
- (ii) Tracking purchase orders
- (iii) Payment of purchases

If a purchase is for equipment the Treasurer is responsible for updating the amenities officer. All purchases, regardless of amount made by any member of the Committee MUST have approval from the Executive.

Twice per trimester the treasurer will publish financial reports of the JCR Accounts.

(d) Secretary

- (i) To ensure the JCR is performing up to standard (required time, effort, and attendance)
- (ii) To receive feedback on events throughout the Trimesters and improve the quality and resourcefulness of the JCR through such feedback e.g.: Receive feedback of events post O week, Mid Breaks, and end of trimesters.
- (iii) Keep minutes, manage attendance at meetings + events, etc.

- (iv) To manage sponsorship and charity relations with the JCR.
- (v) To work closely with the Communications Representative in managing merchandise and marketing the College

(e) Cultural Representative

This representative is responsible for the creation of events for integration between international and domestic students in an attempt to increase cultural awareness. This student will also further promote other independent intercultural events that are held throughout the year.

(f) First Year Representatives (x2)

These representatives are required to liaise with all residents who are in their first year of university studies at UNE to ensure that this section of the College & Village community is acknowledged and fairly represented. In addition, they will be required to assist the various committee representatives as required. Particular emphasis and focus is to be given to assisting SFK, MB and PT representatives.

(g) Social Officer (x2)

The Social Officers shall be responsible for the organisation of functions and social events. The Social Officer is also responsible for monitoring and promoting events in collaboration with the Communications Officer on Wright College & Village Facebook pages. These representatives are in charge of managing social media accounts including the Wright snapchat and Instagram accounts.

(h) Communication Officer

The Communication Officer is responsible for publicising all events associated with the JCR before the event is held. They will be responsible also for the creation of posters, taking photographs at events and should liaise with the social officer to ensure promotion on the Facebook page.

(i) Sir Frank Kitto (SFK) Representatives (x2)

These Representatives represent Wright College & Village at meetings and help organise cultural events in the form of inter-collegiate competitions. In addition, it is their responsibility to ensure that SFK activities are well communicated and advertised through the College & Village, and that residents are encouraged and motivated to participate in the SFK competitions.

(j) President's Trophy (PT) Sports Officer (x2)

This Officer is responsible for ensuring Wright College & Village is represented in the men's sporting competitions. This involves inviting and encouraging all male residents to participate in, and encouraging all residents to act as spectators at these sporting activities. This also involves maintaining personal attendance to all PT events. In addition, these representatives are responsible for the sporting awards component of the Academic Dinner.

(k) Mary Bagnall (MB) Sports Officer (x2)

This position is responsible for ensuring Wright College & Village is represented in the women's sporting competitions. This involves inviting and encouraging all female residents to participate in and encouraging all residents to act as spectators at these sporting activities. This also involves maintaining personal attendance to all MB events. In addition, this representative is responsible for the sporting awards component of the Academic Dinner.

C. Executive

- (a)** The Executive shall consist of the President, Vice-President, Secretary and Treasurer
- (b)** Upholding of confidentiality is an expectation of the executive and if any member who is deemed to have broken confidentiality may face disciplinary action.
- (c)** If there is a deadlock in executive voting the President has the deciding vote.

D. Vacancies of Office

- (a)** Any member of the Committee who, without reasonable cause, is absent from three consecutive meetings of the Committee shall be deemed to have vacated the office held.
- (b)** A JCR Committee member may be removed from office at an extraordinary general meeting by a two thirds majority.
- (c)** A JCR Committee member is automatically removed from office if they have behaved in a way that has been deemed to constitute misconduct by the Manager or a two-thirds majority of the Committee.
- (d)** If any member of the JCR Committee resigns from their position, they may not elect to stand for another position on the JCR Committee for a period of one trimester unless they show reasonable cause.

