

Standing Orders

of John Snow College Junior Common Room

**Updated:** December 2023 by Max Bamford (JCR Chair 2023/24)

# Part One

## Article I Name

1. The body hereinafter referred to as “the JCR” is John Snow College Junior Common Room, University of Durham.
2. The body hereinafter referred to as “the MCR” is John Snow College Middle Common Room.
3. The body hereinafter referred to as “the College” is John Snow College, University of Durham.
4. The body hereinafter referred to as “College Council” is the Governing Body of the College.
5. The body hereinafter referred to as “the University” is Durham University.
6. The body hereinafter referred to as “the SU” is Durham Students Union

## Article II Membership

The following shall be members of the JCR:

1. All undergraduates registered at the College that have exercised their right to opt in to the JCR
2. The Sabbatical President.
3. Honorary Life Members, as defined in the Standing Orders Part II. **Article III Objectives**

The JCR's objectives are:

1. To facilitate the education of its members and represent their interests.
2. To support the welfare of its members, and to provide facilities for recreation (including the maintenance of a Common Room) or other leisure time occupation being facilities which will improve their conditions of life by enabling them or assisting them to participate in the intellectual, cultural, social and other activities of, or connected with, the JCR's members.
3. To act as a channel of communication between its members, the Officers of the College, the University and other bodies.
4. To represent the students of the College in matters relating to the government and welfare of the College and the University

**Article IV Framework, Standing Orders and Policy** A. The JCR is a Durham Student Organisation (DSO).

1. The DSO Framework sets down the governing principles of the JCR.
2. There shall be a set of Standing Orders Part I, which shall not be interpreted in any way as to overrule the DSO Framework.
3. There shall be a set of Standing Orders Part II, which shall not be interpreted in any way as to overrule the Standing Orders Part I of the JCR.
4. Section 1 of the Standing Orders Part II may not be suspended.
5. Policy of the JCR shall not be interpreted in any way so as to overrule the Standing Orders Part I or Standing Orders Part II of the JCR.

## Article V Regulations

Any regulation lawfully passed by the JCR shall be absolutely binding on those students to which it refers.

## Article VI Executive Officers

The Executive Officers of the JCR shall be:

the President; the Vice President; the Treasurer; the Senior Welfare Officer; the Chair

Their duties, responsibilities and membership shall be as laid down in Standing Orders Part II.

In general, an Officer of the JCR shall be defined as any member of the JCR who is elected to any post or committee in any JCR election for the academic year in question. A student may choose to interrupt their studies, or must be a graduate of this college who takes up the Presidency in the year immediately following graduation. All elected JCR Officers must be currently registered students in the period of their office.

## Article VII Conduct of Executive and Appurtenant Executive Officers

1. Subject to the Standing Orders Part I and to any directions given in the Standing Orders Part II, the JCR Committee shall manage the business of the JCR.
2. No alteration of the Standing Orders Part I and no such direction shall invalidate any prior act of the JCR Committee which would have been valid had that alteration not been made or had that direction not been given. The general powers of management given by this regulation shall not be limited by any special power given to the JCR Committee by the Standing Orders

Part I.

1. Their individual and collective responsibilities shall be as laid down in the Standing Orders Part II.
2. The JCR Committee shall establish regular meetings during term-time.
3. No JCR Officer may vote in a JCR Council meeting.
4. Any member of the JCR may stand for election to be a JCR Officer, if they have satisfied the minimum requirements, and may only take up a post whilst remaining a member of the JCR. No one may be elected for more than one post if the terms of office run concurrently or overlap.
5. The Vice-President shall fulfil any unfulfilled position within the JCR, with the exception of the Chair.
6. Should a JCR officer fail to attend 3 consecutive JCR committee meetings without providing good reason (to be determined by the chair), the chair shall be required to submit a motion of no confidence in the officer at the next available opportunity as laid down in article VIII.

## Article VIII Removal from office

Any Officer of the JCR may be removed from office by a JCR Council meeting. This shall be done by a motion of no-confidence which shall require a simple majority. If passed, the Officer shall be deemed to have resigned his or her office. The Officer concerned shall have the right of appeal to a Referendum, in which case unless a simple majority is in favour of the Officer being removed from his/her office, he/she shall be reinstated.

NB. Article VIII does not apply to section 8.3 in the Standing Orders Part II.

