

Trevelyan College Junior Common Room Standing Orders

As of 04 February 2016



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1. Name

There shall be a Students' Union in the name of Trevelyan College Junior Common Room ("the JCR").

2. Objects

- 2.1. The objects of the JCR are the advancement of education of students within Trevelyan College for the public benefit by:
 - 2.1.1. Promoting the interests and welfare of students within Trevelyan College during their course of study and representing, supporting and advising students;
 - 2.1.2. Being the recognised representative channel between students and Trevelyan College and any other external bodies;
 - 2.1.3. Providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its students.

3. Membership of the JCR

3.1. Members

- 3.1.1. There shall be two categories of membership to the JCR:
 - 3.1.1.1. Full Membership;
 - 3.1.1.2. Honorary Membership.
- 3.1.2. Unless otherwise stated, "JCR Member" or similar shall refer to Full Membership;
- 3.1.3. Full Members shall consist of:
 - 3.1.3.1. All undergraduate members of Trevelyan College unless they have decided to relinquish their membership in accordance with the opt-out regulations of Durham University;
 - 3.1.3.2. Any postgraduate members of Trevelyan College who choose to opt-in and pay applicable JCR dues and fees as outlined in the Memorandum of Understanding between the JCR and the MCR;
 - 3.1.3.3. Sabbatical Officers of the JCR or College.
- 3.1.4. Honorary Members shall consist of any such persons upon whom the Executive Committee may decide to confer such membership. This is usually done by the award of Full Colours. The Executive Committee may also give the award of Honorary Full Colours. This is to be given to those who are not students, yet have substantially impacted upon the life of the JCR. Sabbatical Officers of the Durham Students' Union shall automatically be considered Honorary Members for the duration of their term of office;
- 3.1.5. The following benefits shall be available to Honorary Members:
 - 3.1.5.1. to attend and speak at any general meeting of the JCR;
 - 3.1.5.2. to attend formal dinners of the JCR.
- 3.1.6. Membership shall not be transferable and shall cease on death. A Member shall automatically cease to be a Member of the JCR if:
 - 3.1.6.1. he or she ceases to be an undergraduate student unless Clause 3.1.4 applies;
 - 3.1.6.2. he or she opts out of membership by giving written notice to the JCR.
- 3.1.7. Members' details shall be entered in a register of Members as held by the JCR President;
- 3.1.8. Members of the JCR shall be expected to abide with University Policies and Regulations.

4. JCR Meetings

4.1. Types of Meetings

4.1.1. General Meetings

- 4.1.1.1. There shall be at least one General Meeting in each term;
- 4.1.1.2. Further meetings may be scheduled at the discretion of the President and Chair;
- 4.1.1.3. The date and time of the meetings shall also be at the discretion of the above two Officers;
- 4.1.1.4. At least seven days' preliminary public notice should be given before all General Meetings;
- 4.1.1.5. There shall be a guillotine on all business after one and a half hours, though a procedural motion may be passed to extend this time.

4.1.2. Emergency Meetings

- 4.1.2.1. Emergency Meetings shall be held at the discretion of the President or on a mandate from fifty members of the JCR or MCR, to discuss a matter of extreme urgency;
- 4.1.2.2. At least forty-eight hours' notice must be given;
- 4.1.2.3. There will be no other business other than that for which the meeting was called. This may be an emergency motion, or a discussion;
- 4.1.2.4. A guillotine of one and a half hours shall be set for Emergency Meetings, during which time no-one shall be permitted to leave, though again this time limit may be extended by the passing of a procedural motion.

4.2. Procedure to Convene Meetings

- 4.2.1. Dates for submission of motions and agenda points for above meetings to the Chair shall be stated at least seven days before the meeting;
- 4.2.2. The Agenda for the meetings shall be compiled by the JCR Chair, and placed on the notice boards and JCR website not less than two days before the meeting;
- 4.2.3. Apologies for non-attendance must be sent to the Chair and must be received at least one hour before the meeting.

5. Procedure at JCR Meetings

5.1. Control of the Meeting

- 5.1.1. The Chair shall chair all JCR meetings both General and Emergency;
- 5.1.2. In the event of either the temporary or complete absence of the Chair from the meeting the Vice-President shall chair the meeting or any other member of the Exec thereafter.

5.2. Invitations to Meetings

- 5.2.1. The Presidents of the Middle Common Room (MCR) and the Senior Common Room (SCR) shall have an invitation to attend all JCR General Meetings;
- 5.2.2. The Presidents of the MCR and SCR shall be allowed to speak, but not to vote;
- 5.2.3. In the event of the MCR or SCR President being unable to attend the meeting, they may send in their place a nominee from their Executive Committee, to be agreed before the meeting with the JCR Chair and President;
- 5.2.4. The President of the JCR may invite other people at their discretion, under conditions specified by the President. They shall not be allowed to vote.

5.3. Minutes

- 5.3.1. The Publicity Officer shall take the minutes of all JCR Meetings, to be approved by the JCR at the beginning of the subsequent meeting;

- 5.3.2. Past copies of minutes shall be available to all members of college on the JCR website;
- 5.3.3. Minutes of the previous JCR meeting should be displayed on the JCR notice boards and website no less than three days before the next meeting.
- 5.4. Quorum
 - 5.4.1. There shall be a quorum of fifty members of the JCR for both General and Emergency meetings for any matters involving a vote;
 - 5.4.2. No motion or discussion shall be considered binding on the JCR if made at an inquorate meeting unless it is subsequently ratified at a quorate meeting.
- 5.5. Reports
 - 5.5.1. All Exec officers shall submit a full, written report to the JCR not less than 5 days before a General Meeting, to be published on the website and notice board;
 - 5.5.2. The Durham Students Union Representative shall present a report of meetings of Durham Students Union Assembly since the last General Meeting;
 - 5.5.3. Any Tier 2 officers may be mandated to report, either by writing or in person, to a General Meeting at the discretion of the President.
- 5.6. Motions
 - 5.6.1. A motion shall constitute any formal proposal put before the JCR.
 - 5.6.2. Proposals
 - 5.6.2.1. Any member of the JCR, except the Chair and Chair-elect, may propose or second any motion or amendment;
 - 5.6.2.2. All motions shall be formally submitted in writing to the Chair at least four days before the JCR Meeting;
 - 5.6.2.3. All motions must be submitted along with a brief summary of the motion;
 - 5.6.2.4. All motions must be accompanied by two signatories, one proposing the motion, one seconding the motion. Only an individual signatory may propose or second a motion, not groups of people acting under a single name. The one exception to this rule is for Votes of No Confidence where 15 signatures shall act together both to propose and second the motion;
 - 5.6.2.5. Neither the proposer nor seconder of a motion may be somebody who directly gains individual, personal, or financial benefit from the motion. This point shall, at all times, be at the discretion of the Chair and President in consultation.
 - 5.6.3. Regulations Concerning Motions
 - 5.6.3.1. No two motions shall be on the floor at the same time;
 - 5.6.3.2. No motion shall be presented to repeal or amend any resolution in the term it has been passed unless an application for the motion to do so is signed by no less than fifty members of the JCR;
 - 5.6.3.3. No motion may be presented which has been rejected in that term, unless notice of the motion to do so is signed by no less than fifty members of the JCR;
 - 5.6.3.4. No motion may be passed under Any Other Business;
 - 5.6.3.5. A motion which is submitted later than specified in Clause 5.6.1.2, shall be treated as an Emergency Motion provided the President and Chair feel that failure to discuss such business until the next JCR meeting would be detrimental to the interests of the JCR. Motions to alter the Standing Orders or Job Descriptions shall not be allowed as emergency motions.
 - 5.6.4. Procedure for Considering Motions

- 5.6.4.1. The proposer shall have the opportunity to introduce the motion verbally, otherwise the provided summary shall be read out by the Chair;
- 5.6.4.2. A motion will be thrown out if either the proposer or seconder are not at the meeting unless they have apologised for absence;
- 5.6.4.3. Questions of the motion may then be asked, first of clarity and then of substance;
- 5.6.4.4. There shall follow speeches in opposition and support, and so forth until discussion ends or the Chair terminates the discussion at their discretion. If a speech for or against is not forthcoming, further unopposed speeches may be allowed at the Chair's discretion;
- 5.6.4.5. The amendment or substantive motion shall then be put to the meeting and a vote taken;
- 5.6.4.6. Points of order to the Chair shall take precedence over all other business;
- 5.6.4.7. Points of information shall be made through the Chair and take precedence over business at the discretion of the speaker;

Note: All questions must be put through the Chair.

