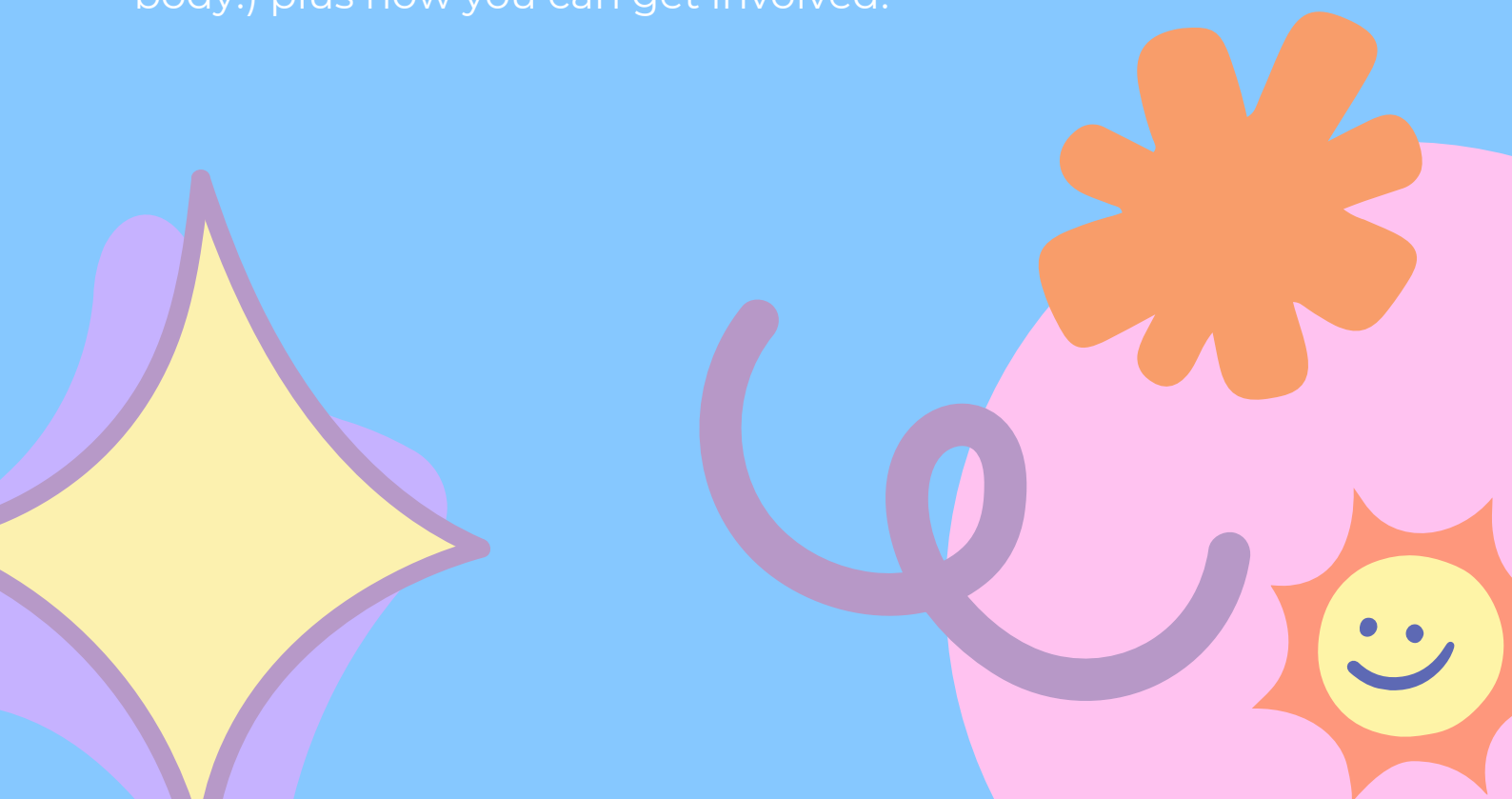


introducing the JCR

Welcome to Merton!



We understand that Oxford and all its fancy terms can be really daunting so here's a simplified introduction to Merton's JCR (undergraduate body!) plus how you can get involved!





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what is the JCR?

JCR or Junior Common Room is quite a confusing term because it refers to two things at Oxford: the undergraduate body at a college and the specific common room that the undergraduates have access to. The JCR (undergraduate body) functions like a college student union and organises and funds lots of events, societies and sports teams like Quiz Society, BOPs and Welfare Week. We also manage the facilities like the TV Room and Games Room and sort things like storage boxes for the vacations. We also hosts fortnightly meetings (OGMs) to discuss college matters and how we can improve *your* experience.

OGMs are really important as it's where all our JCR decisions like the Budget for societies and reps gets discussed, it is also where really important and topical debates and motions get debated. There are free snacks, drinks and pizza at OGMs, which are currently held fortnightly on Sundays (1st, 3rd, 5th, 7th) at 8.45pm in the JCR - see you there!

Getting involved

There are so many different ways for people to get involved in college life and with the JCR.

- Attend OGMs and submit motions
- Join the JCR Committee (see roles [HERE](#))
- Join any standing or sub-committees
- Talk to your reps about any concerns
- Attend societies or events



what is the JCR (legally)?

