

Trevelyan College
Junior Common Room
Standing Orders

As of 2 June 18



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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 circulated 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 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 termly report to the JCR not less than 5 days before a General Meeting, to be published on the website.

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 the deadline set by the Chair;
- 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:
 - 1. That the motion be taken in parts;
 - 2. That the matter be referred to the appropriate JCR committee for investigation and report;
 - 3. That the matter be discussed by an elected ad hoc committee;
 - 4. That the matter be postponed to a later stage in the meeting;
 - 5. That the matter be postponed to another meeting;
 - 6. That a straw poll be taken.
- 5.6.7.7. The following procedural motions must be voted on by the JCR:
 - 1. That the timing of the meeting be extended;
 - 2. That a secret ballot be taken;
 - 3. That certain Standing Orders be suspended;
 - 4. That the meeting be closed;
 - 5. That the meeting be adjourned for a specific time;
 - 6. That the motion be put to a referendum;
 - 7. That any non-JCR member be asked to leave;
 - 8. 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 200 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:

1. The Chair, the President, the Treasurer and Welfare Officer
 - 1.1. If possible, these elections shall be held in the second to last full week of the Michaelmas term;
 - 1.2. Hustings shall be held in the bar, on the day elections before open.
2. The Social Chair, Services Officer, Vice President and Publicity Officer
 - 2.1. If possible, these elections shall be held in the fourth full week of the Epiphany term;

- 2.2. Hustings shall be held in the bar, on the day before elections open.
3. The Outreach Officer, Publicity Officer, Senior Durham Students' Union Representative, International Students' Representative and Buttery Chair
 - 3.1. If possible, these elections shall be held in the fifth full week of the Epiphany term;
 - 3.2. Hustings shall be held in the bar, on the day before 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 before the deadline set by the Chair. 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 should be publicised to the JCR 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, Treasurer, Welfare Officer or Buttery Chair 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:
 1. 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 the College Principal;

2. For the Welfare Officer, the interview panel will recommend suitable candidates to the JCR Chair not less than 24 hours before the close of nominations. The interview panel shall consist of: the current Welfare Officer, the current JCR President, and the Vice-Principal.
3. For the Buttery Chair, the screening panel will recommend suitable candidates to the JCR not less than 24 hours before the close of nominations. The panel shall consist of: the current JCR Treasurer, the current Buttery Chair, the Bursar and the current Buttery Treasurer. The screening panel will be organised by the JCR Chair and chaired by the current JCR Buttery Chair.

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 between the close of nominations and the close of voting unless a prior arrangement exists between the voter and the candidate.
- 7.1.3.3. Voters have the right to refuse to be canvassed. No canvassing may take place after the hustings;
- 7.1.3.4. No materials may be given out to voters during canvassing except in the case of Clause 7.1.3.10;
- 7.1.3.5. A candidate may not utilise poster campaigns at any point in their campaign;
- 7.1.3.6. Any electronic campaigning must only be through the Chair;
- 7.1.3.7. No person may campaign on behalf of a candidate;
- 7.1.3.8. No canvassing may take place in the Dining Hall during meal times, at the discretion of the voter;
- 7.1.3.9. There may be no table bangs to aid a campaign;
- 7.1.3.10. 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;
- 7.1.3.11. Any member of the JCR may complain about breach of the aforementioned rules to the Chair, who will investigate the breach;
- 7.1.3.12. If the breach is serious the Chair may eject a candidate from the election on consultation with Steering Committee;
- 7.1.3.13. 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;

7.1.3.14. 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 and the Chair-elect may be permitted to count votes.

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 Publicity Officer who shall remain responsible for the Post-Offer Visit Day in the Easter holiday immediately following the end of their term of office;

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. Tier 2 Elections

7.2.1. General Information

7.2.1.1. 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 with voting being conducted afterwards online at the discretion of the Chair;

- 7.2.1.2. The exceptions to the above are the elections for Senior Freshers Representative(s), the Assistant Treasurer, the Buttery Treasurer, and the Assistant Welfare Officer(s). 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;
- 7.2.1.3. The Senior Freshers' Representative Interview Panel shall consist of; The Senior Tutor, the Welfare Officer, the Social Chair and the outgoing Senior Freshers' Representative(s);
- 7.2.1.4. 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 and the current JCR Assistant Treasurer. The screening panel will be organised by the JCR Chair and chaired by the JCR Treasurer.
- 7.2.1.5. Candidates running for the position of Buttery Treasurer will be required to pass a JCR Screening panel consisting of the current and incoming JCR Treasurer (or JCR President where the JCR Treasurer is unavailable), current JCR Buttery Treasurer and JCR Buttery Chair. The screening panel will be organised by the JCR Chair and chaired by the JCR Treasurer.
- 7.2.1.6. Candidates running for the position of Assistant Welfare Officer will be required to pass a JCR screening panel consisting of the current JCR Welfare Officer, the incoming JCR Welfare Officer, the current JCR President, and the Vice Principal.