7. ELECTIONS

(a) Returning Officer

- (i)** A Returning Officer nominated by the President shall be approved by a two-thirds majority of the Committee and appointed for all elections.
- (ii)** No person seeking election may act as a Returning Officer.
- (iii)** The Returning Officer shall be responsible for the compiling of a list of those persons eligible to vote at the various elections.
- (iv)** The Returning Officer shall call for nominations for all positions on the JCR except the First Year Representatives during the last two weeks of term 3.
- (v)** The Returning Officer shall call for nominations for the two First Year Representatives during week one of first trimester.

(b) Deputy Returning officer

- (i) A Deputy Returning Officer nominated by the President shall be approved by a two-thirds majority of the Committee and appointed for all elections.
- (ii) No person seeking election may act as a Deputy Returning Officer.
- (iii) The deputy returning officer shall fulfil the role of Returning officer whenever the returning officer is unavailable.

(c) The President shall declare to the Returning Officer in writing the number and designation of positions to be filled on the JCR.

(d) All candidates for election must be 'sub payers' of the JCR for at least one trimester, except for the positions of First Year Representatives. If a person is elected onto the JCR Committee, they MUST become a financial member of the JCR.

(e) All candidates applying for a 'JCR' position must have occurred the following: have been a JCR sub payer for at least one trimester, except those of the First Year Representatives, and participating in any of the following: social, cultural, academic, and sporting events. If a person is elected onto the JCR, they MUST become a financial member of the JCR.

(f) Candidates for the position of President must have lived in the College & Village for at least one year at time of application, shown involvement in JCR activities (MB/PT/SFK or social events) and JCR Committee experience is preferred for candidates.

(g) Once nominations are called, they shall remain open for up to ten (10) days and details of those nominated shall be placed on the Wright College & Village Facebook page within two (2) days of nominations closing.

(h) Nominations for all positions must be in writing, signed by a nominee, the proposer and seconder and handed to the Returning Officer or the office who will then forward nominations to the Returning officer.

(i) The elections must be held within seven (7) days of nominations closing and stay open for at least five (5) days.

(j) Nominees for election may appoint scrutineers to observe the counting of votes and the distribution of preferences.

(k) Results of the ballot will be announced on the Wright College & Village Facebook page within three days of the poll and at the annual general meeting.

8. VOTING

(a) Voting for positions will be by secret ballot using a simple preferential system, i.e.

(i) If there is only one candidate for a position, the candidate will automatically be elected.

(ii) If there are only two candidates for any position, the candidate who receives a majority of the vote shall be declared elected.

(iii) Efforts must be made to facilitate online voting for Residents away from College.

(iv) For the positions of SFK Representatives, PT and MB Representatives, Social Representatives and First-year Representatives, the person who shall receive the majority of votes will receive the first position available. The vote is then recounted with the winners first preferences redistributed to the 2nd preference and so on. The process continues as normal with the candidate with the least votes after each round being eliminated until one person has the majority of votes

(v) For any unresolved disputes concerning nominations, the conduct of elections and results shall be referred to the Manager and returning officer.

9. BY- ELECTIONS

(a) A by-election to fill a presidential vacancy shall be conducted within three (3) weeks of the vacancy occurring. Election procedures will be as outlined in 7 and 8 above. The Vice- President will become acting President until the new President is elected. If there is no nominee for the position of President, the Vice-President shall assume the roles and responsibilities of the President of the JCR.

(b) A by-election to fill other JCR vacancies shall be conducted within two (2) weeks of the vacancy occurring. Election procedures will be as outlined in 7 and 8 above.

10. MEETINGS

Minutes of each meeting of the JCR, and any sub-committees, shall be kept. A copy of all the minutes shall be posted to the Office Manager and Committee. Minutes are available on request by any 'sub-payer' of the JCR.

A. JCR Meetings

(a) Meetings of the JCR shall be convened by the JCR President, or the Vice-President in the event of the President's absence.

(b) Committee meetings shall be held on a basis deemed acceptable by the committee of the year, and no fewer than six meetings shall be held in each trimester.