The JCR is governed by both the standing orders and the constitution. As the JCR is a charity, it must comply with these charitable aims:

The objects of JCR are the advancement of the education of Undergraduates for the public benefit, in particular by:

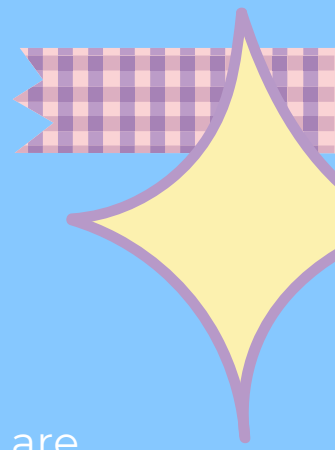
- 1) representing and advancing the interests of Undergraduates to the relevant authorities, both in and outside the college;
- 2) maintaining and improving the college life of Undergraduates and their relationship with with the wider college community; and
- 3) furthering all purposes which are charitable in law and incidental or conducive to the main objects

For more info about how the JCR is organised legally, check out the [Standing Orders](#) (day-to-day operations) and the [Constitution](#) (basics and aims of the JCR)- both available on the [JCR website](#).

[The Trustees of the JCR are the Members of the Executive Committee](#)



organisation



General

The Executive Committee (click [HERE](#) for more info) are responsible for maintaining the JCR Constitution and Standing Orders, which are published on the [JCR](#) website.

The Vice-President maintains a register of Members, including email addresses. You have the right to opt out of being a Member of the JCR by writing to the Vice-President at any point in the year and can also change your mind.

Committees

The committees of the JCR are:

- Executive Committee
- JCR Committee (people with normal JCR roles e.g. Charities Rep, LGBTQ+ rep, BAME rep etc.)
- Standing Committees
- Sub-committees
- Permanent Sub-committees of the Exec e.g. Welfare Committee, Access Committee



How do committees run?



The Chair and the Secretary

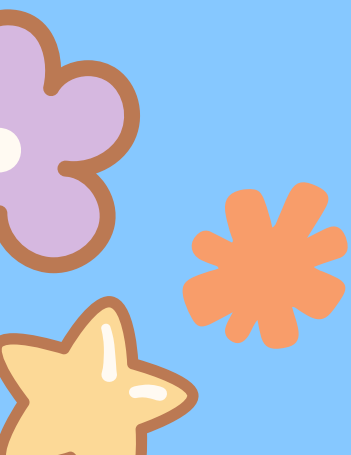
THE CHAIR: Every committee needs a Chair (or two co-chairs) and they're responsible for organising meetings and for co-ordinating the committee's aims. All committees, except the Exec shouldn't meet outside of term time unless at least two-thirds of the Committee members agree otherwise.

THE SECRETARY: Every committee should have a secretary, who will record the business, minutes and maintain a file on the work of the Committee. This should be promptly published to Ordinary Members of the JCR, with the exception of confidential info and published within 5 days to the Exec.

They should NOT be the same person as the Chair.

The Chair and the Secretary should work together to compile the Agenda but anyone can contribute.

- If the Chair or Secretary isn't determined by the Standing Orders or Founding Resolution, then committee members should elect a one among themselves and the same applies if either are absent.





How do committees run?



Sub-Committees

Sub-Committees are made up of volunteering Members of the JCR and they are set up and responsible to members of the Exec to support their work. They are only established for up to a year.

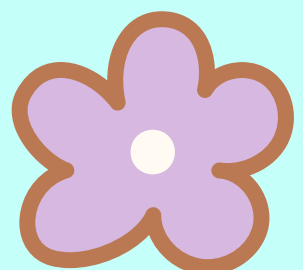
Permanent Sub-Committees (of the Exec)

These Sub-Committees are also made up of volunteering Members but are permanently established and meet to discuss relevant issues with their designated Exec reps. We have Welfare and Equality and Access Sub-Committees - check with the reps about when this happens!

Standing Committees

Standing Committees are set up and responsible to the General Meeting (OGMs) for a specific goal or project e.g. creating the Games Room and JCR Kitchen and TV Room Improvements. They are also mandated to complete all work within one year and made up of Members of the JCR.

If you want to get involved with the JCR, check out which committees you can join by coming to OGMs!



How do committees run?

The Executive Committee

WHAT IS THE EXEC?

The Executive Committee, or the Exec, is responsible for the day-to-day administration of the JCR, supervises the JCR Committee and provides welfare, entertainment, facilities etc. for the JCR. Each member of the Exec is the 'designated officer' for a JCR Committee Member so they basically just act as a contact to the Exec and help them if they need. All Executive Committee Roles are elected in Trinity Term (Friday W3 for President and Friday W4 for other roles).

WHO ARE WE?

PRESIDENT (Chair)

VICE-PRESIDENT (Secretary)

TREASURER

ACCESS AND EQUAL OPPORTUNITIES REP

ACADEMIC AFFAIRS REP

WELFARE REPS (x2)

ENTZ REPS (x2)

THE PRESIDENT

They're responsible for the general operation for the JCR and co-ordinate with college and the JCR. Responsibilities include:

- *Chairing the Exec Committee, JCR Committee and OGMS*
- *Representing the JCR at meetings with College including the Governing Body and Development Meetings (there's A LOT at Merton) and at the Student Union (such as in the newly formed Conferences of Common Rooms)*
- *Advancing JCR Interests to College and communicating College's policies with the JCR, as well as to the wider university*
- *Organising and co-ordinating Freshers' Week with the Exec*
- *Negotiating with College over Battels (rent and bills!) with the Treasurer*
- *They act as the designated officer for the Affiliated Organisations and Careers Rep.*

EMAIL: jcr.president@merton.ox.ac.uk

Cesca (she/her)

Hi all! My name is Cesca and I'm a second year History and English student (fondly known as a HENGuin) who has the honour of being your JCR President for 2025-26.