## Article IX Business

1. The business of the JCR shall be discharged by the Ordinary and Extraordinary JCR Council meetings which may decide that a Referendum be held on any issue.
2. An Extraordinary JCR Council meeting shall take the form of a meeting of the JCR at which all members may speak and vote on:
   1. proposals that have already been presented to an Ordinary JCR Council meeting or;
   2. an Emergency Motion relating to business that has arisen since the previous JCR Council meeting.
3. A Referendum of the JCR shall take the form of a secret ballot in which all members of the JCR may vote.
4. At least 7 days’ notice of an Ordinary JCR Council meeting is to be given to the JCR.
5. At least 48 hours’ notice of an Extraordinary JCR Council meeting is to be given to the JCR.
6. At least 72 hours’ notice of a Referendum is to be given to the JCR. **Article X Non-Executive Officers and Committees**

The Non-Executive Officers of the JCR shall be:

the Students Union Officer; the Sports Officer; the Entertainments Officer; the Ball Chair; the Outreach Officer; the Societies Officer; the Promotions and Communications Officer

Their duties, responsibilities and membership shall be as laid down in Standing Orders Part II.

The Agents of the JCR shall be:

the International Agent; the Livers-out Agent; the LGBT+ Agent; Environmental Agent; the People of Colour Agent; the Disabilities Agent

Their duties, responsibilities and membership shall be as laid down in Standing Orders Part II.

The JCR may, at any time, elect other Officers who shall also be Non-Executive Officers of the JCR Committee, subject to any regulations laid down in Standing Orders Part II. Such Officers shall have their purpose, duties and responsibilities laid down in Standing Orders Part II and will be responsible to the Executive Committee unless Standing Orders Part II specifically state otherwise.

There shall be the following Committees of the JCR:

Entertainments Committee;

Welfare Committee;

Ball Committee;

Democracy Committee;

Outreach Committee;

Bar Committee;

Equality, Diversity and Inclusivity Committee; Finance Committee.

However, all JCR Officers have the option of setting up a Committee. All JCR Officers have the discretion to select the method of appointment for their Committee members but only after this has been approved by the JCR Committee.

Their duties, responsibilities and membership shall be as laid down in Standing Orders Part II.

The JCR may, at any time, form any other Committee subject to any regulations laid down in

Standing Orders Part II. Such a Committee shall have its purpose, duties, responsibilities and membership laid down in Standing Orders Part II and is responsible to the JCR Committee unless Standing Orders Part II specifically state otherwise.

## Article XI Quorum

There shall be no quorum for Ordinary JCR Council meetings except that:

1. Where a proposal requires a simple majority a minimum of 25 votes shall be cast in favour of the proposal.
2. Where a proposal requires a 2/3 majority (as laid down in the Standing Orders Part II) a minimum of 40 votes shall be cast in favour of the proposal.

## Article XII Funds

1. The JCR may, as specified in the Standing Orders Part II, levy an annual subscription on its members.
2. The JCR Treasurer shall, in respect of each accounting period of the JCR, prepare an income and expenditure account and a balance sheet as at the last day of the financial year. The accounting records shall, in particular, contain entries from day-to-day of all sums received and expended by the JCR, the matters in respect of which the receipt and expenditure took place and a full and complete record of the assets and liabilities of the JCR.
3. No-one other than members of the JCR, College Council, the University Treasurer, University Internal Auditor (or authorised representatives of the above) shall have any rights to inspect any accounting record or other book or document of the JCR except as conferred by statute, Standing Orders Part II, or authorised by the JCR Committee or by resolution of the JCR.
4. Without prejudice to any indemnity to which they may otherwise be entitled, every Officer elected by secret ballot shall be indemnified out of the assets of the JCR against any liability incurred by him/her in defending any proceedings, whether civil or criminal, in which judgement is given in his/her favour, in which he/she is acquitted or in connection with any application in which relief is granted to him/her by the court from liability for negligence, default, breach of duty or breach of trust, in relation to the affairs of the JCR.

## Article XIV Alterations

1. A motion to change the Standing Orders Part I or Standing Orders Part II of the JCR shall require a 2/3 majority at a JCR Council meeting.
2. No amendment to Standing Orders shall in itself result in the invalidation of a JCR decision which was reached in accordance with the Standing Orders in effect at the time the decision was made.

# Part Two

**1. Standing Orders Part II**

## 1.1 Limitation

1.1.1 The Standing Orders Part II shall not in any way be interpreted as to overrule the Standing Orders Part I of the JCR.

