

# Trevelyan College

## **Junior Common Room**

### Standing Orders

As of 29th May, 2025



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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. There shall be two categories of membership to the JCR:

3.1.1. Full Membership.

3.1.2. Ex-Officio Membership.

3.2. Unless otherwise stated, "JCR Member" or similar shall refer to Full Membership.

3.3. Full Members shall consist of:

3.3.1. All undergraduate members of Trevelyan College who have decided to opt-in in accordance with the opt-in regulations of Durham University.

3.3.2. 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.

3.3.3. Sabbatical Officers of the JCR or College, for their term in office.

3.4. Ex-Officio Members shall consist of:

3.4.1. those awarded Honorary Life Membership as outlined in Section 15 of the Standing Orders.

3.4.2. former Sabbatical Officers of the JCR and College, upon completion of their term of office.

3.4.3. Sabbatical Officers of the Durham Students Union (if they were formally Full Members under Clause 3.3.) for the duration of their term of office.

3.4.4. Sabbatical Officers of the University (if they were formally Full Members under Clause 3.3.) for the duration of their term in office.

3.5. The following benefits shall be available to Ex-Officio Members:

3.5.1. to attend and speak at any general meeting of the JCR.

- 3.5.2. to attend formal dinners of the JCR. In the case where guests would otherwise be allowed, Ex-Officio Members may attend under 'non-guest' priority.
- 3.6. Membership shall not be transferable, a Member shall automatically cease to be a Member of the JCR if:
  - 3.6.1. they cease to be an undergraduate student unless Clause 3.4. applies.
  - 3.6.2. they opt out of membership by giving written notice to the JCR President.
  - 3.6.3. they are suspended by the university until such a time that suspension ceases.
  - 3.6.4. Ex-Officio Membership under Clause 3.4.2. may be revoked in the case of censure or a vote of no confidence against the Sabbatical Officer in question. Such a decision is at the discretion of the Honorary Life Membership award panel, outlined in Section 15.
- 3.7. Members' details shall be entered in a register of Members as held by the JCR President, Treasurer and Chair.
- 3.8. 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.- reword to be less old timey maybe? guillotine lol

#### 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 24 hours 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.

## 1. Procedure at JCR Meetings

### 1.1. Control of the Meeting

- 1.1.1. The Chair shall chair all JCR meetings both General and Emergency;
- 1.1.2. 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.

### 1.2. Invitations to Meetings

- 1.2.1. The Presidents of the Middle Common Room (MCR) and the Senior Common Room (SCR) shall have an invitation to attend all JCR General Meetings;
- 1.2.2. The Presidents of the MCR and SCR shall be allowed to speak, but not to vote;
- 1.2.3. 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;
- 1.2.4. 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.

### 1.3. Minutes

- 1.3.1. The Publicity Officer shall take the minutes of all JCR Meetings;
- 1.3.2. Past copies of minutes shall be available to all members of college on the JCR website;
- 1.3.3. Minutes of the previous JCR meeting should be displayed on the JCR website no less than three days before the next meeting.

### 1.4. Quorum

- 1.4.1. There shall be a quorum of Thirty five (35) members of the JCR for both General and Emergency meetings for any matters involving a vote;
- 1.4.2. 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.

### 1.5. Reports

- 1.5.1. All Exec officers can provide a report to the JCR at the start of each meeting.
- 1.5.2. Any Tier 2 officers may be mandated to report, either by writing or in person, to a General Meeting at the discretion of the Chair. Tier 2 Officers may also choose to report at JCR meetings.

### 1.6. Motions

1.6.1. A motion shall constitute any formal proposal put before the JCR.

1.6.2. Proposals

- 1.6.2.1. Any member of the JCR, except the Chair and Chair-elect, may propose or second any motion or amendment; except for Governing document review motions.
- 1.6.2.2. All motions shall be formally submitted in writing to the Chair at the deadline set by the Chair;
- 1.6.2.3. All motions must be submitted along with a brief summary of the motion;
- 1.6.2.4. 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 35 signatures shall act together both to propose and second the motion;
- 1.6.2.5. 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.

1.6.3. Regulations Concerning Motions

- 1.6.3.1. No two motions shall be on the floor at the same time;
- 1.6.3.2. 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 thirty-five members of the JCR;
- 1.6.3.3. 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 thirty-five members of the JCR;
- 1.6.3.4. No motion may be passed under Any Other Business;
- 1.6.3.5. A motion which is submitted later than specified in Clause 5.6.2.2, 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.

1.6.4. Procedure for Considering Motions

- 1.6.4.1. There will be a guillotine on each motion of 45 minutes
- 1.6.4.2. The proposer shall have the opportunity to introduce the motion verbally, otherwise the provided summary shall be read out by the Chair;
- 1.6.4.3. A motion will be thrown out if either the proposer or seconder are not at the meeting unless they have apologised for absence;
- 1.6.4.4. Questions of the motion may then be asked, first of clarity and then of substance;
- 1.6.4.5.** There will then be the opportunity for debate. After each statement in support or opposition, the proposer or seconder will have the opportunity to respond.

- 1.6.4.6.** Allow Chair to suggest moving to a vote when they feel discussion is not moving forward, and to summarise arguments for clarity.
- 1.6.4.7. Amendments may be proposed during the debate (see Section 5.6.6)
- 1.6.4.8. The amendment or substantive motion shall then be put to the meeting and a vote taken;
- 1.6.4.9. Points of order to the Chair shall take precedence over all other business;
- 1.6.4.10. 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.