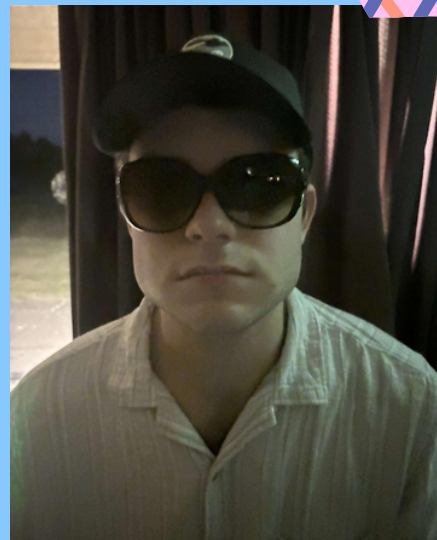


My role as JCR President is to be the main point of contact between the JCR (the undergraduate students at Merton) and the wider college body to make sure the interests of the students are at the heart of all college decisions. This practically involves sitting on various committees within college, representing Merton on a university level and sending lots of emails! I also chair the OGMs and organise things like bookings for formals and storage boxes. This year is going to be really busy continuing Lucy's (my wonderful predecessor) work renovating the JCR, organising Time Ceremony alongside the excitement of this year's Winter Ball!

If you ever need anything, or simply want to chat, please send me an email - I check them rather excessively! I'm really looking forward to meeting you all.

THE VICE-PRESIDENT

They support the President and are responsible for JCR administration and records, particularly minuting and managing past minutes of OGMs. They also organise the Room Ballot system, leavers yearbook and the term card, as well as the very exciting role of maintaining the Nintendo Switch! They act as the designated officer for the Social Media and Publications Officer, IT Officer and Environment Rep.



EMAIL: jcr.vp@merton.ox.ac.uk

Max (he/him)

Hi! My name's Max, I am a second year Russian and Philosophy student and JCR Vice President for this year.

As VP my main job is doing a lot of admin and annoying all of you with emails to let you know about all the fun events happening in college throughout the year. Aside from that I also organise the room ballot which is something you don't need to worry about yet!

Please feel free to get in contact with me at any time with any questions about anything to do with college and university life, I can't promise I will be able to answer all of them, but if I can't I will probably be able to find someone who can.

THE TREASURER

They're responsible for managing the finances for the JCR, organise funding, reimbursements and transactions for societies and JCR reps and negotiating rent with the college. They are the designated officer for the charity and sports reps.

EMAIL: jcr.treasurer@merton.ox.ac.uk

Ethan (he/him)

Hello freshers! I'm Ethan, a second-year student studying Physics and Philosophy, and also your JCR Treasurer for this year.

What does my role mean for you? As treasurer, I mainly make decisions about how to spend the JCR's budget, sharing between subject societies, college societies, college events and various motions. I also meet with the college to discuss the needs of the JCR, and negotiate battels (rent) for the next year.

These decisions about motions are made collaboratively, alongside you, the JCR! Be sure to submit motions and come to Ordinary General Meetings (OGMs) to make sure that you make the most of the resources this college has to offer. I also make critical decisions about the types of pizza to have at OGMs, if you need another reason to come...



ACADEMIC AFFAIRS OFFICER

The Academic Affairs Officer manages academic aspects for the JCR like the library committee and study skills sessions. If you're having any issues with work or tutors, they're a great first port of call and act as the designated officer for all the subject presidents.

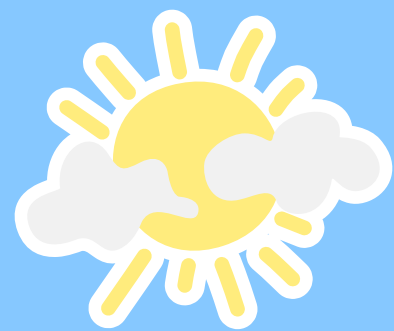
EMAIL: jcr.acaf@merton.ox.ac.uk



Elysia (she/her)

Hello! My name is Elysia, and I am a second year Philosophy and Spanish student, and your Academic Affairs Rep (ACAF) for 2025-26.

It is my job to act as a representative for the JCR in academic matters, representing us to college, and communicating with the library to ensure that all our services remain accessible and enjoyable! I have a particular interest in smaller subjects/ joint degrees, as it can feel a little more challenging to comprehend the balance/ timetabling at first, so I will be more than happy to help with that. If you have any feedback on the timeliness of tutors' feedback and marks, library services, and postgraduate opportunities, feel free to reach out at jcr.acaf@merton.ox.ac.uk, or come and catch me at Fresher's week!



ACCESS AND EQUAL OPPORTUNITIES

The Access and Equal Opportunities

Representative is responsible for promoting equal opportunities for people from all backgrounds to Merton and helps organise open days. They are the designated officer for the Disabled Students' Representative, the Ethnic Minority Students' Representative, the Gender Equality Representative, the International Students' Representative, the LGBTQIA+ Representative, the Transgender Representative and the Social Backgrounds Representative.



EMAIL: jcr.access@merton.ox.ac.uk



Anisha (she/her)

Hiyaa!! My name is Anisha. I'm a second year PPEist and the 2025-26 Access & Equal Opportunities Representative!!

