

The Standing Orders *of* Van Mildert College Junior Common Room



University of Durham

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Preface to the Standing Orders

of the

Junior Common Room



Passed by Referendum: 3rd March 2011
Ratified by JCR Meeting: 13th March 2011

Written by:

<i>Thomas Pickard</i>	<i>JCR President 2010-2011</i>
<i>Patrick McConnell</i>	<i>JCR Chair 2010-2011</i>

Witnessed by:

<i>Stephanie Hamer</i>	<i>Vice-President</i>
<i>Niall Boys</i>	<i>Treasurer</i>
<i>Joseph Le Page</i>	<i>Welfare Officer</i>
<i>Helene Bangert</i>	<i>Secretary</i>
<i>Josephine Mill</i>	<i>Services Manager</i>
<i>Stephanie Morris</i>	<i>Bar Steward</i>
<i>Edward MacDonald</i>	<i>Events Officer</i>
<i>Francesca Longworth</i>	<i>Livers' Out Officer</i>
<i>Oliver Swain</i>	<i>Senior DSU Representative</i>
<i>Alistair Adam</i>	<i>Senior Fresher's Representative</i>

Constitution Committee:

Simon Goatcher, Matthew Dunn, George Magner and Elizabeth Hopker

Van Mildert College JCR

University of Durham

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2. Effects, Revocations and Amendments
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1. Definition of Terms

- 1.1. The body hereinafter referred to as the *JCR* is the Junior Common Room of Van Mildert College, University of Durham.
- 1.2. The body hereinafter referred to as the *MCR* is the Middle Common Room of Van Mildert College, University of Durham.
- 1.3. The body hereinafter referred to as the *SCR* is the Senior Common Room of Van Mildert College, University of Durham.
- 1.4. The body hereinafter referred to as the *College* is Van Mildert College, University of Durham.
- 1.5. The body hereinafter referred to as the *College Council* is the College Council of Van Mildert College, University of Durham.
- 1.6. The body hereinafter referred to as the *Executive Committee* is the Executive Committee of the Junior Common Room of Van Mildert College, University of Durham.
- 1.7. The body hereinafter referred to as the *DSU* is the Durham Students' Union.
- 1.8. The term hereinafter referred to as the *Constitution* is the entire set of governing documents of the Junior Common Room.
- 1.9. The term hereinafter referred to as the *DSO Framework* is the agreement between the University and JCR on the running of the Student Union as a Durham Student Organisation.
- 1.10. The term hereinafter referred to as the *Standing Orders* are the Standing Orders of the Junior Common Room of Van Mildert College, University of Durham.
- 1.11. The term hereinafter referred to as the *Governing Principles* is Section 1 of Standing Orders of the Junior Common Room of Van Mildert College, University of Durham.
- 1.12. The term hereinafter referred to as the *Operational Regulations* is Section 2 of Standing Orders of the Junior Common Room of Van Mildert College, University of Durham.
- 1.13. The term hereinafter referred to as the *Committees and Job Descriptions* is Section 3 of Standing Orders of the Junior Common Room of Van Mildert College, University of Durham.
- 1.14. The term hereinafter referred to as the *Appendices* are the Appendices of the Standing Orders of the Junior Common Room of Van Mildert College, University of Durham.

2. Effect, Revocation and Amendments

- 2.1. This document (the Preface to the Standing Orders) sets out to explain the governing documents of the Van Mildert College Junior Common Room.
 - 2.1.1. The definitions given below broadly define the workings of the JCR. They do not take precedence over the specific details given in the documents themselves.
- 2.2. The Constitution refers to the entire set of JCR Governing Documents as indicated below.
- 2.3. This document exists to tie together the various constituent parts of The Constitution. It sets out their purpose and order of precedence as well as defines the terms of reference for those documents.
- 2.4. Changes to this document could represent a significant shift in the nature of the governance of this JCR, to that end; the following is required to change this document in order to preserve the order of precedence outline herein.
 - 2.4.1. Any proposed changes to this document must be submitted to Steering Committee. An open forum will be held for members of the JCR to discuss the proposed changes.
 - 2.4.2. Following this discussion period the final version shall be taken to a JCR meeting for approval.
 - 2.4.3. This document can only be altered by the decision of a ballot, open to all members of the JCR, in which at least 25% (twenty-five percent) of the JCR has voted.
 - 2.4.4. If, after three attempts, a ballot fails to reach quota then its decision may stand as long as it holds a two-thirds majority of the vote.
- 2.5. The definitions within section 1 of this document apply to all parts of the Constitution.

3. The Durham Student Organisation Framework (DSO)

3.1. Introduction

- 3.1.1. The DSO Framework and its Annexes hold governing precedence over all documents within The Constitution. Where a conflict exists with another document in The Constitution the DSO Framework will take precedence
- 3.1.2. The DSO framework documents define the balance of responsibilities between the JCR and the University.
- 3.1.3. The JCR changed its identity from an independent Student Union to a Student Union operating under the Durham Students Organisation Framework on the March xxth 2011 as a response to the 2006 Charities Act. Full details of this change and rationale behind it are available in Appendix N of the Standing Orders.

4. The Standing Orders

4.1. Introduction

- 4.1.1. The Standing Orders exist to regulate both the democratic and operational parts of the JCR. They are a reference of the correct procedures. The Standing Orders cannot conflict with any information that is expressly stated within the DSO Framework.
- 4.1.2. No section of the Standing Orders may conflict with itself or any other part of The Constitution.
 - i) Where a conflict exists between Standing Orders the order of precedence outlined below should be followed.
 - ii) Where a conflict exists between the Standing Orders and another part of the Constitution the Standing Orders shall take precedence over all other documents except the DSO Framework, as outlined in 2.1.1
- 4.1.3. The Standing Orders may duplicate information that is found in the DSO Framework and expand upon them to provide clarity.
- 4.1.4. The JCR Chair shall rule on matters of interpretation only; this interpretation shall accord to 4.1.2.

4.2. Sections – Order of precedence – Highest to lowest.

4.2.1 Section 1 – Governing Principles

The Governing Principles Standing Order may only be edited by a referendum as outlined within the Standing Order itself.

The Governing Principles Standing Order may not be suspended.

The Governing principles exist to define the purpose and principles of the JCR.

4.2.2. Section 2 – Operational Regulations

The Operational Regulations Standing Order may only be edited by a motion as outlined within the Standing Order itself.

The Operational Regulations Standing Order may be suspended at a quorate JCR Meeting by a vote of two thirds majority.

The Operational Regulations exist to define the day to day operational practices that JCR Officers and members are expected to follow.

4.2.3. Section 3 – Committees and Job Descriptions

The Committees and Job Descriptions Standing Order may only be edited a motion as outlined within the Standing Order itself.

The Committees and Job Descriptions Standing Order may be suspended at a quorate JCR Meeting by a vote of two thirds majority.

This Standing Order outlines the key aspects of the various roles within the JCR.

Durham Student Organisation

Framework *of the* Junior Common Room



Passed by Referendum: 3rd March 2011

Ratified by JCR Meeting: 13th March 2011

Written by:

Thomas Pickard
Governance Working Group

JCR President 2010-2011
2011-2011

Witnessed by:

<i>Stephanie Hamer</i>	<i>Vice-President</i>
<i>Patrick McConnell</i>	<i>Chairman</i>
<i>Niall Boys</i>	<i>Treasurer</i>
<i>Joseph Le Page</i>	<i>Welfare Officer</i>
<i>Helene Bangert</i>	<i>Secretary</i>
<i>Josephine Mill</i>	<i>Services Manager</i>
<i>Stephanie Morris</i>	<i>Bar Steward</i>
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<i>Oliver Swain</i>	<i>Senior DSU Representative</i>
<i>Alistair Adam</i>	<i>Senior Fresher's Representative</i>

Constitution Committee:

Simon Goatcher, Matthew Dunn, George Magner and Elizabeth Hopker

Van Mildert College JCR

University of Durham

DURHAM STUDENT ORGANISATION FRAMEWORK

1. Definitions

In this Framework the following terms shall have the following meanings:

Term	Meaning
Academic year:	The period from 1 August in one year to 31 July in the next year
College:	A maintained College of the University of Durham
Common Room:	Graduate, Middle or Junior Common Room of a College
Head of House:	The Principal or Master of a College
Parent body:	The University organisational unit in which a student organisation sits: for a Common Room this is their College; for Team Durham this is Experience Durham; for other student organisations the Parent body will be agreed by UEC.
Physical assets:	Includes furniture and equipment but excludes property
President:	President elected in accordance with the standing orders of the Common Room or other student organisation, where a variety of titles may be used.
Student organisation:	Common Rooms, Team Durham and other student organisations which are, from time to time, recognised by UEC as such for the purposes of this framework
UEC:	The University Executive Committee
Year:	A calendar year

2. Introduction

- 2.1. The Durham Student Organisation (DSO) framework is a set of high level operating principles which sets out the governance framework for Durham University student organisations which are not student unions. It is designed to be sufficiently flexible for student organisations to design their own operational arrangements at a local level.
- 2.2. Student organisations which opt in to the Framework will no longer have their own separate Constitution. Their aims and objectives and operational arrangements will be set down in their standing orders which may vary between different student organisations and between different Common Rooms.
- 2.3. Student organisations will be expected to operate within the principles set out in this Framework including its Annexes.
- 2.4. There will be an initial two year period of opt in to the Framework at the end of which a student organisation must inform the University of its intention to opt in or to opt out. A full academic year will then elapse before any change of status will take effect.
- 2.5. Following the initial two year period set out in 2.4 above, a student organisation may, on an ongoing basis, opt in or opt out of the Framework. A student organisation must inform the University at the end of an academic year of any intention to change its status with regard to the Framework. A full academic year will then elapse before any change of status will take effect.
- 2.6. If a student organisation decides to opt out of the Framework, it will need to re-establish itself as a separate organisational entity.

3. Democracy

An overriding principle recognised by the University in the Framework is the preservation of the democracy of student organisations. This will be manifest through:

- 3.1. the freedom of an individual student organisation to design its own arrangements for the running of the organisation, including meetings, committees and elections, which should be underpinned by the principle of fairness.
- 3.2. the freedom of an individual student organisation to determine the extent of its involvement in the operations of its Parent body;
- 3.3. the recognition of the primacy of the accountability relationship which each President has with the members of their organisation, in the light of the organisation's role of representing the views of its members to its Parent body.
- 3.4. Student organisations will be subject to the freedoms and responsibilities provided for in relevant University Codes.

4. Staff

- 4.1. Under the Framework, sabbatical Presidents and other full-time staff of the student organisation become University employees with an agreed job description and terms and conditions of employment as set out in **Annex 1**. It is recognised that the President's employment relationship is secondary to their primary relationship with their members and this will be clearly recognised in the agreed job description. The President is responsible for ensuring appropriate line management of the other staff employed by the student organisation. Full-time staff will be paid via the University payroll.
- 4.2. As a University employee, management arrangements need to be in place for the President. It is recognised that these arrangements need to be light touch, supportive, and recognise the primacy of the President's accountability to their organisation. For each Common Room President, the choice of line manager, who will be a member of University staff who is also a member of the College Council, will be by mutual agreement between the President and the Head of House. For student organisations which are part of Experience Durham, the line manager will be the Dean of Experience Durham.
- 4.3. The casual staff of the student organisation will either become University employees with appropriate University terms and conditions of employment or be paid an honorarium. Casual staff will be paid via the University payroll. The student organisation will continue to control and be responsible for the recruitment of casual staff although the principles of University policies and procedures must be adhered to.
- 4.4. Each College and Experience Durham should set up an independent panel to adjudicate over any disputes which arise between the student organisation and the Parent body. Either the President or the Head of the Parent body may refer an issue to the panel whose decision on the matter shall be final. Guidance on panel membership and operation is set out in **Annex 2**.
- 4.5. Although the principles of University policies and procedures must be adhered to, the student organisation is responsible for determining, and setting down in its standing orders, the recruitment, appointment and removal processes for the President. These must be fair and open, transparent, and inclusive.

5. Finance and Procurement¹

- 5.1. The University recognises that the activities of its student organisations are sufficiently different from its general operations to require a distinct set of operating arrangements for financial matters.
- 5.2. Each student organisation will have a University cost centre, linked to the budget centre of the Parent Body, through which that organisation's staff, including casual staff, will be paid. The student organisation is responsible for agreeing the staff cost budget on an annual basis, completing the necessary documentation to pay staff, and monitoring expenditure against budget. The staff costs paid by the University on the student organisation's behalf will be offset against the funding provided by the University to the student organisation.
- 5.3. Student organisations will, in addition, retain a separate bank account for managing all non-staff costs. The student organisation will be responsible for:
 - 5.3.1. Producing an annual budget, monitoring performance against this and producing updated forecasts on a quarterly basis;
 - 5.3.2. The timely and accurate recording of financial transactions in an agreed format and regular monthly bank reconciliations;
 - 5.3.3. Quarterly reporting of income and expenditure against budget to the University in an agreed format;
 - 5.3.4. Quarterly reporting of VAT as required under the terms of the University's VAT registration.
- 5.4. Student organisations may retain the use of cheque books and a petty cash float to support the procurement of goods and services as required. Procurement may be managed independently of the University's core processes and approved suppliers.
- 5.5. Support will be provided to student organisations in fulfilling the above requirements. Detailed information about the management and reporting requirements, together with levels of authority to spend, are set out in **Annex 3 (Financial Regulations to be developed)**.
- 5.6. The financial activity of student organisations will be consolidated into the University's accounts at its financial year end.
- 5.7. The financial records of the student organisations will be made available to internal and external audit on request.
- 5.8. Officers of the student organisation will attend appropriate training on managing the organisation's financial affairs.

6. Assets

- 6.1. The physical assets of student organisations will be held by the University for the use of the student organisation concerned.
- 6.2. The ownership by student organisations of their financial and physical assets will be respected.
- 6.3. The wishes of any donors of financial and physical assets of student organisations will be respected.

7. Liability and Insurance

- 7.1. The University will ultimately be liable for the activities of student organisations registered under the Framework and will procure appropriate insurance to cover these liabilities.

8. Health and Safety

- 8.1. Student organisations will come under the University's health and safety arrangements.

9. Premises

- 9.1.** Each Parent body will agree to make space available for the activities of their student organisation on a reasonable basis and recognising the breadth of the student organisation's activities. No overhead charge will be made for this space.

10. General

- 10.1.** This Framework and its annexes will be reviewed at intervals of not more than every 5 years in consultation with the student organisations who are opted in to the Framework at the time of the review. Changes may be made to the Framework by mutual agreement of UEC and those Presidents whose organisations are opted into the Framework. In the event that such agreement cannot be reached in a reasonable timeframe a panel, appointed by University Council, on which there is equal representation from the University and the student body, will make the determination.

¹This section does not apply to Team Durham whose finances are run through the University ledger.

NOTES

Guidance on the exit procedure to be followed for student organisations wishing to opt out of the Framework will be drawn up.

Version 6



Annex 1

of the

DSO Framework

Ratified: 3rd March 2011

Job Description

of the

JCR Sabbatical President

This annex may only be amended as defined within the DSO Framework.

President Job Description

Note this job description applies to Sabbatical post-holders only.

Job Title:	JCR President
Responsible to:	The JCR President's primary accountability is to the JCR. However, in order to support the JCR President a Line Manager will be chosen, by mutual agreement between the President and the Head of House, from the University staff members of the College Council
Term of Office:	The term of office will be as set out in Standing Orders

1. Job Purpose/Summary

- 1.1. To represent and promote the views of the JCR to their College Officers and College bodies, and vice versa.
- 1.2. To promote the well-being of the college community and perform all such duties as are consistent with this.

2. Main Duties and Responsibilities *(Please note this is not an exhaustive list and should be read in conjunction with the JCR Standing Orders and the Durham Student Organisation Framework.)*

- 2.1. To act as point of contact for all matters affecting the interests of the JCR and for any member of the JCR.
- 2.2. To sit on College and JCR committees as set out in Standing Orders, as a voting member unless otherwise specified.
- 2.3. To liaise with the JCR, MCR, as applicable, SCR, DSU and any other appropriate body.
- 2.4. To act as a representative or adviser in pastoral or disciplinary matters, on behalf of JCR Members liaising with the Senior Tutor, Head of House and Bursar. The President shall maintain the confidences of individual students and members of staff in accordance with relevant University, College and JCR policies.
- 2.5. To comply with Data Protection Regulations in all cases and at all times when handling personal data of members of the JCR.
- 2.6. To undertake welfare training and gain a recognised qualification in First Aid.
- 2.7. To work in the interests of the JCR to promote the attractiveness of the College to student applicants, and help to develop the corporate image of the University, College and the JCR.
- 2.8. To be responsible for public relations on behalf of the JCR and to write contributions to relevant publications, such as the College Handbook and the prospectus.
- 2.9. To report regularly to the JCR Executive Committee; to meet regularly with their Head of House; to meet regularly with their line manager; to maintain communications with the other College Officers; and to act as a point of reference for all members of College.
- 2.10. To oversee the activities of the Executive Officers; assist them and Non-Executive Officers of the JCR in the execution of their duties, wherever necessary.
- 2.11. To be a signatory on the JCR bank account and have responsibility for JCR finances.
- 2.12. To keep well informed on all issues relating to student life and liaise and network to help achieve this.

- 2.13. To ensure line management arrangements are in place for other JCR officers and casual workers.
- 2.14. To ensure adequate handover information is provided for the incoming President at the end of the term of office.
- 2.15. To carry out such other reasonable duties, specific to the College, as agreed between the President and the Head of House.

