



## Junior Members' Association Code of Practice

1. In this code of practice the expression "GB" shall mean the Governing Body of the College and the expression "affiliation" to an external organisation shall include any form of membership of, or formal association with, an organisation whose purposes are not confined to purposes connected with the College.
2. (i) No alteration to any part of the constitution shall be made without the approval of the Governing Body.  
(ii) No alteration to any part of the constitution shall be made except in accordance with the provisions of the Education Act 1994.  
(iii) In the event of any conflict between any provision of the Constitution and any provision of this code, the provision of this code shall prevail.
3. The Constitution shall be submitted to the GB for review, in accordance with the provisions of the Education Act 1994, by the division of the Michaelmas Term 1995 and at intervals of not more than five years thereafter.
4. The JMA shall operate in a fair and democratic manner in accordance with the provisions of the Education Act 1994.
5. (i) Notwithstanding any provisions in the constitution as to automatic membership of the JMA, any person who would by virtue of those provisions be a member of the JMA may in any academical year by written notice declare that he or she does not wish to be a member, and in that case such a person shall not be a member of the JMA for that academical year. Such written notice shall be served on the Senior Treasurer within one week of the commencement of the Michaelmas Full Term.  
(ii) A Junior member of the College who exercises the right not to be a member of the JMA may not participate in the democratic procedures of the JMA but will otherwise be entitled to make use of the sporting and social facilities of the JMA to the same extent as its members.
6. Appointment to the major offices of the JMA shall be by election in a secret ballot in which all members of the Association are entitled to vote, and at which a Senior Member of the College shall act as returning officer.
7. There shall be no sabbatical or paid office in the Association elected by the Junior Members.

### Finance

8. By the division of every Michaelmas Term the JMC [ie. Junior Members' Committee] shall agree a budget for the coming academical year and submit it to the Trustees for approval.
9. The Senior Treasurer shall present to the JMC before the division of the Michaelmas Term the audited accounts for the previous year.

10. The JMA shall publish annually to all Junior Members of the College a report which shall also be presented to the Trustees. This report shall include details of any donations made by the JMA to external organisations in the period to which it relates.
11. The JMA shall set down in writing and make freely accessible to all Junior Members of the College and to the Trustees, a statement of the procedure for allocating resources to groups and clubs, ensuring that the procedure is fair.

### **Affiliations to Organisations**

12. If the JMA decides to become affiliated to any external organisation, it shall publish to all Junior Members of the College and to the GB, a notice of this decision stating the name of the organisation and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation.
13. The JMA shall publish annually to all Junior Members of the College and to the GB a report stating the names of all the external organisations to which it is affiliated and the details of any subscription or similar fee paid or proposed to be paid, and of any donation made or proposed to be made to the organisation within the year covered by the report.
14. Upon the request of at least 3% of its members the JMA shall submit for the approval of its members a list of the organisations to which the JMA is affiliated. If at least 5% of the members so require the question of continued affiliation to any particular organisation shall be decided upon by a secret ballot at which all members are entitled to vote.

### **Grievances**

15. All Junior Members of the College or groups of such members who are dissatisfied in their dealings with the JMA or who claim to be unfairly disadvantaged by reason of having exercised the right not to be a member of the JMA may prefer a complaint to the Junior President. An appeal shall lie from the Junior President to a Senior Member of the College appointed for the purpose by the GB who is not an officer of the JMA. The GB shall have the power to provide such effective remedy if any as they consider appropriate when a complaint is upheld.