

ARTICLE IV: Student Representative Committee

Section 1. Functions and Duties.

The functions and duties of the Student Representative Committee shall be as follows: (a) to formulate and carry out any instructions and policies of the Student Association; (b) to manage the day-to-day business of the Student Association; (c) to represent the interests of the junior members to Governing Body and other College committees and officers; (d) to manage the Student Association's funds within the framework of the annual budget required by Section 3 of this Article; (e) to carry out the further responsibilities and individual tasks of each elected position specified in the By-laws; (f) to conduct meetings in accordance with the By-laws; (g) to acquire and dispose of Student Association property; (h) to organise social and welfare events, including an annual Freshers' Week for new students; and (i) to liaise with College administrative staff in the organisation and management of Student Association activities. In executing these duties members of the Student Representative Committee will act in the interests of the entirety of the junior membership of college.

Section 2. Membership.

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 as shall be specified in the By-laws.

Section 3. 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. They 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.

ARTICLE V: Elections and Terms of Office

Section 1. Elections.

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.

Section 2. Elections Procedures.

Elections shall be conducted according to the procedures set out in the By-laws. Governing Body shall satisfy itself that each election is fairly and properly conducted.

By-Laws

ARTICLE II: Student Representative Committee

Schedule 1: 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.

Section 1: Purpose

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. We pride ourselves on our history of high academic standards and generous social spirit. The tone of this Common Room has been that of openness and inclusiveness.

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 SRC.

Section 2: Definitions

- STX – St Cross College
- SRC – Student Representative Committee
- SRC Executive* – consists of President, Vice President, Secretary and Treasurer
- CRC – Common Room Committee
- SA – Student Association
- GB – Governing Body
- RON – Re-Open Nominations

* Not to be confused with the Executive Committee

Section 3: Name

Any representative use of the SRC name must be 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.

Section 4: Relationship with College Administration

As representatives for the student members of the St Cross College's SA, 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.

Section 5: Relationship to Student Association

All Junior Members entitled to membership of the Common Room with voting rights under Article I, Section 1 of the Constitution shall also be members of the Student Association (SA). The SA consists, 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.

Formal meetings of the SA are held in principle once a term, but the SRC can decide (by majority vote) to call SA meetings at any time.

Schedule 2: Individual Roles and Descriptions

Section 1: Membership of the Student Representative Committee

The voting members of the SRC shall comprise a President of the Student Association, a Vice President, a Secretary, and a Treasurer as defined in the Constitution as well as a Male and Female Welfare Officers, up to two Social Secretaries, a Chair of the Ball Committee, an External Relations Representative, a Sports and Societies Representative, an Arts Representative, an Environmental Representative, a Careers Representative, a Family and Community Representative, a Lesbian Gay Bisexual and Transgender (LGBT) Representative, a Black, Asian, and Minority Ethnic (BAME) Representative, a Disabilities Representative, and such additional members as the Common Room Committee may decide.

The Junior Deans, Bar Manager, Library Representative, and Student Information Technology Representatives shall also serve as non-voting members of the SRC by virtue of their status as College employees.

Section 2 Executive Positions

The SRC shall consist at a minimum of a President of the Student Association, a Vice President, a Secretary, and a Treasurer (who together constitute the SRC Executive), and shall be augmented by the other positions.

2.1 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. They shall chair meetings of the Student Association and the SRC, 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 SRC, and shall exercise all other powers granted to him/her by the Constitution and these Bylaws.

2.2 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 SRC 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 principal responsibility is to organise two weeks of activities for freshers during Week -1 and Week 0 of Michaelmas Term. This shall include social and welfare events whose objective is to welcome the new students and promote involvement in college activities. The entire SRC committee will assist the Vice President with the organisation of these events.

2.3 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 SRC in accordance with the Constitution, work closely with other members of the SRC in the disbursement of monies, and sit on the College Finance Committee.

2.4 Secretary

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

Section 3: By-laws positions

3.1 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' Weeks (under the leadership of the Vice President), and other social events throughout the year. They are also responsible for providing Health and Safety Officers for all Bops.