This means I oversee matters of equality between undergraduates at Merton (in terms of gender, sexuality, ethnicity, religion, etc.) as well as working with the Schools Liaison Officer to host outreach events like the open days for prospective students. I also run the access account on Instagram (@mertonjcraccess give it a follow!), where I try to demystify Oxford life and encourage applications to Merton. If you have any questions, feel free to comment on that account or dm me and I'll answer. When you get here, the same still applies, so feel free to approach me about any concerns you have, whether it is to do with access or anything else!

ENTERTAINMENT REPS

They're responsible for running and organising all the super fun entertainment events for the JCR like Black Tie Nights, Merch stash and BOPs. They act as the designated officers for the Events Photographer, Arts and Culture Rep and the Food and Bar Rep.

EMAIL: jcr.entertainment@merton.ox.ac.uk

Sophie (she/her) and Isaac (he/him)

Hi! I'm Sophie and one of your Entz Reps this year!

I'm a second year French and German student. As an Entz Rep, my job is to organise Merton's social life and destroy the stereotype that Merton is where fun goes to die with plenty of events, both sober and alcoholic. I'll be a friendly face throughout Freshers' (and of course the rest of the year) and am really excited about you all coming to our evEntz as well as hearing your suggestions both at OGMs and through our email or Instagram. Looking forward to seeing you all soon and putting Merton back on the map with our socials, weird ceremonies, and BOPs!

Hey guys!! I'm Isaac and, together with Sophie, will be your Entz reps for 2025-2026. I study law and you can usually find me at my residential spot in the law room or downing a few glasses at the bar.

As Entz rep, I will be in charge of ensuring you guys have the most fun-filled and memorable first year in a way that is unique and comfortable for each and everyone of you :)



WELFARE OFFICERS

Welfare officers have the really important job of running and organising welfare events and supporting JCR members in things concerning their welfare and mental health. They offer weekly drop-in sessions as peer supporters, run a welfare committee, run welfare teas and organise the college parent system! If you ever need anything - make sure to get in touch. They are also the designated officers for the suspended students' rep and the welfare helpers.

EMAIL: jcr.welfare@merton.ox.ac.uk

Tabitha (she/her) and Kate (she/her)

Hi everyone! My name is Tabitha and I'm one of your two Welfare Officers this year alongside my amazing college wife. In my spare time I'll also be a second-year physicist.



As a Welfare Rep I'm here to help with any problems you have, uni-related or otherwise. College has an amazing welfare team, but I know that it can be confusing or daunting to try accessing help, so I'm here to point you in the right direction! I'm also here to talk about anything and am peer-support trained (another great system that the jcr has in place).

You'll absolutely see me around college and we'll be running (in my totally unbiased opinion) loads of super fun activities throughout the year including trips to ice cream shops, walks round the meadow, ice skating and so much more. The highlight of welfare is Welfare Tea every Sunday which is a mass of free food, and I'd love to see you all there!

Please feel free to contact me at jcr.welfare@merton.ox.ac.uk or my phone number is 07848 849148 – no problem is too big or too small.

Hello freshers! My name is Kate (she/her), and alongside Tabitha, my fantastic college wife, I will be one of your two Welfare reps for this year! Otherwise I'm a second year English Language and Literature student who spends a lot of time wild swimming.

Being a Welfare rep essentially means that I am here to listen to and help with any difficulties that you might have throughout this year. I'm always around for a chat if you're feeling a little blue, but I am also a trained peer supporter and can liaise with college Welfare and support systems on your behalf to get you the help you need, whether that's personal or academic. Struggling sometimes is totally normal and will happen to everyone at some point, and that is what we are here for.

If you need me, you can contact both of us at jcr.welfare@merton.ox.ac.uk and me personally at kate.penny@merton.ox.ac.uk. You will definitely see me around college and in Hall so please say hello!



WELFARE HELPERS (part of the wider Committee not the Exec)

There are two welfare helpers to support the welfare team in organising events and in other non-sensitive natures of their work., especially with things like Welfare Tea.

These roles are only for the term and are husted at the last OGM of term for the following term.



The JCR Committee

WHAT IS THE JCR COMMITTEE?

The JCR Committee is made up of a lot of different reps and officers who each have different roles and responsibilities. All members of the committee should attend every OGM.

There are JCR Committee Meetings at least twice a term and free Formal Dinners!

WHO ARE WE?

- Members of the Exec
- Affiliated Organisations and Careers Rep
- Arts and Culture Rep
- Charities Rep
- Disabled Students' Rep
- Ethnic Minority Rep (BAME)
- Food and Bar Rep
- Gender Equality Rep
- International Students' Rep
- LGBTQIA+ Rep
- Transgender Rep
- Publications and Social Media Officer (Walter de Merton)
- Sports and Rec Rep (Admiral of the Fleet)
- Suspended Students' Rep
- Social Backgrounds Rep
- IT Officer

Non-Committee Officers

- Returning Officer
- Events Photographer
- Subject Presidents

These roles are husted (elected) on a rolling basis in each OGM with this written as MT/HT/TT (term - Michaelmas, Hilary or Trinity) and a number (1,/2/3/4) designating which OGM of term. Keep an eye out for emails saying when each role will be elected or check [here](#).

AFFILIATED ORGANISATIONS AND CAREERS REP - Jonny (he/him)

Hi! I'm Jonny, a third year PPEist and the JCR affiliated organisations and careers representative. I represent the JCR at the Oxford Student Union (the affiliated organisation to which the role refers), and am also involved with the Merton Society, which primarily serves to maintain links between alumni and the college. I also coordinate our connections with Peterhouse College in Cambridge (our sister college) - look out for a formal swap in Michaelmas. More relevant to you will likely be my responsibilities relating to careers. I'll be organising a 'careers day' at some point next year, and I'm also planning to organise other activities related to careers; the goal of both of these is to provide you with information to help you to choose a career path, as well as regarding the ways in which you can give yourself a head start when you eventually need to begin your career.