## 1.2 Suspension

1.2.1 None of the Standing Orders Part II herein may be suspended.

1. **Membership of the JCR**

**2.1** Membership of John Snow JCR is open to all undergraduate students currently enrolled at John Snow College.

## 2.2 JCR Levy

2.2.1 The JCR levy shall be a one-off payment for the course of a member’s studies at John Snow College.

2.2.1.1 The amount of levy will be determined by the JCR Committee with the consent of College Council.

2.2.1.2 Members of the college who choose not to pay the levy will have deemed to have ‘opted out’. They may choose to opt in at any time.

2.2.2 Every student has an equal right to be a member of the JCR, providing they have paid the JCR levy.

2.2.3 Non-members will not be able to vote at JCR Council meetings or elections, join JCR subsidised sports teams and will be charged a non-subsidised rate for entertainments and balls.

1. **JCR Council Meetings** 
   1. Attendance and Freedom of Speech
      1. It shall be incumbent upon all JCR members who are in their first year of study (including Foundation year) to attend JCR Council meetings.
      2. All JCR members have the right to speak and vote at JCR Council meetings. Honorary Life Members in attendance may speak but not vote.
      3. With the permission of the JCR Council meeting, or at the discretion of the Chair (who may not overrule the permission of the JCR Council meeting) persons who are not members of the JCR may attend a JCR Council meeting and may speak but not vote. Non-members should inform the Chair, who must make the decision of whether they may be allowed to stay for the JCR Council meeting.
      4. JCR Council meetings shall be held at least once per term (excluding Easter Term).
      5. The JCR Chair shall be responsible for calling and chairing JCR Council meetings.
      6. The JCR Committee may vote by a 2/3 majority at a JCR Council meeting to discuss business in closed session, if they consider that open discussion may be detrimental to the welfare of a member or members of the JCR. In this event, the JCR Committee may nonetheless allow others to attend. The effect of such a vote shall last no longer than the end of the meeting.

## 3.2 Schedule for JCR Council meetings

3.2.1 JCR Council meetings (Ordinary and Extraordinary) must be held at such a time when it is expected that the JCR members will be able to be present. They must not be held during that time normally reserved for academic commitments except under exceptional circumstances and their timing should respect the heterogeneous nature of the JCR.

3.2.2 At least 7 days’ notice of an Ordinary JCR Council meeting shall be given to the JCR.

Agendas for Ordinary JCR Council meetings should be published (on appropriate

Noticeboards, via email or on the web page) at least 48 hours before the scheduled start of the meeting.

3.2.3 Extraordinary JCR Council meetings may be held at the discretion of the Chair. At least 48 hours’ notice of an Extraordinary JCR Council meeting shall be given to the JCR. Agendas for Extraordinary JCR Council meetings should be published (on appropriate noticeboards, via email or on the web page) at least 24 hours before the scheduled start of the meeting.

3.2.4 The Chair is obliged to call an Extraordinary JCR Council meeting when so petitioned by 70 members of the JCR or by the JCR Committee. This meeting must be held within 10 days of the petition being received.

## 3.3 Order of Business

3.3.1 At the discretion of the Chair, the order of business for JCR Council meetings shall generally be:

1. Democracy Committee reports and questions
2. Apologies for absence
3. Approval of minutes of the last meetings
4. Officers’ reports and question
5. Hustings
6. Elections
7. Motions
8. Emergency Motions
9. Any Other Business (AOB)
10. Date of Next Meeting

3.3.2 An obligatory agenda item for every JCR Council meeting is ‘College Songs’, which requires the Entertainments Officer to lead all JCR members and non-members present in singing a college song, decided upon by those in attendance. Unless otherwise stated, this item will be raised during AOB.

## 3.4 Procedure during JCR Council meetings

3.4.1 All reports shall be open to questioning, answerable by the JCR Officer who gave the report.

3.4.2 Any member of the JCR may propose or second motions or amendments.

3.4.3 Any motion presented to the JCR Council meeting must have been passed by the JCR Committee.

3.4.4 Only one amendment to any motion may be made before the JCR Council meeting. Amendments will be debated after the original proposer of the motion has spoken and answered questions, in the order that they are received by the Chair (see 4.3).

3.4.5 The proposer of an original motion has a right to summate, immediately before the vote, on the motion as amended. This summation shall not include any new material and may be exercised ‘formally’. If an amendment is carried which was opposed by the proposer of the original motion, the right of summation shall be at the discretion of the Chair.