3.2 Male and Female Welfare Representatives

The Male and Female Welfare Representatives 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 as well as coordinate the provision of sexual health supplies.

3.3 Family and Community Representative

The Family and Community Representative shall represent the views of members of the college community with families and will run family-friendly events in conjunction with college staff (not exclusively during term time). They will also be responsible for publicising social impact opportunities in Oxford (University and City) within the college and facilitating

the involvement with such opportunities of any interested member of the college community.

3.4 External Relations Representative

The External Relations Representative shall be responsible for representing the Student Association to bodies external to the College. They 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. They shall also be responsible for organising exchange events with other colleges.

3.5 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. They shall further serve as a point of contact with students representing the College in sport and shall organize sporting and recreational activities in College. They 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.

3.6 Arts Representative

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

3.7 Environmental Representative

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

3.8 Careers Representative

The Careers Representative shall liaise with the Oxford University Careers Service and the St Cross College Communications and Development Office to provide junior members with information about careers events taking place within the University and to facilitate the running of such events in college. They 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.

3.9 Lesbian, Gay, Bisexual, and Transgender (LGBT) Representative

The Lesbian, Gay, Bisexual and Transgender (LGBT) Representative shall be responsible for representing the interests of the students within the SA who identify as Lesbian, Gay, Bisexual and Transgender, for providing welfare advice and provision, and for organizing social events with other LGBT communities.

3.10 Black, Asian, and Minority Ethnic (BAME) Representative

The Black, Asian, and Minority Ethnic (BAME) Representative shall be responsible for representing the interests of the Black, Asian, and minority ethnic students within the SA, for

providing welfare advice and provision, and for organizing social events with other BAME communities.

3.11 Disabilities Representative

The Disabilities Representative shall represent the interests of students with disabilities within the SA and act as a point of contact for disability-related issues. They shall work to provide disabled students and their guests continued access to College facilities and events, raise awareness of disability-related issues, hold awareness and social events.

3.12 Chair of the Ball Committee

If the SRC decides to hold a summer ball in any particular year, the post of Chair of the Ball Committee shall be created. They will chair a working committee on planning, organising, and executing the event. They 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 SRC's budget.

3.13 Additional Representative positions

The SRC or SA can set up additional non-voting temporary representative positions in the SRC to assist the committee with designated issues. These positions are determined by a majority in a vote held by the SRC or, alternatively, by a petition bearing the names and signatures of 50 current SA members (or 10 percent of the SA members, whichever is smaller). Upon the approval of any position by the SRC or the receipt of a petition from the SA, immediate written notice of the position and its role description is given to the Master, Vice Master and Bursar, who shall notify the SRC in five working days if they have any concerns about the creation of any such position. If those concerns cannot be resolved, the matter should be referred to the Executive Committee for a decision. Such representative positions shall be created for a maximum duration of one term, with the renewal of any non-voting position beyond that duration (for another maximum duration of one term) requiring approval from the SRC. Representatives shall be elected as outlined in Schedule 3.

Section 4: Ex Officio Members

The Junior Deans, Bar Manager, Library Representative, and Student Information Technology Representatives shall all serve as non-voting members of the SRC 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.

4.1 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.

4.2 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.

4.3 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.

4.4 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.

Section: 5 Email accounts and mailing lists

Each elected officer has access to an email account associated with their position. The two Social Secretaries share their account. Only SRC members should have access to their accounts. 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.

Schedule 3: Elections of SRC Officers

Section 1: Returning Officer

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.

Section 2: Eligibility

Eligibility for membership of the SRC shall be confined to any member of the Student Association with good academic standing. An individual may serve as a member of the SRC for a maximum of 3 years per degree, or additional years with signed permission from their Supervisor.

Section 3: Tenure of Office

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.

Section 4: 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.

For Trinity Term, nominations shall normally close by 5 p.m. on Friday of Sixth Week. 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. For Michaelmas term, nominations should be opened in the Second Week and closed no later than Fourth or Fifth 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.

Section 5: Husting

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 hush 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.

Section 6: Voting

The Returning Officer may allow voters to submit their votes by electronic or such alternative means as they think 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.