3. Special Requirements

- 3.1. The President must be willing to work flexibly with hours spread over the whole week, including evening and weekends, to fit the normal pattern of College and student life.
- 3.2. The President must be resident in College for the better performance of his/her duties.
- 3.3. The President shall not be absent from College on consecutive weekends, or for periods of longer than three days, without permission of the JCR Executive Committee and notification to the College Officers.
- 3.4. The President shall not take on any other commitments whether paid or unpaid which could interfere with his/her duties, without the approval of his/her line manager and JCR Executive Committee.

4. Terms and Conditions of Employment

The main terms and conditions of employment as are follows (the person appointed will receive a full written statement of the terms and conditions of employment):

- 4.1. The salary will be on the Grade 3 scale, currently £15,001 per annum, or £8.24 per hour.
- 4.2. College accommodation will be provided for the duration of the contract for which a charge will be made, currently £300 per month. Details of the accommodation will be provided separately by each College.
- 4.3. The post is full time, nominally 35 hours per week with significant flexibility in working hours required.
- 4.4. The post is fixed term for 1 year, and can only be extended should the post-holder be re-elected for a further term by the JCR.
- 4.5. The post is pensionable (although JCR Presidents can choose to opt out of the pension scheme).
- 4.6. Annual leave entitlement is 27 days per annum, with additional days granted in lieu of additional hours worked as appropriate (up to a maximum of 23 days as time off in lieu giving a maximum of 10 weeks leave per annum). Any annual leave or time off in lieu must be taken outside of term time and approved by the JCR Executive.

5. Recruitment and Removal from Office Processes

Note: As this is an elected position the normal University recruitment processes do not apply. The processes for recruitment, appointment and removal from office will be set out in the Standing Orders. However, the following principles must be adhered to:

- 5.1. Where there is a vote of no confidence by the JCR an appropriate Panel will be convened to consider if there is case for dismissal from office.

- 5.1.1. The membership of the Panel will be determined by the JCR Executive in consultation with the HR Director or his/her Deputy.
- 5.2. If the President is accused of committing a serious offence that falls within the University's definition of gross misconduct (as set out in the University's Disciplinary Regulation) the JCR Executive must consider a vote of no confidence against the President.
- 5.3. The responsibility for any disciplinary procedures involving the President will be delegated to the JCR.
- 5.4. Should the President be dismissed from Office there will be the right of appeal. The appeal process will be determined by the JCR Executive in consultation with the HR Director or his/her Deputy.

6. Special Conditions

- 6.1. The President shall be reimbursed by the College for agreed expenses when carrying out duties which would otherwise be performed by a College Officer.
- 6.2. The President may be reimbursed for entertainment expenses.
- 6.3. The President will be provided with office space.

Version 2

All references to Standing Orders are to be the Standing Orders of the JCR



Annex 2

of the

DSO Framework

Ratified: 3rd March 2011

The JCR

and its

Interactions with the College

This annex may only be amended as defined within the DSO Framework.

Interactions with the College

1. Representative Role

- 1.1. A central function of all Common Rooms is to represent the views of their students on College matters to relevant staff and bodies within the University
- 1.2. Common Rooms should therefore be consulted on matters of University policy which will affect their students. The University undertakes to recognise and respect this representational role.
- 1.3. There shall be a representative of the Common Room on each relevant College committee.

2. Arbitration Panel

- 2.1. In the event of a Common Room and University or College Officers having a serious disagreement that cannot be resolved to the mutual satisfaction of both parties, the matter shall be referred to an arbitration panel 'the Panel', the operation of which is outlined hereafter.
- 2.2. Immediately upon the President's first taking office, or shortly thereafter (for the avoidance of doubt this shall be no more than one month from the time that the President takes office) the President and Head of House shall jointly agree the membership of the Panel.
- 2.3. The Panel shall comprise:
 - 2.3.1. One student representative, which may include a sabbatical officer, or a student from any College within the University;
 - 2.3.2. One member of College Council who is not a College Officer or a student of the College;
 - 2.3.3. A third member, external to the College.
- 2.4. The President and Head of House shall jointly agree which of the panel is to act as chair.
- 2.5. Should a member of the Panel have a personal interest in the outcome of a decision, he or she must declare it.
 - 2.6. In such a case, the remaining members of the Panel shall rule on whether a member with a personal interest may remain on the panel.
 - 2.7. Should the remaining members rule that the member with a personal interest may not take part, he or she shall not take part in the

Panel's meeting, and a new member shall be appointed, for that occasion, as set out in clause 2.3.

3. Principles of Operation

- 3.1. Before either party invokes the Panel, every effort shall be made by both parties to resolve the matter.
- 3.2. Should resolution not be possible to the mutual satisfaction of both parties, at the invocation of either party, the Panel should meet within 48 hours.
- 3.3. This period may be longer if agreed by both parties.
- 3.4. Any party invoking the panel shall notify the other party simultaneously.
- 3.5. In a hearing of the Panel, each party shall make a written submission, before answering such questions as the Panel shall ask about the dispute.
- 3.6. If both parties agree, oral submissions shall suffice.
- 3.7. The Panel shall consider all submissions and rule within 24 hours of meeting.
- 3.8. The Panel shall provide a written ruling, setting out the reasoning behind their decision as soon as is practicable, and in all cases no later than seven days after meeting. This ruling will be binding on both parties.
- 3.9. In coming to its decision the Panel shall bear in mind the principles enshrined in the Durham Student Organisation (DSO) Framework.



Annex 3

of the

DSO Framework

Ratified: 3rd March 2011

Financial Arrangements

of the

Junior Common Room

This annex may only be amended as defined within the DSO Framework.

This annex is not complete and will be finalised by a working group in the Easter Term.

It is for information only at this point.

Durham Student Organisation Framework

Financial Arrangements: Summary

The detailed financial arrangements for student organisations who decide to opt in to the Durham Student Organisation (DSO) framework will be set out in financial regulations. These will be aligned with the University's Financial Regulations.

The DSO financial regulations will relate to the following key areas:

1 Financial Planning and Control

We are envisaging that student organisations who decide to opt in to the DSO will be asked to produce a three year financial plan for income and expenditure (staff and non-staff) and proposed capital expenditure. The first year will form the annual budget and we will work with you to profile this across the year to help with monitoring.

You will be responsible for checking that your spend is broadly in line with your original plan and for providing this information to the Colleges Divisional Accounts Team ("DAT") for them to review. (DAT will be interested in how you are managing your budget rather than the use to which your funds are being put).

We have not yet agreed how frequently your reports against budget should be made but this will be light touch so probably quarterly. We will discuss with you a suitable format for your reports.

We will also ask you for a very brief summary each month of actual income and expenditure.

2 Accounting

Your financial results will be incorporated into the University's financial statements and so your year-end will need to be 31 July and summary accounts will need to be prepared for the year from 1 August to 31 July. We realise that this represents a change for you and we will work with you to decide how best, and over what timescale, to move to this position.

The way you account for significant items will need to be aligned with and complement the principles which the University uses. You will need to record transactions regularly using a spreadsheet (we haven't yet agreed the format of this but we envisage working with you to develop this, building on good practice which already exists).

You can record income and expenditure for different activities in separate columns (for example activities for which you might at the moment keep different bank accounts).

VAT will need to be separately recorded and details will need to be provided to the DAT quarterly so they can be incorporated into the University's VAT returns.

3 Banking

Each student organisation will have a single bank account. We realise that this represents a change for you and we will work with you to decide how best to move from your current position of multiple accounts.

You may wish to consider moving your investment funds to the University for short term investment in order to benefit from the interest rates we receive. We can reassure you that your funds will be earmarked and will be for your use only – we successfully operate this mechanism already for some endowment funds.

It would be helpful for you, as well as the University, if your single bank account were with Barclays as this would facilitate secure collection of funds along with the College's banking. However, we have agreed that you may, if you prefer, continue to use your existing main transaction bank account.

All cheques will need two signatories and, above £5,000, one of these will need to be the Head of House.

Your bank account will need to be reconciled regularly – on a monthly basis – and details provided to the DAT. (Again DAT will be interested in how you are managing your account rather than the use to which your funds are being put).

4 Support

We will provide training annually for the Treasurers of student organisations and any other officers who you feel would benefit (we recognise that the extent of work described above may require Treasurers to delegate some tasks to others). Once the identity of those JCRs opting to enter the DSO framework is clear, we will work with you to define more closely the requirements for this support.

During the year DAT staff will be available to provide support and advice. We have not yet agreed the nature and extent of this – clearly there will be a finite level of support we are able to provide. We expect that some JCRs will need more support than others and that this may well vary from year to year. Our experience of what support and advice you need will also grow over time.

5 Review and Monitoring

DAT will monitor the information provided by the Treasurers of student organisations to ensure that financial management is being carried out appropriately. If it becomes evident that this is not the case, we will inform the Head of House and agree measures with the JCR President to regularise the position. These measures are yet to be defined but are likely to include more frequent reporting of the financial position and will continue until matters have been brought under control.

6 Insurance

We have agreed with insurers that they will provide cover for the assets and activities of student organisations which opt in to the DSO. The University will pay the cost of this insurance. Detailed arrangements have not yet been discussed with the insurers and detailed procedures for the notification of claims have not yet been drawn up. The plan is to take this work forward when it is clearer which JCRs require this cover.

Summary of Financial Reporting

Annually	update 3 year plan
Quarterly	review performance against budget and re-forecast provide VAT information
Monthly	reconcile bank account provide summary income and expenditure information

You would also need to provide:

A list of capital assets

A list of those authorised to spend and their expenditure limits

Other Matters for Discussion

Capital expenditure and treatment of depreciation are matters which we will discuss further with those student organisations which opt into the DSO.

Version 2

Permanent Standing Orders

of the

Junior Common Room

Ratified: ...



The Pemanent Standing Orders

This standing order may only be amended following a referendum as stipulated in section 3 of this document

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1. PREFACE

1.1. In these Standing Orders the following terms shall be understood with the following meanings:

'JCR' refers to the Junior Common Room of Van Mildert College

'College' refers to Van Mildert College

'DSU' refers to Durham Students Union

'Standing Orders' shall refer collectively to these Permanent Standing Orders, the Operational Standing Orders and the Committees and Job Description Standing Orders of the JCR.

'Framework' shall refer to the Durham Student Organisations Framework which was approved by the University Council on 5 July 2011.

1.2. The Junior Common Room is a student organisation which operates within the Durham Student Organisation (DSO) Framework. The JCR voted to accept the Framework on 3rd March 2011.

1.3. In accordance with the Framework, the 'parent body' of the JCR is the College. Matters on which agreement cannot be reached between the College and the JCR shall be adjudicated by a panel established by mutual agreement of the JCR President and Head of College for that purpose.

2. STATUS OF STANDING ORDERS

- 2.1. The JCR shall be operated in accordance with the DSO Framework and its Standing Orders. Should there be a conflict between the Framework and the Standing Orders the requirements of the Framework shall take precedence.
- 2.2. The Standing Orders of the JCR exist to regulate the democratic structures and operational principles of the JCR and shall include these Permanent Standing Orders, the Operational Standing Orders and the Committee and Job Description Standing Orders of the JCR. Where there is a conflict between the Permanent Standing Orders and the Operational Standing Orders, the Permanent Standing Orders shall take precedence.
- 2.3. Any other documents, policies or decisions of the JCR shall be subject to the Standing Orders.
- 2.4. These Permanent Standing Orders may not be suspended. Any part of the Operational Standing Orders of the JCR may be suspended by the agreement of the JCR. Any alternative arrangements established must comply with the DSO Framework and these Permanent Standing Orders.
- 2.5. The JCR shall establish a committee, chaired by the JCR President, to review the Standing Orders no less frequently than once every five years.
- 2.6. The current Standing Orders were approved on 3rd February 2013 and came into effect on 3rd February 2013. All preceding versions are revoked.

3. AMENDMENT OF STANDING ORDERS

- 3.1. Any proposed changes to the Standing Orders should be submitted to JCR Steering Committee. An open forum will be held for all members of the JCR to discuss the proposed changes.
- 3.2. Any proposed changes to the Standing Orders must be considered at a meeting of the JCR.
- 3.3. Changes to Permanent Standing Orders may only be made by approval through JCR referendum in accordance with the procedure set out in section 2.7 of the Operational Standing Orders.
- 3.4. If, after three attempts, a ballot fails to reach quota then its decision may stand as long as it holds a two-thirds majority of the vote.
- 3.5. Changes to Operational Standing Orders may only be made by approval through JCR motion in accordance with the procedure set out in section 2.3 of those Standing Orders.
- 3.6. Changes to the appendices of the Standing Orders may be made by approval through JCR motion in accordance with the procedure set out in section 2.3 of the Operational Standing Orders or through a simple majority vote in an open meeting of the Executive Committee.
- 3.7. Consultation on proposed amendments to the Permanent Standing Orders shall include an informal discussion with the JCR President and the Head of the College. If in their view the changes may have an impact on the college more broadly, the proposed amendments may be discussed at a meeting of the College Council.
- 3.8. No amendment to Standing Orders shall in itself result in the invalidation of a JCR decision which was reached in accordance with the Standing Orders in effect at the time the decision was made.

4. PURPOSE OF THE JCR

4.1. The purpose of the JCR shall be:

4.1.1. to contribute to the education of its members;

4.1.2. to provide opportunities for participation in intellectual, cultural and social activities;

4.1.3. to support the welfare of its members;

4.1.4. to provide, in co-operation with the College, facilities, services and opportunities for recreation (including the maintenance of a Common Room);

4.1.5. to act as a channel of communication between its members and the College and other bodies of the University;

4.1.6. to represent its members in matters relating to the government and welfare of the college;

4.1.7. to provide opportunities for its members to develop leadership, organisational and other skills.

4.2. No member of the JCR shall support any activities which could bring into disrepute the JCR, the College or the University.

4.3. The JCR is opposed to, and will take steps to combat, all forms of unfair discrimination on the grounds of age, appearance, caring responsibilities, caste, class, educational background or current educational status, gender, health status, marital or family status, nationality, political beliefs, religion, immigration status, race/ethnicity, sexuality, irrelevant criminal conviction, physical or mental ability or trade union activity.

5. MEMBERSHIP

5.1. The following shall be considered full members of the JCR:

5.1.1. All undergraduate students of Durham University who are registered as members of Van Mildert College and have not opted out of JCR membership;

5.1.2. Sabbatical officers of the JCR;

5.1.3. Any sabbatical officer of a student organisation recognised by the University who was within the twelve months previous to their appointment as sabbatical officer a member of the JCR.

5.1.4. Any member of the MCR who has opted-in to the JCR.

5.2. There shall also be Honorary Life Members appointed in accordance with the operational Standing Orders, as defined in section 3.2 of the Committees and Job Description Standing Order. Honorary Life Members are not permitted to be an officer of the JCR.

5.3. All members of the JCR (other than Honorary Life Members) shall be required to pay a levy of £139. This levy shall be collected in the first term of that member's first year of study. Persons who have not paid the levy shall be considered to have opted out of JCR membership.

5.4. Any member may opt out of JCR membership at any time by providing a signed statement to that effect to the JCR President.

5.5. A person who has opted out of JCR membership may opt in to JCR membership by providing a signed statement to that effect to the JCR President and paying the JCR levy if they have not previously done so.

5.6. Only JCR members shall be entitled to vote on decisions of or to be an officer of the JCR (or any club or society affiliated to it). Non-members may at the discretion of the JCR be invited to attend events or use services provided by the JCR but shall normally pay a premium price.

6. BUSINESS

- 6.1. JCR members shall collectively be responsible for the operation and management of the JCR and any facilities, events and services it provides. Decisions of the JCR shall normally be made at a JCR meeting at which all members of the JCR are entitled to attend.
- 6.2. There shall be at least two ordinary meeting of the JCR per academic term, as defined in Appendix A of the Standing Orders.
 - 6.2.1. At least five days notice, via email, shall be given for an Ordinary Meeting of the JCR.
 - 6.2.2. At least three days notice shall be give for an Extraordinary Meeting of the JCR, which may be called by:
 - 6.2.2.1. A signed request from the JCR with signatures of at least 10% of its members,
 - 6.2.2.2. The JCR Executive Committee.
 - 6.2.3. At least 24 hours notice shall be given for an Emergency meeting, which shall be called by the Executive Committee in the case where an immediate decision by the JCR is required.
 - 6.2.4. At least 7 days notice shall be given for a referendum.
- 6.3. All members are expected to attend meetings of the JCR and shall have an equal right to vote and to speak on any matter. The Operational Standing Orders shall set out the procedures by which business is considered at JCR meetings.
- 6.4. A meeting of the JCR shall be considered quorate if 7% of the members are present. Unless otherwise indicated in the Operational Standing Orders, decisions shall be made on the basis of a simple majority vote.
 - 6.4.1. In the event of a JCR Meeting being inquorate, the meeting may not transact any motions but elections for ordinary committee positions shall be carried, at the discretion of the JCR Chair:
 - 6.4.1.1. In the event of an election taking place at an inquorate JCR meeting, the ratification of such election should appear on the agenda of the following meeting, clearly stating that the election was held at an inquorate meeting.
 - 6.4.1.2. Any member of the JCR shall have the right to request that the election for the above position be re-run at a quorate JCR meeting. This motion shall be carried by a normal show of hands with 50% of the vote in favour of a re-election.
 - 6.4.2. Any motion, normal or financial, may be referred to the Executive or Finance Committee for a ruling if a decision is required before the next

quorate JCR meeting.

6.5. All policy passed by the JCR shall be renewed annually in a JCR meeting and shall be incorporated into Appendix I of the Standing Orders.