(c) Two days' notice shall be sufficient notice of the intention to hold a meeting of the JCR Committee.

(d) The executive should consult prior to each meeting of the JCR to determine the agenda for the meeting. The agenda shall be distributed to the Committee members prior to the meeting.

(e) Executive meetings to discuss important or sensitive matters should be held as necessary.

(f) A general meeting of the JCR shall be called within two (2) days of a JCR member sending a written request to the President.

(f) Fifty percent (50%) of Committee members (of where 50% is not a whole number, the next higher) shall constitute a quorum. The meeting shall lapse if a quorum is not present within fifteen (15) minutes of starting time.

(g) JCR meetings shall be deemed 'open' meetings. All JCR Sub Payer committee or otherwise shall be entitled to vote if in attendance of any open meetings. Sub payers of the JCR may put forward suggestions during general business.

(h) Where necessary the Chairperson shall have the casting vote.

(i) A member of the JCR Committee may nominate in writing a proxy in the case of their absence. No person may carry more than two proxies. The nomination of a proxy must be produced upon request. If a proxy is not already a committee member and has their own vote, they are not entitled to the vote of the Committee member they are a proxy for.

(j) A JCR Committee meeting may, by a simple majority, decide on any matter under the discussion, except an amendment to the Constitution and the amount of the annual subscription. Both require a two-thirds majority.

(k) Any matter can be voted upon by the Executive in an Executive meeting. Minutes of these meetings must be forwarded to the Manager and Committee members.

B. General Meetings

(a) General meetings shall be convened by the President, or in the absence of the President, by the Vice-President.

(b) Ten days' notice shall be sufficient notice of general meetings

(c) The Annual General Meeting shall be held:

(i) Whenever the JCR Committee determines

(ii) On receipt by any member of the JCR Committee of a petition signed by no fewer than fifty sub-payers of JCR specifically stating the object of the meeting

11. CONSTITUTION

The Constitution may be added to, repealed in whole, or amended by:

A two thirds majority of a General Meeting of the JCR where the motion has been signed by four members of the JCR. Where:

(i) The Vice-President has given one (1) week notice to all sub payers of the JCR of the proposed motion, amendments, or alterations by displaying the proposed motion on the Wright College & Village Facebook Page for that time.

- (ii) The Manager of Wright College & Village shall have approved any proposed changes to the Constitution.

12. FINANCE

(a) The Treasurer shall be responsible to the JCR for all financial matters concerning the JCR. Financial records shall be maintained such that

- (i) Accurate records of all transactions are kept and that all receipts to be banked are recorded and all accounts for payment are passed by the JCR and recorded in the minutes.

- (ii) Proper books of account are maintained and all funds received are banked to the credit of the bank's account. 2 signatures are required to operate such accounts. These signatures should be any two of the President, the Vice-President, and the Treasurer.

- (iii) A complete and detailed statement of Income and Expenditure is to be presented to the Annual General Meeting of the JCR.

- (iv) A financial summary is to be presented to JCR meetings during the Treasurer's report.

(b) Auditor- The JCR shall appoint an independent auditor to ascertain

- (i) That all receipts and payments have been properly recorded in the books of the account.

- (ii) That the statement of income and expenditure is correctly drawn up from the information contained in the books of account.

13. AFFILIATE ENTITLEMENTS

Affiliates shall be entitled to:

- (i) Attend all meetings of the JCR.

- (ii) Vote during the General Meetings, for President and for other JCR positions.

- (iii) Play sport for Wright College & Village and be involved in other Wright activities.

- (iv) Attend formal dinners on invitation by the college.

- (v) Run for election for any JCR role that cannot be filled by a resident after elections have run and after being a sub-payer for at least one trimester.

14. NON-PROPRIETY CLAUSE

The income and property of the JCR shall be applied solely towards the promotion of the objectives of the JCR as set forth in the Constitution. No payment or dividend shall be paid directly or indirectly to any member of the JCR.