This role is hosted in **MT3** and their designated officer is the President.

EMAIL: jcr.affiliated@merton.ox.ac.uk

ARTS AND CULTURE REP

The Arts and Culture Rep involves running a large variety of events (anything remotely arts and culture related), including overseeing Arts Fest and the JCR ArtsFest subcommittee. The Arts and Culture Rep is also in charge of applications made to the designated Arts budget (including those made for drama and theatrical pursuits) so they're a key rep to get in touch with to help support all your artistic endeavours.

Make sure to follow [mertonartsandculture](#) on Instagram for all updates.

This role is hosted in **HT1** and their designated officers are the ENTZ Reps.

EMAIL: jcr.arts@merton.ox.ac.uk

**CHARITIES REP - Hannah (she/her)**

Hi! I'm Hannah, a second year studying PPE, and your JCR Charities Rep! I'm here to collaborate with other reps to carry out events for fundraising, as well as to support your fundraising through our sponsorship fund - which you may find yourself applying to this year. You'll also hear from me each term about other charities-related opportunities you may want to get involved with, such as attending a charities formal!



This role is hosted in **MT4** and their designated office is the Treasurer.

EMAIL: jcr.charities@merton.ox.ac.uk

DISABLED STUDENTS' REP - Harmony (they/them)

Hello! I'm Harmony (they/them), I study Biochemistry, and I'm the JCR Disabled Students' Representative for 2025-2026. My role basically consists of being a point of contact through which disabled students can raise any disability-related concerns/issues

(could be academic or not!) that I could try and work with college to address. There are of course

Merton-designated members of staff for this (i.e. the Senior Tutor and the Academic Registrar/Disability Coordinator), but having a student contact as well is often very useful! Perhaps I might also run an event or two...



This role is hosted in **TT1** and their designated officer is the Access Rep.

EMAIL: jcr.disabilities@merton.ox.ac.uk



ETHNIC MINORITY (BAME) - Ife (she/her)

Hello! I'm Ife Edgal (pronounced 'iffeh'), BAME (Black and Minority Ethnic) Representative for '25-26! I'm Nigerian, a History student and basically responsible for the interests of the BAME student community here at Merton! Please do not hesitate to get in touch with me about any cultural events you would like to see celebrated at Merton and I'll absolutely do my best to make that happen. Some of the other things I'll be responsible for this year include but are not at all limited to: Free boba in the JCR, a BAMExInternational rep formal and a vast array of intercollegiate events. Follow me on Instagram (@mertonjcrbame) for more information and also very well made posts!



This role is hosted in **TT2** and their designated officer is the Access and Equal Opportunities Rep.

EMAIL: jcr.bame@merton.ox.ac.uk

FOOD AND BAR REP

The Food and Bar Rep is in charge of overseeing the options available to the JCR in terms of the catering of the hall, including any issues linked to dietary requirements or booking on the EPOS system, and the provisions at the college bar. Recently, they are also in charge of resources like the jukebox in the college bar and the organisation of a regular quiz, in coordination with the MCR rep.

This role is hosted **HT1** and their designated officers are the ENTZ Reps.

EMAIL: jcr.food@merton.ox.ac.uk



GENDER EQUALITY REP - Ella (she/her)

Hi! I'm Ella and I'm a second year English student, and I will be Merton JCR's Gender Equality Representative for 2025-2026. My role is to represent JCR members in all matters relating to gender equality, and to run Cake and Compliments in Welfare Week, a termly event that is always very wholesome. Please do not hesitate to get in touch with me if you want something gender-equality related to be raised with college!



This role is hosted annually at the **TT3** but is currently vacant. If anyone is interested please come along to the first OGM of term to learn more information about the role! Their designated officer is the Access and Equal Opportunities Rep.

EMAIL: jcr.gendereq@merton.ox.ac.uk

INTERNATIONAL STUDENTS' REP - Bonnie (she/her)

Hi everyone! My name is Bonnie, and I am your JCR International Student's Representative for this year. I'm an international student from Singapore.

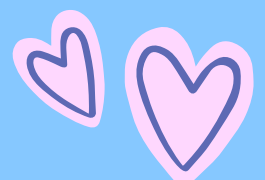
My main job is helping you guys feel at home in this beautiful new place, especially if you're feeling alone or uncertain at the start. I'll be there for anything administrative as well, just feel free to contact me if you need anything :)

Check out the International Fresher's Guide for all her incredible advice!



This role is hosted in **TT2** and their designated rep is the Access Rep.

EMAIL: jcr.international@merton.ox.ac.uk





Role Descriptions

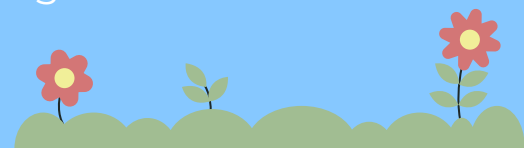


ENVIRONMENT REP

The Environment Rep promotes environmental issues and awareness to the JCR and sits on a number of college environmental committees. Last year, Merton recently received a gold medal in the green impact conference and was ranked number one in the whole university.

This role is hosted annually at **MT4** and their designated officer is the Vice-President.