6.6. The JCR shall have an Executive Committee which shall collectively be responsible to the JCR for:

6.6.1. administering the JCR during the periods between JCR Meetings. This will include making decisions on behalf of the JCR on routine or non-contentious matters;

6.6.2. making decisions for which the deadline does not allow consideration at a JCR meeting;

6.6.3. representing the JCR to the College and wider University community;

6.6.4. ensuring the proper conduct of JCR Officers and committees;

6.6.5. ensuring that the JCR is maintained in a sound financial position and that appropriate financial records are being maintained;

6.6.6. managing the business of the JCR meeting.

6.7. The Executive Committee shall consist on the following 10 members:

- JCR President
- JCR Vice-President
- JCR Welfare Officer
- JCR Treasurer
- JCR Communications Officer
- JCR Events Officer
- JCR Services Manager
- JCR Senior DSU Representative
- JCR Senior Freshers' Representative
- JCR Livers' Out Officer

6.8. In addition to the ten ordinary members there shall be two ex-officio officers; the JCR Chair and the Sabbatical Bar Steward. For the purposes of the Standing Orders, where the term Executive Committee is used, this is understood as meaning the Executive Committee and the ex-officio officers.

6.9. The Executive Committee shall make appropriate reports to JCR meetings in order to assure the JCR that it is administering the JCR properly.

6.10. The JCR may delegate responsibilities to committees and officers as set out in Operational Standing Orders.

6.11. Without prejudice to any indemnity to which any Executive Officer may otherwise be entitled, every Executive member or other officer of the student body shall be indemnified, out of the assets of the student body, against any

liability incurred by them in defending any proceedings; whether civil or criminal, in which judgment is given in their favour, or in which they are acquitted; or in connection with any application in which relief is granted to them by the court from liability for negligence, default, breach of duty, or breach of trust in relation to the affairs of the students.

- 6.12. Matters which are deemed by a JCR meeting or the Executive Committee to be of particular significance shall be referred to a referendum of all members. Referenda shall be considered quorate if 25% of the members vote and a motion shall be passed on the basis of a simple majority.
- 6.13. Changes to these Permanent Standing Orders shall always be subject to a referendum.

7. APPOINTMENT AND REMOVAL OF JCR OFFICERS

- 7.1. All JCR Officers shall be elected by the JCR. In all elections Re-open Nominations (RON) shall be included as a candidate.
- 7.2. Executive Officers (i.e. those officers of the JCR who are members of the Executive Committee) shall be appointed using Single Transferable Voting in accordance with the rules set out by the Electoral Reform Society. An election shall be considered quorate if 25% of members have voted.
- 7.3. Non-executive Officers (i.e. those officers of the JCR who are not members of the Executive Committee) shall be appointed in accordance with the Operational Standing Orders. Should the JCR agree, a Non-executive Officer may be appointed using the mechanism established for Executive Officers.
- 7.4. Members of JCR Committees shall hold office for one year, or for a period of time as determined by the Committees and Job Description Standing Order.
- 7.5. Elections shall be subject to ratification by the JCR. Such ratification shall take place at the JCR Meeting immediately following the election, and must appear on the agenda for that meeting.
- 7.6. Any member of the JCR may vote by proxy through the Chair via e-mail, if they find that they will be unable to vote on the day of the election.
- 7.7. Any non-sabbatical officer of the JCR may stand down from their role by writing to the Executive Committee. The Executive Committee shall report this to the next JCR meeting.
- 7.8. Should an officer of the JCR be considered to have fallen short of fulfilment of the duties assigned to them, a quorate JCR meeting may agree a motion of censure against that officer.
- 7.9. Should a JCR officer continue to fall short of fulfilment of the duties assigned to them following a motion of censure, or in the event that the actions of an officer are considered to be serious misconduct, a quorate JCR meeting may agree on the basis of a secret ballot a motion of no-confidence in that officer. In the event a motion of no confidence is agreed, the officer shall be required to stand down.
- 7.10. Any vacancy which arises shall be filled at the earliest opportunity by an election conducted in the manner normal for that post. The vacancy shall be filled for the remainder of the original term of office. Any officer appointed in this manner shall be eligible to stand for re-election for a full term of office at the normal time should they continue to meet any conditions for election to that role.
- 7.11. The following special conditions apply to the appointment of sabbatical officers of the JCR:

- 7.11.1. Following election their appointment shall only be valid following the signing of a contract of employment with the University.
- 7.11.2. Sabbatical officers may resign from their post by giving written notice of one term to the Executive Committee and the Director of HR.
- 7.11.3. If a sabbatical officer is accused of committing a serious offence that falls within the University's definition of gross misconduct (as set out in the University's Disciplinary Regulation) the JCR Executive will consider a motion of no confidence.
- 7.11.4. In the event of a motion of no confidence in a sabbatical officer, a panel will be convened to consider the case for dismissal from office. The membership of the panel shall be agreed by the members of the JCR Executive Committee in consultation with the Director of HR (or their deputy).
- 7.11.5. Should a sabbatical officer be dismissed from Office they have the right of appeal. The appeal process will be determined by the JCR Executive in consultation with the HR Director or his/her Deputy.
- 7.11.6. Where there is a vacancy for a sabbatical officer, it shall be filled for the remainder of the term of office by a non-sabbatical officer elected in the normal manner. An individual appointed in these circumstances shall be eligible to stand for re-election for a full term of office.

8. JCR FINANCES

- 8.1. The JCR President has overall responsibility for the JCR's finances and for ensuring that the JCR remains in a sound financial position.
- 8.2. The JCR Treasurer shall be responsible to the JCR President for the financial transactions of the JCR and shall advise the JCR President and the Executive Committee on financial matters. The Treasurer shall be responsible for the preparation of the JCR budget and accounts and for liaising with the Colleges Accounts Team and the Head of College as appropriate.
- 8.3. Other officers may be delegated specific financial responsibilities. Their work will be overseen by the President.
- 8.4. The JCR Finance Committee shall have the power to intervene in the running of a JCR Committee or Society account if they are making a loss.

9. RESOLUTION OF ISSUES

- 9.1. The JCR is committed to resolving issues without recourse to formal proceedings wherever reasonable. Appropriate confidentiality will be maintained at all times.
- 9.2. Members of the JCR are therefore expected in normal circumstances to discuss, and where possible resolve, any issues of dissatisfaction relating to a decision of the JCR (or one of its committees or officers) with the relevant individuals in the first instance. Where this is not possible, or the JCR member remains dissatisfied following such a discussion, members should, if they have not already done so, discuss the matter on an informal basis with the JCR President or the JCR Chair.
- 9.3. Any matter which may represent a criminal act shall be reported by the JCR President or JCR Chair to the Head of College who shall liaise with the Registrar.

Appealing a Decision of the JCR

- 9.4. Following informal discussions, if a member of the JCR remains dissatisfied and wishes to appeal against a decision of the JCR (or one of its committees or officers) they may by writing to the JCR Chair request the decision be considered at a JCR meeting.
- 9.5. If following consideration by the JCR a member considers that the final decision of the JCR unfairly disadvantages a member or group of members they may raise the matter in writing with the Head of the College, who shall take reasonable steps to resolve the matter. Should this not prove possible, the matter will be referred to the College Council for final resolution.

Alleged Misconduct by a JCR Member

- 9.6. Following informal discussions, if a member considers that there has been misconduct in the conduct of JCR activities by a member or members of the JCR the matter should be discussed with either the JCR President or the JCR Chair. The JCR President or Chair may consult with the JCR Executive if this is considered by the JCR President or Chair to be an appropriate course of action.
- 9.7. Where the JCR President or JCR Chair determine that a breach of JCR standing orders or policy has occurred they shall implement an appropriate remedy, consulting with the Executive where appropriate.
- 9.8. Where the JCR President or JCR Chair consider that the misconduct may represent a breach of College or University Regulations, the matter shall be raised in writing with the Head of College who shall take appropriate action.

Alleged Misconduct by the JCR President

- 9.9. Following informal discussions, if a member considers that there has been misconduct by the JCR President the matter should be discussed with the JCR Chair who shall consult with the JCR Executive (other than the President).
- 9.10. Where more than one member of the JCR Executive considers that there

may be a case of misconduct by the JCR President, the matter shall be discussed with the Head of College.

- 9.11. Following discussion with the Head of College (and where necessary with the Director of HR), if the JCR Executive consider that there has been misconduct, but that misconduct falls short of gross misconduct as defined by the University Regulations, the Executive shall implement an appropriate remedy and report this to the JCR. This may include a vote of no confidence in the President.
- 9.12. Following discussion with the Head of College and the Director of HR, if the JCR Executive consider that there has been gross misconduct as defined by the University Regulations the JCR shall have a vote of no confidence in the President.

The Operational Standing Orders *of the* Junior Common Room



Passed by Referendum: 3rd March 2011
Ratified by JCR Meeting: 13th March 2011

Written by:

<i>Thomas Pickard</i>	<i>JCR President 2010-2011</i>
<i>Patrick McConnell</i>	<i>JCR Chair 2010-2011</i>

Witnessed by:

<i>Stephanie Hamer</i>	<i>Vice-President</i>
<i>Niall Boys</i>	<i>Treasurer</i>
<i>Joseph Le Page</i>	<i>Welfare Officer</i>
<i>Helene Bangert</i>	<i>Secretary</i>
<i>Josephine Mill</i>	<i>Services Manager</i>
<i>Stephanie Morris</i>	<i>Bar Steward</i>
<i>Edward MacDonald</i>	<i>Events Officer</i>
<i>Francesca Longworth</i>	<i>Livers' Out Officer</i>
<i>Oliver Swain</i>	<i>Senior DSU Representative</i>
<i>Alistair Adam</i>	<i>Senior Fresher's Representative</i>

Constitution Committee:

Simon Goatcher, Matthew Dunn, George Magner and Elizabeth Hopker

Van Mildert College JCR
University of Durham

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1. PREFACE

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The Operational Standing Orders *of the* Junior Common Room



The Operational Standing Orders Section 1

This Standing Order may only be edited by ratification of the JCR via a motion that is passed by a two thirds majority at a quorate JCR meeting.

INFORMATION

1.1 This Standing Order may only be amended or supplemented by a ratified motion, as defined in section 2.3 of this Standing Order, passed by a two-thirds majority at a quorate JCR Meeting. All amendments or supplements shall appear on the agenda for that meeting.

2 **MEETINGS**

2.1 Attendance

2.1.1 All members of the JCR have the right to attend and speak at JCR meetings.

2.1.2 Any person who is not a member of the JCR may attend and speak at a JCR meeting with the consent of the meeting or with the advance permission of the Chair.

2.2 Agenda and Order of business

2.2.1 Notice of JCR meetings shall be given to its members in the format of an agenda, circulated by email.

2.2.2 All matters to be included on the agenda for the meeting must be sent to the Chair at least three days before the meeting. This may be waived at the Chair's discretion.

2.2.3 The agenda must include Executive Officers' reports, any motions and points of discussion proposed for the meeting and any elections, hustings and ratifications required of the meeting.

2.2.4 The agenda may include further items at the Chair's discretion.

2.3 Motions

2.3.1 All motions including procedural motions must be supported (i.e. proposed and seconded) by two members of the JCR; by a recognised JCR Committee; by a recognised JCR Society or by a recognised JCR Club.

2.3.2 A motion that does not appear in the agenda may be brought under "Any Other Business" and discussed at the Chair's discretion.

2.3.3 The following may not be moved if not included in the Agenda:

- i) A motion authorising the expenditure of JCR funds;
- ii) A motion to alter Standing Orders;
- iii) A motion to bring a vote of censure or no confidence in a JCR officer.

2.3.4 Any motion that is ruled out of order shall be printed at the end of the agenda and the meeting shall decide whether to rule to permit it.

2.3.5 A motion, once printed on the agenda becomes the property of the JCR and may be amended or altered by the JCR without reference to the proposer and/or the seconder.

- iv) Any member of the JCR may propose an amendment to change the form of the matter under discussion. If this is seconded by another member, the meeting shall discuss and decide which form of the matter

previously under discussion (the original or the amended version) it wishes to debate. If the meeting accepts the amendment, the original motion is amended and becomes the SUBSTANTIVE motion, which is then debated. If the meeting rejects the amendment it reverts to discussion of the original matter. Further amendments can then be proposed.

- v) An amendment may not be amended. The first amendment shall be put to a vote before a second amendment is discussed.
- vi) The only amendment which may be made to a motion without reference to the meeting is a drafting amendment to correct a printing or grammatical error.
- vii) No motion, once printed in the agenda, and no other motion or amendment once proposed at the meeting may be withdrawn without the consent of the meeting.

2.4 Procedure

2.4.1 Only one matter at a time may be discussed.

2.4.2 Any member of the JCR may raise a POINT OF ORDER which shall take precedence over all other business except when a speech is being delivered, and must relate to the conduct of the meeting at that time.

2.4.3 Any member of the JCR may raise a POINT OF INFORMATION in order to offer strictly factual information. The Chair shall rule out of order any point of information that takes the form of a speech to a motion or a question of a speaker.

- viii) The speaker has the right to accept or refuse points of information, to refuse to accept any further points of information, or to ask to take points of information at the end of the speech.

2.4.4 For all motions, including procedural motions (Standing Order 2.5), there shall be one speech for the motion and, if offered by the floor, one speech against the motion.

- ix) If no formal opposition is immediately offered, discussion of the motion will follow and take the form of questions, comments and clarifications from the floor.
- x) After this period, the Chair may then invite the floor to offer a formal speech in opposition. This may then be followed by a period of questions directed to the opposition.
- xi) If required, a speech of summation for the motion and a speech of summation against the motion shall conclude the debate. A vote on the motion shall then take place.

2.4.5 There are no time limits to speeches, but the Chair shall, at his or her

discretion, ask for a speech to be concluded.

2.4.6 The Chair shall give preference to those who have not spoken on the matter under debate.

2.5 Procedural Motions

2.5.1 Any member of the JCR may propose a procedural motion, which must be seconded by another member of the JCR.

2.5.2 Procedural motions may deal only with the manner in which a matter is being debated.

2.5.3 If more than one procedural motion is brought before the meeting they shall hold the following order of preference:

- xii) A challenge to the Chair's ruling (see below).
- xiii) To suspend Standing Orders for the duration of the motion. This requires a two-thirds majority to be carried.
- xiv) To remove an item from the agenda.
- xv) To hold an item over to the next meeting.
- xvi) To refer an item back.
- xvii) To move to vote (if carried, the mover of the motion before the meeting shall have the right of summation).
- xviii) To take the motion in parts.
- xix) To hold a referendum (if passed, the meeting shall decide on the options to be available in the referendum, which shall be conducted in accordance with Standing Orders).
- xx) To introduce a motion.
- xxi) To re-arrange the agenda.

2.5.4 Other procedural motions shall be admitted at the discretion of the Chair, but shall cede preference to those enumerated above.

2.6

2.7 The Chair

2.7.1 The JCR Chair shall chair all meetings except when proposing a motion or absent, when the President shall take the chair. Failing the President, a member of the Executive Committee shall chair the meeting. If no Executive Committee member is present the meeting shall be adjourned unless three-quarters of the meeting indicate that they wish to continue, when they shall elect a Chair.

2.7.2 The Chair shall have the casting vote at JCR meetings. They will take into consideration all factors when making a casting vote and endeavour to pick a candidate that is the best for the position and the JCR.

2.7.3 In the capacity of Chair, the chair shall take precedence over all other speakers.

2.7.4 The Chair shall stand down during any item of business in which he or she has a personal interest.

2.7.5 Practice for a procedural motion of challenge to the Chair shall be as follows:

- xxii) Any member of the JCR may challenge a ruling by the Chair. The challenge must occur while the matter to which the ruling relates is still on the floor.
- xxiii) The Chair shall vacate the chair which shall pass as directed by article 2.6.1 of the Standing Order.
- xxiv) The challenger shall speak and the previous Chair shall answer.
- xxv) The JCR shall then vote on the challenge/ruling, which shall be overturned if a two-thirds majority of the meeting so decides.
- xxvi) If the challenge is defeated the disposed Chair shall resume the chair. If the challenge is upheld the disposed Chair shall remain out of the chair for the duration of the discussion of the matter on the floor.

2.8 Referenda

2.8.1 Any member of the JCR has the right to propose a procedural motion that a matter be put to a referendum.

2.8.2 The referendum shall be advertised via e-mail stating the date of the referendum and the matter being polled.

2.8.3 The matter to be decided by the referendum shall have been discussed at a JCR meeting within the three (3) weeks previous to the ballot. The meeting which has called the referendum shall also have decided the options to be available on the ballot paper in the referendum.

2.8.4 A copy of the motion, or matter, together with all attendant information shall be posted by the voting station and on the JCR website.

2.8.5 The referendum shall be conducted by ballot, in accordance with the General Election Procedure.

2.8.6 For the decision of a referendum to be accepted, 25% of the JCR shall have voted. The decision shall be by a simple majority.

2.9 Elections

2.9.1 Keepers of the College Things, as outlined in Appendix F, will be elected in a JCR meeting and shall appear in the relevant

2.9.2 In the event of no valid nominations being received for an election at a meeting, the election shall be held over to the next JCR meeting.

2.9.3 Nominations for elections at JCR meetings may be submitted in advance to the JCR Chair with the names of both proposer and seconder, or by verbal nomination at the relevant juncture of the meeting with the proposer and seconder present.

2.9.4 Candidates absent from the meeting may only be considered for election if the post for which they are standing is uncontested.

2.9.5 Candidates shall hust.

xxvii) Candidates shall hust in tandem with one and other. Hustings shall take the form of each candidate giving a short speech and answering questions from the floor.

2.9.6 Elections at JCR meetings shall be carried out on a “first past the post” system, conducted by a show of hands. In all elections, every member shall only be entitled to one vote, in situations where more than one position will be elected, the candidates with the most votes will be elected.