15. DISSOLUTION

In the event of the Annual General meeting not being held in Trimester Two, or in the event of the Executive of the JCR not being elected, or in the event of two or more members of the Executive resigning without replacement, or four (4) members of the JCR resigning without replacement, The Manager of Wright shall take charge of the assets and records of the JCR and subsequently transfer them to a new Executive, when one is elected. Under such circumstances, the Manager shall have authority, and must exercise that authority, to call elections as soon as possible at any time.

This Constitution was adopted at a General Meeting of 2022 JCR committee, on 12th June 2022

Wright College Junior Common Room

POSITION STATEMENT

The purpose of this document is to outline the major roles of the positions of the JCR as a guide to the incumbent of these positions, and also as information to any member of Wright College contemplating standing for election to the position.

PRESIDENT

It is not meant to be an exhaustive or complete document, but to act as a guide or reference only. It is expected that each President will determine how best to lead his or her Committee, and to make a distinctive contribution to the welfare of residents and reputation to Wright College during their term of Office.

Role of President

The role of the President is outlined in Clause 6B (a) of the JCR Constitution as follows:

The President shall

- (i) Be responsible for ensuring that the affairs of the JCR are conducted efficiently.
- (ii) Chair all JCR meetings.
- (iii) Prepare and give a written and verbal report at the Annual General Meeting.
- (iv) Liaise weekly with the Manager.

(v) Represent, or nominate someone to represent the College at all occasions.

The other statutory functions of the President are to nominate a Returning Officer for elections (Clause 7(a)(i)), and to declare to the Returning Officer the number and designation of positions to be filled in an election (7(b)).

The President will receive the same remuneration package as the Residential Fellows' of that year receive.

The President's performance shall be reviewed each term by the Manager.

Liaison with the Manager

To ensure effective liaison with the Manager, the President should meet with the Manager on a weekly basis during the trimester. In the event of the Manager's absence, the President should meet with a nominee.

The President shall attend meetings of the Resident Fellows during the Trimester as required.

Joint Meetings shall be held as deemed necessary by the heads of both teams or Residential Life Manager.

Meetings of the JCR

One of the principal functions of the President is to chair meetings of the JCR.

The Constitution requires that at least six meetings be conducted each trimester (10A (b)).

Meetings should be conducted in an orderly manner following meetings procedures that have been agreed to at the commencement of each year.

Executive

The President, Vice-President and Treasurer constitute the JCR Executive. The purpose of the Executive is to transact business and make decisions affecting the JCR between regular meetings. The President should chair any meetings of the Executive (although most are expected to be informal). Decisions of the Executive should be reported to the next meeting of the JCR for ratification.

Liaison with Members of the Committee

The President shall liaise regularly with the other members of the JCR, and assist them to fulfil the responsibilities of their respective portfolio. Where appropriate the President and Committee members shall co-opt or in other ways enlist the assistance of resident members of Wright College & Village to undertake particular tasks or projects.

The President shall nominate an appropriate resident to represent Wright College & Village at designated events or on special occasions.

Wright College Residents' Association

POSITION STATEMENT

VICE-PRESIDENT

The purpose of this document is to outline the major roles of the positions of JCR Vice-President as a guide to the incumbent of this position, and also as information to any member of Wright College contemplating standing for election to the position.

Role of the Vice-President

The role of the Vice-President is outlined in Clause 6B (b) of the JCR Constitution as follows:

The Vice-President

- (i) Function in the capacity of the President when the President is unavailable.
- (ii) Assist the treasurer as required.
- (iii) Liaise regularly with the JCR committee.

In addition the Vice-President is required to convene General Meetings of the JCR including the Annual General Meeting (Clause 10 B (a)).

The most important functions of the Vice-President is deputising for the President.

Because of the Vice-President's role in deputising for the President, it is important that the incumbents of these two positions develop a good working relationship and that there is open and regular communication between them.