#### 1.6.5. Voting

- 1.6.5.1. 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.
- 1.6.5.2. In the case for Motions altering the Governing Documents, at least two-thirds majority of those present is required. Abstentions therefore for these motions effectively count as ‘no’ votes, though members will continue to have the right to vote to abstain. The Chair should endeavour to make this clear before a vote is taken.
- 1.6.5.3. Votes for, votes against and abstentions recorded in the minutes of the meeting;
- 1.6.5.4. All members of the JCR are eligible to vote provided they were present at discussion of the motion;
- 1.6.5.5. The Chair may declare a hand count to be either overwhelmingly for or against a motion, thus negating the need to count.
- 1.** The Chair may appoint teller(s) to verify a count. Steering Committee members should first be chosen, followed by any other Tier 3 position holder.
- 1.6.5.6. The teller’s vote will still count in the verification of the vote.
- 1.6.5.7. The Chair may move to an Online Vote if either:
  - 1. a hand count is unachievable.
  - 2. Discussion has taken place, but quorum has not been reached.The process for this is outlined in Standing Order 5.6.6.

#### 1.6.6. Online Voting

- 1.6.6.1. Online Voting shall be held via the online voting system with three candidates: For, Against and Abstain.
- 1.6.6.2. The voting period should commence within 48 hours of the end of the JCR meeting and end within one week of the end of the JCR meeting.
- 1.6.6.3. The manifesto of each candidate should consist of a link to the livestream of the meeting and the minutes of the meeting.

- 1.6.6.4. Quorum of an online vote will be the same as the quorum for a JCR meeting, as outlined in Standing Order 5.4.1.
- 1.6.6.5. A simple majority is required for a motion to pass; unless it affects the Governing Documents, in which case a two-thirds majority is required.
- 1.6.6.6. Results shall be published within 24hrs of the close of voting.
- 1.6.6.7. Only the Chair, Steering Committee members and Chair-elect shall be permitted to act as returning officers during any election;

#### 1.6.7. Amendments

- 1.6.7.1. Amendments may be put at any time during the discussion of the motion following the proposal of the motion.
- 1.6.7.2. An amendment must be proposed and seconded by a member of the JCR.
- 1.6.7.3. Amendments and minor wording changes may be made by the proposer before the motion is brought to the meeting.
- 1.6.7.4. If the proposer of the motion immediately accepts the amendment, it is automatically incorporated into the original motion.
- 1.6.7.5. If Clause 5.6.7.4 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.
- 1.6.7.6. In the event of a motion being amended financially, the amendment must be re-authorised by the Treasurer before any further discussion may occur. If not authorised, it must go back to Finance Committee.

#### 1.6.8. Procedural Motions

- 1.6.8.1. Procedural motions may be presented at any point during the discussion of the motion;
- 1.6.8.2. There shall be only one procedural motion on the floor at any one time;
- 1.6.8.3. Procedural motions must be proposed and seconded by members of the JCR;
- 1.6.8.4. Procedural motions prevent discussion on original motions or substantive matters until the procedural motion has been discussed and voted upon;
- 1.6.8.5. Procedural motions may be passed with a simple majority by a show of hands;
- 1.6.8.6. 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.

1.6.8.7. The following procedural motions must be voted on by the JCR:

1. That the timing of the meeting be extended;
2. That the timing of a motion be extended;
3. That a secret ballot be taken;
4. That certain Standing Orders be suspended;
5. That the meeting be closed;
6. That the meeting be adjourned for a specific time;
7. That the motion be put to a referendum;
8. That any non-JCR member be asked to leave;
9. That the matter be further investigated for report in the next JCR meeting by nominated JCR members.

## 2. Referenda

### 2.1. Referenda

- 2.1.1. A Referendum can be triggered *by* a petition of JCR members or following a motion at a JCR Meeting;
- 2.1.2. A petition will become valid once it has 50 signatures delivered to and checked by the JCR Chair for validity to ensure all signatories are JCR members. The Chair should confirm with the signatories for the validity of their signatures.
- 2.1.3. Steering Committee, coordinated by the JCR Chair will determine the closed question to be put to the JCR, to be agreed upon by a majority.
- 2.1.4. Once a question is agreed upon the Chair will organise the dates for a 7 day campaign period.
- 2.1.5. If a breach(s) are deemed serious enough by Steering Committee to affect the fairness and legitimacy of the result, the referendum shall be voided.

### 2.2. Campaign Period

- 2.2.1. Members of the JCR can approach the JCR Chair to be appointed Representatives of the “Yes” or “No” Campaign, with up to a maximum of 5 persons per side. These Representatives are responsible for Canvassing and coordinating the whole campaign. From their appointment, these Representatives are subject to the canvassing rules, as outlined in 7.1.3.
  1. Additional members may be part of either campaign team but without the ability to canvass voters. These members must inform the JCR Chair of their involvement in the campaign team.
  2. Allow Steering Committee to fill campaign teams in referendums if needed.