3.4.6 The Chair shall, in the absence of any discussion, ask whether there is any formal opposition or discussion and in the absence of a response may move straight to a vote.

3.4.7 It shall be the duty of the Chair during speeches to see that the JCR Council meeting is in order, that the remarks are relevant to the matter under discussion, that the speaker does not hold the floor for more than 2 minutes except where specifically permitted in Standing Orders Part II, and that no new material is introduced into a summation speech.

The two minute rule shall not apply to a JCR Officer giving a report or to visitors addressing the JCR with the permission of the meeting. It may be waived for a particular speech at the Chair's discretion or by a procedural motion as laid down in 3.4.17.

3.4.8 Members wishing to speak shall indicate this by raising their hand at the end of a speech or when a speaker is required. The Chair shall select the next speaker. Proposers of motions and those making formal speeches for or against motions shall address the JCR from the stage and be prepared to answer questions on what they have said. Members wishing to make formal 5 speeches must make themselves known to the Chair prior to the commencement of the JCR Council meeting.

3.4.9 Discussion points from the floor may be accepted by the Chair and any speaker contributing such points may not answer questions but may take points of information from where he/she stands.

3.4.10 Points of information may be raised to the speaker holding the floor by a call of “Point of information!” but this shall be addressed to the Chair. The Chair shall then ask the speaker if he/she will accept the point of information. If the speaker refuses the point then the mover shall give way. If the speaker is willing to accept the point then it shall be put by the mover and must be phrased as a short question to the speaker (e.g. Is it not the case that...?) and must be used solely to seek or offer purely factual information. The length of the question will be at

the discretion of the Chair. Such points must not be used to refer to matters of opinion. The speaker then continues with his/her speech after replying to the point of information, as he/ she feels appropriate.

3.4.11 No member of the JCR or observer shall speak twice for or against any one motion while there are others present who wish to speak but have not yet done so, except in the case of summation by the proposer.

3.4.12 The Chair shall seek to offer as many opportunities to speak against a motion as to speak for it. When the Chair feels that the matter has been sufficiently discussed he/she shall offer the proposer the opportunity to summate and then move to a vote.

3.4.13 Points of order may not be raised:

1. unless it is at the discretion of the Chair;
2. once the Chair has moved to a vote unless the point relates specifically to the conduct of that vote.

At all times, points of order shall take precedence over all other business. A point of order shall be raised by a member rising to his/her feet and calling “Point of order!” Such points of order must be framed as questions to the Chair and must relate specifically to the conduct of the JCR Council meeting at that time.

3.4.14 Any member may propose a procedural motion at any time in the meeting except when another member is holding the floor. During the discussion of a procedural motion, a further procedural motion shall be accepted only if it has a higher precedence (see 3.4.17) than the one currently under discussion. Procedural motions shall not require a seconder.

3.4.15 The proposer of a procedural motion shall briefly propose the motion; the Chair shall invite discussion from the floor. If there is opposition to the motion or discussion from the floor, at the end of the discussion and/or the opposition being made known, the proposer shall be allowed a brief summation and then the motion shall be voted on by a show of hands. If there is no discussion from 6 the floor, or there is no opposition to the procedural motion it shall be taken on a general “Aye!”

3.4.16 The only allowable procedural motions shall be those listed in Standing Order Part II 3.4.17 or expressly allowed for elsewhere in the Standing Orders Part II.

3.4.17 The order of precedence of procedural motions shall be (from highest to lowest):

1. A motion that the floor be vacated by its current occupant. None but the Chair may move this motion.
2. A motion to suspend any part of Standing Orders Part II capable of suspension.
3. A motion to close the meeting.
4. A motion to adjourn the meeting for a specified time, the time being clearly stated. The meeting shall recommence at the end of the specified time and shall continue as at the point of adjournment.
5. A motion to postpone or adjourn the matter to a later time in that meeting, or to a later specified meeting.
6. A motion to move to a vote.
7. A motion to subdivide, into parts, the question or matter presently under consideration. The proposer may in this case also suggest how the matter is to be subdivided; otherwise the Chair shall suggest how the matter is to be subdivided.
8. A motion that the question not be put. (This motion prevents further discussion on the motion or amendment currently under discussion, and if carried no vote is taken on the motion or amendment.)
9. A motion to rearrange the agenda.
10. A motion to refer the matter to a JCR Committee meeting. If passed, the JCR Committee shall investigate and refer the matter back to the JCR for further consideration.
11. A motion to refer the matter to a Referendum.
12. A motion to extend the debate on a particular substantive motion or amendment.
13. A motion to waive the 2 minute rule in respect of a particular speech.