2.9.7 An unopposed candidate may be elected on a “General Aye” if there are no objections from the meeting.

2.9.8 The option to Re-Open-Nominations shall be available at every election.

2.9.9 In the event of the Re-Open Nominations option having one third (33%) or more of the total vote in a JCR meeting, nominations for the post shall be re-opened at the next JCR Meeting.

3 Appointment of JCR Officers

3.1 General

3.1.1 Officers of the JCR shall be appointed by either election or interview, as detailed below. The method of appointment will be determined by the function of the Officer to the JCR.

3.1.2 Any person nominated for office must be a member of the JCR.

3.1.3 All candidates must consult the relevant committee head or the current holder of the position prior to the meeting in order to be aware of the responsibilities expected of the post. Failure to do so may result in a candidate being ruled out of order by the Chair.

xxviii) In addition, the current holder of the position shall make every effort to meet prospective applicants for the position, and shall not show bias towards one candidate.

xxix) If the previous committee head or holder of the position is no longer a member of the JCR, every effort should be made to contact them. If this is not possible, candidates should contact the JCR President for more information.

3.1.4 Only single individuals may be elected to positions that hold responsibility for the actions of other officers of the JCR, including all committee heads, all members of the Executive Committee and the Chair.

3.1.5 For all appointments the point in the year at which the successful candidate is elected is independent of the point in the year at which he or she shall retire, as detailed in Appendix G.

3.2 General Election Procedure

3.2.1 The Senior Returning Officer at all elections shall normally be the Chair, and the Junior Returning Officer the Vice Chair.

xxx) Failing this, it shall, in order of preference, be: President, Vice-President, Senior DSU Rep, Secretary and then any other member of Executive Committee. Failing this, the Executive Committee may elect a Head of a JCR committee to act as Senior Returning Officer.

3.2.2 Elections shall be conducted as detailed below, and shall be open to all members of the JCR unless otherwise stated.

3.2.3 Each member of the JCR shall be entitled to one vote in any election.

3.2.4 Results of all elections and referenda are subject to ratification by the JCR:

xxxi) Results of all elections and referenda are subject to ratification at the

JCR meeting following the vote. All such ratifications shall appear on the agenda.

xxxii) The election or referendum shall be ratified if the meeting believes the election to have been fairly conducted.

xxxiii) In the event that an election or referendum is not ratified, the meeting shall decide on the relevant action to rectify the situation.

3.2.5 In the event of no valid nominations being received, a re-election shall take place at a timing set by the JCR Chair.

3.2.6 All officers to be elected by ballot shall be advertised by the Senior Returning Officer by public notice and e-mail, stating the date and time of close of nominations, at least one (1) week before the close of nominations.

3.2.7 In the event of the Re-Open Nominations option achieving the “quota” before all other candidates in an STV election for Executive Committee posts there shall be a re-election. If, in the re-election, there are no nominations received or Re-Open Nominations achieves “Quota” before all other candidates, then nominations shall open immediately for a period of not less than two days, and another re-election will be held within one week of close of nominations. This process shall continue if Re-Open Nominations achieves “Quota” again or no nominations are received.

3.2.8 Close of nominations for elections by ballot must be at least nine (9) days before the ballot takes place.

3.2.9 All elections will have a Junior Returning Officer who shall work with the Senior Returning Officer to ensure the fairness of the election.

3.2.10 The Re-Open Nominations option shall be available at all at all JCR elections using the STV system.

xxxiv) In an uncontested election, the candidate shall be required to get 60% of the vote in order to be elected.

3.2.11 Minutes shall be kept of all hustings for positions to be elected by ballot and shall be published on the JCR website and circulated by email within twenty-four (24) hours of the close of the meeting.

3.2.12 Anonymous voting shall be available electronically.

3.2.13 If a JCR member is unable to vote using the method above they may outline their voting preferences either in a signed note placed in the Senior Returning Officer’s pigeon hole or in an e-mail sent to the Senior Returning Officer from the JCR member’s official University of Durham e-mail address.

3.2.14 Times of voting shall be advertised via e-mail at least twenty four (24) hours before voting is opened.

3.2.15 A voting station comprising of at least one (1) laptop shall be in a prominent, central position within college.

- i) The voting station shall be manned by a member of the JCR Executive Committee and the Senior Returning Officer or by two (2) members of the JCR Executive Committee at all times when voting is in progress.
- ii) Each candidate's manifesto shall be displayed near the voting station.
- iii) Candidates shall not loiter in the vicinity of the voting station. The Senior Returning Officer, or Executive Officer on duty at the station, shall instruct candidates to move away from the voting station.

3.2.16 Campaigning by, or on behalf of, potential candidates for an election in a JCR meeting is forbidden.

3.3 Elections of Executive Officers

3.3.1 Elections for all Executive Committee positions shall be conducted by a ballot, in accordance with the General Election Procedure.

3.3.2 Nominations for elections of Executive Officers shall be submitted to the Senior Returning Officer by the deadline of nominations. The nominations shall bear the names of one (1) proposer and one (1) seconder.

- xxxv) In addition, the proposer shall submit a report of up to 200 words, explaining why they are supporting the candidate.

3.3.3 Any candidate standing for the post of President, Welfare Officer or Bar Steward must meet formally with College Officers at least four (4) days before the close of nominations. Failure to attend shall lead to the candidates nomination being ruled out.

- xxxvi) A candidate may be deemed wholly unsuitable by the College Officers if they have reasonable grounds to believe that the election of that person is not in the best interest of either the candidate's personal welfare or that of the wider JCR or if they conclude that the person is wholly unsuitable for the position. The College Officers shall be expected to justify their decision to the candidate, and/or to the JCR, if requested.

3.3.4 All candidates to Executive Officer posts must issue one manifesto at their own expense, to be given to the Senior Returning Officer prior to the close of nominations. Manifestos must not exceed one (1) side of A4 paper.

- xxxvii) In addition to a manifesto, candidates for the post of a Sabbatical Officer must produce a policy statement of not more than one (1) side of A4 paper to be given to the Senior Returning Officer with that candidate's nomination.

- xxxviii) The Senior Returning Officer shall copy the manifestos and policy statements and give them to the candidates for distribution the day following the close of nominations. The number of copies shall be set by the Senior Returning Officer and shall be equal for all candidates. A copy shall be circulated via email and be made available on the JCR website.

3.3.5 At any time between the close of nominations and the day of the ballot, members of the JCR shall be invited to submit general questions (to be asked of each candidate) to the Senior Returning Officer.

- xxxix) The Senior Returning Officer shall send to the candidates those questions that he or she deems to be acceptable, setting a reasonable deadline of not less than 18 (eighteen) hours for the receipt of their written answers.
- xl) After all candidates have responded or after the deadline has expired, whichever is earlier, the Senior Returning Officer shall post the questions and responses in a non-replyable thread on the JCR message board or email in the order in which they were submitted to the Senior Returning Officer.
- xli) The JCR message board shall not be used in any other way for the discussion of ongoing JCR elections.

3.3.6 No later than three (3) days after the close of nominations, each candidate may submit to the Senior Returning Officer one (1) static slide in an appropriate format to be displayed on the JCR television screens.

- xlii) The Senior Returning Officer shall ensure that the slides are included in the appropriate slide shows.
- xliii) Each slide shall be displayed for an equal time period of not less than 15 (fifteen) seconds per slide.

3.3.7 No other forms of publicity shall be allowed.

3.3.8 Hustings for Executive offices shall normally be held at the JCR meeting immediately preceding the election, at least four (4) days before the ballot (five (5) days in the election for President), and shall appear on the agenda. Any alternative time of hustings shall be advertised at least three (3) days before the date of hustings.

3.3.9 Candidates shall hust individually, with other candidates for the same position outside of the room. Hustings shall consist of:

- xliv) A two-minute speech.
- xlv) General questions (to be asked of all candidates) from the Executive Committee.
- xlvi) General questions (to be asked of all candidates) from the floor.
- xlvii) Targeted questions (to be asked of a specific candidate) from the floor.

3.3.10 In addition to the above requirements, those husting for an Executive Committee position may also choose to perform:

- xlvi) A joke,
- xlix) A song.

3.3.11 In addition to the above requirements, those candidates hustling for the position of JCR President shall be required to participate in a Presidential Debate. This will occur after the normal procedure for hustling has occurred (whether in a JCR meeting or separately organised event). This will require all candidates to answer general and specific questions from the floor in the following format:

- l) Each Presidential candidate will have the opportunity to ask two questions (either general or specific) to the other Presidential candidates, each candidate will take it in turn to ask their question.
- li) After these introductory questions have been asked, the chair will then open up questions to the floor, who may ask general or specific questions.
 - a) In the event of a specific question, the candidate who was not asked will be given an opportunity to comment should they wish.
- lii) At the Senior Returning Officer's discretion, the debate shall be closed and candidates invited to make final comments to the floor.

3.3.12 The order in which candidates hust shall be determined at random by the Senior Returning Officer.

3.3.13 Within twenty-four (24) hours of hustings, each candidate shall be invited to submit to the Senior Returning Officer a statement of their suitability as a candidate, with a strict word limit of two hundred (200) words.

- liii) Immediately prior to the start of voting, the Senior Returning Officer shall email the JCR to declare that voting is open and in this email shall include the candidates' statements and the 200 words of support from the proposer, in the reverse order to that in which they husted.

3.3.14 Canvassing of JCR members may only begin two days prior to hustings. Canvassing may then occur every day up to and including the day before the day of voting. For persons running for a Sabbatical position, the day of voting shall be deferred for an extra day, giving candidates an extra day to canvass.

3.4 Elections of Representative Officers

3.4.1 Elections for all Representative Officer positions shall be conducted by a ballot, in accordance with the General Election Procedures.

3.4.2 The following positions will be defined as Representative Officers;

- i) International Students Officer
- ii) Senior Sports Officer
- iii) Van Mildert Association Representative

iv) Vice-Chair

3.4.3 Nominations for elections of Representative Officers shall be submitted to the Senior Returning Officer by the deadline of nominations. Candidates for Representative Officer positions require one (1) proposer and one (1) seconder, however only the names of the proposer and seconder should appear on the candidates policy page.

3.4.4 Candidates are required, at their own expense, to produce a policy page on one (1) side of A5. The policy page should be no longer than 300 words.

- i) Candidates policy pages will be distributed by the Chair, via email, to college.
- ii) Candidates will not receive paper copies of their manifesto to distribute; instead one (1) paper copy of each manifesto will be displayed on the JCR notice board and at the Deerness entrance to the Ann Dobson Hall.
- iii) Policy pages will also be displayed on College Plasma Screens, for an equal time period of not less than 15 (fifteen) seconds per slide.

3.4.5 Candidates will be required to present a two minute speech in an Ordinary Meeting of the JCR. The hustings will occur after the submission of policy pages, and before the electronic vote.

3.4.6 Candidates shall hust individually, with other candidates for the same position outside of the room. Hustings shall consist of:

- liv) A two-minute speech.
- lv) General questions (to be asked to all candidates) from the current position holder.
- lvi) General questions (to be asked of all candidates) from the floor.
- lvii) Targeted questions (to be asked of a specific candidate) from the floor.

3.4.7 Candidates will not be permitted to canvass, but may submit a 50 (fifty) word report to the Chair, prior to voting opening, which will be emailed to the JCR when voting opens.

3.5 Campaigns on behalf of Re-Open Nominations

3.5.1 Any member of the JCR has the right to conduct an election campaign on behalf of Re-Open Nominations (RON) in an election conducted by ballot.

3.5.2 A JCR member wishing to conduct a campaign on behalf of RON shall submit a request to do so to the Senior Returning Officer at any time before the day of the ballot.

3.5.3 No more than one (1) JCR member may officially represent RON in an election.

3.5.4 A JCR member conducting a campaign on behalf of RON has the right, at their own discretion, to complete anonymity. If anonymity is requested, the Senior Returning Officer shall not act in any way that may allow it to be breached.

3.5.5 Unless otherwise stated in this standing order, a JCR member representing RON shall be bound by the same election regulations and shall be entitled to the same campaign materials as any other candidate.

3.5.6 The JCR member representing RON shall submit a statement, to be read aloud by the Senior Returning Officer, in place of hustling in person. The statement shall be read after all other candidates for that position have hustled.

3.5.7 The JCR member representing RON shall not canvass.

3.6 General Interview Procedures

3.6.1 Operational Officers of the JCR and members of some JCR committees shall be appointed through interview. Details of aforementioned JCR Officers and Committees can be found in these Standing Orders.

3.6.2 The composition of the interview panel and the application process shall vary depending on the position being interviewed for. There are however basic procedures that must be adhered to throughout all interviews.

3.6.3 The panel members shall remain consistent throughout all interviews for the committee.

3.6.4 Preceding the interview(s) each candidate shall be shown the criteria on which the interview panel intends to make their decision. A copy of these can be found in Appendix Q.

3.6.5 The interview panel will ask a set number of standard questions which will be put to each candidate.

lviii) Candidates who require it may request for interview questions to be given in writing, with any follow up questions also, upon request, written down and presented similarly.

3.6.6 The questions should be designed in such a way that they give the candidates an opportunity to elicit responses that best demonstrate their abilities in respect of the specified criteria. Questions can be deemed inappropriate at the discretion of the Chair.

3.6.7 Discussion will follow the interview(s) for each position and will consist of a comparison of each candidate to the criteria as made evident through the candidate's interview.

3.6.8 Selections will be based only on the interview(s) and subsequent discussion by the interviewing panel. If the discussion is unsuccessful in determining successful candidates, selection may occur through secret ballot, each member of the interviewing panel having one vote per post.

3.6.9 In the event that the secret ballot fails to determine the successful candidate(s), due to a tie, discussion shall be re-opened concluding with a second secret ballot.

3.6.10 In the event that the second secret ballot fails to determine the successful candidate(s), due to a second tie, discussion shall be re-opened a second time concluding with a third secret ballot.

3.6.11 In the event that the third secret ballot fails to determine the successful candidate(s), due to a third tie, the discussion process has failed and is considered to be over. Those candidates still under discussion shall be invited to a second

round of interviews. The second round panel may consist of different members of the recruiting committee, at the discretion of the Chair.

3.6.12 In the event that any positions are not filled after the original interview process then subsequent dates for interviews should be circulated via email.

3.6.13 If there is any improper behaviour or bias toward any candidate, whether immediately apparent to the Chair or reported to him or her at a later stage, before ratification by the JCR, then all previous decisions with regard to that post may be nullified and that position may be reopened for interviews at the discretion of the Chair.

3.7 Interviewing for Operational Officers

3.7.1 Operational Officers of the JCR shall be defined as those who either manage large budgets or do not perform an explicitly representative function.

3.7.2 Interviews will be carried out in accordance with the General Interview Procedure.

3.7.3 The following positions shall be considered Operational Officers;

- i) Arts Chair
- ii) Carers Respite Committee Director
- iii) Community Visiting Scheme Director
- iv) DUCKtator
- v) Head of Ball Committee
- vi) Head of External Events
- vii) Head of Fashion Show
- viii) Head of Gym Committee
- ix) Head of Mildert Day
- x) Head of Music Committee
- xi) Head of Theatre Committee
- xii) Primary School Project Director
- xiii) Prison Project Director
- xiv) Teiko Representative
- xv) Yearbook Director

xvi) Young Persons Project Director

3.7.4 To ensure accountability of the Operational Officers appointment process, the following procedures must be adhered to;

- i) All members of interview panels for Operational Officers must have been directly elected by the JCR.
- ii) Once an Operational Officer is selected by the interview panel, the Chair must inform the JCR of the decision via email. Thereafter selected candidates must be ratified at the next JCR meeting, independently from other ratifications. At this point ordinary members of the JCR may present formal opposition to the interview panels' decision and ask the Chair to outline why a candidate was chosen. Selected candidates will be ratified, and thus appointed, providing a simple majority of the JCR meeting is achieved. Should a simple majority not be achieved, the selected candidate will not be appointed and nominations for the position will be reopened.

3.7.5 At each interview there shall be:

- lix) The candidate.
- lx) The interview panel, which shall consist of:
 - a) The Chair or Vice Chair, who shall act as Chair of this meeting
 - b) The President or Vice-President
 - c) Where appropriate, the Treasurer
 - d) Where appropriate, the Events Officer
 - e) Where appropriate, the Outreach Officer, who shall sit on behalf of the President.

3.7.6 Interview questions shall be written by the President, in conjunction with the current position holder and the interview panel.

3.7.7 Candidates may, if invited to by the Chair, submit a statement of intent, intended to demonstrate their plans for the role. This statement should be no longer than one (1) side of A4, and may be considered alongside candidates interviews by the panel.

3.8 Interviewing for Committees

3.8.1 Membership of some committees shall be determined by interview.

3.8.2 Committee interviews shall follow the General Interview Procedure.

3.8.3 At each interview there shall be:

- lxi) The candidate.
- lxii) The interview panel, which shall consist of:
 - a) The head of the committee concerned or, failing this, his or her deputy.
 - b) The President or Vice President.
 - c) Up to two relevant committee members can also sit on the interview panel if the head of the committee requests this, although this may be waived at the discretion of the Chair. If permission is granted by the Chair then the head of committee must choose one member and inform the Chair of their choice, and the Chair must choose the second member
 - d) The JCR Chair or a Vice Chair, whom shall act as Chair of this panel

3.8.4 The head of the Committee will write the standard questions and submit them to the rest of the panel five days in advance of the scheduled interview for discussion. The head of committee should consider all comments and suggestions by the panel and explain their reasoning if they do not take these suggestions on board.

3.8.5 For each standard question the Head of Committee can ask one further open question based on the candidate's response.

3.8.6 At the discretion of the head of committee and Chair, candidates can be given a small project set by the panel before their interview that is deemed suitable for the position being interviewed for, and the candidate could be given the opportunity to explain their project in the interview.