- 2.2.2. Members of the JCR who have a direct conflict of interest with the issue debated shall not campaign for either side, nor shall any position holder use their position to influence or affect members' voting preferences.
    - 2.2.3. All publicity material must be formally communicated through the JCR Chair. The specifics of the material will be determined at the discretion of the Chair. This material will be submitted prior to the campaign period and fact-checked by Steering Committee.
    - 2.2.4. The standard rules of campaigning shall be adhered to (Clause 7.1.3) with the representatives taking the role of "candidates". Canvassing constitutes face-to-face campaigning between the candidate and other members of the JCR. All Representatives are subject to 7.1.3.12.
  - 2.3. Voting Period
    - 2.3.1. The voting period will take place online and in accordance with the rules in Clause 7.1.4, for a time period set by the Chair;
    - 2.3.2. 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;
    - 2.3.3. To force a change of policy or Standing Orders, a campaign must reach the threshold of 66% of valid votes cast;
    - 2.3.4. The results of the vote will be announced within 24 hours of the vote completing.
  - 2.4. Appeals
    - 2.4.1. 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;
    - 2.4.2. If any other issue arises the JCR Chair shall take action on the matter after consulting Steering Committee.
3. JCR Elections and Appointments
  - 3.1. Tier 1 Elections
    - 3.1.1. Schedule
      - 3.1.1.1. An election for the Exec and Chair is held annually during Epiphany Term
      - 3.1.1.2. If possible, this election shall be held in the third week of Epiphany Term.
      - 3.1.1.3. Hustings shall be held in the bar.
2. Nominations and Publicity
  - 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. All candidates

for a Tier 1 position must run as an individual; Joint-nominations are not allowed.

- 2.2. Allow posters to be used for Tier 1 elections.
- 2.3. 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;
- 2.4. In the event of a candidate wishing to stand down during the campaign period, 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.
- 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. No Tier 1 position holder may stand for election to a Tier 3 Committee position in the first Tier 3 election.
- 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.
- 2.7. No finalist may nominate themselves for a non-sabbatical position in which their time in office will exceed their time as a member of the JCR.

### 3.1.2. Campaigning

- 3.1.2.1. All of the above candidates are able to campaign daily during a one-week period set at the discretion of the JCR Chair, after which time no canvassing can take place.
- 3.1.2.2. Canvassing constitutes face-to-face campaigning between the candidate and other members of the JCR.
- 3.1.2.3. Voters have the right to refuse to be canvassed.
- 3.1.2.4. No materials may be made available to voters during canvassing except at the discretion of the Chair via formal communication.
- 3.1.2.5. Any electronic campaigning must only be through the Chair and posted online by either the Chair or Publicity Officer.
  1. All posts by candidates on any social media relating to the election are banned and will be removed.
  2. Candidates may not ask or message any person of the JCR asking for their vote or telling them which way to vote in any JCR election.
- 3.1.2.6. No person may campaign on behalf of a candidate;
- 3.1.2.7. No canvassing may take place in the Dining Hall during meal times or on the Cobbles;

1. The Chair will discuss any access requirements with candidates before the beginning of the canvassing period and circulate these requirements to the other candidates in their election without breaking confidentiality
- 3.1.2.8. Any member of the JCR may complain about breach of the aforementioned rules to the Chair, who will investigate the breach;
2. If the breach is serious the Chair may eject a candidate from the election on consultation with Steering Committee;
    - 2.1. This encompasses the entire election period and may involve the suspension of an election result, should the winning candidate be reported for a breach of the above rules.
  1. 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, make the candidate give a public apology to the JCR at the next JCR meeting or take other measures as deemed appropriate by Steering Committee;
- 3.1.2.9. The Chair is responsible for issuing these rules to candidates on application.
1. Voting
- 3.1.2.10. The elections are conducted under secret ballot and single transferable vote;
- 3.1.2.11. The Chair shall arrange voting which shall consist of an online vote;
- 3.1.2.12. Re-Open Nominations shall be included as an option;
1. If a candidate runs uncontested, an increased quorum of 2/3s majority is required to elect the candidate.
  2. The second time a candidate runs uncontested, the 2/3 majority should not apply.
- 3.1.2.13. Only the Chair, Steering Committee members and Chair-elect shall be permitted to act as returning officers during any election;
- 3.1.2.14. 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.
- 3.1.3. Hustings
- 3.1.3.1. 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;
  - 3.1.3.2. If a candidate cannot attend hustings, they can submit a short speech to be read by the Chair followed by any relevant information. From this the Chair may answer any questions from the floor by quoting directly from the information;
  - 3.1.3.3. 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.

3.1.3.4. The Chair may implement other forms of hustings at their and Steering Committee's discretion.

#### 3.1.4. Terms of Office

3.1.4.1. 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:

3.1.4.2. The Sabbatical President and JCR Treasurer, whose term of office shall be from the 1 August until the 31<sup>st</sup> July.

#### 3.1.5. Bowing In and Bowing Out

3.1.5.1. 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.

### 3.2. Tier 2 Elections

#### 3.2.1. General Information

3.2.1.1. Tier 2 elections shall take the same form as Tier 1 (see 7.1) elections but there shall be 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 with voting being conducted afterwards online at the discretion of the Chair;

3.2.1.2. Candidates for Tier 2 positions may nominate themselves as either an individual or a pair. In the event of a joint nomination, both candidate must meet all relevant requirements. The exceptions to this are the Assistant Welfare Officer(s), the Assistant Treasurer (Buttery), the Assistant Treasurer (Clubs & Societies) and the Assistant Social Chair, who must run as individuals.

3.2.1.3. The objection process will be the same for Tier 2 positions (see 7.1.2.8). In the event one member of a pair standing together for election has an objection sustained against them by the Steering Committee, the other candidate will be given the option to continue to stand for election to the position as an individual with a new manifesto.

#### 3.2.2. Schedule

3.2.2.1. The elections for these positions are held annually. An election for all Tier 2 positions, shall be held during Epiphany Term, if possible in the sixth week. Hustings shall take place in the Bar.