5.6.5. Voting

- 5.6.5.1. Motions shall be voted upon and either accepted or defeated on a simple majority of those voting (i.e. ignoring abstentions or blanks), by show of hands.
- 5.6.5.2. In the case for Motions altering the Governing Documents, at least two-thirds majority of those present is required.
- 5.6.5.3. Votes for, votes against and abstentions recorded in the minutes of the meeting;
- 5.6.5.4. All members of the JCR are eligible to vote provided they were present at discussion of the motion;
- 5.6.5.5. Two members of the Steering Committee shall be appointed as tellers for each motion voted upon, by the Chair. They shall not have a vote, and must remain impartial while the motion is discussed;

Note: The Chair may declare a hand count to be either overwhelmingly for or against a motion, thus negating the need to count.

5.6.6. Amendments

- 5.6.6.1. Amendments may be put at any time during the discussion of the motion following the proposal of the motion.
- 5.6.6.2. An amendment must be proposed and seconded by a member of the JCR.
- 5.6.6.3. Amendments and minor wording changes may be made by the proposer before the motion is brought to the meeting.
- 5.6.6.4. If the proposer of the motion immediately accepts the amendment, it is automatically incorporated into the original motion.
- 5.6.6.5. If Clause 5.6.6.4 does not apply, the amendment must be voted on by a show of hands. If it is then accepted, it becomes the substantive motion which must then be put to the meeting.
- 5.6.6.6. In the event of a motion being amended financially, the amendment must be re-authorised by Finance Committee before any further discussion may occur.

5.6.7. Procedural Motions

- 5.6.7.1. Procedural motions may be presented at any point during the discussion of the motion;
- 5.6.7.2. There shall be only one procedural motion on the floor at any one time;

- 5.6.7.3. Procedural motions must be proposed and seconded by members of the JCR;
- 5.6.7.4. Procedural motions prevent discussion on original motions or substantive matters until the procedural motion has been discussed and voted upon;
- 5.6.7.5. Procedural motions may be passed with a simple majority by a show of hands;
- 5.6.7.6. The following procedural motions are immediately included into the meeting if accepted by the proposer of the current motion:
 - a. That the motion be taken in parts;
 - b. That the matter be referred to the appropriate JCR committee for investigation and report;
 - c. That the matter be discussed by an elected ad hoc committee;
 - d. That the matter be postponed to a later stage in the meeting;
 - e. That the matter be postponed to another meeting;
 - f. That a straw poll be taken.
- 5.6.7.7. The following procedural motions must be voted on by the JCR:
 - a. That the timing of the meeting be extended;
 - b. That a secret ballot be taken;
 - c. That certain Standing Orders be suspended;
 - d. That the meeting be closed;
 - e. That the meeting be adjourned for a specific time;
 - f. That the motion be put to a referendum;
 - g. That any non-JCR member be asked to leave;
 - h. That the matter be further investigated for report in the next JCR meeting by nominated JCR members.

6. Referenda

6.1. Referenda

- 6.1.1. A Referendum can be triggered a petition of JCR members or following a motion at a JCR Meeting;
- 6.1.2. A petition will become valid once it has 50 valid signatures delivered to the JCR Chair;
- 6.1.3. Steering Committee, coordinated by the JCR Chair will determine the question to be put;
- 6.1.4. Once a question is agreed upon there will be a 7 day campaign period.

6.2. Campaign Period

- 6.2.1. Members of the JCR can approach to JCR Chair to be appointed Representatives of the "Yes" or "No" Campaign. The duties of these Representatives will be to act as spokespersons for the period and to coordinate publicity material;
- 6.2.2. Publicity material will be limited to a "Fact Sheet" on a single side of A4, a limited number of A5 door slips and additional material at the JCR Chair's discretion. The standard rules of campaigning shall be adhered to (Clause 7.1.3) with the representatives taking the role of "candidates". Canvassing on behalf of a campaign will constitute political campaigning and so no door-to-door canvassing is permitted.

6.3. Voting Period

- 6.3.1. The voting period shall constitute four days, it will take place online and in accordance with the rules in Clause 7.1.4;
- 6.3.2. The JCR Chair along with the Returning Officers appointed from Steering Committee shall determine the quoracy of the vote. A vote shall be deemed binding if there are more than 150 valid votes or 35% of the JCR, whichever is the smallest number;

6.3.3. To force a change of policy or Standing Orders, a campaign must reach the threshold of 66% of valid votes cast;

6.3.4. The results of the vote will be announced within 24 hours of the vote completing.

6.4. Appeals

6.4.1. There will be a period of seven days for appeals to be lodged. Appeal will be heard by an ad-hoc panel including representatives from Steering Committee, the JCR Exec and the College Officers;

6.4.2. If any other issue arises the JCR Chair shall take action on the matter after consulting Steering Committee.

7. JCR Elections and Appointments

7.1. Tier 1 Elections

7.1.1. Schedule

7.1.1.1. The elections for the Exec and Chair are held annually during the Michaelmas and Epiphany terms. The following describes the schedule and the venue for hustings:

7.1.1.2.1 The Chair and Treasurer

7.1.1.2.1.1 If possible, these elections shall be held in the second to last full week of the Michaelmas term;

7.1.1.2.1.2 Hustings shall be held in the bar, if there is no formal dinner; or in the Dining Hall if there is a formal dinner; on the day elections open.

7.1.1.2.2 The President and Welfare Officer.

7.1.1.2.2.1 If possible, these elections shall be held in the third full week of the Epiphany term;

7.1.1.2.2.2 Hustings shall be held in the bar, if there is no formal dinner; or in the Dining Hall if there is a formal dinner; on the day elections open

7.1.1.2.3 The Social Chair, Services Officer and Vice President.

7.1.1.2.3.1 If possible, these elections shall be held in the fourth full week of the Epiphany term;

7.1.1.2.3.2 Hustings shall be held in the bar, if there is no formal dinner; or in the Dining Hall if there is a formal dinner; on the day elections open.

7.1.1.2.4 The Outreach Officer, Secretary and Senior Durham Students' Union Representative.

7.1.1.2.4.1 If possible, these elections shall be held in the fifth full week of the Epiphany term;

7.1.1.2.4.2 Hustings shall be held in the bar, if there is no formal dinner; or in the Dining Hall if there is a formal dinner; on the day elections open.

7.1.2. Nominations and Publicity

7.1.2.1. For all Tier 1 elections, Nomination Forms signed by the candidate, proposer and seconder shall be handed to the Chair not later than midnight, eight full days before the date of election. A manifesto of not more than 150 words, a letter to the JCR of not more than 450 words, and a suitable representative photograph (all in suitable file formats) should be sent to the JCR Chair via email. These will be subject to formatting by the JCR Chair before distribution;

- 7.1.2.2. Neither proposer nor seconder may be the current position holder, a member of Steering Committee, a member or elect member of the Exec, the Chair or Chair-elect or a candidate standing for the same position;
 - 7.1.2.3. The candidates' names, photographs, manifestos and letters shall be placed on a notice board on the Cobbles, and online, from within 24 hours of the close of nominations until after voting closes;
 - 7.1.2.4. In the event of a candidate wishing to stand down during election, they must submit a document stating a desire to stand down, which shall be signed by both the candidate and the Chair, and shall be viewable by the JCR at the candidate's discretion. This document must be submitted to the Chair before voting commences;
 - 7.1.2.5. No Tier 1 position holder may hold another Tier 1 or Tier 2 position simultaneously for more than one academic term. No Tier 1 position holder may nominate themselves for another Tier 1 position if it means that they must resign from their current Tier 1 position;
 - 7.1.2.6. All candidates must be in a position to undertake the full requirements of the role, at the discretion of the Chair, with reference to Section 1 of the Job Descriptions;
 - 7.1.2.7. Candidates for President, Vice President or Treasurer must attend an interview as outlined below. Only those candidates recommended by the relevant interview panel will be permitted to stand. Successful candidates must submit their manifesto to the JCR Chair within 24 hours, thereafter each election shall be the same as for other Tier 1 positions:
 - a. For the President, Vice President and Treasurer election, the Interview Panel will recommend suitable candidates to the JCR not less than 24 hours before the close of nominations. The Interview Panel shall consist of: The current JCR Treasurer, the current JCR President, the Bursar and another College Officer;
- 7.1.3. Campaigning
- 7.1.3.1. All of the above candidates are advised to canvas from 10am the morning following the close of nominations until 9pm the evening before hustings;
 - 7.1.3.2. Face to face campaigning should be carried out between 10am and 9pm daily (including canvassing at doors) between the close of nominations and the close of voting unless a prior arrangement exists between the voter and the candidate. This includes canvassing but does not include online campaigning, which can occur during any hours between the close of nominations and the close of voting. ;
 - 7.1.3.3. Online campaigning will have the following rules:
 - a. There is to be no paid for advertising for any candidate.
 - b. There shall be no direct posts directed at people or direct messages trying to campaign via social media.
 - 7.1.3.4. Voters have the right to refuse to be canvassed. No canvassing may take place after the hustings;
 - 7.1.3.5. No materials may be given out to voters during canvassing except in the case of Clause 7.1.3.10;
 - 7.1.3.6. A candidate may not utilise poster campaigns at any point in their campaign;
 - 7.1.3.7. Any electronic campaigning occur primarily through the JCR Elections page:

- a. All posts on the JCR Elections page must be relevant to the election and non-personal in nature;
 - b. No defamatory or libellous posts are allowed on the page;
 - c. Only people from the relevant common rooms are permitted to post on the page;
 - d. Any posts that breach the aforementioned regulations shall be removed, with a short explanation as to why from the JCR Chair. Repeated breaches may result in a ban from the site;
 - e. Anybody may publicise the JCR Elections page or the method of voting in an impartial manner as deemed appropriate by the JCR Chair.
 - f. It is also acceptable for candidates to post some materials (e.g their manifesto) on social media sites. All these posts are subject to the discretion of the JCR Chair.
- 7.1.3.8. No person may campaign on behalf of a candidate;
- 7.1.3.9. No canvassing may take place in the Dining Hall during meal times, at the discretion of the voter;
- 7.1.3.10. There may be no table bangs to aid a campaign;
- 7.1.3.11. On the day of hustings a candidate may distribute short summaries to voters whom they haven't canvassed. These must be first approved by the Chair;
- 7.1.3.12. Any member of the JCR may complain about breach of the aforementioned rules to the Chair, who will investigate the breach;
- 7.1.3.13. If the breach is serious the Chair may eject a candidate from the election on consultation with Steering Committee;
- 7.1.3.14. If the breach is less serious, the Chair may, in consultation with Steering Committee, petition for a fine or community service, publish a formal warning, restrict access to the JCR Election page or take other measures as deemed appropriate by Steering Committee;
- 7.1.3.15. The Chair is responsible for issuing these rules to candidates on application.
- 7.1.4. Voting
- 7.1.4.1. The elections are conducted under secret ballot and single transferable vote;
 - 7.1.4.2. The Chair shall arrange voting which shall consist of an online vote;
 - 7.1.4.3. Re-Open Nominations shall be included as an option;
 - 7.1.4.4. Only the Chair, Steering Committee members and Chair-elect shall be permitted to act as returning officers during any election;
 - 7.1.4.5. Vote counting and publicising of results shall take place as soon as possible after the voting closes. Only the Chair, Steering Committee and the Chair-elect may be permitted to count votes. Candidates may permit representatives to observe counting;
 - 7.1.4.6. Members of Steering Committee taking no part in the running of an election will be permitted to vote in that election.
- 7.1.5. Hustings
- 7.1.5.1. Hustings take the form of a short speech by the candidate followed by questions from the floor, which must be relevant to all candidates and non-personal in nature;
 - 7.1.5.2. If a candidate cannot attend hustings, they can submit a short report with an initial speech followed by any relevant information. From this the Chair may answer any questions from the floor by quoting directly from the information;

- 7.1.5.3. Candidates who cannot attend hustings may also use VOIP to hust or answer questions in conjunction with Clause 7.1.5.2, at the discretion of the JCR Chair.
- 7.1.6. Terms of Office
 - 7.1.6.1. The term of office for each of the Exec and Chair shall start from and end at the completion of the Handover Ceremony, denoted by the Presidents bowing out at Handover Formal, with the exception of:
 - 7.1.6.2. The Social Chair who shall remain responsible for the Summer Ball which takes place in the calendar year in which their term of office ends;
 - 7.1.6.3. The Outreach Officer who shall remain responsible for the Alumni Weekend;
 - 7.1.6.4. The Publicity Officer who shall remain responsible for the Open Day in the Easter holiday immediately following the end of their term of office;
 - 7.1.6.5. The Vice-President who shall remain responsible for graduation week arrangements.
 - 7.1.7. Bowing In and Bowing Out
 - 7.1.7.1. The Bowing In and Bowing Out ceremony shall take place at Handover Formal, a formal dinner of the Epiphany term, following the elections, where the Exec shall sit with the newly elected Exec.
- 7.2. Sabbatical Bar Steward Appointment Procedures
 - 7.2.1. Common Room Screening Panel
 - 7.2.1.1. Candidates will sit before a Common Room Screening Panel;
 - 7.2.1.2. The panel will consist of the JCR President, MCR President, JCR Treasurer, JCR Social Chair and JCR Chair;
 - 7.2.1.3. The panel will recommend the best candidate for the position or that applications be re-opened. The outcome shall only be made known to the College Appointing Committee.
 - 7.2.2. College Appointing Committee
 - 7.2.2.1. The candidates will progress to a College Appointing Committee, with representation from the JCR, that will appoint a candidate;
 - 7.2.2.2. The results of the College Appointing Committee shall be publicised by the JCR Chair on the JCR Elections page and elsewhere within 24 hours of the Chair being informed by the College Appointing Committee.
 - 7.2.3. Terms of Office
 - 7.2.3.1. The Sabbatical Bar Stewards term office shall run from the 1st August to the 31st July inclusive, dependent upon the exact terms of their contract.
- 7.3. Tier 2 Elections
 - 7.3.1. General Information
 - 7.3.1.1. Tier 2 elections shall take the same form as Tier 1 (see 4.1) elections but there shall be no campaigning and no letter to livers-out, with the schedule documented below. Manifestos may be limited to one hundred and fifty words at the discretion of the Chair. Hustings will be conducted at a quorate JCR meeting or suitable formal dinner, with voting being conducted afterwards online at the discretion of the Chair;
 - 7.3.1.2. The exceptions to the above are the elections for Senior Freshers Representative, and Buttery Chair, the Assistant Treasurer and the Buttery Treasurer. For these elections, the relevant Interview Panels outlined below will recommend suitable candidates to the JCR not less than 24 hours before the close of nominations. Only those candidates recommended by the Panels will be permitted to stand. These candidates must then submit their manifesto

to the JCR Chair within 24 hours. The elections will then continue as ordinary Tier 2 elections. Candidates will be proposed by the relevant Interview Panel, but may choose their seconder;

- 7.3.1.3. The Senior Freshers' Representative Interview Panel shall consist of; The Senior Tutor, one Welfare Officer, the Social Chair and the outgoing Senior Freshers' Representative;
- 7.3.1.4. Candidates running for the position of Buttery Chair will be required to pass a JCR Screening panel consisting of the current JCR President, current JCR Treasurer, current Buttery Chair, the Bursar, the Sabbatical Bar Chair and a current member of Buttery Committee (the Buttery Treasurer, where possible). The screening panel will be organised and chaired by the JCR Buttery Chair.
- 7.3.1.5. Candidates running for the position of Assistant Treasurer will be required to pass a JCR Screening panel consisting of the current JCR President, current and incoming JCR Treasurer, current JCR Assistant Treasurer and JCR Chair. The screening panel will be organised and chaired by the JCR Treasurer.
- 7.3.1.6. Candidates running for the position of Buttery Treasurer will be required to pass a JCR Screening panel consisting of the current JCR President, current and incoming JCR Treasurer, current JCR Assistant Treasurer and JCR Buttery Chair. The screening panel will be organised and chaired by the JCR Treasurer.