3.8.7 For interviews that are likely to attract a large number of candidates, the Chair may require candidates to complete a written application form. This form is to be written by the committee head in consultation with the Chair and must not exceed one side of A4 in length. It should contain:

- lxiii) A section for the candidate's personal details,
- lxiv) A section detailing the candidate's experience,
- lxv) No more than 3 further questions, all of which must be relevant to the committee in question.

3.8.8 The form must be made available to the JCR at least five (5) days before the deadline for submission, which itself must be at least seven (7) days before interviews are held.

3.8.9 The Chair, the committee head and one (1) other member of the Interview Panel will meet to discuss the completed forms and decide which candidates to interview. There is to be no upper or lower limit on the number of candidates invited to interview.

2.14.4 Candidates invited to interview must be informed of this no later than four (4) days before the interviews take place.

3.8.10 Once a candidate has been offered an interview, their application form may be considered by the panel when selecting successful candidates.

4 JCR COMMITTEES, CLUBS AND SOCIETIES

3.9 General Responsibilities

3.9.1 Any member of the JCR is entitled to start a club or society affiliated to the JCR, meaning that it will be able to use the college name, and apply for funding from the JCR.

3.9.2 In order to do this, the JCR member must submit a proposal to the JCR Chair, stating the purpose of the club or society and its aims and objectives. The JCR Chair will then submit this proposal for the consideration of the Executive Committee. If the Executive Committee sees no reason that the proposed club or society should not exist then it shall approve its creation. The club or society shall then be subject to ratification at the next JCR meeting. If the Executive Committee does not approve the club or society the JCR member may submit a motion to a JCR meeting, at which the Executive Committee shall be expected to account for its decision not to approve the club or society.

3.9.3 All clubs and societies associated with the JCR are bound by the Constitution of the JCR and are required to abide by all applicable procedures and rules. All Clubs and Societies should have a constitution of their own, which must have been passed by Steering Committee and ratified by the JCR. In either case, the JCR Chair shall make final rulings on matters of interpretation. A draft constitution for clubs and societies can be found in Appendix L of the Standing Orders.

3.9.4 All clubs and societies must have an Executive Committee consisting of at least a President/Chair/Captain, Secretary and Treasurer.

3.9.5 Clubs and societies must elect their Executive Committees in free and fair elections that are open to observation by the JCR Chair.

3.9.6 The heads of all clubs and societies affiliated to the JCR must be ratified at the JCR Meeting following their election by the club or society.

3.9.7 All JCR committee heads shall submit a report to the JCR at the Annual General Meeting, as defined in Appendix A.

3.9.8 Quorum for all JCR committees shall be two-thirds of its membership unless otherwise stated in the Standing Orders.

3.10 Committee Responsibilities

3.2.1 Any committee, club or society that uses the JCR Common Room or Pool Table Area shall ensure that the space is returned to a useable state. All of the sofas shall be returned to both areas and laid out as per the published room plan. This will be done as soon as reasonably possible after the Club, Society or Committee has finished using the room.

- i) A picture of the normal layout of the Pool Table Area and the JCR Common Room shall be placed next to the JCR TV for reference.

3.2.2 Following a rehearsal, practice, social or other activity that does not constitute a 'notified event', failure to set the JCR Common Room or Pool Table Area back to its normal position shall result in a fine for the club, society or committee that has left the room in disarray. The fine shall be decided by the Executive Committee and shall be no less than £20 and no more than £80. This may be waived in extraordinary circumstances. A 'notified event' is detailed in section 2.2.4

3.2.3 Following a 'notified event', a committee, club or society which fails to provide adequate personnel to action the submitted clean-up plan shall be fined either £50 or 10% of the event's profit – whichever is greater. The committee, club or society will also be liable to pay those members of Technical Productions Committee who attend the clean up as per the agreed payment structure detailed in 'Appendix P'. A notified event is detailed in section 2.2.4

4 JCR OFFICER RESPONSIBILITIES

4.1 General

4.1.1 A JCR Officer is defined as any member of the JCR who is elected to a post or committee by a simple majority vote at a JCR meeting or by ballot.

4.1.2 Any individuals elected to posts at JCR meetings are accountable to the JCR.

4.1.3 All individuals elected to posts at JCR meetings shall hold office for one (1) year, commencing from the meeting's conclusion, unless otherwise stated in the Standing Orders.

4.2 Resignation of Officers

4.2.1 In the event of the resignation of a JCR Executive Officer, the decision as to who shall fulfil the duties will be taken by the Executive Committee pending re-election.

4.2.2 In the event of the resignation of a Committee Head, the decision as to who shall fulfil the duties will be taken by the Executive of the committee pending re-election.

4.2.3 In the event of the resignation of an ordinary committee position, the position shall be re-elected by the standard procedure.

4.2.4 Members of any JCR Committee elected at the JCR meeting who do not attend at least 60% of committee meetings in a given term, shall be deemed to have resigned.

4.2.5 In the event of the JCR Sabbatical President vacating office, a non-sabbatical President may be elected and such officers as the JCR deem necessary.

4.3 Removal from Office

4.3.1 An Executive Committee member or Head of a Committee can only be removed from office by a vote of Censure and No Confidence from the JCR.

4.3.2 An ordinary committee member may be removed from office by the Committee Head in consultation with the JCR Chair and JCR President, following unsatisfactory fulfilment of the committee responsibilities, as defined in Appendix H of the Standing Orders.

- i) In such an instance, the candidate shall have the right to appeal, following the system defined below.

4.4 Motion of Censure

4.4.1 A motion of Censure can apply to any JCR Officer for serious non-fulfilment of duties.

4.4.2 A motion of Censure will be brought, by the Executive Committee, at the first JCR Meeting of each term, against the Services Committee Treasurer, Sports Treasurer, Events Treasurer or Committees Treasurer if they have failed to produce an up-to-date cashbook for the previous term.

4.4.3 A motion of censure may only be brought to a quorate JCR meeting and the motion must appear on the agenda.

4.4.4 A motion of Censure must be reported immediately to the JCR President and JCR Chair, who will inform the Executive Committee.

4.4.5 Such a motion may be carried by a two-thirds majority of those present at such a meeting.

4.5 Vote of No Confidence

4.5.1 A vote of No Confidence in a JCR officer shall not be taken unless a relevant motion of Censure has been passed at a previous JCR meeting.

4.5.2 A vote of No Confidence should be regarded as a last resort.

4.5.3 A vote of No Confidence may only be taken after the JCR President and JCR Chair have been informed. The reasons for calling the vote of No Confidence must be reported at this time.

4.5.4 A motion to bring a vote of No Confidence in a JCR officer must be supported by at least 10% of the JCR. The signatures of all supporters must be handed in with the motion, to the JCR Chair. The motion shall state the reasons why the supporters have no confidence in the officer concerned.

4.5.5 A vote of No Confidence may only be brought to a quorate JCR meeting and the motion must appear on the agenda.

4.5.6 A vote of No Confidence may be carried by a two-thirds majority of those present at such a meeting.

4.5.7 Votes of No Confidence can only apply to serious financial irregularities or persistent non-fulfilment of the duties of the post as defined in the Constitution.

4.5.8 If a vote of No Confidence is passed, the officer in question must immediately stand down. Any individual who is removed from office shall not be entitled to any privileges that ordinarily the officer would have been entitled to as laid down in the Constitution. A successor shall be elected under the terms of the post concerned, except that it shall be done as soon as possible.

4.6 Appeals Procedure

4.6.1 If a candidate feels aggrieved about an election result they may lodge an appeal with the Senior Returning Officer.

4.6.2 If a JCR Officer feels aggrieved about dismissal from a JCR committee or society they may lodge an appeal with the JCR Chair.

4.6.3 If the issue cannot be resolved satisfactorily by the JCR Chair or Senior Returning Officer then the candidate shall have the right to request a hearing where their case can be heard.

- ii) This panel shall consist of the JCR President, Vice-President , relevant Committee Head (if necessary), another Committee Head and an ordinary member of the relevant Committee.

4.6.4 The panel shall decide whether all the evidence had been considered before a decision against the candidate was taken, and shall over-rule the decision of the JCR Chair or Senior Returning Officer if they feel this is necessary.

4.6.5 The decision of the Appeals Panel shall be final, and can only be overturned by two-thirds majority at a quorate JCR meeting.

5 JCR FINANCES

5.1 General

5.1.1 The JCR's financial year end shall be July 31st.

5.1.2 Each committee's, club's and society's accounts shall be audited quarterly by the Finance Committee.

5.1.3 All committees, clubs and societies affiliated to the JCR that carry out trading activities must also produce annual accounts that shall be printed, signed by the respective Treasurer, JCR Treasurer and President then audited by the JCR Treasurer in conjunction with the JCR Finance Committee. A copy of each set of accounts must then be retained.

5.1.4 All candidates for the positions of JCR, Shop, Services, Events and Sports Treasurer shall be interviewed solely on the financial aspects of the position.

- iii) The interview committee shall consist of the JCR President, JCR Treasurer, JCR Chair, current holder of the position and relevant Committee head.
- iv) The interview committee shall decide whether the candidate has the necessary understanding of the financial aspects of the position in order to be elected, or hust for the position at a JCR meeting. In the case of the JCR Treasurer the minutes of the meeting shall be made available to the JCR before the husting and a report given by the committee at the meeting.

5.2 Spending Power of the JCR

5.2.1 Non-routine expenditure up to £200 can be approved by the JCR President and Treasurer or with the approval of the Executive Committee.

5.2.2 Non-routine expenditure up to £500 shall be decided upon by the Finance and Executive Committees. The decision is to be ratified by the JCR.

5.2.3 Non-routine expenditure over £500 shall be considered by the Finance and Executive Committees, who shall decide upon the advisability of such expenditure and if it supports such expenditure shall propose and second a motion to be taken to the JCR asking for the money to be spent.

5.2.4 Proposed expenditure of over £5,000 shall be submitted to College Council for approval, in line with the financial memorandum.

5.3 The Annual Budget

5.3.1 The JCR Treasurer will present the Annual Budget for the following financial year to the Executive Committee and the Finance Committee at least 10 days before the last JCR meeting of the academic year who will vote on the

Budget which shall be approved by a simple quorate majority vote in both committees.

5.3.2 If either committee votes not to approve the budget they will then account for this at the next JCR meeting.

5.3.3 The JCR Treasurer will publish the Annual Budget, and make it available to the whole JCR, at least 5 days before the last ordinary JCR meeting of the academic year.

5.3.4 The JCR Treasurer will then present the Annual Budget for the following financial year to the JCR at the last ordinary JCR meeting of the academic year as an item of the agenda.

5.3.5 The Annual Budget is to be voted on by the quorate JCR by a show of hands and requires a simple majority to be passed.

5.3.6 If approved, the budget shall enter into force on August 1st of that year and shall be ratified at the first (1st) ordinary JCR meeting of the following academic year.

5.3.7 If the Annual Budget is not passed by the JCR in the last JCR meeting of the Academic Year, it may still be implemented from August 1st until the end of December, if supported by a quorate majority in both the Executive and Finance Committees or until replaced by an Annual Budget approved by the JCR. In the first JCR meeting of the following Academic Year, the JCR Treasurer is then to submit the revised Annual Budget to the JCR. If an Annual Budget fails to pass the quorate JCR by the end of December all expenditure is to cease until an Annual Budget is submitted which is supported by the JCR.

5.3.8 The Annual Budget will show all predicted expenditure and income for the JCR account within the framework laid down below.

5.4 Sports Estimates Committee Meeting

5.4.1 A special meeting is to be convened by the JCR Treasurer for funding estimates for all sports clubs and societies for the next financial year for the Annual Budget.

- v) It will meet at least 15 days before the last JCR meeting of the Academic Year.
- vi) The Estimates Committee shall be comprised of the JCR President, JCR Chair, Senior Sports Officer, JCR Sports Treasurer and one other member of the Finance Committee. All JCR sports clubs and societies requesting funding for the next financial year will fill in a form detailing their request and will then discuss this with the Estimates committee, if they are required. The Estimates committee, by a simple majority if necessary, will decide the level of funding for the next financial year which is then to be shown in the Annual Budget. If there is an equal vote the vote will be in accordance with the position taken by the JCR

Treasurer.

- vii) Any member of the Estimates committee who is also a member of any club or society requesting funding from the JCR will remove themselves from the discussion on the financing of the particular club or society they are a member of.

5.5 JCR Levy

5.5.1 The JCR shall charge membership at an amount decided by its members.

5.5.2 In the first term of each academic year, those students who are undergraduates at Van Mildert College will have the right to opt out of the Junior Common Room and so also the subscription.

5.5.3 In the 2nd term of the academic year, all first year JCR members will be charged the then current full JCR subscription. This JCR subscription will cover their membership for three years of their time at the University as a member of the JCR.

5.5.4 In the first term of each academic year, those students who are fourth year undergraduates at Van Mildert College will have the right to opt out of the Junior Common Room and so also the subscription.

5.5.5 In the 2nd term of the academic year, all fourth year JCR members will be charged an amount equal to one third (1/3) of the current full JCR subscription. This JCR subscription will cover their membership for that academic year as a member of the JCR.

5.5.6 If a student who has opted out of the JCR wishes to rejoin the JCR they will be able to do so, but will be charged the then annual rate of the JCR subscription which will be equal to one third (1/3) of the current full JCR subscription, for each year or part thereof they are a member of the JCR.

5.5.7 A proposal to the Executive and Finance Committees shall be submitted by the JCR Treasurer if he or she wishes to increase the levy for next year.

- viii) The above committees shall decide upon the advisability of such expenditure and if it supports such proposal shall propose and second a motion to be taken to the JCR.

Job Descriptions and List of the Ratified

Committees, Societies and Clubs

of the

Junior Common Room

Ratified: 3rd March 2011



The Operational Standing Orders
Section 2

1 JCR EXECUTIVE COMMITTEE

1.1 General Duties

1.1.1 The Executive Committee may delegate any of its powers to any committee consisting of one or more of the Executive Officers. Any such delegation may be made subject to any conditions the Executive Committee may impose, either collaterally with, or to the exclusion of, its Executive powers, and may be revoked or altered.

1.1.2 Any member of the JCR Executive may be mandated by the JCR to sit on a JCR committee not included in their responsibilities. Such mandating may be effected by an ordinary motion, or an emergency motion, at a quorate JCR meeting. The motion may be carried by a simple majority.

1.1.3 Students can only hold one Executive position at one time, but may be re-elected for the same post or elected to a different post.

1.1.4 Members of the Executive Committee shall demonstrate no bias or preference to any candidates in any election nor shall they offer any backing, support or help to one candidate to a post without offering the same to all other candidates to that post.

1.1.5 In addition, no past, present or member-elect of the Executive Committee shall propose or second a nomination to any post or office of the JCR.

1.1.6 The Executive Committee shall meet at least once a week during term time.

1.1.7 Quota of JCR Executive Meetings shall be 7 of the 12 members.

1.1.8 Meetings of the Executive Committee shall be closed to ordinary members, except for pre-publicised Open Exec Meetings, which shall take place at least once per a term.

1.1.9 The Executive Committee shall cause minutes to be made in books kept for the purpose of all appointments of officers made by the student body and of all proceedings at meetings of the student body and the Executive. All JCR members shall have the right to inspect any accounting record or other book or document of the student body at anytime.

1.1.10 The President, Vice-President, Welfare Officer, Bar Steward and Services Manager, must be resident within college during their period of office.

1.1.11 All members of the Executive Committee and the Chair are guaranteed a room in college, if required. 71

1.1.12 The elections of the Executive Committee shall place as laid out in Appendix A of the Standing Orders using the STV system, as laid out in the elections section of the Standing Orders.

1.1.13 Executive members shall have the right to stand down from office in a JCR meeting and speak as an ordinary member against a motion which the Exec is supporting.

1.1.14 The Executive Committee have the power to amend the Appendices of the Standing Orders in an ordinary meeting. Any proposal to amend an appendix shall be published to the JCR beforehand and the Executive Meeting at which it is being discussed shall be open to all members to attend.

1.1.15 Members of the Executive Committee shall adhere to all rules in place regarding conduct of either the Freshers' Committee or Open Day Committee set out in sections 4.14 and 4.46. Failure to adhere to these rules shall result in the immediate removal of the persons from the Executive Committee.

1.2 President

1.2.1 The responsibilities of the JCR President shall be:

i) To lead the direction of the JCR by encouraging participation in its activities and striving to fulfil the aims of the JCR as defined in the Constitution and Standing Orders. The President shall ensure that the JCR is a sound financial position to achieve its aims in future years, and shall do everything in their power not to jeopardise the position of the JCR.

1.1.2 The full terms of the presidential duties shall be defined in the Presidential contract, in the appendices, and alterations agreed annually by a joint meeting of the Executive Committee and College Officers.

1.3 Vice- President

1.3.1 The responsibilities of the Vice President are as follows:

- i) To deputise for the President whenever necessary,
 - ii) To chair the careers committee and oversee all careers related events in college that shall include, but not be limited to, the Careers Dialogue,
 - iii) To chair the Year Abroad Support Committee and organise the Annual Travel Bursaries, including the presentation evening,
 - iv) To ensure that all JCR publications do not cause undue slander,
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liable or otherwise jeopardise the position of the JCR in any legal or moral standing. The JCR Vice-President, after consultation with the President, shall retain the right to veto any publication from going to press, and bearing the name Van Mildert College JCR,

v) To convene and chair the heads of committees committee and to act as the liaison between all committee and societies and the Executive Committee,

vi) To work alongside the President and College Officers to ensure that the student experience at Van Mildert College is as rewarding as possible. This shall include, but not limited to, chairing the JCR feedback forum and Meals Committee, and producing an annual report on the results of the student experience survey, and any other matters which are affecting the student population,

vii) To assist the President in maintaining discipline within college, this may entail issuing vomit charges, maintaining decorum at formals and assisting with noise complaints,

viii) To organise the annual Master's formal, in recognition of the members of the JCR who have contributed to the college community,

ix) To act as liaison between the current JCR members and its alumni. This shall include organising an informal reunion each year and assisting with the production of the annual newsletter to the alumni. The VP should also take minutes for the VMA committee.

x) To organise a picnic or other suitable fun event each year for all JCR members.

xi) To become welfare trained with the assistance of the welfare officer to ensure that they are able to deputise the president's welfare responsibilities.

