

Joint Formal Agreement

AN AGREEMENT ON THE RULES AND TRADITIONS TO BE OBSERVED AT JOINT FORMALS BETWEEN THE JUNIOR, MIDDLE AND SENIOR COMMON ROOMS OF TREVELYAN COLLEGE

1. Preamble

1. The need for this Agreement arises out of the fact that the Junior, Middle and Senior Common Rooms of Trevelyan College are now completely constitutionally separate. It has been recognised that Joint Formals which involve members of all three Common Rooms cannot continue to be governed by the relevant Standing Orders of the JCR Constitution alone. Thus, an agreement is needed which both recognises the participation and requirements of members of all three Common Rooms in Joint Formals, and enshrines mutual respect between the members of all three Common Room during such formals.
2. The rules laid out in this document are to be based primarily on the existing JCR Standing Orders, but are to reflect the purpose outlined above. Consequently this Agreement is to combine both existing rules with new rules and guidelines, with the aim of achieving said purposes. The Agreement is to take effect subject to the approval of the members of all three Common Rooms, and can only be altered by the same method.
3. This Agreement is to affect Joint Formals only. Any other formals are to continue to be governed by the constitution and/or standing orders of the Common Room hosting the formal.
4. This agreement is intended to compliment, and not in any way replace, University and College Regulations.

2. The Timing and Duration and Seating Arrangements of Formals

1. Formals are to be held, unless otherwise prevented by the timing of balls, bops, or other events, once every two weeks in the dining hall during term time. Doors will normally open at 6:45pm, and will close at 7pm.
2. The JCR and MCR shall be seated in the main body of the hall. The MCR shall be allocated the number of seats equal to a third of the MCR population, but will be guaranteed at least 24 seats if this is not possible. The MCR population shall be decided by the MCR President at the beginning of each academic year and the JCR President shall be informed. The exact number of seats to be allocated to the MCR shall be agreed between the JCR Services Officer and the MCR Vice-President.

3. The Formal Process

1. The process to be followed when conducting a Joint Formal will conform to the following outline:

- (a) JCR and MCR members are to await the opening of the doors as decided by the executive members on the doors. In the case of the JCR this will be the Services Officer and the Vice-President in the first instance. In the case of the MCR this will be either the President or the Vice President in the first instance. SCR members are to gather in the SCR before the start of the formal.
- (b) When doors are opened, JCR and MCR members are to enter the hall and take their seats. When the time for closing doors arrives, the doors will be closed by the JCR Services Officer. When everyone is seated, the SCR will enter through the stage door, at which point the Joint Formal has begun and all others in the hall will stand and silence will be observed.
- (c) When the SCR have found their places, everyone will remain standing. The grace at Trevelyan is silent, which means that everyone will stand in silence for approximately ten to fifteen seconds, until the Principal or his nominee has indicated that silent grace is over.
- (d) At this point, the JCR President will proceed to the stage and conduct the Trevelyan Toast, which consists of a few words offered to both high table and the main body of the hall, followed by the appropriate response from the hall. When this is completed, the JCR President will return to their seat, all will sit, and the formal will proceed to its three courses.
- (e) As the main course in the main body of the hall draws to a close, which will usually be as dessert on high table is finishing, the JCR President and Principal will call for silence (usually with a table bang) and conduct bow out. This consists of bowing to one another, and then the JCR President will bow to those in the main section of the hall.
- (f) Immediately after this, all in the hall will stand. Once silence is achieved, High table will proceed to return to the SCR. Once all on high table have left, and the door to the SCR has been shut, this signifies the end of the Joint Formal.

4. The Rules to be Observed Relating to Formal

1. The following rules will apply to all who attend (including guests from other colleges and from outside the University):
 - (a) That everyone must remain seated until the JCR President has bowed out, usually after the main course (second of three).
 - (b) That the wearing of academic gowns to the meal be compulsory for all persons. Gowns are permitted to be removed by those in the main body of the hall if desired after the Toast. The JCR President must be gowned for the duration of the bow out. All other diners in the main body of the hall are encouraged, but not obliged, to replace their gowns for the bow out.
 - (c) That smart attire, at the discretion of the JCR and MCR Executive Committee members on the door, must be worn to the meal (unless otherwise stated for a specific event). No denim or trainers shall be worn.
 - (d) That “smart attire” may refer to formal national or religious dress providing that prior consent has been sought from the appropriate common room President.