3.4.18 Procedure during JCR Committee meetings shall be the same as those points that are pertinent in section 3.4.

## 3.5 Voting

3.5.1 Voting shall generally be by a show of hands and on a simple majority unless otherwise stated in the Standing Orders Part I and Standing Orders Part II.

3.5.2 Unless it appears to the Chair that the motion (or amendment) has been clearly carried/ defeated, he/she shall ask the President and Vice President to count and verify the number of votes.

3.5.3 Where there appears to be no opposition to a motion (or amendment) the Chair may take it as carried on a general “Aye!” If any JCR member shouts “No” or any words that might be taken to indicate opposition to the motion, the motion shall be treated as opposed and must be taken on a vote.

3.5.4 Any member present may call for a count to be taken on any vote but must do so within 1 minute, or before discussion commences on the next item of business.

3.5.5 At the discretion of the Chair, informal straw polls may be taken as a sample of the JCR's opinion on any matter, but shall be for information only and shall have no binding force.

3.5.6 Voting during JCR Committee meetings shall be the same as those points that are pertinent in section 3.5. Where necessary, the Chair shall conduct the vote using a secret ballot. If the votes ‘for’ are equal to the votes ‘against’, the JCR President will have the definitive vote.

**4. Motions**

## 4.1 General

4.1.1 The full terms of a motion are to be formalised, together with the names of not more than one proposer and at least one but no more than two seconders. Such motions shall be submitted to the Chair in writing at least 96 hours before the meeting except as under Standing Order Part II 4.1.5.

4.1.2 Standing Order Part II 4.1.1 shall not apply to procedural motions.

4.1.3 Any motion which requires an amendment to the Standing Orders Part I or Standing Orders Part II shall contain exact details of the change. Any motion which does not contain the required details to implement a change shall be ruled out of order.

4.1.4 A matter which the Chair deems to have genuinely arisen since the closing date for motions may be the subject of an emergency motion or amendment if the failure to discuss such business until the next JCR Council meeting could potentially be detrimental to the interests of the JCR.

4.1.5 The following shall be considered extreme cases and shall therefore not be allowed under Standing Order 4.1.4:

▪ a motion to alter the Standing Orders Part I and/or Standing Orders Part II; ▪ a motion of no-confidence.

## 4.2 Motions of Censure

4.2.1 A JCR Council meeting may indicate its disapproval of the conduct of a JCR Officer, a member of a JCR Committee, a Society President or a Sports Captain by passing a motion of censure.

4.2.2 Democracy Committee shall act as Equity Officers and have responsibility to ensure no individual is unjustly prejudiced by this procedure.

4.2.3 The accused shall be personally informed at the first opportunity by a member of the Democracy Committee of a motion of censure, and shall have the right to speak on the motion before it is put to the vote.

4.2.4 Should the accused be censured twice during his or her term of office, he or she will be deemed to have resigned. The accused may appeal to a Referendum as per the Standing Orders Part I. If the accused does not take this option, or takes this option but fails to reach quota, he or she shall not be reinstated.

## 4.3 Amendments

4.3.1 All amendments must be in writing, proposed and seconded as for a motion, and be received by the Chair no later than the scheduled start of the JCR Council meeting. The only exception to this shall be an amendment to rectify any genuine printing, drafting or grammatical error or an amendment proposed during the debate of the motion. Such an amendment shall be noted by the JCR at the JCR Council meeting.

4.3.2 Amendments proposed during the debate of the motion cannot comprise new content which would lead to significant deviation from the original motion passed by the JCR Committee. The judgement of such deviation shall be at the discretion of the Chair.

4.3.3 Amendments will be debated in the same way as motions and, if adopted, shall be incorporated into the original motion.

1. **Policy** 
   1. Any JCR member may inspect any JCR policy on request.
   2. Once a policy has been written by one or more JCR Officers, it shall be reviewed and adapted by Democracy Committee, as appropriate. Following this, it shall be debated by the JCR Committee in the same way as motions.
2. All policy passed by the JCR Committee shall be re-ratified once every year at a JCR Committee meeting.

5.4 Any policy duly passed by the JCR Committee which conflicts with existent policy of the JCR shall be deemed to have replaced those parts of the existent policy with which it conflicts.