### 3.3. Tier 3 Elections

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

#### 3.3.2. Schedule

1. Finance Committee, Steering Committee,

2. These elections shall take place at the beginning of the Michaelmas term. There shall be a second round of elections at the beginning of Epiphany term to elect a further 2 members to each committee.

### 3.4. Appointments

#### 1. Freshers' Representatives

- 1.1. This appointment shall be administered by the Senior Freshers' Representative(s);
- 1.2. It shall take place during Easter Term;
- 1.3. Applications shall take the form of a A4 sheet of paper or an alternative as deemed appropriate by the Senior Freshers' Representative(s). These applications will be received by the JCR Chair and anonymised. These applications will be screened anonymously by the Senior Freshers' Representatives jointly or in the event of there being only one Senior Freshers' Representative by the Senior Freshers' Representative and the President;
- 1.4. Applicants chosen by the panel shall then be interviewed by a panel consisting of the Senior Freshers' Representative(s), a Welfare Officer, the President and the JCR Chair (ex officio) having the option to sit on the panel with no voting rights to ensure due process is followed and to protect the panel/JCR against dispute. This panel making the final decision.

#### 2. Charities Secretary & Charities Treasurer

- 2.1. These positions shall be internally elected by the Charity Committee;
- 2.2. The elections for these positions shall take place at the first committee meeting of the year.
- 2.3. Each election shall take the form of husts from candidates, followed by a vote of the committee members present.

#### 3. Technical Committee

- 3.1. This appointment shall be administered by the incumbent Technical Manager at their discretion;
- 3.2. It shall take place during the Epiphany term;

#### 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.

### 6. Table of Tiered Positions

<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
President	Assistant Treasurer	Technical Hires and Equipment Coordinator

Vice-President	Buttery Treasurer	Technical Events Coordinator
Sabbatical Bar Steward	Sports Rep(s)	Freshers' Reps
Treasurer	Music Rep(s)	Committee Members
Welfare Officers	Technical Manager	Website manager
Tech manager	Charity & Volunteering Officer(s)	
Social Chair	Assistant Social Chair	
	Environment & Sustainability Officer(s)	
Services Officer	LGBTQ+ Students' Rep(s)	
Publicity Officer	Students with Disabilities Rep(s)	
JCR Chair	Senior Freshers' Rep(s)	
Buttery Chair	People of Colour Representative(s)	
	Art Representative(s)	
	Gym Rep(s)	
	Assistant Welfare Officer	
	Summer Ball Chair(s)	
	Working Class Representative(s)	
	Assistant Publicity Officer(s)	
	Livers Out Rep(s)	
	Assistant Welfare campaigns officer	
	Formals officer	
	International events officer	
	International students representative	

## 7. Censure / No Confidence

### 7.1. General Information

- 7.1.1. A motion of No Confidence may only be brought to a quorated meeting after 2 motions of Censure have been successful or in exceptional circumstances

subject to Steering Committee discretion. Such a motion may only be carried by a two-thirds majority of those present at such a meeting.

- 7.1.2. A motion of Censure may be submitted by email to the JCR Chair. A motion of No Confidence may also be submitted to the JCR Chair. This will automatically trigger a motion of Censure first. Before convening a panel and progressing the motions further, the JCR Chair and President shall consider if there is sufficient time for either type of complaint to have a meaningful impact, and whether there is time for a new position holder to be elected. At the Steering Committee's discretion, and in exceptional circumstances, they may choose to table the motion of No Confidence, in which case, this will follow the procedure in 1.7.3.

## 7.2. Censure

- 7.2.1. A Censure complaint 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 shall be submitted via email 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 10 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 (ex officio);
  - (b) 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;
  - (c) 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;
  - (d) 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.
  - (e) the member of the senior common room (SCR) being ex officio means they shall have no right to vote nor influence discussions, only ensuring due process is followed in order to protect the chair, panel and JCR in case of dispute.
- 7.2.5. Where the panel decides to uphold the complaint, an action plan shall be drawn up for the individual or pair to follow;



- (e) The complaint can only be upheld by a two-thirds majority of the panel, excluding the Chair or Vice-President.
  - (f) In the case of a censure complaint which is tabled against a pair in the joint position. The censure at the first stage shall be against the pair, at which point the panel will decide if the censure should proceed against the pair or just an individual.
  - (g) The action plan shall be publicly accessible upon request to the Chair
  - (h) Where the complaint is regarding the Chair, then the Vice President shall hold the action plan.
  - (i) Failure by the individual(s) to confirm the receipt of the action plan will result in a follow-up panel meeting
- 7.2.6. The panel may decide to dismiss the complaint in the first instance;
- (i) 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 35 members of the JCR;
- (j) 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;
  - (k) 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 (ex officio) shall be convened;
- (l) 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;
  - (m) 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;
  - (n) 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.
  - (o) The member of the senior common room (SCR) being ex officio means they shall have no right to vote nor influence discussions, only ensuring due process is followed in order to protect the chair, panel and JCR in case of dispute.
- 7.2.9. This panel shall consider the complaint against the defence;
- (o) If they find in favour of the complaint, the Chair shall be required to call a No Confidence JCR Meeting (details to be found in 1.7.3) to take place in 1

week's time. The complaint can only be upheld by a two-thirds majority of the panel, excluding the Chair or Vice President;

(p) 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;

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

(s) In such case, no further complaint may be made against the individual for the duration of that term

### 7.3. No Confidence

7.3.1. A Vote of No Confidence shall be brought against an elected or appointed position holder in the JCR when 2 motions of Censure have successfully passed. In exceptional circumstances, and Steering Committee's discretion, where a position holder has caused damage to the JCR, a motion of no Confidence may be tabled. This requires the signatures of 35 members of the JCR in support of the motion. The exception to this is 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;

7.3.2. The names of the 35 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;

7.3.3. The 35 signatures shall be received from the complainant by the Chair;

7.3.4. Such a motion will require its own meeting to be called, separate to a regular JCR Meeting, and a minimum of 1 week notice considering availability of key parties must be given to the accused position holder and JCR members. Information relating to the grounds of the No Confidence will also be released at the same time. The position holder will also be directed towards relevant student support as well

7.3.5. The case against the position holder in question will be read out by the Chair. The Chair will also set the conduct expected in the No Confidence meeting.