1.4 Treasurer

1.4.1 The responsibilities of the Treasurer are as follows:

i) To run the JCR finances efficiently and to keep them up-to date,

ii) To assist committee treasurers in the preparation of budgets for major events,

iii) To advise the JCR Executive on financial matters,

iv) To liaise with, advise and oversee the treasurers of JCR Committees,

v) To produce a set of quarterly accounts during their term of office from accounting records made during that year, 73

- vi) To produce a set of annual accounts and financial reports,
- vii) To convene and chair the JCR finance committee,
- viii) To be responsible after their term of office to ensure that the period accounts are complete and to attend treasurers meetings until any potential audits are complete,
- ix) To produce an annual budget which shall outline the JCR expenditure in the coming year, in accordance with the Standing Orders,
- x) To meet termly with the JCR President to ensure that all accounts are being properly kept,
- xi) To ensure that all records, for all committees and accounts, are kept and filed thoroughly in a secure place and are regularly checked,
- xii) To ensure that the JCR complies with the financial memorandum of understanding between the University and the JCRs.

1.5 Welfare Officer

1.5.1 The responsibilities of the Welfare Officer are as follows:

- i) To be welfare trained (this must include Nightline Training)
- ii) To be an ex-officio member of Freshers' Committee
- iii) To maintain and co-ordinate all welfare efforts within the JCR including the running of campaigns; this shall include alcohol awareness week in conjunction with the Bar Steward;
- iv) To co-ordinate and chair the Welfare Committee;
- v) To co-ordinate, train, and chair Team Welfare
- vi) To meet regularly with the Chaplain, Senior Tutor and President in order to discuss relevant welfare issues.

1.5.2 The Welfare Officer is guaranteed a room in college and is required to live in.

1.6 Communications Officer

1.6.1 The responsibilities of the Communications Officer are as follows:

- i) To be responsible for general communication in the JCR and to pursue innovative ways in which to enhance communication 74

within the JCR;

ii) To take the minutes of the JCR, Executive, and other meetings as necessary;

iii) To ensure the college plasmas are regularly updated with relevant information;

iv) To assist in the general administration of the JCR;

v) To convene and head Gossip Coordinators Committee;

vi) To publish information for the JCR and College, in the form of the Who's Who;

vii) To be the primary point of contact for those wishing to send an email to the entire JCR;

viii) To administer the JCR mailing lists

1.7 Events Officer

1.7.1 The responsibilities of the Events Officer are as follows:

i) To sit as an ex-officio member of all Committees organising events;

ii) To assist with the co-ordination and administration of all internal and external events organised by any JCR Committee, Society or Club

iii) To organise the sign-up, seating plans and name cards for formal meals, guest nights, and other events where necessary with the help

iv) To advertise to outreach projects and other interested committees their ability to run bops as fundraisers for their committee or for particular charitable causes

v) To include in their weekly report to the Executive details of upcoming events

vi) To liaise with College Staff and ensure that any requirements demanded by University policy are met by any event occurring in College

vii) To liaise with any relevant stakeholders, whether external or internal to the University

viii) To assist JCR members who wish to organise any other social event

ix) To publish the termly Social Calendar

1.8 Services Manager

1.8.1 The responsibilities of the Services Manager are as follows:

- i) To organise and run the College Shop, and related services, in accordance with the current shop policy;
- ii) Shall ensure that the Shop complies to NUSSL regulations.
- iii) To convene and distribute jobs within the Services Committee;
- iv) To hold ultimate responsibility for the actions of the Services Committee;
- v) To give an account of the operation of the Shop, and related services, as required by the JCR;
- vi) To oversee the distribution of College clothing;
- vii) To oversee the maintenance of the college-owned, JCR-managed facilities including, but not limited to, the snooker room, JCR lounge & Plasma and the college gym.
- viii) To ensure that the Gym Services Contract is renewed annually.

1.9 Senior DSU Representative

1.9.1 The responsibilities of the Senior DSU Representative are as follows:

- i) To represent the JCR and MCR within the DSU;
- ii) To carry out DSU and NUS campaigns within the JCR;
- iii) To attend all DSU: Assembly, AGM and hustings;
- iv) To meet with Van Mildert DSU Committee before every Assembly;
- v) To attend MCR executive committee on request, and report to MCR executive committee at least once a term;
- vi) To act as College Election Co-ordinator (CEC) in cross-campus elections unless endorsing a candidate, whereupon a member of Van Mildert DSU committee will act as CEC;
- vii) To vote on behalf of the JCR on matters raised at DSU Assembly;

1.9.2 The JCR may mandate the Senior DSU Representative to vote a particular way on any specific issue at DSU Assembly, by passing a 76

policy.

i) The JCR may mandate the Senior DSU Representative through a vote at a meeting of the JCR or upon request through a vote online. A relative majority will dictate how the Senior DSU Representative votes.

ii) The Senior DSU Representative may not vote against JCR policy. If the Senior DSU Representative is unwilling to follow a mandate they must step down as an Officer of the JCR immediately.

1.10 Livers' Out Officer

1.10.1 The responsibilities of the Livers' Out Officer are as follows:

- i) To represent the interests of livers out in the JCR;
- ii) To keep livers out informed of JCR, College and DSU activities and events by any means required;
- iii) To advise students seeking accommodation outside of college;
- iv) To listen to and help with the problems encountered by Van Mildert students living out;
- v) To oversee the distribution of the college magazine to Livers' out.
- vi) To organise social events for livers out in college and at venues around Durham City;
- vii) To convene and chair the JCR Livers' Out Committee;

1.11 Senior Freshers' Representative

1.11.1 The responsibilities of the Senior Freshers' Representative are as follows:

- i) Represent the views and interests of first year students to the JCR Exec;
- ii) Organise Freshers' Week and chair the Freshers' Committee;
- iii) Organise the Open Days and chair the open Day Representatives Committee;
- iv) Promote college to prospective applicants;
- v) Assist the Senior Interviewee Representative where necessary;
- vi) Organise the allocation of college parents; 77

vii) Ensure that freshers' sections of the website and other publication material is up-to-date.

1.12 Chair

1.12.1 The responsibilities of the Chair are as follows:

- i) To chair all JCR meetings;
- ii) To have a casting vote;
- iii) To make rulings as necessary;
- iv) To receive nominations for JCR ballot box elections, and to advertise, co-ordinate, and supervise such elections;

POSITION	COLLEGE COMMITTEES	JCR COMMITTEES
President	College Council Part III Finance Bar Management Committee Library College Officers VMA	All committees
Vice President	Part III Bar Management Committee	Yearbook Finance Year Abroad Meals Careers Sports
Chair	Part III	Constitution Finance Awards Committee
Secretary		Constitution
Treasurer	College Council Part III Finance Bar Management Committee	Finance
Bar Steward	Bar Management Committee Finance College Council	Bar Team Bar
Services Manager		Services
Welfare Officer		Welfare
Senior Freshers' Rep		Freshers
Senior DSU Rep		DSU Committee
Events Officer		PA committee as a full member, Ex-officio on any committees running an event.
Livers Out Officer		Livers Out

v) To make rulings on electoral malpractice as necessary;

- vi) To act as Returning Officer for all JCR ballot box elections except those in which he/she is standing;
- vii) To ensure the fair running of all JCR committees and positions;
- viii) To chair interviews for posts on JCR committees;
- ix) To produce and advertise agendas for JCR meetings;
- x) To convene and chair the Constitutional Review Committee;
- xi) To chair the Executive Committee.

1.12.2 The post of Chair requires that its holder does not sit on any other JCR committees other than the Constitutional Review Committee but is an ex officio member of all of them, including the Executive Committee.

1.13 Bar Steward

1.13.1 The responsibilities of the bar steward are defined in the sabbatical bar steward contract.

1.14 Outreach Officer

1.14.1 The responsibilities of the Outreach Officer are as follows:

- i) To sit as an ex-officio member of all Committees organising outreach projects/schemes.
 - ii) To chair the Outreach Committee and act as a liaison between
- all 78

of the outreach committees, Executive Committee and the College Officers.

- iii) To be responsible for the compliance of the outreach projects. This includes providing the relevant documentation to the University, as well as ensuring all volunteers hold valid CRB certificates.
- iv) To sit on all outreach project interview panels.
- v) To help Outreach Committee organise training sessions for their volunteers.
- vi) To conduct a yearly review of the financial activity (incl. fundraising) of the outreach committees.
- vii) To organise on behalf of the outreach committee heads, the use of the College Minibus.
- viii) To liaise with Student Community Action (SCA) in order to share best practice.
- ix) To oversee all JCR events run by the outreach projects.
- x) To organise the annual Outreach Formal.

1.2 Executive Committee Membership

2 OFFICERS OF THE JCR

2.1 DUCKtator

2.1.1 There shall be a DUCKtator, who shall have the following duties:

- i) To convene and chair meetings of Van Mildert DUCK (Durham University Charities Kommittee) Committee.
- ii) To co-ordinate DUCK events, including DUCK week and Mr and Mrs Mildert.
- iii) To take responsibility for the fundraising of the committee.

2.2 Vice Chair

2.2.1 There shall be a Vice Chair, whose duties shall be:

- i) To deputise for the JCR Chair in interviews where necessary;
- ii) To be a member of Steering Committee;
- iii) To take minutes for Steering Committee;
- iv) Act as Junior Returning Officer for all JCR Elections;

2.2.2 The post of Vice Chair shall allow that its holder may sit on other JCR Committees, but they may not conduct interviews of any committee on which they currently sit or are applying to.

2.3 Arts Chair

2.3.1 There shall be an Arts Chair, who shall have the following duties:

- i) To convene and chair all meetings of the Arts Committee;
- ii) To liaise between the Committee, the college and the JCR;
- iii) To help organise arts events that shall include, but not be limited to, Arts Week, college panto and the 48 hour production.

2.4 VMA Representative

2.4.1 There shall be one (1) VMA (Van Mildert Association) Representative, whose duties shall be:

- i) To keep their academic year informed of the college's and the 80

JCR's actions after graduation;

ii) To help organise reunions and other associated events.

2.5 Senior Sports Officer

2.5.1 There shall be a Senior Sports Officer who shall have the following duties:

i) To chair the Sports Committee.

ii) To ensure all team captains are aware of issues relating to participation in collegiate sport; including registration, health and safety and general conduct within the system.

iii) To act as a representative for the college on the College Sports Committee held fortnightly and convened by central DUAU.

iv) To act as a representative of DUAU and sport in general on the annual JCR Sports Estimates Meeting.

v) To liaise with the JCR President regarding Sports Man/Woman of the year.

vi) To organise the college sports day.

vii) To organise an annual Sports Ball, at an external location.

2.6 Assistant JCR Treasurer

2.6.1 There shall be an Assistant JCR Treasurer who shall have the following duties:

i) To deputise for the Treasurer where necessary.

ii) To assist the Treasurer.

iii) To take minutes at meetings of the Finance Committee and Treasurers Committee.

2.6.2 The Assistant Treasurer is guaranteed a room in college, if required

2.7 Head of External Events

2.7.1 There shall be a Head of External Events, who shall have the following duties:

i) To convene and chair the External Events Committee, and distribute duties within the Committee

- ii) To plan, organise and run external social events for the benefit of the JCR
- iii) To organise the sign-up, travel arrangements and any other aspects of college events.
- iv) Oversee the finances and management of the External Events Committee

2.8 Head of Ball Committee

2.8.1 There shall be a Head of Ball Committee, who shall have the following duties:

- i) To convene and chair Ball Committee meetings, and distribute duties within the Committee
- ii) To plan, organise and run Three Balls a year, one per term, for the benefit of JCR Members
- iii) To organise the sign-up, seating plans and name cards for balls.
- iv) Oversee the finances and management of Ball Committee

2.9 Events Treasurer

2.9.1 There shall be an Events Treasurer, who shall have the following duties:

- i) To oversee the finances of events within College.
- ii) To ensure that JCR events are sustainable
- iii) Collection of takings at events.
- iv) Keeping of accounts and budgeting for events within College

2.10 Services Committee Treasurer

2.10.1 There shall be a Treasurer of the Services Committee with the following duties:

- i) To oversee finances in general.
- ii) To deputise for the Services Manager, where necessary.
- iii) To be responsible for keeping detailed and up to date accounts of all income and expenditure.

- iv) To be responsible for completing all VAT returns accurately.
- v) To cash up at the end of the week.
- vi) To pay all staff through the University Payroll
- vii) To ensure that all proposals from the Services Committee are financially viable.
- viii) To ensure the Services Committee remains profitable each year.
- ix) To work with the Services Manager to ensure the most sensible prices and wages.

2.11 International Students' Officer

2.11.1 There shall be an International Students' Officer who shall be responsible for the co-ordination of the ISA Representatives Committee and shall have the following duties:

- i) To organise, with the Senior Freshers' Representative, the successful co-ordination of international students during Freshers' Week.
- ii) To be responsible for actively maintaining the link between the JCR and international students to best help them settle into college and country by promoting the JCR and its activities and positions to international students to help keep them abreast of all the latest information about the JCR.

2.12 Assistant Welfare Officer

2.12.1 There shall be at least one Assistant Welfare Officers of either gender, whose duties shall be:

- i) To deputise for the Welfare Officer where necessary.
- ii) To be an ex-officio member of Freshers Committee.
- iii) To attend DSU Welfare Committee meetings
- iv) To be a member of both Welfare Committee and Team Welfare
- v) To be welfare trained (this must include Nightline training).

2.13 Senior Environment Officer

2.13.1 There shall be a Senior Environment Officer, whose duties shall include: 83

- i) To increase College member's awareness of environment issues.
- ii) To research and propose methods for the college and JCR to environmental impact
- iii) To organise and run Environment Committee

2.14 SCA Representative

2.14.1 There shall be a Student Community Action (SCA) Representative whose duties shall include:

- i) To liaise between college and Student Community Action.
- ii) To advertise and promote the activities of SCA and how JCR Members can participate.
- iii) To liaise with the Executive Committee on any SCA issues that may affect the college or JCR.

2.15 Steering Committee Officers

2.15.1 There shall be three Steering Committee Officers, whose responsibilities shall include:

- i) To sit on Steering Committee and provide a non-Executive voice to proceedings.
- ii) To examine the Standing Orders with a view to draw up changes which will improve operation and representation of the JCR.
- iii) To work with the other members to Steering Committee to propose changes to the Standing Orders to reflect the will of the JCR.
- iv) To review motions submitted by JCR members and examine how they will change the Standing Orders, as well as the operation and representation of the JCR as a result.
- v) Applicants for these roles cannot be members of Executive Committee, or have held an Executive Committee position previously.
- vi) These officers shall hold their position for the period of one academic year.
- vii) Two shall be appointed at the end of the Easter Term, and one shall be appointed at the beginning of Michaelmas Term. 84

2.16 Top Dog

2.16.1 There shall be a Top Dog, whose duties shall include:

- i) To convene and chair Puppy Committee meetings, and distribute duties within the Committee.
- ii) To plan and organise a sessions in Easter Term whereby puppies or dogs are brought in to play with students.
- iii) To oversee the finances and management of Puppy Committee.
- iv) To ensure that the puppy sessions are compliant with University health and safety regulations.

2.17 Assistant Events Officer

2.17.1 There shall be an Assistant Events Officer who shall have the following duties:

- i) To deputise for the Events Officer where necessary;
- ii) To assist the Events Officer;
- iii) To sit as an ex-officio member of all Committees organising events;
- iv) To organise Bar Parties in conjunction with the JCR Bar Steward;
- v) To organise post-formal entertainment.

2.18 Head of VM50

2.18.1 There shall be a Head of VM50 whose responsibilities shall include:

- i) To co-ordinate all JCR-alumni related events which will be run by JCR members through committees, societies or sports teams.
- ii) To ensure that all JCR events for alumni benefit current members directly and do not restrict participation or enjoyment.
- iii) To liaise with the JCR, the Development Officer, and local businesses in order to make engagement as simple as possible.
- iv) To assist committees, societies and sports teams make contact with previous members.
- v) To come up with innovative ideas to encourage alumni participation.
- vi) To ensure that there is a real and continuing legacy from the 50th anniversary that positively affects JCR members. 85

- vii) To choose which events in the JCR calendar to support as special VM50 events.
- viii) To attend all Destination 2015 committee meetings as a JCR representative.

2.18.2 This position will be appointed according to the General Interview Procedure as described in Section 1 of the Operational Standing Orders.

2.18.3 This position holder will have a two year term starting from Michaelmas 2013.

- i) Upon completion of this term this position will be removed from the Standing Orders.