1. **Referendum** 
   1. The motion to be voted upon at a Referendum must have been discussed at an Ordinary JCR Council meeting. A motion presented to a meeting of the JCR to call a Referendum shall be a forum of discussion of the matter of the Referendum.
   2. The Chair shall give at least 72 hours’ notice of the Referendum.
   3. The JCR Committee shall publish the question(s) to be voted on at least 48 hours before the start of the Referendum.
   4. In the case of a JCR Officer appealing against a motion of no-confidence (as per the Standing Orders Part I Article VIII), the JCR Committee shall hold a Referendum as soon as is practicable (excluding the JCR Officer in question from the decision).
   5. The nature of the voting system is specified in Standing Orders Part I Article IX, Paragraph C.
   6. Members of the JCR shall be able to vote for at least 4 hours.

**7 JCR Sabbatical President**

## 7.1 General Duties

7.1.1 To promote the well-being of the college community and perform all such duties as are consistent with this.

7.1.2 To represent the JCR to the College Officers and the College Officers to the JCR.

7.1.3 To have overall responsibility for the finances of the JCR and to ensure the JCR position is financially sound.

7.1.4 To sit ex-officio on College Council and all College Committees, and on the JCR Committees as stated in the Standing Orders Part I.

7.1.5 To meet with other College Officers at their regular meetings during term time.

7.1.6 To assist the College Officers with such routine administrative tasks as shall from time to time be agreed between the President and the College Officers.

7.1.7 To promote the attractiveness of John Snow College to student applicants.

7.1.8 To be available to assist with commercial activities of the college as appropriate, including during University vacations.

7.1.9 The President shall report regularly to the Principal and to the JCR Committee and shall maintain close contact with the other College Officers. The President shall produce a brief written report at the end of his/her duties highlighting what has been achieved and noting lessons for the future.

7.1.1 In carrying out these duties, the President shall at all times respect the confidences of individual students and members of staff.

7.1.11 To carry out any other reasonable duties, as allowed for in the President’s contract.

7.1.12 Be the accountable officer for the JCR.

7.1.13 To work alongside the student body to ensure that the college moves in a direction satisfactory to the JCR members.

7.1.14 Oversee the work of the SU Societies Officer to ensure that societies at Queen’s Campus are receiving the correct funding/support.

7.1.15 Be an ex-officio member of all JCR Clubs/Societies.

7.1.16 Oversee the work of the JCR Officers in order to ensure the best possible service is provided to the JCR members.

7.1.17 To fulfil the role of Chair for the duration that the position is vacant, either due to resignation or lack of candidates.

## 7.2 Terms of Office

7.2.1 The President shall hold office from 1st July to 30th June inclusive. At the request of the JCR, he/she may assist the incoming President for a further period of up to 14 days. During such an extension he/she would continue to be paid by the JCR.

7.2.2 The post is a full-time appointment with flexible working hours spread over the whole week, including evenings and weekends, to fit the normal patterns of college and student life.

7.2.3 The President shall not be absent from College on consecutive weekends, or for periods of longer than 3 days, without permission of the College Officers and the JCR Committee, with special regard to the Vice President.

7.2.4 The President shall not take on any other commitments whether paid or unpaid which could interfere with his/her duties, without the approval of the College Officers and JCR Committee.

## 7.3 Benefits

7.3.1 The President shall receive a salary as laid down in the DSO Framework.

7.3.2 The President shall be reimbursed by the college for agreed expenses when carrying out duties which would otherwise be performed by a College Officer.

7.3.3 The President may be reimbursed by the JCR for fuel costs when travelling on official JCR business.

7.3.4 The President may be reimbursed for entertainment expenses (to an amount decided by the JCR Executive Committee per annum).

7.3.5 The President shall live in College residences under the terms laid down in the DSO Framework. The College will provide details of this to the President separately.

7.3.6 The President will have use of the JCR Office.

7.3.7 The President is encouraged to join in SCR activities.

## 7.4 Holiday Entitlements

7.4.1 The President shall be entitled to take holiday as specified in the contract, at dates to be agreed with the JCR Committee, with special regard to the Vice President. They should be taken during University vacations and must include periods when the college is closed. Any holiday not taken at the end of the contract will be forfeited.

## 7.5 Eligibility

7.5.1 Candidates must be current or former students of John Snow College, should have shown interest in the job, and should preferably have been JCR Officers in previous years.