7.3.2. Schedule

- 7.3.2.1. The elections for these positions are held annually. The following describes the schedule and the venue for hustings:
 - 7.3.2.1.1 DUCK Rep(s), Music Rep. and Yearbook Editor(s)
 - 7.3.2.1.1.1 These elections shall be held after the first JCR Meeting of the Epiphany term;
 - 7.3.2.1.1.2 Hustings shall take place in the first JCR Meeting of the Epiphany term.
 - 7.3.2.1.2 Assistant Treasurer, Buttery Treasurer, Senior Sports and Fitness Rep, Gym Rep(s), International Students' Rep and Senior Freshers' Rep
 - 7.3.2.1.2.1 This election shall take place after the second JCR Meeting of the Epiphany term;
 - 7.3.2.1.2.2 Hustings shall take place in the second JCR Meeting of the Epiphany term.
 - 7.3.2.1.3 Buttery Chair
 - 7.3.2.1.3.1 This election shall be held parallel to the elections for Outreach Officer and Secretary.
 - 7.3.2.1.4 Students with Disabilities Rep and LGBT+ Students' Rep(s)
 - 7.3.2.1.4.1 These elections shall take place after the third JCR Meeting of the Epiphany term;
 - 7.3.2.1.4.2 Hustings shall take place in the third JCR Meeting of the Epiphany term.
 - 7.3.2.1.5 Environment and Fairtrade Officer, JCR Computing Officer(s) and Assistant Social Chair.
 - 7.3.2.1.5.1 These elections shall take place after the first JCR Meeting of the Easter term;

7.3.2.1.5.2 Hustings shall take place during the first JCR Meeting of the Easter term.

7.3.2.1.6 Assistant Welfare Officers

7.3.2.1.6.1 These elections shall take place after the first JCR Meeting following the election of the Welfare Officer

7.3.2.1.6.2 Hustings shall take place during the first JCR Meeting following the election of the Welfare Officer.

Note: The timings of all elections and hustings are at the discretion of the JCR Chair.

7.4. Tier 3 Elections

7.4.1. Tier 3 elections shall take the same form as Tier 2 elections (Section 7.2), except that there shall be no hustings, with the schedule documented below.

7.4.2. Schedule

7.4.2.1. JCR Committee, DUCK Committee, Finance Committee, Steering Committee, Welfare Awareness Committee, Social Committee, Students Union Committee and two Junior Sports and Fitness Reps.

7.4.2.1.1 These elections shall take place at the beginning of the Michaelmas term.

7.4.2.2. Two Junior Sports and Fitness Reps.

7.4.2.2.2 This election shall take place after the final JCR Meeting of the Epiphany term.

7.5. Appointments

7.5.1. Freshers' Representatives

7.5.1.1. This appointment shall be administered by the Senior Freshers' Representative;

7.5.1.2. It shall take place during Easter Term;

7.5.1.3. Applications shall take the form of a short letter screened anonymously by a panel consisting of the Senior Freshers' Representative, the two Welfare Officer, President, Social Chair, and two representatives from Steering Committee, presided over by the JCR Chair;

7.5.1.4. Applicants chosen by the panel shall then be interviewed by a panel consisting of the Senior Freshers' Representative, Welfare Officer, the Social Chair and the Senior Tutor/Chaplain, this panel making the final decision.

7.5.2 Open Day Representatives

7.5.1.1. This appointment shall be administered by the outgoing JCR Publicity Officer;

7.5.1.2. It shall take place early in Epiphany Term;

7.5.1.3. Applications shall take the form of a short letter or other as deemed appropriate by the JCR Publicity Officer. These applications will be screened by a panel consisting of the incoming and outgoing JCR Secretaries, a member of Steering Committee, the incoming JCR Welfare Officer, the incoming JCR Senior Freshers' Representative(s) and the incoming JCR President;

7.5.1.4. The list of applicants must be shown to the Senior Tutor before they are put forward to interview stage;

7.5.1.5. The incoming and outgoing JCR Secretaries, the incoming JCR Welfare Officer, and the incoming Senior Freshers' Representative(s) shall then interview applicants chosen by the screening panel, this panel having the final decision;

7.5.1.6. The outgoing JCR Publicity Officer and JCR Chair should consult in regards to the election of the above positions so that incoming position holders are elected in time;

- 7.5.1.7. The Senior Tutor should be invited to any and all meetings regarding Open Days;
- 7.5.1.8. In any instance, the University and College are ultimately responsible, and the Senior Tutor holds the power to veto any action or decision made by the JCR Publicity Officer with respect to Open Days;
- 7.5.1.9. The Outgoing JCR Publicity Officer must consult with the Outgoing JCR Treasurer about the budget of the Open Days including Stash and any ents they wish to provide;
- 7.5.2. DUCK Secretary & DUCK Treasurer
 - 7.5.2.1. These appointments shall be administered by the DUCK Rep(s);
 - 7.5.2.2. They shall take place directly after the election of DUCK Committee;
 - 7.5.2.3. They shall take the form of brief written applications from which the DUCK Rep(s). will choose the best candidates.
- 7.5.3. Technical Committee
 - 7.5.3.1. This appointment shall be administered by the Music Rep;
 - 7.5.3.2. It shall take place during the Epiphany term;
 - 7.5.3.3. Applications should be by letter and are for any position, the deadline advertised at least a week before interview. The interview panel shall consist of the outgoing Technical Manager, the Music Rep, and the Social Chair;
 - 7.5.3.4. The panel will offer the job of Technical Manager to the most suitable candidate interviewed. If they decline the panel will then offer the jobs to next most suitable candidate, which may include those previously offered. The remaining positions of Technical Hires and Equipment Coordinator and Technical Events Coordinator will then be offered. Remaining candidates may be appointed to Technical Committee.
- 7.5.4. MASH room Technician
 - 7.5.4.1. This appointment shall be administered by the Music Rep and Technical manager.
 - 7.5.4.2. It shall take place at the earliest possible opportunity in Michaelmas term.
 - 7.5.4.3. Applications should be by letter with the deadline advertised at least a week before interview. The interview panel shall consist of the Technical manager, Equipment and Hires Coordinator and Music Representative.
 - 7.5.4.4. The panel will offer the job of Technical Manager to the most suitable candidate interviewed. If they decline the panel will then offer the jobs to next most suitable candidate, which may include those previously offered.

7.6. Table of Tiered Positions

Tier 1	Tier 2	Tier 3
President	Assistant Treasurer	Technical Hires and Equipment Coordinator
Vice-President	Buttery Treasurer	Technical Events Coordinator
Treasurer	JCR Computing Officer(s)	Four Junior Sports and Fitness Reps
Welfare Officer	Senior Sports and Fitness Rep	Freshers' Reps
Outreach Officer	Music Rep	Committee Members
Social Chair	Technical Manager	
Durham Students' Union Rep	DUCK Rep(s)	

Services Officer	Assistant Social Chair	
Secretary	Environment and Fairtrade Officer	
International Rep	LGBT+ Students' Rep(s)	
Sabbatical Bar Steward	International Students' RepArt Rep	
Buttery Chair	Students with Disabilities Rep	
JCR Chair	Senior Freshers' Rep(s)	
	Yearbook Editor(s)	
	Welfare officers	

7.7. Censure / No Confidence

7.7.1. General Information

- 7.7.1.1. A motion of Censure or No Confidence may only be brought at a quorate JCR Meeting;
- 7.7.1.2. Such a motion may only be carried by a two-thirds majority of those present at such a meeting.

7.7.2. Censure

- 7.7.2.1. A motion of Censure will constitute a formal complaint against an officer of the JCR. A second motion of Censure will have the same effect as a Vote of No Confidence.
- 7.7.2.2. The names of both the proposer and seconder for such a motion must be handed to the Chair at least three full days before the date of the meeting;
- 7.7.2.3. Such a motion must be included on the agenda;
- 7.7.2.4. The identity of both the proposer and seconder shall not be made known to the JCR, but shall only be known by the President and Chair; unless either of them is the subject of the motion, in which case they shall not be informed;
- 7.7.2.5. The case presented by the proposer shall be read out by the Chair;
- 7.7.2.6. The officer in question will have the right to present his/her case to the JCR;
- 7.7.2.7. Questions from the floor shall be accepted at the discretion of the Chair;
- 7.7.2.8. For Clauses 7.7.2.4 to 7.7.2.6 above, Chair should be read as President if the Chair is the subject of the motion;
- 7.7.2.9. The vote shall take place by a secret ballot.
- 7.7.2.10. In the event that an officer receives an automatic motion of censure as a result of any term in the Constitution, Standing Orders or Job Descriptions, this motion shall be submitted by the Chair on behalf of the JCR, and Clause 7.7.2.2 shall not apply;
- 7.7.2.11. Where a motion of censure is upheld, that individual should meet with the JCR President (or Chair where appropriate) inside one week to formulate an action plan to resolve all relevant issues.