EMAIL: jcr.environment@merton.ox.ac.uk



LGBTQIA+ REP - Arjun (he/him)

Hi! I'm Arjun and I'm going to be the LGBTQ+

Rep for 2025-26. If you have any worries, questions, or just want to chat about

what life is like for LGBTQ+ students at Merton and Oxford, you can come to me!

I'll be working with Access Rep and Anisha (my college wife!) and the Access team to

make university that little bit more accessible for queer students - we'll be running events, talks, activities and hopefully many more fun things. For example, last Trinity Term's Pride Month bar night (featuring glittery powerpints in every colour!!) was a resounding success, alongside the free pride flags I bought for anyone in the JCR to take. I'm a second year PPEist, and when I'm not doing one of P or P or E, I'll either be in chapel (singing in Merton College Choir - don't forget to come to the Freshers' Service!!), or in the bar enjoying a power pint. I hope you're excited to join Merton, I can't wait to meet you all!



This role is hosted in **TTI** and their designated rep is the Access and Equal Opportunities Rep.

EMAIL: jcr.lgbtq@merton.ox.ac.uk



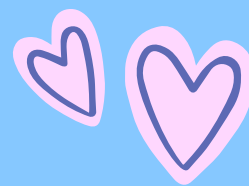
Role Descriptions

SOCIAL BACKGROUNDS REP

Being Social Backgrounds Rep means that you are responsible for matters relating to students who are working class, state educated, care leavers, and/or estranged. You'd also work closely with the Access Rep to plan events like special formals and open days. Like all other JCR positions, you'd need to attend all OGMs where you can help to improve the experience of those groups you represent.

This role is husted **TT1** but is currently vacant and will be husted at the first OGM and their designated rep is the Access and Equal Opportunities Rep.

EMAIL: jcr.backgroupsrep@merton.ox.ac.uk



SUSPENDED STUDENTS REP

The Suspended Students Rep is in charge of offering support and helping to coordinate with college for any student who is considering rustivating, has been suspended or is in the process of returning after their suspension.

This role is husted in **TT2** and their designated reps are the Welfare Reps.

EMAIL: jcr.suspended@merton.ox.ac.uk

TRANSGENDER REP - Nik (they/he)

Hi! I'm Nik (they/he). I'm a third year Classics student and your current trans rep. My role means that you'll see me at OGMs ensuring that Merton remains a welcoming and supportive environment for all trans and gender non-conforming students. This means that I'm always available to talk to should you ever have any questions or concerns. I also, on a less serious note, organize events throughout term on my own or with Arjun, the LGBTQ+ rep!

This role is annually husted at the **TT1**. Their designated rep is the Access and Equal Opportunities Rep.

EMAIL: jcr.transgender@merton.ox.ac.uk



Role Descriptions

SPORTS AND REC REP - Marc (he/him)

Hi Everyone! I'm Eddie, the JCR sports rep. Other than that I'm a 3rd year medical student and a mega keen rock climber. I help to coordinate events like sports day, connect people to financial support from the college for sports and try to keep college sport as



accessible to everyone as possible. There's definitely no shortage of sport going on at Merton and I'm really excited for you to come and give things a go, no matter what your level is! Feel free to reach out if you have any questions and I hope you have a great summer :)

This role is hosted in **HT3** and their designated officer is the Treasurer,
EMAIL: jcr.sports@merton.ox.ac.uk

RETURNING OFFICER

The Returning Officer (RO) is in charge of all JCR elections, which typically occur as votes at our fortnightly OGM meetings, and more formal elections of JCR officers (overseeing the entire election process for the Exec in Trinity Term), as well as helping to make online changes to the Constitution and updating the information for the Merton section of the SU website.

This role is hosted termly at the **third OGM of term**, for the following term.

EMAIL: jcr.ro@merton.ox.ac.uk



IT OFFICER - Wilfred

Hello! I'm Wilfred, the JCR's IT Officer. My main responsibility is maintaining the JCR Website, which I'm trying to improve bit by bit so that it is a useful resource and place of reference for current JCR members and prospective students alike. Make sure to check out the website's virtual term card to see a live overview of upcoming events in the Merton calendar*. If you ever want to suggest something new to add to the website, or you've just spotted something that needs fixing, please get in touch and let me know. I also work with the President and the Returning Officer to update the Standing Orders with changes made at OGMs and make them available for everyone's reference on the website so that the JCR can conduct its business smoothly.

This role is husted annually in **HT4** and their designated officer is the Vice-President

EMAIL: jcr.it@merton.ox.ac.uk



EVENTS PHOTOGRAPHER

Hi everyone!

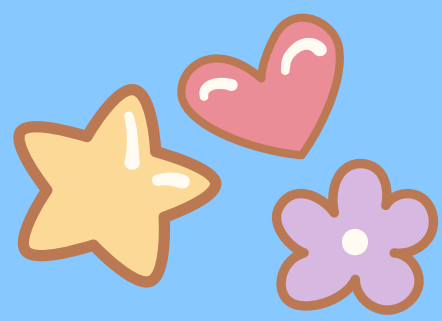
I am Atrijo, the JCR Events Photographer. I help to take photos for various college events, like bops, matriculation, bar nights etc. If you are hosting any events in college and would need a photographer, do let me know a couple of weeks in advance and I will try my best to be there if I am free!



The Events Photographer documents all our amazing events at Merton. This role is husted every term at the **third OGM of term** for the following term. Their designated officers are the ENTZ Reps.