7.2.2. Schedule

- 7.2.2.1. The elections for these positions are held annually. The timings of all elections and hustings are at the discretion of the JCR Chair. The JCR Chair should endeavour to publish a calendar of Tier 2 elections. Hustings shall take place before the JCR meetings in the term, with the elections taking place following the JCR Meeting.

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, Finance Committee, Steering Committee, Welfare Awareness Committee, Social Committee.

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

7.5. Appointments

7.5.1. Freshers' Representatives

- 7.5.1.1. This appointment shall be administered by the Senior Freshers' Representative(s);
- 7.5.1.2. It shall take place during Easter Term;
- 7.5.1.3. Applications shall take the form of a short letter or other as deemed appropriate by the Senior Freshers' Representative(s). These applications will be screened anonymously by a panel consisting of the Senior Freshers' Representative(s), the Welfare Officer, the President, the Social Chair, 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(s), the Welfare Officer, the Social Chair and the Senior Tutor, this panel making the final decision.

7.5.2 Post-Offer Visit Day Representatives

1. This appointment shall be administered by the outgoing JCR Publicity Officer;
 2. It shall take place early in Epiphany Term;
 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 Publicity Officers, a member of Steering Committee, the incoming JCR Welfare Officers, the incoming JCR Senior Freshers' Representative(s) and the incoming JCR President;
 4. The list of applicants must be shown to the Senior Tutor before they are put forward to interview stage;
 5. The incoming and outgoing JCR Secretaries, the incoming JCR Welfare Officers, and the incoming Senior Freshers' Representative(s) shall then interview applicants chosen by the screening panel, this panel having the final decision;
 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. The Senior Tutor should be invited to any and all meetings regarding Open Days;
 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;
 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;
2. DUCK Secretary & DUCK Treasurer

- 2.1. These appointments shall be administered by the DUCK Rep(s);
 - 2.2. They shall take place directly after the election of DUCK Committee;
 - 2.3. They shall take the form of brief written applications from which the DUCK Rep(s). will choose the best candidates.
3. Technical Committee
- 3.1. This appointment shall be administered by the Music Rep;
 - 3.2. It shall take place during the Epiphany term;
 - 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;
 - 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.
4. MASH room Technician
- 4.1. This appointment shall be administered by the Music Rep and Technical manager.
 - 4.2. It shall take place at the earliest possible opportunity in Michaelmas term.
 - 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.
 - 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.

2. 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
Sabbatical Bar Steward	Buttery Chair	Freshers' Reps
Treasurer	JCR Computing Officer(s)	Committee Members
Welfare Officer	Senior Sports and Fitness Rep	

Outreach Officer	Music Rep	
Social Chair	Technical Manager	
Durham Students' Union Rep	DUCK Rep(s)	
Services Officer	Assistant Social Chair	
Publicity Officer	Environment and Fairtrade Officer	
JCR Chair	LGBT+ Students' Rep(s)	
	International Students' Rep	
	Students with Disabilities Rep	
	Senior Freshers' Rep(s)	
	Yearbook Editor(s)	

3.

7. Censure / No Confidence

7.1. General Information

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

7.2. Censure

- 7.2.1. A motion of Censure shall be brought against any elected or appointed position holder in the JCR when an individual has not adequately fulfilled their job description as listed in the Job Descriptions on the JCR website, or when they have contravened the Standing Orders as listed on the JCR website
- 7.2.2. A complaint in writing shall be submitted to the JCR Chair, explicitly listing the clauses in the job description or standing orders that have been contravened and providing evidence of this;
 - (a) Where the complaint is made against the Chair, the complaint shall be submitted to the Vice President.
- 7.2.3. The letter of complaint must be signed by 20 other members of the JCR;
- 7.2.4. In the first instance of a complaint being made, a meeting shall be convened at the earliest possible opportunity between the president, vice president, chair, two members of steering committee and a member of the Senior Common Room Executive Committee;