Committees

Open Committees

Arts Committee
Careers Committee
Committee/ Team
Computer Committee
Environment Committee
Fashion Show Helpers
Film Committee
Gossip Co-Ordinators
Gym Committee
Interviewee Reps
Junior DSU Reps
Library Committee
Magazine Committee
Meals Committee
Mildert Day Committee
Music Committee
Puppy Committee
Sports Committee
Team Decs
Team DUCK
Teikyo Reps
Theatre Committee
Website
Year Abroad Support Committee
Yearbook Committee

Closed Committees

Bar Committee
Carers Respite Committee
DUCK Committee
Executive Committee

Fashion Show Committee
Finance Committee
Freshers Committee
Governance Committee
Livers Out Committee
Open Day Committee
Outreach Committee
Senior Interviewee Rep Committee
Services Committee
Social Committee
Steering Committee
Team Bar
Technical Productions Committee
VMCVS
VMPP
Welfare Committee
YPP

Appointed Committees

Awards Committee

Societies

VM Amnesty International Society
VM College Christian Union
VM Big Band
VM Choir
VM Dance
VM Film Night
VM Jam Night
Manic Mildert Mondays
VM Male Voice Choir
VM Poker Society
VM Snooker Society
VM Romantic Comedy Committee (Society)
VM Wine Appreciation Society

Sports Clubs

VM Badminton Club
Women's Badminton Club
VM Basketball Club
VM Boat Club
VM Cheerleading Squad
VM Cricket Club
VM Extreme Croquet Club
VM Athletic Football Club
VM Women's Athletic Football Club
VM Galaxy Football Club

Mildert Ultimate Frisbee Force
VM Hockey Club
VM Women's Hockey Club
VM Mixed Lacrosse Club
VM Netball Club
VM Pool Team
VM Rugby Football Club
VM Women's Rugby Football Club
VM Squash Club
VM Table Tennis Club
VM Tennis Club
VM Snow Sports Club
VM Running Club

Committees & Job Descriptions

of the Junior Common Room



Ratified: 3rd March 2011

The Operational Standing Orders Section 3

This Standing Order may only be edited by ratification of the JCR via a motion that is passed by a two thirds majority at a quorate JCR meeting.

1 CLOSED COMMITTEES OF THE JCR

1.1 Ball Committee

1.1.1 There shall be a Ball Committee, whose function shall be:

- i) To devise, plan and organise the Michaelmas and Summer Balls.
- ii) To prepare for and clear up after each ball
- iii) To organise the sign-up, seating plans and name cards for balls and other events where necessary.
- iv) To organise workers and security for balls.
- v) To co-ordinate external companies and acts hired for balls.

1.1.2 The Committee shall make every effort to liaise with and regularly update the relevant members of College Staff and JCR Officers throughout all stages of each ball, from preparation to clean up.

- vi) Members of the Committee, including but not limited to, the Head of Committee and Assistant, shall hold a meeting at least one (1) month before each ball with relevant members of College Staff to discuss planning and other issues, with weekly meetings subsequently leading to daily meetings in the week before each ball.

1.2 Bar Committee

1.2.1 The Bar Committee is a committee of the JCR.

1.2.2 The Bar Committee shall produce a Bar Handbook that shall be open to inspection by the JCR.

1.2.3 The Bar Committee shall help to organise the running and maintenance of the college bar.

1.2.4 The Bar Steward shall convene and chair the committee meetings. The Bar Steward's other duties and election process shall be as laid down in the Bar Handbook and the sabbatical Bar Stewards contract.

1.2.5 Further members shall be elected each year, to hold office for two (2) years. The number and duties of such members shall be as laid down in the Bar Handbook.

1.2.6 The Committee shall meet weekly during term time.

1.3 Careers Representative Committee

1.3.1 There shall be a Careers Representative Committee, whose function shall be:

1.1.3 To liaise with the Senior Common Room and the Van Mildert Association to obtain careers advice and information for the JCR.

1.1.4 To maintain a notice board displaying advice on careers and work experience in the JCR foyer.

1.1.5 To organise careers workshops and other careers-related events in college.

1.1.6 To report their progress to the Vice President.

1.1.7 To assist the Vice President in the organisation of the annual Careers Dialogue.

1.4 Carers' Respite Committee

9.4.1 There shall be a Carers' Respite Committee, whose function shall be:

i) To organise an appropriate range of activities aimed at providing the adult carers of young people with mental and physical difficulties in the County Durham area. This will comprise of weekly sessions with the adult carers, day trips with adult carers and young people, as well as 'befriending' sessions which will vary from one (1), to up to three (3) on one (1). In conjunction with these weekly activities, the committee shall organise a residential where the siblings of these young disabled people may share their experiences.

ii) To fundraise for such events.

iii) To plan and organise the weekly sessions and the residential.

iv) To support the CRC Director where necessary

v) To develop the weekly activities and residential course material.

vi) To develop relations with the adult carers and their young dependants.

4.48.2 Volunteers, once selected, shall remain members of the committee until they leave Van Mildert College JCR.

i) Volunteers have the ability to opt out at any time; good reason and notice is expected.

9.47.3 Selected, by interview, from the committee shall be 5 additional

Executive members who shall meet when required, at least three (3) times per term and at least once (1) before each weekly visit

9.47.4 'Team Funds' shall exist to aid the Executive Members in their fundraising aims.

1.5 DSU Committee

9.5.1 There shall be a Van Mildert DSU Committee, whose function shall be to:

- i) To keep the JCR and MCR aware of all events, meetings and issues which the wider Students' Union, university and NUS are concerned with.
- ii) To select members to sit ex-officio on DSU committees where appropriate;
- iii) To survey student opinion on issues regarding the student experience;
- iv) To promote cross-campus elections within college;

9.5.2 The Van Mildert DSU Committee membership must comprise of, at least; one liver in, one liver out and one postgraduate.

9.5.3 The JCR President and MCR President will be honorary members of the committee.

1.6 DUCK Committee

1.6.1 There shall be a JCR DUCK (Durham University Charities Kommittee) Committee whose function shall be:

- i) To raise as much money as possible by holding various events in DUCK Week and throughout the year.
- ii) To raise awareness of the charities which DUCK supports in any given year.
- iii) To assist the DUCKtator with the organisation of DUCK week.

1.6.2 The Committee shall meet at least three (3) times per term.

1.7 Team Bar Committee

1.7.1 There shall be a Team Bar, whose function shall be:

- iv) To serve drinks to customers in the bar.
- v) To ensure the bar and bar lounge are kept clean.
- vi) To be responsible to the Bar Committee and Sabbatical Bar Steward.

1.8 Fashion Show Committee

1.8.1 There shall be a Fashion Show Committee, whose function shall be to:

- vii) Organise, publicise and operate the annual Van Mildert Fashion Show
- viii) To encourage participation from the JCR, MCR and SCR

1.8.2 There shall be at least six (6) Fashion Show Committee section leaders who will be elected by interview whose roles shall be defined by the Fashion Show Director. They shall be responsible for their individual sections and the recruitment of volunteers to their sections.

1.9 Finance Committee

1.9.1 There shall be a Finance Committee of the JCR whose function shall be:

- ix) To oversee the financial operation of the JCR.
- x) To oversee the financial operation of all clubs, societies and committees affiliated to the JCR.

1.9.2 The membership of the Committee shall be: The JCR Treasurer, Assistant JCR Treasurer, President, Chair, Vice-President and Five (5) members of the JCR who are not members of the Executive, Social, Services or Bar Committees,

1.9.3 Minutes of Finance Committee meetings shall be available to all members of the JCR.

1.9.4 Officers of the JCR may be required to attend specific meetings of the Finance Committee.

1.9.5 During the course of discussion of a financial motion in a JCR meeting, if the motion is amended so that it alters the amount of money to be spent, the resulting substantive must then be ratified by Finance Committee at its next sitting. If the substantive is not ratified it must be returned to the next JCR meeting for further discussion.

1.9.6 All event budgets shall be brought to Finance Committee before any spending decisions are made. Finance Committee shall have the power to scrutinise and suggest amendments to these budgets. They must be submitted to the Assistant Treasurer in accordance with a timetable set out in the Annual Budget.

1.9.7 Any expenditure which is turned down by Finance Committee may be brought as a motion to the JCR at which Finance Committee shall be expected to account for its decision not to support the motion.

1.9.8 The Finance Committee shall meet at least three (3) times per term when required.

1.10 Freshers' Committee

1.10.1 There shall be a Freshers' Committee, whose function shall be:

- xi) To plan for the arrival of the new students each year.
- xii) To organise events for the enjoyment of the new students.
- xiii) To do all things possible to ease the students into College life.
- xiv) To support the Senior Freshers' Representative in planning for the arrival of the new students.

- xv) To be present during Freshers' Week to help the new students.

9.10.2 Members of Freshers' Committee have a duty of care with respect to freshers at Van Mildert. This duty entails certain standards of conduct. In particular, there should be no physical intimacy between those in a position of responsibility and new JCR members in the early stages of their time at Van Mildert.

- i) This duty of care will last until the first Wednesday of term after the Freshers' Week in question.
- ii) If a committee member fails to adhere to this rule, they shall be immediately removed from Freshers' Committee and Open Day Committee, and they automatically forego their right to apply to Open Day Committee, Freshers' Committee or any other committee where a duty of care is required in the future.

1.11 Freshers' Select Committee

1.11.1 There shall be a Freshers' Select Committee, whose function shall be:

- i) To represent the specific concerns of first year students within college.
- ii) To promote involvement in and understanding of JCR activities, structure, and finance among first year students.
- iii) To do all things possible to ease first year students into College life.
- iv) To address the grievances of first years with College life
- v) To liaise with the JCR Executive Committee, particularly the Senior Freshers' Rep and President to achieve outcomes favourable to first year students

1.11.2 Membership of Freshers' Select Committee shall consist of one representative drawn from each corridor of first years. Members shall be nominated by their corridor. In the case of a contested election, members shall be elected internally by simple majority vote (according to the first past the post principle of elections used in the United Kingdom) of all members of the

corridor. In the case of a draw, the Senior Freshers' Rep may choose to include both candidates in the committee, or exercise a casting vote if it is considered necessary.

1.11.3 The committee shall meet within three weeks of Freshers' Week, and at least once per term thereafter. The Senior Freshers' Rep may call additional meetings as necessary. The committee shall present its conclusions at JCR meetings, and through any other avenues that may be necessary, such as Meals Committee and Open Exec Meetings.

7.12 Governance Committee

9.12.1 There shall be a Governance Committee, whose function shall be:

- i. To act as an advisory body to the JCR Chair.
- ii. To decide an election timetable at the start of each term.
- iii. To aid the JCR Chair in facilitating elections.
- iv. To scrutinise the procedure of elections and activities of the JCR as a whole in order to ensure they work within the confines of the DSO Framework and the Standing Orders.

9.12.2 The Committee shall be made up of the JCR Chair, the JCR Vice-Chair, the JCR President and the JCR Communications Officer.

9.12.3 The Committee shall meet formally at the start of every term, but can be called wherever necessary by the JCR Chair.

1.1 Livers' Out Committee

1.1.1 There shall be a Livers' Out Committee, whose function shall be:

- xvi) To assist the Livers' Out Officer with his or her duties.
- xvii) To represent the interests of livers out in the JCR.
- xviii) To organise the distribution of the College Magazine to all livers out

1.1.2 The Livers' Out Representative from the External Events Committee may also sit on the Livers-Out Committee

1.1.3 The Committee shall meet when required, at least three (3) times per term.

1.2 Open Day Committee

1.2.1 There shall be an Open Day Committee, whose function shall be:

- xix) To plan for the Post Application Open Days.
- xx) To organise events for the enjoyment of visiting students.
- xxi) To advertise the college and the JCR's merits.
- xxii) To support the Senior Freshers' Representative in planning for the Open Days.

1.2.2 Members of Open Day Committee have a duty of care with respect to applicants considering Van Mildert. This duty entails certain standards of conduct during open days. In particular, there should be no physical intimacy between those in a position of responsibility and potential JCR members during the open days.

xxiii) This duty of care will last until for the duration of Open Days

xxiv) If a committee member fails to adhere to this rule, they shall be immediately removed Open Day Committee, and they automatically forego their right to apply to Open Day Committee, Freshers' Committee or any other committee where a duty of care is required in the future

1.3 Outreach Committee

9.15.1 There shall be an Outreach Committee, whose function shall be:

- i. To enhance communication between the outreach committees of the JCR.

9.15.2 Membership of the Committee shall consist of the head of every outreach committee affiliated to the JCR.

9.15.3 The Committee shall meet when required, at least two (2) times per term.

1.4 Technical Productions Committee

- 1.4.1 There shall be a Technical Productions Committee whose function shall be:
 - 1.1.8 To set-up and run the college P.A. and lighting equipment for JCR events.
 - 1.1.9 To ensure that the P.A. and lighting equipment is properly maintained and to suggest improvements when necessary.
 - 1.1.10 To ensure that proper provision is made for all events requiring P.A.
 - 1.1.11 To take ultimate responsibility for all aspects of P.A. hire, maintenance and use.
- 1.4.2 The committee shall meet at the discretion of the Senior Technical Productions representative, at least once (1) per term.

1.5 Prison Project Committee

- 1.5.1 There shall be a Prison Project Committee, whose function shall be:
 - 1.1.12 To liaise with the North East Prison After Care charity
 - 1.1.13 To establish and maintain a relationship between Van Mildert College and prisons in the Durham area.
 - 1.1.14 To co-ordinate events with the Committee's Executive, Committee's Team Members, JCR, college and prisons.
 - 1.1.15 To attend visits to the prisons.
- 1.5.2 From the committee there shall be elected three executive officers who shall assist the Director as necessary.
 - 1.1.16 The Committee's Executive shall meet when required, at least three (3) times per term and at least once before each prison visit.

1.6 Sports Committee

- 1.6.1 There shall be a Sports Committee, who shall have the following functions:
 - 1.1.17 To liaise between college sports clubs, the JCR and the DUAU (Durham University Athletics Union).
 - 1.1.18 To organise, support and promote all college sport.
 - 1.1.19 To assist in the organisation and running of sports day.
 - 1.1.20 To assist in the organisation and running of the annual Sports Ball

1.6.2 The membership of the Sports Committee shall consist of the Senior Sports Officer, Two Junior Sports Officers and the head of every sports club affiliated with the JCR

1.6.3 The Sports Committee shall meet as required, at least once per term.

1.7 Services Committee

1.7.1 There shall be a Services Committee, whose function shall be:

1.1.21 To ensure the smooth running of the college shop.

1.1.22 To enable the ordering and distribution of college clothing.

1.1.23 To ensure that smooth operation of the Vending machines operated by the Van Mildert Services Committee

1.1.24 To oversee the maintenance of the college-owned, JCR-managed facilities including, but not limited to, the snooker room, JCR lounge & plasma and gym.

1.1.25 To ensure that the shop meets all health and safety regulations.

1.7.2 The Committee shall meet weekly during term-time to discuss changes on policy, pricing, new lines and ideas and all decisions relating to College Services.

1.7.3 The Treasurer and Assistant Treasurer of Services Committee are guaranteed a room in college for the academic year which contains the majority of their appointment, if required.

1.8 Steering Committee

1.20.1 There shall be a Steering Committee, whose function shall be:

- i. To be responsible for reviewing the Standing Orders of the JCR to highlight any problems, difficulties or inconsistencies within.
- ii. To act with regard to both explicitly and implicitly contradictory sections, being aware of grammatical or linguistic errors and inconsistencies on a logical level.
- iii. To work to draw up proposals to change the Standing Orders in order to reflect the will of the JCR.
- iv. To make changes to the appendices of the Standing Orders, subject to a unanimous vote by the Committee and ratification by the JCR.

1. 20.2 The committee shall be made up of the JCR Chair, the JCR Vice-Chair, the JCR President, the JCR Vice-President, the JCR Communications Officer and three Steering Committee Officers.

1.20.2.1 The JCR Chair, JCR Vice-Chair and JCR Communications Officer are not voting members of this committee.

1.20.2.2 The meeting shall only be eligible to vote if there is a 2:3 or a 1:2 ratio of voting Executive Committee members to ordinary members. If only two Steering Committee Officers can attend, then the Vice-President will forfeit any voting rights.

1.20.2.3 The ordinary members shall be appointed in accordance with the procedure set out to appoint the Operational Officers of the JCR, reflecting a fair representation of different year groups.

1.20.3 The Committee shall not make changes to Appendix G, Appendix I or Appendix P.

1.20.4 All amendments made by Steering Committee to the appendices of the Standing Orders must be submitted by the Chair to a JCR Meeting for ratification.

1.20.5 The Committee shall draw up a report to be submitted to the JCR by the Chair at the end of each term.

1.9 Treasurers' Committee

1.9.1 There shall be a Treasurers Committee of the JCR, whose function shall be:

1.1.26 To provide support and training for committee treasurers.

1.1.27 To allow the JCR Treasurer to oversee the accounts and VAT declarations of committees.

1.9.2 The membership of the Treasurers Committee shall be: The JCR Treasurer, Any member of Finance Committee and the treasurers of all JCR committees that generate an income in addition to that which they receive directly from the JCR.

1.9.3 The Treasurers Committee shall meet at least twice per term, typically in the first and last weeks of each term.

1.10 Van Mildert Community Visiting Scheme

1.10.1 There shall be a Community Visiting Scheme whose function shall be:

1.1.28 To liaise with local churches and community groups

1.1.29 To establish and maintain a relationship between Scheme members and elderly members of the local community

1.1.30 To attend visits to local elderly people in pairs on a weekly basis

1.11 Welfare Committee

1.11.1 There shall be a Welfare Committee, whose function shall be:

1.1.31 To organise and instigate welfare campaigns within the JCR.

1.1.32 To plan and organise any welfare events for the JCR.

1.1.33 To maintain the well-being of all students within the JCR.

1.1.34 To help maintain the welfare notice board and distribute information to the JCR.

1.11.2 The Committee shall meet when required, at least three (3) times per term.

1.12 Team Welfare

1.12.1 There shall be a Team Welfare, whose function shall be:

- 1.1.35 To take the welfare mobile on a rota
- 1.1.36 To maintain the well-being of all students within the JCR
- 1.1.37 To be welfare trained by the Welfare Officer (this may be in addition to Nightline training).
- 1.12.2 The committee shall meet at least once (1) per term and communicate issues which arise to the JCR Welfare Officer
- 1.12.3 There shall be both male and female members of the committee.