7.3.6. The accused position holder will have the right to present their case to the JCR. This may either be done during the meeting or a written statement may be submitted to the Chair to read.

7.3.7. Questions from the floor shall be accepted at the discretion of the Chair;

7.3.8. The vote shall take place by secret ballot. Votes will be required to be written on paper (unless in certain circumstances subject to Chair discretion) either for upholding no confidence (For) or against upholding no confidence (Against) and collected into an opaque container for the Chair to then count. The final count shall then be announced to the room.

- 7.3.9. If a vote of no confidence is passed, the position holder in question must resign, unless they are the Sabbatical Bar Steward, in which case Clause 7.6.3.10 applies.
- 7.3.10. Once the vote is passed, the JCR Chair shall be required to inform the common room members by email, and open elections for the position at their earliest convenience.
- 7.3.11. 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”;
- 7.3.12. For Clauses 7.6.3.4, 7.6.3.5 and 7.6.3.7 above, Chair should be read as President if the Chair is the subject of the motion.
- 7.3.13. Emergency powers shall be available to the Chair in exceptional circumstances where it is evident that a motion of No Confidence has been tabled but it would cause damage to the JCR. In this event, the JCR Chair and JCR President must agree to postpone the No Confidence meeting.
- 7.3.14. Following a motion of No Confidence, the JCR Chair shall convene Steering Committee to evaluate the process within the standing orders and whether any changes are needed. This will be presented as a written report at the next JCR Meeting scheduled.
- 7.3.15. If following a successful motion of No Confidence, a removed position holder is dissatisfied with the way the motion was conducted at any point, they shall have the right to meet with both the JCR Chair and JCR President to discuss.

## 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 *or upheld censure complaint*, 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 7.7.8 shall be published at the discretion of the Chair.
- 8.10. In the event of one member of a pair elected jointly to a Tier 2 position resigning, an election shall be held. The other member of the pair may stand in this election as an individual candidate or as a member of a new pair. The member of the pair who has not resigned may continue in office in a temporary capacity until the election has been held.

## 8. JCR Finance

### 8.1. Expenditure

- 8.1.1. Any expenditure up to £100 may be authorised by the Treasurer and the President without prior consultation with the JCR;
- 8.1.2. Non-budgeted expenditure above £100 must be authorised by the JCR Finance Committee; above £350, the JCR must authorise it at a General meeting;
- 8.1.3. Grants from JCR income may be made to JCR clubs and societies;
- 8.1.4. 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;
- 8.1.5. All financial transactions of the JCR shall be carried out according to the DSO Framework and Appendices.

### 8.2. Financial Support Fund

- 8.2.1. A fund shall be allocated each year to cover the costs of any financial support given to JCR members to participate in JCR activities.
  - 8.2.1.1. Trevelyan Budget for Activities and General Support (TBAGS) before any major ticketed event.
- 8.2.2. JCR members wishing to apply for these funds may do so through the Treasurer or President through an application form, which shall be reviewed with the Finance Committee.
- 8.2.3. Allocation of financial support is at the discretion of the Finance Committee.
  - 8.2.3.1. For TBAGS, 1/3 discount on the ticket price can be allocated.
- 8.2.4. The amount allocated to the funds shall be reviewed annually by the Treasurer and President.
- 8.2.5. The Treasurer shall present the amount spent from these funds to Finance Committee each term, so that it may be scrutinised.

- 8.2.6. Support offered may take the form of delayed payment, payment in instalments or a discount. This fund shall cover the cost of any discounts.
- 8.2.7. The maximum financial support that may be offered to an individual is £100. This amount is per application.
- 8.2.8. Allocation of financial support is at the discretion of the Treasurer and President.
- 8.2.9. The amount allocated to the fund shall be reviewed annually by the Treasurer and President.
- 8.2.10. The Treasurer shall present the amount spent from this fund to Finance Committee each term, so that it may be scrutinised.

1. Accounts

- 1.1. A general statement of accounts shall be presented, if requested, at each General Meeting of the JCR by the Treasurer;
- 1.2. If requested, the Treasurer shall present the annual budget during a JCR meeting in Epiphany Term;
- 1.3. End-of-year accounts shall be available for viewing by any member of the JCR through consultation with the Treasurer;
- 1.4. The President and Treasurer shall review all JCR accounts termly.

2. Reserves Policy

2.1. Events:

- 2.1.1. A fund of £1,000 should be allocated to cover smaller events throughout the year, such as Bar nights. The amount allocated should be at the discretion of the Treasurer.
- 2.1.2. An emergency reserve from events profits shall be allocated and capped at £1,000.
- 8.4.1.2.1. All events profit must first be allocated to restoring these reserves.
- 8.4.1.2.2. Any further events profits beyond the emergence reserves may be redistributed at the discretion of the Finance Committee.