7.5.2 Candidates must be eligible to work in the UK.

## 7.6 Termination

The Presidents’ position may be terminated:

7.6.1 By the President giving one term’s notice in writing to both the Chair and the College Principal.

7.6.2 By the College and the JCR acting jointly and after due warning, if the President fails to carry out his/her duties satisfactorily.

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

7.6.4 Where more than one member of the JCR Executive considers that there may be a case of misconduct by the JCR President, the matter shall be discussed with the Head of College.

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

7.6.6 Following discussion with the Head of College and the Director of HR, if the JCR Executive consider that there has been gross misconduct as defined by the University Regulations the JCR shall have a vote of no confidence in the President.

In these cases, the JCR shall be required to pass two censures or one motion of no confidence against the President. In the case of a President-Elect, whereby the President has not yet taken up the post, this shall not apply.

## 7.7 Miscellaneous

7.7.1 During any period when the President is unable to carry out his/her duties due to illness, he/ she should produce certificates (either self-certification (one week) or a doctor's certificate). Payment during such illness will be in line with the University provision of statutory sick pay.

7.7.2 If the President has a grievance relating to his/her duties, he/she should raise it with the JCR Committee or with the Principal as appropriate. If satisfaction is not given, the matter may be taken up with College Council or the University Human Resources Department.

1. **The JCR Committee** 
   1. **Membership**

8.1.1 The Officers of the JCR.

## 8.2 Duties

8.2.1 To administer the business of the JCR and its Committees.

8.2.2 To serve in office from 1st July to 30th June inclusive following their election, or part thereof if elected into office during the respective academic year.

8.2.3 To provide a handover for the proceeding JCR Officers, prior to the proceeding JCR Officers assuming their respective positions. The nature of the handover is at the discretion of the serving JCR Officer, but must be comprehensive.

8.2.4 To be responsible for the prompt execution of decisions of the JCR.

8.2.5 To act on behalf of the JCR where urgent action must be taken prior to a JCR Council meeting. In such circumstances, a JCR Council meeting shall be called as soon as possible to ratify the JCR Committee's decision.

8.2.6 The conduct of JCR correspondence shall be the responsibility of the individual JCR Officer concerned.

## 8.3 Extraordinary Circumstances

8.3.1 Where a JCR Officer experiences a situation or event (e.g. long-term illness or absence) during their time in office which has a significant impact upon their ability to fulfil their role to a satisfactory standard, the following shall occur:

In the interests of the JCR, the JCR President shall ask the JCR Officer to offer their resignation. If the JCR Officer refuses to resign, the JCR Committee shall meet to vote on whether the JCR Officer should continue to occupy their position. If the JCR Committee votes in favour of removing the JCR Officer from their position, the JCR Officer will be deemed to have resigned with immediate effect.

If the votes ‘for’ are equal to the votes ‘against’, the JCR Officer shall be removed from office due to the binding nature of the President’s initial vote.

The JCR Officer will be unable to appeal against this decision.

**8.4 All JCR Officers shall:**

8.4.1 Ensure that effective communication is established throughout their time in office. The President must be kept informed of all developments/work that JCR Officers carry out.

8.4.2 Also recognise additional positions as is agreed by the JCR.

8.4.3 Support the policy of the JCR at all times, and be willing to answer any questions and submit reports to all JCR meetings.

8.4.4 Be responsible to the best of their ability for the execution of JCR policies.

8.4.5 Attend all JCR Council and JCR Committee meetings, and provide written reports to the Chair at least 48 hours in advance of each meeting in the event that they are unable to attend.

8.4.6 Put before the JCR at an Ordinary or Extraordinary JCR Council meeting any proposal to affiliate or disaffiliate the JCR as a whole, or any part or service provided by the JCR, with any organisation or body external to the JCR.

8.4.7 Be individually responsible for the conduct of their JCR correspondence.

8.4.8 Be current students of John Snow College with exception to the Sabbatical President who may be a recent graduate.

8.4.9 To be eligible to be elected as a JCR Officer, the candidate must attend a minimum of 2 JCR Council meetings[[1]](#footnote-1).

8.4.10 Attend their relevant scheduled office hours in the JCR office each week, and provide notice to the president in the event that that the are unable to attend for genuine reason.

**8.5 JCR Executive Officers shall:**

8.5.1 Receive one free JCR ball ticket for either the Michaelmas Ball or Summer Graduation Ball or a similar benefit at the discretion of the JCR President and JCR Treasurer.