1.13 Young Persons' Project Committee

1.13.1 There shall be a Young Persons' Project Committee, whose function shall be:

- i) To organise weekly school visits in the Epiphany term to two (2) local secondary schools and a residential at Van Mildert College. The project shall be aimed at pupils in year 10 (ten) of their education who are categorised as in the 'middle group', requiring support and encouragement to develop transferable skills such as confidence that will inspire them to go into further and higher education.
- ii) To fundraise for such events.
- iii) To plan and organise the weekly sessions and the residential.
- iv) To support the Young Persons' Project Director where necessary.
- v) To develop the weekly activities and residential course material.
- vi) To develop relations with the Young People.

1.13.2 Elected, by interview, from the committee shall be 5 additional Executive members who shall meet when required, at least three (3) times per term and at least once (1) before each weekly visit.

1.13.3 The Committee must have raised at least fifty (50) percent of the projects budget for the year by the start of Epiphany Term. Failing this, the Committee Members will be called to a meeting with JCR Executive Committee to discuss whether the project will go ahead in that particular academic year as normal, or whether changes will have to be made.

1.14 Van Mildert Primary School Project

1.14.1 There shall be a Van Mildert Primary School Project, whose function shall be

vii) To organise volunteers to visit Primary Schools in the local area in order to organise, run and participate in extracurricular activities or act as classroom support. The project is aimed at children aged 4-11 within the schools and aims to benefit the schools in areas they request without requiring funding or additional support from them.

viii) To fundraise for any materials required and reimbursement of volunteer travel expenses.

ix) Where required, individuals must plan, develop and organise weekly club activities.

x) To support the Primary School Project's Director where necessary.

1.14.2 The project will consist of:

xi) A Primary School Project Director, elected by interview, who has overall responsibility for the co-ordination of the project.

xii) One Head of School for each primary school, elected by interview, who is responsible for liaising with their school and co-ordinating the volunteers in the school.

xiii) Volunteers, elected by interview, who organise, run and participate in extracurricular activities or act as classroom support in the primary schools.

xiv) An executive consisting of the Primary School Project Director and the Heads of Schools, who shall meet when required, at least 3 times per term.

2 OPEN COMMITTEES OF THE JCR

2.1 Arts Committee

2.1.1 There shall be an Arts Committee, whose function shall be:

xv) To promote the 'Arts' (Drama, Music, Dance and the Fine Arts) in Van Mildert College.

xvi) To organise and produce a pantomime near the end of the Michaelmas term.

xvii) To organise 'Arts Week', including a 48-hour production, during the Epiphany term.

xviii) To organise and/or encourage any other Arts based

project(s).

xix) Represent the interests of the Music and Theatre Committees and the Choir, Orchestra and VM Big Band by inviting a member from each group to join the committee.

2.1.2 The Arts Committee shall meet when necessary, at least three (3) times per term.

2.2 Computer Committee

2.2.1 There shall be a Computer Committee whose function shall be:

xx) To maintain the college computer room and its contents,

xxi) To maintain the printer stocks of toner and paper

xxii) To put up notices explaining committee policy in the computer room.

xxiii) To ensure that all notices are kept on the computer notice board.

xxiv) To help JCR members to use the college computers,

xxv) To provide information on using the En-Suite Online system.

xxvi) To provide information on making the best use of University IT facilities.

xxvii) To represent the JCR to college and the University Information Technology Service on matters concerning computing facilities, specifically including:

xxviii) To inform ITS of any problems with the college computer hardware.

xxix) To delegate at least one (1) member to the Durham IT College Representatives meeting once a term.

2.3 Environment Committee

2.3.1 There shall be an Environment Committee, who shall have the following duties:

xxx) To promote recycling and other environmentally-friendly policies in college through regular campaigns and events.

xxxi) To liaise with college and the DSU to implement

environment policy

xxxii) Make every effort to maintain the college ecosystem and grounds in conjunction with college.

2.4 External Events Committee

2.4.1 There shall be an External Events Committee, whose function shall be:

xxxiii) To devise, plan and organise external JCR social events.

xxxiv) To organise the sign-up, travel arrangements and any other aspects for external events.

xxxv) To co-ordinate with external companies for external events.

2.4.2 The Committee shall meet a minimum of twice a term.

2.5 Film Committee

2.5.1 There shall be a Film Committee, whose function shall be to:

xxxvi) Organise, publicise and operate a weekly film night in college.

xxxvii) Liaise with the Services Committee in the operation of the DVD Library.

2.5.2 The Film Committee shall be financially self-sufficient, through donations from attendees of the weekly film night. All proceeds shall be spent on the purchase of new DVDs to be added to the DVD library in the college shop.

2.6 Gym Committee

2.6.1 There shall be a Gym committee whose responsibility shall be:

xxxviii) To maintain the college gym

xxxix) To advise on improvements to the college gym

xl) To administer the gym membership charge

xli) To ensure that health and safety rules are complied to

xlii) To ensure that every member of the gym is fully inducted

xliii) To undertake induction training at Maiden Castle

2.7 ISA Representatives Committee

2.7.1 There shall be ISA (International Student Association) Representatives Committee, who shall have the following duties:

xliv) To represent international students' views to the JCR.

xlvi) To liaise between the ISA, the JCR and college's international students.

xlvii) To meet new international students and do all possible to help them settle into the college and the country.

2.8 Keepers Of The College Things

2.8.1 There shall be Keepers Of The College Things, particularly things belonging to and frequently used by the JCR. The Keepers shall have the following duties:

xlviii) To maintain and care for the things.

l) To make the things available for the enjoyment of JCR members in the most suitable manner.

li) To seek improvements to the things.

2.8.2 The JCR shall annually elect the following Keepers of the following College Things, to hold office for one year:

l) One (1) Average Person, who shall be responsible for representing the average view on any JCR matter.

li) One (1) KOTC Drill, who shall be responsible for ensuring that the legend of the Drillman, and the associated song by Jonathan Fudger, continues to be passed on to new generations of Mildertians.

lii) One (1) KOTC Ducks, whose duties shall include caring for and the protection of the college's ducks, particularly newborn ducklings.

liii) One (1) KOTC Mildert Spirit, whose duties shall include compelling members of the JCR to get involved with as much as possible within college and share Mildert love.

liv) One (1) KOTC Sewing Machine, whose duties shall include keeping, maintaining and advertising the college's sewing machine.

lv) One (1) KOTC Snooker Room, whose duties shall include the maintenance and improvement of the college's snooker room.

lvi) One (1) KOTC Spew, whose duties are too vulgar to record within the Standing Orders.

lvii) One (1) KOTC Music Rooms, whose duties shall include the maintenance of the College's music rooms and equipment.

lviii) Any further Keepers Of The College Things to keep further college things in good order. Additional Keepers should be requested in the form of a motion, which, if passed, should be automatically incorporated into the Standing Orders.

2.8.3 The Keepers Of The College things shall never meet together except possibly for KOTC Things socials. They are expected to fulfil their roles individually and are accountable to the JCR.

2.9 Library Committee

2.9.1 There shall be a Library Committee, whose function shall be:

lix) To maintain the efficient running of the library in close liaison with both the JCR and College Officers.

lx) To file borrowing cards and shelve books when necessary.

lxi) To maintain the electronic library database.

lxii) To share rota for duty in the paperback library and in the periods of supervision in the library as required.

lxiii) To help in book return times at the end of each term.

lxiv) To help in at least one stock check during their period of library service.

lxv) To encourage good use of the library.

lxvi) To promote effective purchasing by consultation with the College Librarian and student users.

2.9.2 The members of the Library Committee shall be: the college librarian, Master (as chair), JCR President and a number of student librarians.

2.9.3 In addition to ordinary student librarians, there shall be elected, from the committee, and subject to ratification by the JCR; one (1) Student Librarian and one (1) assistant student librarian., who shall, in addition to those above, have the following duties:

- a) To act as secretary to the Library Committee.
- b) To arrange rotas of duty and check on their effective working.
- c) To act as key liaison between the JCR and the Library Committee.
- d) To consult with the College Librarian on library policy, book selection and general organisation.
- e) To assist with library duties, especially in book processing and in the annual stock check.
- f) To assist the Student librarian where necessary

2.9.4 The Committee shall meet at least once (1) each term to discuss the organisation of library duties and management.

2.9.5 The Student Librarian shall be guaranteed a room in college, if required.

2.9.6 The Committee shall take office as directed by the College Librarian.

2.10 Meals Committee

2.10.1 There shall be a Meals Committee, whose function shall be:

- lxvii) To observe the standard of meals in college.
- lxviii) To discover if livers-in want any changes to meals and attempt to implement such changes.
- lxix) To produce a questionnaire to determine feelings towards college food.
- lxx) To respond to the questionnaire for the betterment of college food.

2.11 Mildert Day Committee

2.11.1 There shall be a Mildert Day Committee, that shall have the following duties:

- lxxi) To plan and organise Mildert Day, including the Carrot

Awards.

lxxii) To liaise with the JCR and college in the planning of Mildert Day.

2.12 Music Committee

2.12.1 There shall be a Music Committee whose responsibilities shall be:

lxxiii) To organise the annual cabaret

lxxiv) To organise termly recitals

lxxv) To organise the carol concert

lxxvi) To organise any other musical events as necessary

lxxvii) To maintain the music suite and advise on any improvements

10.13 Photography Committee

10.13.1 There shall be a Photography Committee whose function shall be:

- i) To set-up and run photography services for JCR events
- ii) To ensure that all equipment is properly maintained and to suggest improvements when necessary.
- iii) To ensure that proper provision is made for all events requiring photography.
- iv) To take ultimate responsibility for all aspects of photography hire, maintenance and use.

10.13.2 From which there shall be one (1) Social Representative who shall be responsible for co-ordinating photography for JCR events and who shall liaise with the JCR Events Officer as required.

10.13.3 The committee shall meet at the discretion of the Senior Photography Representative, at least once (1) per term

1.1 Summer Musical Committee

1.1.1 There shall be a Summer Musical Committee, whose job it shall be to organise a musical production after the exam period each year.

lxxviii) The committee shall be headed by a senior production team, consisting of a Producer, a Director and a Musical Director, with the Producer and Director in overall command.

lxxix) These three (3) positions shall be selected no later than three (3) weeks before the end of the Epiphany term by an interview panel, which shall consist of:

- a) The JCR President
- b) The Music Committee Chair
- c) The Arts Committee Chair
- d) The Theatre Committee Chair
- e) The JCR Chair

1.1.2 In the event of the Music, Arts or Theatre Committee Chairs applying for a position on the senior production team, their positions on the panel shall be taken by appropriate individuals from their respective committees, who shall be selected

by the JCR President and JCR Chair.

1.1.3 Before the end of the Epiphany term, the senior production team shall decide which musical is to be produced, and call an open meeting to which anyone wishing to be involved in any way shall be invited.

lxxx) The exact structure of the committee shall be left to the discretion of the senior production team, but at the very least shall include:

- a) A Treasurer, to assist the Producer with the details of the accounts and financial management, and to liaise with the JCR sponsorship rep and production sponsorship rep if one is selected.
- b) A Stage Manager to coordinate a backstage team, and to assist with the smooth running of rehearsals and backstage as the senior production team see fit.
- c) A Technical Director, to be responsible for liaising with a P.A. crew and the Technical Productions Committee, dealing with all sound and lighting equipment in accordance with the wishes of the senior production team.
- d) A Publicity rep, to ensure that the production is subject to an appropriate level of publicity.

lxxxi) It is foreseeable that the senior production team shall wish to open up other positions on the committee (for example, Sponsorship, Choreography, Wardrobe etc.) and they may do so according to the specific requirements of the production, and the interests of those present at the open meeting.

lxxxii) The JCR Chair shall be present at this meeting, not as the chair of the meeting itself, but in order to ensure that all decisions made by the senior production team are conducted fairly and without bias, and that in the event of a position which cannot be taken on a joint platform being contested, a fair 'hands up' vote of everyone present is conducted in order to decide the holder of that position

1.1.4 The senior production team shall produce a budget approved by the JCR Treasurer to be presented to the JCR Exec no later than the first (1st) week of the Easter term.

Auditions for performing roles in the production shall be held no later than the second (2nd) week of the Easter term, with an audition panel consisting of the senior production team and any appropriate appointed committee members (e.g. choreographer) with the approval of the JCR Chair who shall also be present

1.2 Teikyo Representatives Committee

1.2.1 There shall be Teikyo Representatives, whose

duties shall be:

lxxxiii) To liaise between the JCR, college and the Teikyo students.

lxxxiv) To do all possible to allow Teikyo students to adapt to college life.

1.2.2 Additionally, Junior Representatives shall be nominated by Teikyo University to join the committee.

1.3 Theatre Committee

1.3.1 There shall be a Theatre Committee, whose function shall be:

lxxxv) To organise and produce at least one (1) theatrical production per year.

lxxxvi) To hold the necessary auditions for such productions.

lxxxvii) To generate enough income from productions to enable the Committee to be self-sufficient.

1.3.2 The committee shall meet when required to devise and plan productions.

1.4 Visit Committee

1.4.1 There shall be a Visit Committee, whose duties shall be:

lxxxviii) To organise for a current student to meet all visiting students.

lxxxix) To be responsible for ensuring that their team of Visit Representatives meets and looks after any visitors that are allocated to them.

1.5 Website Committee

1.5.1 There shall be a Website Committee, who shall have the following function:

xc) To maintain and to continually improve the JCR's website.

xci) To edit all proposed website content.

xcii) To take responsibility for the overall content and

design of the website.

1.5.2 The Webmaster and the Technical Representatives must be proficient in the programming languages required to allow them to perform their duties effectively. The relevant languages will vary depending on the format of the website and will be set by the Webmaster.

1.5.3 The Website Committee shall meet when required, at least once per term.

1.6 Year Abroad Support Committee

1.6.1 There shall be a Year Abroad Support Committee, who shall have the following functions:

xciii) To support Mildert students on placements away from college

xciv) To support Mildert students currently organizing their placements.

xcv) To assist the Vice-President in organizing the Travel Bursary Awards and Presentation Evening

1.6.2 The Van Mildert Year Abroad Support Committee shall meet at least twice per term.

1.6.3 The membership of the Van Mildert Year Abroad Support Committee shall be: Vice- President, The JCR Year Abroad Welfare Officer, The JCR Livers Out Year Abroad Officer

1.7 Yearbook Committee

1.7.1 There shall be a Yearbook Committee, who shall have the following functions:

xcvi) To devise and create a yearbook including photographs and profiles of final year students.

xcvii) To liaise with the JCR on the content of the book.

xcviii) To distribute the yearbook to all members wishing to purchase it

xcix) To seek sponsorship and advertisement if necessary, to ensure the Yearbook does not make a loss.

2 ALLOWANCES

2.1 All Committees

1.1.1 Guaranteed space on any formal which they are getting proceeds from.

1.35509 Bar Committee

1.35509.1 Free internal ball entertainment tickets when working for the entire evening

1.35509.2 Free meals on meeting day

1.35509.3 Free meals to whomever works the Sunday shift

All other allowances to be paid for by the bar.

1.35510 Executive Committee

1.35510.1 One guaranteed place at all formals and all balls

1.35510.2 Free stash to be paid for in the annual budget

1.35510.3 Free meals when up on exec business, which is to be monitored and authorised by the president

1.1.41216 Free accommodation and meals for one week each term when conducting executive committee business

11.3.4. In addition to the above, free accommodation and meals for the week preceding freshers' arrival weekend

1.2 Freshers' Committee

1.2.41216 Free stash - to be paid for from the Freshers' Committee budget

1.2.41217 Free accommodation and meals for the week preceding freshers' arrival weekend

1.3 Technical Productions Committee

11.5.1 When working an event, Technical Production Committee has the same privileges as the committee organising the event.

11.5.2 One guaranteed place at all formals and balls at the discretion of the JCR Events Officer.

11.5.3 Free hire of the equipment of a value up to £30 at the discretion of the Senior PA Rep

1.4 Social Committee

1.4.41216 Free entry to all Social Committee bops

1.4.41217 Free entertainment tickets to all internal balls where sufficient
 time and effort has been dedicated to the event in question

All other allowances to be paid for by the social committee.

Appendices *to the* & & & & Standing Orders *of the*



Junior Common Room

Passed by Referendum: 3rd March 2011
Ratified by JCR Meeting: 13th March 2011

Written by:

<i>Thomas Pickard</i>	<i>JCR President 2010-2011</i>
<i>Patrick McConnell</i>	<i>JCR Chair 2010-2011</i>

Witnessed by:

<i>Stephanie Hamer</i>	<i>Vice-President</i>
<i>Niall Boys</i>	<i>Treasurer</i>
<i>Joseph Le Page</i>	<i>Welfare Officer</i>
<i>Helene Bangert</i>	<i>Secretary</i>
<i>Josephine Mill</i>	<i>Services Manager</i>
<i>Stephanie Morris</i>	<i>Bar Steward</i>
<i>Edward MacDonald</i>	<i>Events Officer</i>
<i>Francesca Longworth</i>	<i>Livers' Out Officer</i>
<i>Oliver Swain</i>	<i>Senior DSU Representative</i>
<i>Alistair Adam</i>	<i>Senior Fresher's Representative</i>

Constitution Committee:

Simon Goatcher, Matthew Dunn, George Magner and Elizabeth Hopker

Van Mildert College JCR
University of Durham

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