2.2. Buttery profits:

- 2.2.1. A maintenance fund capped at £1,500 should be allocated to replace or repair assets where needed;
- 2.2.2. An emergency reserve shall be allocated and capped at £2,000;

2.3. Gym profits:

- 2.3.1. A maintenance fund capped at £2,000 should be allocated to replace or repair assets where needed;
- 2.3.2. Any further profits above this will be allocated to a fund to spend on one-off large investments in sport in the JCR. Prior to this, should be considered for the gym first.

2.4. General JCR reserves:

- 2.4.1. 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

1. Any Club or Society ratified with the JCR is granted:

- 1.1. The right to use “Trevelyan College” in the name of that Club or Society, subject to the Memorandum of Agreement with Trevelyan College;
- 1.2. A place at the College Freshers’ Fair;
- 1.3. The right to apply for financial aid at a Finance Committee Meeting.

3. Ratification

3.1. Any Club or Society shall be recognised by the JCR provided that:

- 3.1.1. A petition for its formation, signed by at least ten members, is presented to the Chair.

- 3.1.2. 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) the Environment and Sustainability Clause, which is the following statement “The society recognises the JCR’s commitment to becoming more environmentally responsible, and will consider sustainable actions,

such as sourcing stash from sustainable and/or local companies, and reducing waste impacts from socials, where possible.”.

(j) A provision to act in accordance with University Policies and Regulations.

3.1.3. The club or society’s constitution is approved by the JCR Chair.

3.2. Any Club or Society which charges subs must have a designated Treasurer on their Exec;

3.3. 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.

#### 4. Annual Re-Ratification of Clubs and Societies

4.1. Each club and society must undergo a yearly online re-ratification process, which shall be coordinated by the Chair.

4.2. They shall be required to:

4.2.1. Hold an AGM in accordance with their individual constitutions;

4.2.2. Elect a new Exec in accordance with their individual constitutions;

4.2.3. Provide the Chair with details of the new Exec;

4.2.4. Provide the Chair with 50-100 words about their Society for display on the website;

4.2.5. Perform a review of their constitution, and have it passed at their AGM;

4.2.6. Provide the Chair with an electronic copy of the updated constitution;

4.2.7. 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.

4.3. Failure to ratify before the deadline set by the JCR Chair 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.

4.4. 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

1. Joint Formal Dinners (those involving the formal participation of all three Common Rooms) are to be governed as described in the Joint Formal Agreement;
5. 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;

6. The following rules will apply to all who attend:
  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;
  2. That formal may be gowned or not based on discussion and agreement between the formals Officer and college whilst organising the dinner.
  3. That smart attire must be worn to the meal at the discretion of the President/ Vice-President on the door;
  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;
  5. That the Services Officer may apply a different dress code to certain dinners
  6. 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;
  7. That anyone who needs to leave the meal before the bowing out must ask the permission of the JCR Vice President to return to the meal. This must not be sought during periods of service and will only be granted in exceptional circumstance.
  8. 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;
  9. That the President and Vice-President may impose a fine up to a limit of £50, and/or ban individuals from future formals for breaches of regulations;
  10. No-one shall be allowed into the Dining Hall before official opening times at the discretion of the President;
  11. Corks are not permitted in the Dining Hall;
  12. The use of mobile phones is not permitted in the Dining Hall;
  13. Drinking games shall not be permitted;
  14. Any other behaviour deemed inappropriate shall be dealt with at the discretion of the President and Vice-President.
7. The Exec shall be ultimately responsible for ensuring that the rules stated in Clause 10.1 are adhered to throughout;
8. These rules shall be reviewed at the first JCR meeting of the academic year.

## 11. Complaints Procedure

1. 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;



1. 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;
2. Unless in exceptional circumstances, complaints may only be upheld if:
  - 2.1. A student feels that they have missed out on something by virtue of not being a JCR member;
  - 2.2. A student feels that they have not been represented properly by the JCR;
  - 2.3. An Exec member has missed an appointment with a student;
  - 2.4. The allocation to a Club or Society is considered unfair;
  - 2.5. A Club or Society has not been recognised and the reason for this is unsatisfactory.
3. In any case of complaint, the complainant must provide evidence to support their claim.

## 11. General Offences against the Community

1. 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.
9. 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.
  15. The costs of damages would be borne by the offender(s).
  16. Should the offenders not be identified, the costs of damage would be borne by the JCR.
10. Repeat offenders run the risk of further, more severe punishment, subject to appeal with College Officers.
  17. This would generally take the form of the withdrawal of College privileges in addition to the original fine.
11. 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.
  18. Whilst such an option takes the place of the original fine, it does not absolve costs of damage.
12. Intoxication is never an excuse.
13. All sentences can be appealed with the College Officers.