Section 7: 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 (reopen 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.

Section 8: 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.

Section 9: 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.

Section 10: Multiple Positions

No member shall hold more than one elective position at any one time, except where they have been elected under the "emergency" provisions in which case they shall hold no more than two elective positions, or in the case where they are elected for one position during the Trinity Term elections but they will continue to hold their current position until the Michaelmas Term elections

Section 11: Re-open Nominations (RON)

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

Section 12: 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:

- I. Any current SRC member may request a vote of no confidence of another member of the committee. The vote shall be called in an Exceptional meeting by the President, or 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. They 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.

- II. 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.

Section 13: Emergency Provisions

The SRC 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 exceptional circumstances. This suspension may last a maximum of eight weeks in which time a decision about the individual must be reached.

Section 14: Appeals

Complaints about the operation of any election should be put to an independent arbiter to be appointed by GB.

Schedule 5: How to Conduct a Meeting

Section 1: Student Representative Committee Meetings

SRC meetings shall be called in First, Third, Fifth and Seventh Week of each term. Further meetings may be called at the discretion of the President of the Student Association. Any member of the SA wishing to add items to the agenda shall notify the Secretary no fewer than three days before the meeting, and the Secretary shall publish the agenda no fewer than twenty-four hours before the meeting. The meeting shall be chaired by the President of the Student Association, by the Vice President if the President is unavailable, or by the next available member of the SRC in the foregoing list of positions if both the President and Vice President are unavailable.

No member of the SA shall be excluded from attending any SRC meeting. Non-SRC members shall participate only with the express permission of the chairperson.

The quorum for an SRC meeting shall be a majority of the number of voting positions which are not vacant at the time the meeting shall take place.

Section 2: Chair

The SRC President will be the Chair of each General or Exceptional meeting of the SRC. In their absence, the Vice-President would serve as Chair, or by the next-highest officer on the SRC. The Chair of a General or Exceptional Meeting will:

- I. Follow the agenda as posted
- II. Decide the priority of speaking
- III. Keep good order within the meeting

Section 3: Agenda

- I. Notice of the agenda for each meeting will be given by the SRC Secretary at least 24 hours prior to the meeting.
- II. The agenda will include an opportunity for any other business to be discussed.

Section 4: Motion

- I. Motions must be submitted to the SRC Secretary no later than 48 hours before the meeting.
- II. Motions must be proposed by one full member of the SA and seconded by another SA full member. The proponent and the seconder will be denoted on the motion.
- III. The proponent of a motion has first right to speak in relation to the Motion they proposed.

Section 5: Voting

- I. Secretary will tally the votes on each question put and announce the result to the membership present.
- II. Any full member may request a roll-call vote.
- III. Voting on motions will normally be by show of hands.
- IV. 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.
- V. 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.

Schedule 6: Amendments to the By-Laws

Section 1: Amendments

- I. Resolutions to amend the By-Laws must be submitted to the SRC Executive or CRC president. Minor amendments to such resolutions may be made at a General Meeting, provided such changes do not substantially alter the resolution.
- II. Amendments to the By-Laws must have the support of a majority vote.
- III. Successful amendments to the By-Laws take effect upon their approval by a meeting of the Governing Body.

Section 2: Authority

Any question about the interpretation of these By-Laws may be submitted to the SRC Executive to make a decision by majority. If the SRC Executive fails to reach a majority decision, the question of interpretation will be put to the Governing Body for a final ruling.

Section 3: Complaints

Complaints about any matter pertaining to the SRC should be submitted, in the first instance, to the SRC Executive, if deemed acceptable to the complainant. The SRC Executive will investigate. If the SRC Executive cannot come to a resolution acceptable both to the complainant and to the individuals complained about, all parties involved should consult with an independent arbiter to be appointed by GB who will be empowered to make a final decision, and must explain said decision to all parties involved. If the complainant is dissatisfied with the ruling, they may appeal in writing to the Governing Body.

Section 4: Effect

All previous By-Laws of the SRC and rights derived from them are revoked and these By-Laws have effect as of Trinity Term 2020.