7.7.3. No Confidence

- 7.5.1.5. A Vote of No Confidence requires the signatures of 15 members of the JCR in support of the motion. The exception to this is the case of the Sabbatical Bar Steward being the subject of the motion, when a motion proposed by MCR

members in accordance with their constitution shall be brought to a JCR meeting;

- 7.5.1.6. Such a motion must appear on the agenda;
- 7.5.1.7. The names of the 15 supporters, or MCR members shall not be made known to the JCR, but shall only be known by the President and Chair; unless either of them is the subject of the motion, in which case they shall not be informed;
- 7.5.1.8. The 15 signatures shall be received from the complainant by the Chair;
- 7.5.1.9. The case against the officer in question shall be read out by the Chair;
- 7.5.1.10. The officer in question will have the right to present his/her case to the JCR;
- 7.5.1.11. Questions from the floor shall be accepted at the discretion of the Chair;
- 7.5.1.12. The vote shall take place by a secret ballot;
- 7.5.1.13. If a vote of no confidence is passed, the officer in question must resign immediately, unless they are the Sabbatical Bar Steward, in which case Clause 7.7.3.10 applies;
- 7.5.1.14. In the event of a motion of no confidence being brought against the Sabbatical Bar Steward, this should be immediately brought to the attention of the College Officers. A successful vote of no confidence is binding in that the Sabbatical Bar Steward must cease all JCR activities immediately. However, their contract may only be severed jointly by the JCR, MCR and the College, as per the "Sabbatical Bar Steward Contract";
- 7.5.1.15. For Clauses 7.7.3.4, 7.7.3.5 and 7.7.3.7 above, Chair should be read as President if the Chair is the subject of the motion.

7.8. Resignation

- 7.8.1. In the event of resignation of members of the Exec or the Chair, a letter should be given to the President and Chair, detailing their reasons for resigning. In the event of the President resigning, the letter should be handed to the Vice-President and Chair;
- 7.8.2. In the event of the Sabbatical Bar Chair resigning they must give one months' notice, as per the "Sabbatical Bar Chair Contract";
- 7.8.3. In the event of a resignation, a by-election shall be held using the same election procedure as laid down in the Standing Orders for the original election. This shall be held as soon as possible after the event;
- 7.8.4. In the event of an Officer resigning their post due to a passed motion of no confidence, no letter shall be deemed necessary;
- 7.8.5. In the event of the President resigning, the Vice-President shall take over as acting President in accordance with their job description;
- 7.8.6. In the event of any other member of the Exec resigning, their duties should be divided between the other Exec members by the President;
- 7.8.7. In the event of the Chair resigning or being subject to a Vote of No Confidence, the Vice-President shall arrange the by-election that follows in conjunction with the Steering Committee;
- 7.8.8. In the event of any non-Exec position holder resigning, a letter of resignation, detailing their reasons for resigning, shall be given to the Chair;
- 7.8.9. The letter stated in Clause 7.8.8 shall be published at the discretion of the Chair.

8. JCR Finance

8.5. Expenditure

- 8.5.1. Any expenditure up to £100 may be authorised by the Treasurer and the President without prior consultation with the JCR;
- 8.5.2. Non-budgeted expenditure above £100 must be authorised by the JCR Finance Committee; above £350, the JCR must be authorised at a General meeting;
- 8.5.3. Grants from JCR income may be made to JCR clubs and societies;
- 8.5.4. Applications for grants shall be considered at JCR Finance Committee meetings;
- 8.5.5. All financial transactions of the JCR shall be carried out according to the DSO Framework and Appendices.
- 8.6. Accounts
 - 8.6.1. A general statement of accounts shall be presented, if requested, at each General Meeting of the JCR by the Treasurer;
 - 8.6.2. End-of-year accounts shall be available for viewing by any member of the JCR through consultation with the Treasurer;
 - 8.6.3. The President and Treasurer shall review all JCR accounts termly.
- 8.7. Reserves Policy
 - 8.7.1. Events profit:
 - 8.7.1.1. A fund of £1,000 should be allocated to cover smaller events throughout the year, such as Bar nights;
 - 8.7.1.2. Any additional creates an emergency reserve capped at £3,000;
 - 8.7.1.3. Once the reserve is filled, any additional profits may be allocated into growing any event in size.
 - 8.7.2. Buttery profits:
 - 8.7.2.1. A maintenance fund capped at £1,500 should be allocated to replace or repair assets where needed;
 - 8.7.2.2. An emergency reserve shall be allocated and capped at £2,000;
 - 8.7.2.3. Once these funds are filled, any additional profits will be put into Special Projects.
 - 8.7.3. Gym profits:
 - 8.7.3.1. A maintenance fund capped at £1,000 should be allocated to replace or repair assets where needed;
 - 8.7.3.2. Once this fund is filled, any additional profits will pay for the Boat Club's insurance (expected at around £1,200);
 - 8.7.3.3. Any further profits above this will be allocated to a fund to spend on one-off large investments in sport in the JCR.
 - 8.7.4. General JCR reserves:
 - 8.7.4.1. There will always be an emergency reserve fund allocated to the JCR for general purposes (e.g. risk mitigation, legal costs etc.), which will be capped at £20,000.

9. Clubs and Societies

- 9.5. Any Club or Society ratified with the JCR is granted:
 - 9.5.1. The right to use "Trevelyan College" in the name of that Club or Society, subject to the Memorandum of Agreement with Trevelyan College;
 - 9.5.2. A place at the College Freshers' Fair;
 - 9.5.3. The right to advertise using posters in College;
 - 9.5.4. The right to apply for financial aid at a Finance Committee or JCR General Meeting.
- 9.6. Ratification

- 9.6.1. Any Club or Society shall be recognised by the JCR provided that:
- 9.6.1.1. A petition for its formation, signed by at least ten members, is presented to the Chair.
 - 9.6.1.2. The Club or Society presents a constitution with the petition. This constitution should contain:
 - a. the name of the Club or Society;
 - b. the aims and objectives of the Club or Society (which shall not be contrary to those of the JCR);
 - c. regulations relating to membership eligibility;
 - d. provision for the election of a committee of officers;
 - e. the responsibility of the committee of officers;
 - f. provision for an AGM at which accounts shall be presented;
 - g. the Alcohol Awareness Clause, which is the following statement: “The society will have an awareness of alcohol and will respect members’ prerogative to decline to consume alcohol and, should they wish, to decline to participate in any activity that involves encouragement of others to consume alcohol.”;
 - h. the Equal Opportunities Clause, which is the following statement: “The society is opposed to all forms of discrimination on the grounds of age, appearance, caste, class, educational background or educational status, gender, HIV status, immigration status, long term illness, marital or family status, nationality, physical or mental ability, political beliefs, race/ethnicity, religion, sexuality, trade union activity.”.
 - i. A provision to act in accordance with University Policies and Regulations.
 - 9.6.1.3. The club or society’s constitution is approved by the Steering Committee.
- 9.6.2. Any Club or Society which charges subs must have a designated Treasurer on their Exec;
- 9.6.3. The recognition of a Club or Society may be withdrawn at any time by the JCR Exec if the Exec receives substantiated evidence that a Club or Society is contravening its constitution.
- 9.7. Annual Re-Ratification of Clubs and Societies
- 9.7.1. Each club and society must undergo a yearly online re-ratification process, which shall be coordinated by the Chair.
 - 9.7.2. They shall be required to:
 - 9.7.2.1. Hold an AGM in accordance with their individual constitutions;
 - 9.7.2.2. Elect a new Exec in accordance with their individual constitutions;
 - 9.7.2.3. Provide the Chair with details of the new Exec;
 - 9.7.2.4. Provide the Chair with a photograph, in JPEG format, of their captain or president and 50-100 words about their Society for display on the website;
 - 9.7.2.5. Perform a review of their constitution, and have it passed at their AGM;
 - 9.7.2.6. Provide the Chair with an electronic copy of the updated constitution;
 - 9.7.2.7. Submit to the JCR the following in the approved formats:
 - a. Budget for the upcoming year;
 - b. Current academic years accounts;
 - c. List of assets including replacement costs.
 - 9.7.3. Failure to ratify before the end of the Easter term will result in Club or Society status being revoked. Their assets will be liquidated if they do not undergo the re-ratification process when prompted by the JCR.

9.7.4. Clubs and Societies must submit information required for annual accounts to the Assistant Treasurer by any deadline(s) set, with reasonable notice, by the Assistant Treasurer. Failure to meet these deadlines will result in the club being de-ratified and liquidated.