SUBJECT PRESIDENTS

The Subject Presidents work with the Academic Affairs Officer and are the people who co-ordinate and run all the subject societies at Merton like the Halsbury Society (law) or the Physics Society. Whilst different events will differ depending on the society, they will organise the annual garden party, fresher's events and the subject society dinner. You will receive a separate guide from them about your studies and they're a great port of call if you ever have any questions!



STRUCTURE OF AN OGM

Minutes from previous OGM

Matters arising from the minutes of the previous OGM

Ratification of the minutes of the previous OGM

The VP should have sent out a record of the last OGM's minutes so here we just confirm that everything in the minutes is an accurate record of what happened last OGM. This is usually really quick as no-one ever has much to say about it.

QUICK NOTE: the minutes ARE NOT verbatim so are just a summary of what someone said, as opposed to being what they literally said.

President's business

Committee Business

Reading of announcements

Questions to the JCR committee

Any other business



Here, everyone, starting with the President and the JCR Committee, is given the opportunities to tell their 'business' or ask questions (basically just means their news or whatever they want to tell the rest of the JCR e.g. when their events are or if they've done anything super cool).

Hustings of roles

This is where JCR Committee roles get husted (people ask questions to the candidates) and elected. More on that later!

First reading of motions

The motions get read out and then people discuss any opposition or support for it, before it gets voted on (or passes without any opposition)



SUBMITTING MOTIONS

(A helpful link!)

JCR Website

How to submit a motion

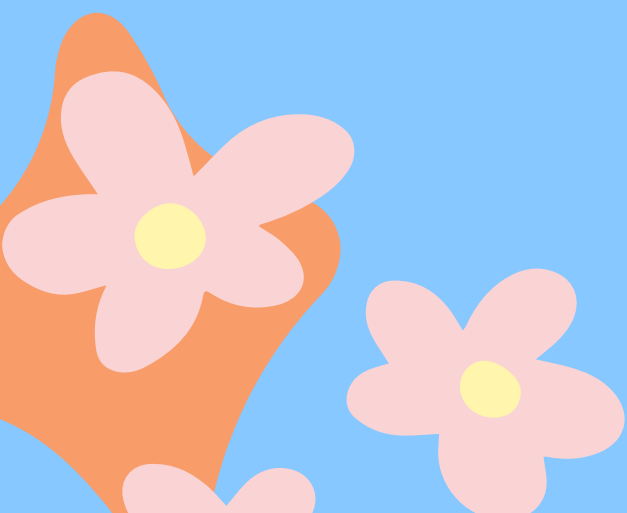
- 1) Go to the JCR website and find the 'SUBMIT A MOTION' form and helpful guidance on writing and submitting a motion.
- 2) Fill in this form and submit it by 6pm 4 days before the OGM. The vice president will send an email reminding you of this deadline!

Remember!

- You (the 'proposer') and your 'seconded' must be available to attend the OGM in question.
- If you have any questions or concerns, please message the JCR VP who will be more than happy to advise you on the creation of your motion.

You will need to lay out the key points of your motion like what the motion is aiming to achieve and the current circumstances you would like to change. At the OGM, you will be asked to briefly summarise your motion for everyone to hear and then may be asked a few questions on your motion.

If no-one has any opposition to your motion, then the motion will pass without needing a vote. However, if anyone opposes the motion then it will need to be voted on.



AN EXAMPLE MOTION:

This JCR Notes:

1. In only having knives, forks and spoons available, people are not given the opportunity to eat East Asian food in the way that it is most commonly eaten.
2. For people who are able to use chopsticks, having them as an option is more practical with respect to almost all East Asian dishes.
3. For people who are not able to use chopsticks, having them as an option provides an accessible learning environment for people to better engage with the cultures of the foods from which they're eating.
4. Good chopsticks and chopstick rests are hygienic, inexpensive, and appropriate to formal settings.

This JCR Believes:

1. That having chopsticks available is not only more culturally authentic but also more practical.
2. The JCR has a commitment to properly representing other cultures.

This JCR Resolves:

1. To mandate the Ethnic Minority Students' rep to open a dialogue with the hall to have a supply of chopsticks.

Proposer: Luke Liang (Ethnic Minority Students' Representative 2024-2025)

Seconder: Elliot Cosnett (Food and Bar Representative 2024-2025)

In Michaelmas Term this year (2025), Merton's Winter Ball will take place, following elections for the Winter Ball Executive taking place last Michaelmas.

The Merton Winter Ball is Oxford's only triennial white-tie winter college ball, at Oxford's oldest college. For one extraordinary evening, join us for a night full of unlimited food and drink, live music and attractions as we transform Merton's historic grounds into a magical winter wonderland! Inspired by Tchaikovsky's iconic ballet, 'The Nutcracker', the Merton Winter Ball 2025 will capture a beautiful moment beneath the veil of a dark winter night, weaving its magic into every detail of the evening. Make sure to follow @mertonball2025 on Instagram for more information on ticketing, dress code, attractions and headliners...!

The planning of Merton's Ball is being overseen by the wonderful co-chairs Lucy and Michael, alongside the hard-work of a dedicated wider committee.

Hi, my name's Lucy (she/her) and like Michael I'm a final year Philosophy, Politics and Economics student, as well as your Merton Winter Ball Co-Chair! I'm super excited to be working with the rest of the Ball Committee on what is guaranteed to be a magical and unforgettable night and am especially excited about taste-testing all the food vendors! If you have any questions about the Ball please don't hesitate to grab me for a chat or reach out via email ball.chair@merton.ox.ac.uk - I'm always looking for a good reason to procrastinate my degree! Really looking forward to meeting you all and (hopefully!) putting on the best ball ever!!