- (a) If the complaint is made against the President, Vice President or Chair then another member of the Exec shall take their place on the panel;
 - (b) All members of the panel must explicitly state any possible conflict of interest and the Chair will decide if they should still sit on the panel;
 - (c) If an individual cannot sit on the panel because of a conflict of interest then another individual shall take their place subject to declaration of any conflicts of interest.
- 7.2.5. Where the panel decides to uphold the complaint, an action plan shall be drawn up for the individual to follow;
- (a) The complaint can only be upheld by a two-thirds majority of the panel, excluding the Chair or Vice-President.
 - (b) The action plan shall be publicly accessible upon request to the Chair
 - (c) Where the complaint is regarding the Chair, then the Vice President shall hold the action plan.
- 7.2.6. The panel may decide to dismiss the complaint in the first instance;
- (a) If the complaint is dismissed, then the panel shall submit a written explanation as to why to the original signatory.
- 7.2.7. In the second instance of a complaint, the letter must also be signed by 20 members of the JCR;
- (a) In the second instance, the Chair shall pass on the letter of complaint to the individual and invite the individual to submit a written defence of their actions;
 - (b) Where the Chair is the subject of the complaint, the Vice President shall invite the individual to submit a written defence of their actions.
- 7.2.8. A panel consisting of the Chair, the President, the Vice President, two random members of Steering Committee, two random members of JCR Committee and a member of the Senior Common Room (SCR) Executive Committee shall be convened;
- (a) Where the complaint is made against either the president, vice president or chair, another member of the exec shall take their place on the panel;
 - (b) All members of the panel must explicitly state any possible conflict of interest and the Chair will decide if they should remain on the panel;
 - (c) If an individual cannot sit on the panel because of a conflict of interest, then another individual shall take their place subject to a declaration of potential conflicts of interest.
- 7.2.9. This panel shall consider the complaint against the defence;

- (a) If they find in favour of the complaint, the Chair shall require the individual resigns at the earliest possible opportunity, and elections for the relevant position shall be opened;
- (b) The complaint can only be upheld by a two-thirds majority of the panel, excluding the Chair or Vice President;
- (c) If the Chair has to resign, then the Vice President shall open elections for Chair at the earliest possible opportunity.

7.2.10. If the panel finds in favour of the individual, then they do not have to resign and may continue to carry out the duties of their office;

- (a) If the complaint is dismissed, then the panel shall submit a written explanation as to why to the original signatory.

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.

8. Resignation

- 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;
- 8.2. In the event of the Sabbatical Bar Chair resigning they must give one months' notice, as per the "Sabbatical Bar Chair Contract";
- 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;
- 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;
- 8.5. In the event of the President resigning, the Vice-President shall take over as acting President in accordance with their job description;
- 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;
- 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;
- 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;
- 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 authorised it 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. Finance Committee may make grant allocations for JCR clubs and societies up to £350 if passed by a two-thirds majority of those present. Applications may be made for extraordinary purchases and routine expenditure. Applications for routine expenditure will only be granted where a clear effort for the society to finance the expenditure themselves is evident to the committee;
- 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. If requested, the Treasurer shall present the annual budget during a JCR meeting after College Council in Epiphany Term;

8.6.3. End-of-year accounts shall be available for viewing by any member of the JCR through consultation with the Treasurer;

8.6.4. 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 non-ticketed events throughout the year, such as Bar nights;

8.7.1.2. Any profits may be allocated into growing any event in size, at the discretion of the Treasurer.

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 £2,000 should be allocated to replace or repair assets where needed;

8.7.3.2. 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 JCR Chair.

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 President/Vice-President 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 a contribution to charity 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;
5. The Exec shall be ultimately responsible for ensuring that the rules stated in Clause 10.4 are adhered to throughout;
6. Cancellation of formals places
- 6.1. Section 10.6 applies to both Joint Formal Dinners and those meals organised solely by the JCR;
 - 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;
 - 6.3. The JCR will confirm places with college catering no later than midnight the day the seating plan is released;
 - 6.4. Members may cancel a place by emailing the Services Officer stating their intention to cancel;
 - 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;
 - 6.6. The dietary requirements of the original application cannot be amended in any way;
 - 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;
 - 6.8. If members are unsure about whether they can attend a formal they should contact the Services Officer before applying;
 - 6.9. Any guests at formals are the responsibility of the member who invited them;
 - 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;

- 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;
 - 6.12. Failure to pay for an uncancelled place at formal will result in a debt owed to the JCR.
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 contribution to charity 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 must fit into the A4 template provided by the JCR Chair with a font size no smaller than 10; (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 elected members of 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 must fit into the A4 template provided by the JCR Chair with a font size no smaller than 10;
 - 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 be 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.