10. Formal Meals of the JCR

- 10.5. Joint Formal Dinners (those involving the formal participation of all three Common Rooms) are to be governed as described in the Joint Formal Agreement;
- 10.6. All other formals organised solely by the JCR are to be governed by the provisions of this section. These formals are arranged by the JCR Exec, though are ultimately at the discretion of the Catering Staff and College Officers;
- 10.7. The following rules will apply to all who attend:
 - 10.7.1. That everyone must remain seated until the President has bowed out, usually after the main course. The President bows out at their own discretion with a table bang to signal this procedure;
 - 10.7.2. That formal may be gowned or not at the discretion of the Services Officer whilst organising the dinner;
 - 10.7.3. That smart attire must be worn to the meal at the discretion of the Exec members on the door. No denim will be worn;
 - 10.7.4. 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;
 - 10.7.5. That no more than one standard bottle of wine or a beer/spirit equivalent (to be decided by the Exec member on the door of formal) per person be taken into the meal;
 - 10.7.6. That if a member of the JCR leaves the meal before the bowing out they may not return to the meal;
 - 10.7.7. That the door to the hall shall be shut by the Services Officer at the beginning of the meal and late arrivals shall not be permitted to enter;
 - 10.7.8. That the President and Vice-President may impose fines up to a limit of £50, and/or ban individuals from future formals for breaches of regulations. The proceeds of these fines shall go to DUCK;
 - 10.7.9. No-one shall be allowed into the Dining Hall before official opening times at the discretion of the President;
 - 10.7.10. Corks are not permitted in the Dining Hall;
 - 10.7.11. The use of mobile phones is not permitted in the Dining Hall;
 - 10.7.12. Drinking games shall not be permitted;
 - 10.7.13. Any other behaviour deemed inappropriate shall be dealt with at the discretion of the President and Vice-President.
- 10.8. The Exec shall be ultimately responsible for ensuring that the rules stated in Clause 10.3 are adhered to throughout;
- 10.5. The Exec shall be ultimately responsible for ensuring that the rules stated in Clause 10.4 are adhered to throughout;
- 10.6. Cancellation of formals places

- 10.6.1. Section 10.6 applies to both Joint Formal Dinners and those meals organised solely by the JCR;
 - 10.6.2. Members are able to cancel places at a formal without being liable for the cost of their place if they cancel before the JCR has committed to pay for the place;
 - 10.6.3. The JCR will confirm places with college catering no later than midnight the day the seating plan is released;
 - 10.6.4. Members may cancel a place by emailing the Services Officer stating their intention to cancel;
 - 10.6.5. Members are free to find a replacement for their place if they cannot attend, but remain responsible for ensuring the JCR is paid for the place, by the new attendee or otherwise;
 - 10.6.6. The dietary requirements of the original application cannot be amended in any way;
 - 10.6.7. In the case of late applications to formal, after the initial seating plan is released, this cancellation policy does not apply, and members will be liable for places at the point of application;
 - 10.6.8. If members are unsure about whether they can attend a formal they should contact the Services Officer before applying;
 - 10.6.9. Any guests at formals are the responsibility of the member who invited them;
 - 10.6.10. It is the responsibility of the person applying for a group to make it clear to the Services Officer who is responsible for inviting any guests in their group;
 - 10.6.11. If the Services Officer cannot determine who is responsible for a guest at formal, the person who applied will be held responsible for any money owed;
 - 10.6.12. Failure to pay for an uncancelled place at formal will result in a debt owed to the JCR.
- 10.7. These rules shall be reviewed at the first JCR meeting of the academic year.

11. Complaints Procedure

- 11.5. If a student feels that he/she has been unfairly dealt with by anyone holding a position of responsibility within the JCR, or that they have been unfairly disadvantaged by opting out of JCR membership, then they shall have the right to complain and to have that complaint dealt with promptly and fairly;
- 11.6. In the first instance, the complainant shall see the President who shall endeavour to resolve the complaint to the complainant's satisfaction. If the complainant is still unsatisfied then he/she and the President shall jointly approach the College Officers for their advice on the matter. If the College Officers are unable to advise the JCR and complainant on a suitable course of action, then the complainant shall have the right to seek independent advice;
- 11.7. Unless in exceptional circumstances, complaints may only be upheld if:
 - 7.5.2. A student feels that they have missed out on something by virtue of not being a JCR member;
 - 11.7.1. A student feels that they have not been represented properly by the JCR;
 - 11.7.2. An Exec member has missed an appointment with a student;
 - 11.7.3. The allocation to a Club or Society is considered unfair;
 - 11.7.4. A Club or Society has not been recognised and the reason for this is unsatisfactory.
- 11.8. In any case of complaint, the complainant must provide evidence to support their claim.

12. General Offences against the Community

- 12.5. Such offences generally refer to behaviour not to be expected of the reasonable person, at the discretion of the JCR President/Vice-President, subject to appeal with College Officers.
- 12.6. The JCR President/Vice-President can impose a minimum fine of £10 and a maximum fine of £60 appropriate to the offence – notwithstanding costs of damage.
 - 12.6.1. The costs of damages would be borne by the offender(s).
 - 12.6.2. Should the offenders not be identified, the costs of damage would be borne by the JCR.
- 12.7. Repeat offenders run the risk of further, more severe punishment, subject to appeal with College Officers.
 - 12.7.1. This would generally take the form of the withdrawal of College privileges in addition to the original fine.
- 12.8. There is an option to perform community service instead of paying a fine, at the discretion of the JCR President/Vice-President, subject to appeal with College Officers.
 - 12.8.1. Whilst such an option takes the place of the original fine, it does not absolve costs of damage.
- 12.9. Intoxication is never an excuse.
- 12.10. All sentences can be appealed with the College Officers.

13. Standing Orders and Job Descriptions

- 13.5. Up-to-date copies of the Standing Orders and Job Descriptions shall be available to all members of the JCR on the website;
- 13.6. Standing Orders may be suspended as per a procedural motion in Clause 5.6.7.7.c;
- 13.7. Proposed amendments to the Standing Orders shall be circulated to all members of the JCR on the Agendas of the meeting at which they are to be proposed, or before the campaigning period of the Referendum to which they are being put. The amendments shall be declared carried if a two-thirds majority so decides;

14. Interpretation

- 14.5. In the event of a dispute as to the interpretation of any part of these Standing Orders and its clauses, the ruling of the JCR Chair shall be sought;
- 14.6. If the Executive Committee dispute the ruling of the JCR Chair on a contentious issue, a committee consisting of an equal number of members of the Executive Committee and Steering Committee shall be set up to discuss the matter;
- 14.7. Neither the Standing Orders nor the job descriptions shall be interpreted in a way which is contrary to the DSO Framework and its Appendices.
- 14.8. Unless otherwise stated, “Constitution” or similar shall refer to the DSO Framework and its Appendices;

15. Appendix I – Colours Awards Process

- 15.5. Procedure for Half Colours:
 - 15.5.1. Awards will be given at End of Session formal every Epiphany and Easter term;
 - 15.5.2. All JCR members and MCR members who were formally JCR members shall be eligible for the award;
 - 15.5.3. Applications should be no longer than one A4 page (around 450 words);
 - 15.5.4. Applications will be anonymised by the JCR Chair;

- 15.5.5. Applications should be judged on the following criteria:
 - 15.5.5.1. Contribution to College life;
 - 15.5.5.2. Contribution to University life;
 - 15.5.5.3. Evidence of going above and beyond required roles or commitments;
 - 15.5.5.4. Character reference.
- 15.5.6. JCR Executive positions shall be considered as any other Society Executive position i.e. so long as there is evidence of commitment above and beyond the role or job description;
- 15.5.7. University level involvement should not be discounted, but JCR commitments should be the focus of the application for Half Colours;
- 15.5.8. They shall be awarded by the JCR Committee, chaired by the JCR Chair;
- 15.5.9. Members of the panel are not allowed to propose or second anyone for the award
- 15.5.10. Where a member of the panel is nominated for the award, a separate secret meeting will be convened to discuss this application;
- 15.5.11. A two thirds majority must be gained for a decision to carry;
- 15.5.12. Where two thirds is not found on the first round of voting, more discussion shall follow;
- 15.5.13. On the second round of voting, the application will be discarded unless a two thirds majority is found in favour;
- 15.5.14. The award itself shall be a printed version of the speech, headed by the Trevelyan crest, and signed by the Principal and JCR President;
- 15.5.15. The award will be presented by the Vice-President and a member of JCR Committee (chosen by the JCR Vice-President).
- 15.6. Procedure for Full Colours:
 - 15.6.1. Awards will be given at End of Session formal every Easter term;
 - 15.6.2. All JCR members and MCR members who were formally JCR members shall be eligible for the award;
 - 15.6.3. Only individuals in their final year of study may be nominated, as the award is for contribution across your entire time at Trevelyan;
 - 15.6.4. Applications should be no longer than one A4 page (around 450 words);
 - 15.6.5. Applications will be anonymised by the JCR Chair;
 - 15.6.6. Applications should be judged on the following criteria:
 - 15.6.6.1. Contribution to College teams and societies;
 - 15.6.6.2. Contribution to College committees;
 - 15.6.6.3. Contribution to University life;
 - 15.6.6.4. Commitment to support of College community;
 - 15.6.6.5. Evidence of going above and beyond required roles or commitments;
 - 15.6.6.6. Explicit character reference.
 - 15.6.7. JCR Executive positions shall be considered as any other Society Executive position i.e. so long as there is evidence of commitment above and beyond the role or job description;
 - 15.6.8. They shall be awarded by a panel representing all Common Rooms, chaired by the JCR Chair, to include:
 - 15.6.8.1. Current JCR President & Vice-President;
 - 15.6.8.2. Two randomly chosen members of the Current JCR Exec;
 - 15.6.8.3. Outgoing JCR President & Vice-President;
 - 15.6.8.4. Three randomly chosen elected members of JCR Committee;
 - 15.6.8.5. MCR President (or a representative chosen by them);