G'day! I'm Michael (he/him), a final-year Philosophy, Politics and Economics student and your other Ball Co-Chair! I'm really excited to be working with the rest of the Committee to turn Oxford's oldest (and prettiest) college into something magical in Michaelmas for the only white tie Winter Ball! Really looking forward to meeting you all in Michaelmas, and on the evening of the 29th of November! If you have any questions about what will be the Ball, how all the logistics fit together behind the scenes to make it all happen, or literally anything else, please do reach out at ball.chair@merton.ox.ac.uk or michael.chen@merton.ox.ac.uk — like Lucy I love receiving/reading emails and doing anything to procrastinate my degree :)



The Winter Ball is always a night to remember, so keep an eye out for the release of tickets - don't worry, enough tickets have been set aside for all incoming Freshers to purchase!



The Winter Ball in 2022

Elections and Hustings

Hustings is basically where all the candidates for a role are asked questions about why they are suitable for or might want the role. After this members of the JCR will vote for the candidate they believe would be best suited for the role.

There are three different election and husting processes used by the Merton JCR: for the Exec, for the General Committee and the Ball Committee.

One of my election challenges last year was to carry round a lettuce!

EXEC

The process for electing the Exec happens in Trinity of each year, where each candidate publishes a manifesto of their plans for the role and why they believe they should be elected. They then have hustings, where they will have to give a short speech about themselves, complete some fun challenges and answer any questions from the JCR. There will then be a vote on Friday 3rd Week for President and Friday 4th Week for other Exec Roles. Results will be announced later that day. Candidates may only run for one of the Exec Roles, with the exception of President, where if they are unsuccessful, are able to put themselves forward for another Exec Role.



GENERAL COMMITTEE

The process for electing each General Committee Roles typically happens on an annual basis, with the exception of the Returning Officer, Welfare Helpers and Events Photographer, which are elected termly (check [schedule](#)). Unlike with the Exec Committee, each role is both husted and elected at the same OGM.



BALL COMMITTEE

The Ball Exec Committee is elected in a similar way to the JCR Exec Committee, requiring a manifesto, hustings and public secret ballot election. However, it also requires a public panel interview with members of the previous Ball Exec and the JCR/MCR Presidents. The rest of the Ball Committee will be appointed by the Ball Exec, Senior Treasurer, Domestic Bursar and MCR and JCR Presidents.



The procedure for complaints in the JCR is as follows.

1. There may have been attempts at an informal resolution with the JCR President (or other Trustees if the complaint is concerned with them)
2. Any complaint of harassment will be dealt with the College's Harassment Policy
3. Any complaint of electoral malpractice will be dealt with using the procedure outlines in S. O. 10.7
4. Any other complaint will be dealt with using S.O. 10.6
5. Confidentiality is required throughout the complaint process

Unless there is good reason otherwise, complaints should be emailed to the Vice-President (Complaint Trustee) at jcr.vp@merton.ox.ac.uk and include the words "Formal Complaint" in the Subject. We aim to resolve complaints within 10 working days during term time, and 20 working days outside of term time.

After consulting with the Exec Committee, a complaint panel will be established of between 1-3 people to investigate the complaint. This panel will then present their findings and recommendations by email to the Complaint Trustee, Complaint Trustee, Executive Committee (by the Chair) and any person who is the subject of the complaint.

If this decision is appealed, it will be raised to college.



Every year the JCR supports a number of charities through the Charities Rep (jcr.charities@merton.ox.ac.uk), the termly Charity Formal, the Charities Levy and the Charities Sponsorship Fund.

- It is important to note that because the college itself is a registered charity, the JCR are unable to directly donate to charities from our budget, but instead can donate money that we raise

CHARITIES LEVY

This is a £10 opt-out levy that is applied to your Battels. The money raised from this is divided equally among Merton College's two permanent Charities (the Wolvercote Young People's Club and the Icolyn Smith Foundation) two annually selected charities and the Charities Sponsorship Fund.

If you would like to opt-out, fill in the form sent out by the Charities Rep at the end of each term.

CHARITY SPONSORSHIP FORM

The JCR and MCR will support fundraising efforts of our students by matching any fundraising up to £200, or £500 in special cases. For more information, contact the Charities Rep.

Fill in [this form](#) and email this to the [JCR Charities Rep](#).





Dear all,

Hopefully this guide has been useful in helping to demystify the JCR and what it means for you as incoming Freshers. Very early on in Fresher's Week, we'll do an introductory talk to give you even more details (apologies for the upcoming information overload that Fresher's Week will probably be) and to give you a chance to meet us all, and vice versa! The JCR Website will also be an updated source of information for you all as we go through the year, and we're always here to answer any questions you may have about the admittedly confusing systems we have!

More information about the JCR and how it works can be found on the [JCR Website](#) which is maintained by our lovely IT Officer - Wilf. (currently so dedicated to Merton to do so from his year abroad!) A massive credit to my wonderful predecessor Lucy who created this guide originally, and to whose self-proclaimed hyperlink obsession you have to thank for all the wonderful information links in this guide. If there's anything we can help with, please do get in touch with any of the JCR Committee Members or me (Cesca - jcr.president@merton.ox.ac.uk).

I'm really looking forward to meeting you all in Fresher's Week and for you all to get involved in all the wonderful events and experiences that college life can offer,

*Best,
Cesca*