## 12. Standing Orders and Job Descriptions

1. Up-to-date copies of the Standing Orders and Job Descriptions shall be available to all members of the JCR on the website;
14. Standing Orders may be suspended as per a procedural motion in Clause 5.6.8.7.d;

15. 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;

### 13. Interpretation

1. 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;
16. 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;
17. Neither the Standing Orders nor the job descriptions shall be interpreted in a way which is contrary to the DSO Framework and its Appendices.
18. Unless otherwise stated, “Constitution” or similar shall refer to the DSO Framework and its Appendices;

### 14. Appendix I – JCR Awards Process

1. Procedure for JCR Awards Process
  1. Only individuals in their final year of study and those performing a post-graduation sabbatical role may be nominated, as the award is for contribution across your entire time at Trevelyan. Members and former of college staff may also be nominated for Honorary Life Membership, alongside former JCR members in exceptional circumstances”
  2. Applications must be undertaken on the A4 application form provided by the JCR Chair. The application should consist of a bullet-pointed list of relevant achievements and involvements of the nominated individual. A font size of no less than 10 should be used.
  3. The incoming and outgoing JCR Presidents must collaboratively nominate 2-8 people for HLMs and Colours. At least two of these nominations must not be members of the JCR Executive Committee.
  4. Members of JCR Executive committee may investigate nominations to obtain more additional information, at the direction of the JCR Chair. The three JCR executive members chosen to sit on the awards panel should be excluded from this process for the purpose of anonymity.
  5. Applications will be anonymised by the JCR Chair.
  6. Applications should be judged on the following criteria:
    - 6.1. *“This individual has made an exceptional and sustained contribution to College and JCR life.”*
    - 6.2. This will likely be across multiple societies, clubs, committees, and positions.
  7. JCR Executive positions shall be considered as any other Society Executive position.

8. They shall be awarded by a panel representing all Common Rooms, chaired by the JCR Chair, to include:
  - 8.1. Current JCR President & Vice President.
  - 8.2. Two randomly chosen members of the current JCR Exec.
  - 8.3. Outgoing JCR President & Vice President.
  - 8.4. Three randomly chosen elected Tier 2 and Tier 3s
  - 8.5. MCR President (or a representative chosen by them).
  - 8.6. SCR President (or a representative chosen by them).
9. Members of the panel are not allowed to propose or second anyone for the award. An exception to this rule is the nominations by the incoming and outgoing JCR Presidents; however, these nominations must be declared as such.
10. Where a member of the panel is nominated for the award, a separate secret meeting will be convened to discuss this application.
11. A two thirds majority must be gained for a decision to carry.
12. Where two thirds is not found on the first round of voting, more discussion shall follow.
13. On the second round of voting, the application will be discarded unless a two thirds majority is found in favour.
14. All HLM and Colours nominations should be considered together, with nominations meeting the criteria in Clause 15.1.6. being awarded HLMs.
15. A maximum of 3 awards can be awarded in a given academic year, unless an award is made to a member/former member of college staff (excluding the outgoing JCR President and outgoing Sabbatical Bar Steward) in which case that award will not count towards the total.
16. All unsuccessful HLM applications shall then be considered for Colours.
17. The award itself shall be:
  - 17.1. A printed version of the speech, headed by the Trevelyan crest, and signed by the Principal and the JCR President. This speech shall be created by the President, Vice President, and nominator, from the contents of the nomination form.
  - 17.2. A physical award <sup>1</sup>inscribed with “Trevelyan College JCR Honorary Life Membership”.

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<sup>1</sup> This may be a tankard, a plate or similar.

- 17.3. The name of the winner to be recorded on the 'Honorary Life Membership' board.<sup>2</sup>
  - 17.4. Recipients of the award will become Ex-Officio Members of the JCR. The benefits of which can be seen in Clause 3.5.
  - 17.5. Honorary life membership shall cease upon death
  18. The award will be presented by the JCR President.
  19. HLMs may be awarded to those not fitting the eligibility criteria in Clause 15.1.1. at the discretion of the awarding panel. This person must still meet the criteria in Clause 15.1.6. to receive the HLM.
  20. The award in this case is the same with exception that the name on the 'Honorary Life Membership' board shall be followed by "(Honorary)".
2. Procedure for Colours
- 2.1. Awards will be given at End of Session formal every Easter term.
  - 2.2. All JCR members shall be eligible for the award. Sabbatical Officers and MCR members who were formally JCR members are also eligible. Members/former members of college staff may also be nominated for Colours. In addition to former JCR members in exceptional circumstances"
  - 2.3. Applications must be undertaken on the A4 application form provided by the JCR Chair. The application should consist of a bullet-pointed list of relevant achievements and involvements of the nominated individual. A font size of no less than 10 should be used.)
  - 2.4. The incoming and outgoing JCR Presidents must collaboratively nominate 2-8 people for HLMs and Colours, as specified in Clause 15.1.3.
  - 2.5. Members of JCR Executive may investigate nominations to obtain more additional information, at the direction of the JCR Chair. The three JCR Committee members chosen to sit on the awards panel should be excluded from this process for the purpose of anonymity.
  - 2.6. Applications will be anonymised by the JCR Chair.
  - 2.7. Applications should be judged on the following criteria:
    - 2.7.1. *"This individual has made a huge contribution to College and JCR life"*.
    - 2.7.2. This may be across multiple areas and across multiple years.
  - 2.8. They shall be awarded by the same panel as specified in Clause 15.1.8.
  - 2.9. Members of the panel are not allowed to propose or second anyone for the award. An exception to this rule is the nominations by the incoming and outgoing JCR Presidents; however, these nominations must be declared as such.

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<sup>2</sup> Formerly known as the 'Full Colours' board.