- 15.6.8.6. SCR President (or a representative chosen by them).
- 15.6.9. Members of the panel are not allowed to propose or second anyone for the award;
- 15.6.10. Where a member of the panel is nominated for the award, a separate secret meeting will be convened to discuss this application;
- 15.6.11. A two thirds majority must be gained for a decision to carry;
- 15.6.12. Where two thirds is not found on the first round of voting, more discussion shall follow;
- 15.6.13. On the second round of voting, the application will be discarded unless a two thirds majority is found in favour;
- 15.6.14. All unsuccessful Full Colours applications shall be automatically considered for Half Colours in the Easter term batch of applications should they eligible for this award;
- 15.6.15. The award itself shall be a printed version of the speech, headed by the Trevelyan crest, and signed by the Principal and the relevant Common Room President;
- 15.6.16. The award will be presented by the JCR President;
- 15.6.17. Recipients of the award will become Honorary Life Members of the JCR.

16. Appendix II – Buttery Governance and Operation

16.5. Standing Orders

16.5.1. Role of the Buttery Committee:

- 16.5.1.1. To work as a team to manage the Shop and Toastie Bar on the basis set out above;
- 16.5.1.2. To deal with and account for all stock;
- 16.5.1.3. To be ultimately responsible for stocking and removal of waste from the Shop and Toastie Bar;
- 16.5.1.4. To determine pricing policy;
- 16.5.1.5. To determine wages;
- 16.5.1.6. To determine appropriate opening hours;
- 16.5.1.7. To ensure that food safety and health and safety standards are maintained;
- 16.5.1.8. To ensure that the Buttery is in a clean condition for use by college in vacations;
- 16.5.1.9. To conduct a stock-take on a regular basis, at least at the beginning, middle and end of each term;
- 16.5.1.10. It is expected that the committee are also regular Buttery workers in addition to their committee duties, with the exception of the JCR President and JCR Treasurer;
- 16.5.1.11. To ensure that the Buttery adheres to its financial and legal responsibilities under regulations and guidelines as laid out by both the University and Trevelyan College JCR;
- 16.5.1.12. To follow, and take note of mid-term and long-term strategies in order to ensure the continuing success of the Buttery;
- 16.5.1.13. To train their successors adequately, including the provision of detailed handover notes.

16.5.2. Buttery Committee Meetings

- 16.5.2.1. The Buttery Chair shall act as Chair;
- 16.5.2.2. Meetings shall be ideally held in the first, middle and penultimate week of the term, or at more regular intervals if deemed necessary by the Buttery Chair;

- 16.5.2.3. At the end of each committee meeting, the date of the following meeting shall be decided;
- 16.5.2.4. Agenda Points should be submitted by members of the committee at least 72 hours in advance, to allow for the agenda to be circulated;
- 16.5.2.5. The Buttery Chair shall organise an agenda for the meeting and approach the Committee members for points for both their report and business points before the meeting. The agenda shall be distributed 48 hours before the meeting;
- 16.5.2.6. Each member of the committee should give a report on what they have been doing since the last meeting;
- 16.5.2.7. At least half the Committee members must be present to make the meeting quorate;
- 16.5.2.8. The JCR President and JCR Treasurer can be requested to attend any meeting concerning matters appropriate to them, and will be informed of this in advance by the Buttery Chair. They are also eligible to attend any meeting they wish;
- 16.5.2.9. The Buttery Chair may request any member of college to attend a Committee meeting where their input is required. The Buttery Treasurer can also request the presence of the JCR Treasurer;
- 16.5.2.10. In the event of any issue being without the agreement of 2/3 of the Committee, the Buttery Chair must decide from the information the course of action to be taken;
- 16.5.2.11. The minutes shall be written by the Media Officer and distributed to each member of the Committee, including advisory members, within three days of the meeting, as well as archived in the Buttery handover files, along with a copy submitted to the JCR Chair for archiving purposes.

16.6. Job Descriptions

16.6.1. The Buttery Chair

- 16.6.1.1. To take ultimate responsibility for all Buttery matters;
- 16.6.1.2. Is responsible to the JCR President in the first instance;
- 16.6.1.3. To, if necessary, liaise with the representatives of firms on matters concerning the Buttery;
- 16.6.1.4. Must be Food Hygiene Level 3 trained to conform with University Health and Safety Regulations. This should be completed as soon after Handover as possible;
- 16.6.1.5. To be the first point of contact when a problem arises in the Buttery and to act on this appropriately;
- 16.6.1.6. To ensure that all boxes and rubbish are removed from the Buttery area, with the help of other members of the committee and workers;
- 16.6.1.7. To ensure that all members of the Committee are performing their duties correctly;
- 16.6.1.8. To aid the committee with any problems that may arise in their roles;
- 16.6.1.9. To ensure proper security of the premises;
- 16.6.1.10. To ensure that the Buttery is kept in a hygienic condition;
- 16.6.1.11. To liaise with the Toastie Bar Manager and Stock Manager to ensure the Buttery complies with all Health and Safety regulations;

- 16.6.1.12. To organise and chair a staff meeting when appropriate for any major changes to the running of the Buttery;
 - 16.6.1.13. To take charge of the Buttery Standing Orders and Job Descriptions;
 - 16.6.1.14. To sit on the interview panel for new workers;
 - 16.6.1.15. To share cashing up duties at the discretion of the Buttery Treasurer;
 - 16.6.1.16. To liaise with college officers and workers when necessary;
 - 16.6.1.17. To assist in the training of new workers;
 - 16.6.1.18. To organise the end of term cleaning of the Buttery. At the end of Epiphany term, this will remain the responsibility of the outgoing Buttery Chair, and members from both incoming and outgoing committees will be expected to help clean;
 - 16.6.1.19. To advertise committee positions;
 - 16.6.1.20. To be responsible for organising and running a suitable system for ensuring the Shop and Toastie Bar are staffed during opening hours by publishing rotas and filling them;
 - 16.6.1.21. To handle staff queries and working environment problems;
 - 16.6.1.22. To maintain the Code of Conduct and Disciplinary Procedure , and Handbook detailing how to work the Shop and Toastie Bar;
 - 16.6.1.23. To organise the recruitment of staff by producing application forms and writing interview questions and arranging and conducting interviews with the JCR President or Vice-President and another Committee Member;
 - 16.6.1.24. To ensure all members of staff are adequately trained to a suitable standard and keep record of all training;
 - 16.6.1.25. To ensure that Buttery keys are not signed out outside of shop opening hours;
 - 16.6.1.26. To check all new employees' documents in line with UKBA regulations, and to carry out repeat checks on international students' documents at the beginning of each academic year. They must also maintain a dated record of all such checks and keep copies of all documents they have checked.
- 16.6.2. Stock Manager
- 16.6.2.1. Is responsible to the Buttery Chair in the first instance;
 - 16.6.2.2. To ensure that proper stock controls and levels are maintained;
 - 16.6.2.3. To liaise with suppliers for the shop;
 - 16.6.2.4. To perform a rough stock count before each Finance Committee meeting, with the additional help of other members of the committee, as required;
 - 16.6.2.5. To consult the Buttery Chair and Buttery Treasurer before introducing new products;
 - 16.6.2.6. To update and maintain the price list;
 - 16.6.2.7. To ensure all entries in the till are programmed correctly, in conjunction with the treasurer;
 - 16.6.2.8. To ensure milk is collected and refrigerated whenever delivered;
 - 16.6.2.9. Work with the Buttery Chair and Media Officer to organise and promote sales as appropriate;
 - 16.6.2.10. Responsible for ordering and taking delivery of stock;
 - 16.6.2.11. Co-ordinate beginning and end of term stock take;
 - 16.6.2.12. To assist the Buttery Chair in the training of new workers if requested.
- 16.6.3. Toastie Bar Manager
- 16.6.3.1. Is responsible to the Buttery Chair in the first instance;