Presidents will only consider requests made on religious grounds from members of those religions formally recognised by the University. Requests are to be approved on a case by case basis by the appropriate common room President whose decision shall be final.

- (e) That no more than one standard bottle of wine or a beer/spirit equivalent (to be decided by the JCR or MCR exec member on the door of the formal) per person be taken into the meal. Corks and screw tops will not be permitted in the dining hall. Wine will be served to high table by the catering staff and additionally only beverages from the SCR bar are permitted on high table.
- (f) That after the door to the hall has been shut; late arrivals shall not be permitted to enter.
- (g) That if anyone leaves the meal before the bowing out, they may not return to the meal.
- (h) That the Common Room Exec members responsible for discipline may impose fines and/or bans from future formals on individuals from their Common Room, in accordance with the relevant provisions in each Common Room's Standing Orders or Constitution.
- (i) No-one shall be allowed into the dining hall before 6.45pm at the discretion of the JCR President.
- (j) The use of mobile phones is not permitted in the dining hall.
- (k) Any behaviour deemed inappropriate, including but not limited to, excessively raucous or boisterous behaviour and putting pressure on other diners with regards to drinking, shall be dealt with at the discretion of the Common Room Exec members responsible for discipline.

2. The JCR President, Vice-President and Services Officer, together with the MCR President and Vice President and SCR President where appropriate, shall be ultimately responsible for ensuring that the rules in point 1 are adhered to throughout.

5. The Relationship between JCR and MCR Exec Members on the Door

1. The understanding shall be that the JCR Exec and MCR Exec members on the door are to exercise discretion as to dress over their respective common room members who enter the hall. Each exec member irrespective of Common Room affiliation must uphold the standards of dress required by this Agreement. It is expected that the SCR, during the time that they gather in the SCR before formal, will ensure that all formal dress rules are complied with by their members and guests on high table, again to the standard required by this Agreement.
2. There will be two JCR Exec members, in the first instance the Services Officer and the Vice-President, and one MCR Exec member, in the first instance the President or the Vice-President, on the door.

6. Discipline during Joint Formals, Including the Relationship between JCR and MCR Exec Members in the Hall

1. The disciplining of any person in the main body of the hall shall be subject to the discretion of the JCR President and Vice-President.
2. Any JCR or MCR members sitting on High Table agree to be subject to the disciplinary authority of the SCR President.
3. The imposition of fines for JCR members following a Joint Formal will be subject to the discretion of the JCR President and Vice-President. The imposition of fines for MCR members will be subject to the discretion of the MCR President and Vice-President. The imposition of fines for SCR members will be subject to the discretion of the SCR President.
4. Any disciplinary action to be taken against any SCR member or their guests on high table will be subject to the discretion of the SCR President.

7. Dispute Resolution

1. In the event of any dispute between Common Rooms arising from the interpretation or implementation of this Agreement, apart from those arising from discipline, the dispute should always be resolved in the first instance by informal talks between the Presidents of the Common Rooms concerned. If a resolution cannot be found through this method, a meeting of all three Common Room Presidents shall be convened, with one College Officer present to act as an independent mediator.

8. Alterations to the Terms and Content of this Agreement

1. Any alterations to the terms and/or content of this Agreement must be passed with the unanimous consent of all three Common Rooms. This consent shall be obtained by each Common Room in accordance with the process determined by their Standing Orders.
2. Changes to this agreement can be proposed by any member of the JCR, MCR or SCR. This must then be formally accepted and passed by all three Common Rooms, each in accordance with their own Standing Orders, in order to become a firm change to the Agreement. If any one Common Room does not pass the proposed change then it cannot become a firm change to the Agreement.

9. Constitutional Recognition

1. A reference must be made in either the Constitution or Standing Orders of each Common Room to this Agreement, and such reference should indicate the willingness of each Common Room to abide by the terms of this Agreement where it is appropriate. Consent to abide by the terms of this Agreement must be agreed on and passed by each

Common Room, in accordance with their own Standing Orders. This Agreement will only be effective when passed by all three Common Rooms.

2. The reference may be contained in either the Constitution or Standing Orders, at the discretion of the Exec of the relevant Common Room. It need only mention that Joint Formals are to be governed as set out in this Agreement, and that the Agreement may only be altered as prescribed in Section 8.

10. Revocation

If one of the Common Rooms wishes to leave this Agreement, it must do so using the same process by which it joined the Agreement.