- 2.10. Where a member of the panel is nominated for the award, a separate secret meeting will be convened to discuss this application.
- 2.11. A two thirds majority must be gained for a decision to carry.
- 2.12. Where two thirds is not found on the first round of voting, more discussion shall follow.
- 2.13. On the second round of voting, the application will be discarded unless a two thirds majority is found in favour.
- 2.14. All HLM and Colours nominations should be considered together, with nominations meeting the criteria in Clause 15.1.6. being awarded HLMs. The remaining nominations, which meet the criteria in Clause 15.2.7. should be awarded Colours.
- 2.15. A maximum of 8 awards can be awarded in a given academic year, unless an award is made to a member/former of college staff (excluding the outgoing JCR President and the outgoing Sabbatical Bar Steward) in which case that award will not count towards the total.”
- 2.16. The award itself shall be:
  - 2.16.1. A printed version of the speech, headed by the Trevelyan crest, and signed by the Principal and the relevant Common Room President. This speech shall be created by the President, Vice President, and nominator, from the contents of the nomination form.
  - 2.16.2. The names of Colours winners will be recorded in the ‘JCR Executive and Colours’ book.<sup>3</sup>
- 2.17. The award will be presented by the JCR Vice President.

### 3. Procedure for Formal Recognition of Thanks (FRoT)

- 3.1. Awards will be given at End of Session formal every Easter term.
- 3.2. All JCR members shall be eligible for the award. Sabbatical Officers and MCR members who were formally JCR members are also eligible.
- 3.3. Nominations will be collected via an online form, set-up and managed by the JCR Chair. This form should be set up in such a way that the names of nominators can be accurately recorded.
- 3.4. Nominations should include the name of the nominated person and an explanation of the reason(s) for nomination.
- 3.5. Nominations will be anonymised by the JCR Chair.
- 3.6. Nominations should be judged according to the following criteria:
  - 3.6.1. *“This individual has made a significant contribution to a society, sport club, committee or the wider community, in a given year”.*

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<sup>3</sup> Formerly known as the ‘JCR Executive and Half Colours’ book.

- 3.6.2. Typically, contributions will have occurred in the academic year of awarding. However, retroactive contribution may be considered at the discretion of the awarding panel.
- 3.7. They shall be awarded by a panel, chaired by the JCR Chair, consisting of:
  - 3.7.1. the executive committee
  - 3.7.2. the JCR Sports Rep.
  - 3.7.3. the JCR Music Rep.
- 3.8. Members of the panel are not allowed to propose or second anyone for the award.
- 3.9. A two thirds majority must be gained for a decision to carry.
- 3.10. Where two thirds is not found on the first round of voting, more discussion shall follow.
- 3.11. On the second round of voting, the application will be discarded unless a two thirds majority is found in favour.
- 3.12. The award itself shall be a printed certificate, headed by the Trevelyan crest, and signed by the Principal and JCR President.
- 3.13. The recipients of the award will be announced during End of Session formal by the JCR Vice President. Certificates will then be distributed post-formal by the JCR Vice President and JCR President.

## 2. Appendix II – Reserve Control Process

- 2.1. Capital Reserves should be maintained between £20,000 and £65,000.
- 2.2. The procedure for maintaining reserves shall be as follows;
  - 2.2.1. Whenever the reserves drop below £25,000, The Treasurer will inform members of the JCR at a General Meeting;
  - 2.2.2. The Treasurer will inform the JCR if the reserves subsequently exceed £25,000;
  - 2.2.3. The Treasurer will attempt to increase reserves by the following measures, in conjunction with finance committee:
    - 2.2.3.1. Limiting routine spending;
    - 2.2.3.2. Reviewing debts owed to the JCR;
    - 2.2.3.3. Reviewing the budget;
    - 2.2.3.4. Implementing any other measures deemed appropriate by finance committee, the executive committee, and the college officers, within the remit of the standing orders;
- 2.3. The procedure for reducing reserves shall be as follows;
  - 2.3.1. Whenever the reserves exceed £60,000, The Treasurer will inform members of the JCR at a General Meeting;

- 2.3.2. The Treasurer will inform the JCR if the reserves subsequently drop back below £60,000;
- 2.3.3. The Treasurer will attempt to reduce reserves by the following measures, in conjunction with finance committee:
  - 2.3.3.1. Increasing routine spending where appropriate;
  - 2.3.3.2. Encouraging JCR members to apply for grants from finance committee;
  - 2.3.3.3. Implement any other measures deemed appropriate by finance committee, the executive committee, and the college officers, within the remit of the standing orders;
- 2.3.4. When the above measures are not sufficient to reduce the reserves by the end of the financial year, the Treasurer will seek approval from a JCR meeting in Easter Term to launch the 'Superprojects' fund;
- 2.3.5. The total value of the fund will determined by The Finance Committee, based on how much they deem it necessary to reduce the reserves by, and must be approved by the JCR and the College Officers at the time of launching the fund;
- 2.3.6. Applications for the fund will be opened at the beginning of Michaelmas term and closed at the end of Michaelmas term, at discretion of the Treasurer;
- 2.3.7. Applications shall consist of a written proposal detailing the suggested project, and should contain full costing and consideration of practicalities;
- 2.3.8. The Operations Manager may rule out any applications that they deem not to be practically possible;
- 2.3.9. The Executive Committee and Finance Committee, shall prepare a shortlist of viable proposals;
- 2.3.10. Applications shall be judged on the following criteria:
  - 2.3.10.1. Accessibility – the range of JCR members the project will influence;
  - 2.3.10.2. Practicality – the extent to which the project is possible to implement;
  - 2.3.10.3. Sustainability – the long-term cost and practicality of maintaining the project;
- 2.3.11. Shortlisted proposals must gain the approval of the College Officers;
- 2.3.12. Shortlisted proposals will be put to an online vote in which the JCR can rank the proposals in order of preference;
- 2.3.13. The Treasurer will implement as many projects as possible within the limit of the fund, prioritising projects in order of their ranking from the online vote.