One way of this is to assign to the Vice-President responsibility for the supervision and liaison with designated members of the JCR with portfolio responsibilities.

As amenities officer, the Vice President is responsible for the availability of various resources and amenities provided by the JCR for its members. These include sporting equipment, recreational facilities and other equipment needed for the regular functioning of Wright College.

Wright College Residents' Association

POSITION STATEMENT

TREASURER

The role of the Treasurer is outlined in Clause 12 of the JCR Constitution as follows:

(a) The treasurer is responsible and accountable for all monies of the JCR and will main financial records such that:

(i) Accurate records of all transactions are kept and that all receipts to be banked are recorded and all accounts for payment are passed by the JCR and recorded in the minutes.

(ii) Proper books of account are maintained, and all funds received are banked to the credit of the bank's account. 2 signatures are required to operate such accounts.

These signatures should be any two of the President, the Vice-President, and the Treasurer.

(iii) A complete and detailed statement of Income and Expenditure is to be presented to the Annual General Meeting of the JCR.

(iv) A financial summary is to be presented to JCR meetings during the Treasurer's report.

(b) Auditor- The JCR shall appoint an independent auditor to ascertain

(i) That all receipts and payments have been properly recorded in the books of the account.

(ii) That the statement of income and expenditure is correctly drawn up from the information contained in the books of account.

- (c) Twice per trimester the Treasurer will publish the financial statements of the JCR accounts.
- (d) Because of the specialised and important accountabilities of this role, the Treasurer is expected to have some knowledge and experience of elementary accounting and book-

keeping procedures. He or she should be required to demonstrate these in a profile presented at the time of nominating for election.

Procedures

The following procedures are intended to a guide for the Treasurer, but are not meant to be comprehensive or exhaustive, and the Treasurer should seek advice from the Manager, professional staff of the University and the JCR Auditor (see Clause 12 (b)) in preparing reports and accounting for income and expenditure.

- **Receipting of Money-** All funds should be receipted, either by the Treasurer or an approved delegate, and the money banked. Where possible, monies received and receipted should be cross-checked by another member of the JCR.
- **Recording of Income-** Funds received should be recorded in either a cash book or on an Excel spreadsheet, cross referenced to the receipts written. These funds should be totalled regularly and the amount held banked. The cash book should indicate the amount and date banked. These amounts should be reconciled to the bank statements on a regular basis.

JCR fees will be collected from the residents by the Wright College Office and transferred to the Committee at regular intervals, or on the request of the Treasurer. The Office will provide a list of payments received with each transfer of funds.

- **Approval of Expenditure and Drawing Up of Cheques-** All expenditure should be approved by a meeting of the JCR, presented as part of the Treasurer's report.

Documentation supporting the amount of expenditure to be approved should be available to the Committee. In cases in which good business practice requires a payment to be made before it can be presented to the Committee, approval of expenditure should be gained from two members of the Executive (other than the Treasurer), and their actions in approving payment then ratified at the next meeting of the JCR.

- **Recording of Expenditure-** All shall be recorded in a cash book or spreadsheet, cross referenced to a cheque number or petty cash receipt. The petty cash float should be replenished as required, each time the expenditure from the original advance must be reconciled.
- **Preparation and presentation of financial reports/statements-** At each meeting of income and expenditure transactions executed since the last meeting. At the first meeting of each month this statement should include a written summary of all

transactions for that year to date, and indicate the balance of the balance of funds available to the JCR.

Written statements of transactions, flow of funds and balances of accounts must be provided. The statement provided to the Annual General Meeting should include a certificate issued by the JCR Auditor. The Auditor's statement should certify that the Treasurer's financial statement and the records that have been kept reflect accurately the financial position of the JCR.

Life Members

- Amy Graham
- Dale Finch
- Nick Short
- Joeseeph Dewdney
- Leah Macdonald
- Tareg Shaldoom
- Billy Behrendorff
- Sathvik Gopalakrishna
- Isabella Korbi