- 16.6.3.2. The Toastie Bar Manager must be Food Hygiene Level 3 trained to conform with University Health and Safety Regulations. This should be completed as soon after Handover as possible;
 - 16.6.3.3. To ensure the efficient day-to-day running of the Toastie Bar and liaise with the appropriate suppliers;
 - 16.6.3.4. To ensure the adequate refrigeration of all produce and keep a daily record of fridge and freezer temperatures. The fridge must be 0-5°C. The freezer must be at -18° or below;
 - 16.6.3.5. To ensure that all stocks are maintained at an operable level;
 - 16.6.3.6. To undertake regular cleaning of Toastie Bar to maintain health and safety standards;
 - 16.6.3.7. To ensure the Toastie Bar is left in an adequate state over the holidays by checking that:
 - a. All electrical equipment is disconnected;
 - b. All surfaces are in a hygienic state.
 - 16.6.3.8. To ensure all hygiene and Health and Safety regulations are displayed;
 - 16.6.3.9. To ensure that all Toastie Bar staff perform their duties;
 - 16.6.3.10. To check the comments book in the Buttery regularly and take action appropriately;
 - 16.6.3.11. To aid the Buttery Officer in the training of new workers on the Toastie Bar;
 - 16.6.3.12. To actively promote toastie sales through Toastie of the Week and other such promotions;
 - 16.6.3.13. To be responsible for all purchases relating to stock in the Toastie Bar ensuring relevant expenses forms are completed for reimbursement, where required;
 - 16.6.3.14. To consult the Buttery Chair and Buttery Treasurer before introducing new ingredients;
 - 16.6.3.15. To perform a rough stock count before each Finance Committee Meeting;
 - 16.6.3.16. To assist the Buttery Chair in making sure that the end of term cleaning is done thoroughly, and to the required standard.
- 16.6.4. Buttery Treasurer
- 16.6.4.1. Is responsible to the JCR Treasurer in the first instance;
 - 16.6.4.2. Together with the Buttery Chair, ensure that the Buttery remains financially-viable;
 - 16.6.4.3. To bank takings as necessary;
 - 16.6.4.4. To check the takings against the till roll of the Shop and Toastie Bar daily, and to keep records of sales, discrepancies and other transactions;
 - 16.6.4.5. To keep all accounts and present them at JCR Finance Committee meetings;
 - 16.6.4.6. To ensure all wages are paid, in accordance with University Payroll procedure;
 - 16.6.4.7. To provide the Buttery till with the appropriate amounts of change for their smooth operation;
 - 16.6.4.8. To ensure that all financial controls mentioned in Section 15.3 are maintained at all times;
 - 16.6.4.9. To provide the Committee with financial bulletins about the financial performance of the Buttery;
 - 16.6.4.10. To ensure all relevant expenses are paid, providing they are deemed justified;

- 16.6.4.11. To monitor the financial performance of the Buttery and ensure a satisfactory financial performance is maintained;
 - 16.6.4.12. To pay all bills due to suppliers and to liaise with suppliers and JCR Treasurer when difficulty in the payment of bills arise;
 - 16.6.4.13. To assist the Buttery Chair in the training of new workers if requested;
 - 16.6.4.14. Be responsible for maintaining a list of current Buttery Assets;
 - 16.6.4.15. To ensure the Buttery Profits are split in accordance with the JCR reserves policy;
 - 16.6.4.16. To ensure relevant Food Hygiene Qualifications are both budgeted for and funded;
 - 16.6.4.17. Be responsible for providing up to date figures to the JCR treasurer to allow for budgeting to be made.
- 16.6.5. Media Officer
- 16.6.5.1. Is responsible to the Buttery Chair in the first instance;
 - 16.6.5.2. To be responsible for the JCR DVD and Board Game collection within the Buttery;
 - 16.6.5.3. To ensure the JCR DVD and Board Game collection are appropriately stored, maintained and presented;
 - 16.6.5.4. To ensure that the DVD and Board game collection is not abused by ensuring any missing or unreturned items are recovered, and checking the quality of these on a regular basis;
 - 16.6.5.5. To be responsible for replenishing the DVD and Board Game collection with money used through the donation system for use of this service;
 - 16.6.5.6. To ensure that the Buttery Website is kept up to date with all the relevant information, and documents such as the Constitution, Handbook and Code of Conduct are available;
 - 16.6.5.7. To maintain the Buttery blackboards, sandwich board and noticeboard, ensuring they are filled with appropriate advertisement;
 - 16.6.5.8. To assist the Stock Manager and Buttery Chair in the promotion of sales;
 - 16.6.5.9. To keep charge of the Buttery's social media accounts in order to update and post relevant information and advertisements and ensure that these are suitably controlled;
 - 16.6.5.10. To aid the Buttery Chair when requested on creating advertising for new positions within the Buttery;
 - 16.6.5.11. To take minutes at all committee meetings, if present;
 - 16.6.5.12. To assist the Chair in the training of new staff if requested;
 - 16.6.5.13. Sit on Publicity Committee.
- 16.6.6. Livers In Representative
- 16.6.6.1. To be appointed at the beginning of Michaelmas term by the standing Buttery Committee;
 - 16.6.6.2. To be the face of the Buttery in college and be ready to receive comments and pass them on at meetings;
 - 16.6.6.3. To promote the Buttery to other Livers In;
 - 16.6.6.4. To assist the Toastie Bar Manager upon request in the acquisition of ingredients and their in-house duties if they are unable to complete this one day;
 - 16.6.6.5. To assist the Stock Manager upon request in helping undertake restocking and receiving deliveries;

- 16.6.6.6. To assist the Media Officer in the creation of advertising around college and maintaining up-to-date posters;
- 16.6.6.7. If the Livers In Representative wishes to run for another Buttery Committee position during the Epiphany Term of their employment, they must continue their Livers in Representative duties alongside those of the new position until the appointment of a new Representative the following Michaelmas Term;
- 16.6.6.8. To assist the Buttery Chair in the training of new staff if requested.
- 16.6.7. JCR Treasurer
 - 16.6.7.1. To act in an advisory capacity;
 - 16.6.7.2. To monitor the financial performance of the Buttery and to advise the Buttery Treasurer;
 - 16.6.7.3. To attend Buttery Committee meetings when requested by the Buttery Chair, Buttery Treasurer, or when felt appropriate.
- 16.6.8. JCR President
 - 16.6.8.1. To act in an advisory capacity;
 - 16.6.8.2. To provide specific advice on the interaction between the services provided by the Buttery and those provided by the College and JCR;
 - 16.6.8.3. To attend Buttery Committee meetings when requested by the Buttery Chair or when felt appropriate.
- 16.7. Information for financial policy/reserves
 - 16.7.1. The Buttery needs to run under strict financial control and this is the responsibility of the Buttery Treasurer, JCR Treasurer and Buttery Chair. The Buttery Committee shall be run under the following financial principles:
 - 16.7.1.1. The shop (excluding Toastie Bar) aims to have a gross profit of 45%;
 - 16.7.1.2. A Net profit of 10% should be aimed for the whole Buttery;
 - 16.7.1.3. At the beginning of each year, any monies the Buttery holds above £3,500 should be allocated as Buttery Savings;
 - 16.7.1.4. Buttery Savings shall first comprise an emergency reserve capped at £2,000, then a maintenance fund capped at £1,500 to replace or repair assets where needed;
 - 16.7.1.5. Where the Buttery Savings allocations have reached their capacity, any additional funds shall be put into Special Projects;
 - 16.7.1.6. No one shall remove any money from the till without the express permission of the Buttery Treasurer;
 - 16.7.1.7. No form of credit shall be extended to anyone;
 - 16.7.1.8. No wages shall be paid in advance;
 - 16.7.1.9. The Buttery Treasurer must ensure, along with the Buttery Chair, that all expenditure is deemed appropriate. If there is uncertainty on any matter of expenditure the JCR Treasurer should be consulted.