**8.6 JCR Non-Executive Officers shall:**

8.6.1 Receive one JCR ball ticket for either the Michaelmas Ball or Summer Graduation Ball at a 50% discount or a similar benefit at the discretion of the JCR President and JCR Treasurer.

1. **JCR Executive Committee** 
   1. **The Vice President shall:** 
      1. Deputise for the President wherever necessary.
      2. Be responsible for the co-ordination and efficiency of all JCR Committees.
      3. Be an ex-officio member of all JCR Committees, collate their minutes and be responsible for the minutes of JCR Committee meetings.
      4. Attend all meetings of the Governing Body.
      5. Oversee the organisation of formals, including but not limited to: the seating plans, catering numbers, menus and table arrangements.
      6. Fulfil the role of any vacant office, with the exception of the Chair.
      7. Maintain the minutes file of the JCR Committee.
      8. Have oversight of and be ultimately responsible for all JCR social events.
   2. **The Treasurer shall:** 
      1. Be responsible to the JCR President for all financial transactions of the JCR including Committee transactions, including the administering of the ‘John Snow JCR Account’ income and expenditure of Clubs/Committees.
      2. Keep the accounts of the JCR.
      3. Make any financial documents of the JCR available to any member of the JCR upon request.
      4. Attend any University Committees as required by the JCR.
      5. Prepare an income and expenditure account and the balance sheet as at the last day of the financial year for the college account, to include the joint account with John Snow, in respect of every accounting period of the JCR. The accounting records shall, in particular, contain entries from day-to-day of all sums of money received and expended by the JCR, and the matters on respect of which receipt and expenditure takes place and a record of the assets and liabilities of the JCR
      6. Be ultimately responsible for all financial transactions of the JCR.
      7. Be prepared to submit the accounts to the Governing Body.
      8. Attend all meetings of the Governing Body of John Snow College.
      9. Attend all Composition Fee negotiations to which JCR Treasurers are invited, and all meetings of the University-wide JCR Treasurers' Committee when called.
      10. Post a detailed statement of accounts publicly in college once a year. A report should be made available to Governing Body and all JCR members, each report containing, in particular, a list of the external organisations to which the JCR has made donations for the period to which the report relates, and details of these donations of affiliation fees.
      11. Be responsible for ensuring that all accounts are audited/reported on by an independent auditor at the end of each Treasurer’s period of office.
   3. **The Senior Welfare Officer shall:** 
      1. Direct students as necessary to the appropriate sources of professional advice. The Welfare Officers have no professional expertise and are not counsellors, but a point of reference.
      2. Attend welfare meetings with the Welfare & Liberation Officer of the SU to represent the JCR and in return to report on University welfare issues to the relevant parties within the JCR.
      3. Co-ordinate SU welfare campaigns within college.
      4. Liaise with College Officers, the Chaplain, Student Services, the JCR Committee and any other relevant JCR or College Officers in promoting welfare causes within the JCR and college and to all JCR members.
      5. Ensure their availability on a regular basis in College to provide welfare information.
      6. Maintain and update regularly a stock of current information on contacts and support services. This should include, but not be limited to:

▪ alcohol awareness;

▪ sexual health matters;

▪ drugs awareness;

▪ homosexuality and bisexuality issues and literature;

▪ stress management;

▪ relevant Student Union services (including but not limited to counselling services and Nightline).

* + 1. To update the welfare–related parts of the JCR handbook each year as necessary
    2. Liaise with the SU Welfare & Liberation Officer and attend meetings of SU Community Zone and committees of SU Community Zone, or delegate with the SU Officer to a member of Welfare Committee or a relevant JCR Agent 9.3.9 Chair the Welfare Committee
  1. **The Chair shall:** 
     1. Chair the JCR Committee meetings and JCR Council meetings.
     2. Be the Senior Returning Officer for all JCR elections[[2]](#footnote-2).
     3. Keep a copy of the Standing Orders Part I and Standing Orders Part II up to date as amended; this shall be the definitive version at any given time.
     4. Be the final arbiter of the Standing Orders Part I and Standing Orders Part II, and shall give his/her ruling on all questions of order.
     5. Chair the Democracy Committee.
     6. Take responsibility for the role of college improvement officer. This shall include meeting with college staff to provide student feedback about improvements and offer an impartial perspective on ideas suggested by college.
     7. Ensure that at the close of each Formal Dinner there are no vessels left on his/her table (including but not limited to bottles, glasses, gravy boats and coulis jugs) containing any food or drink-based substance, and if so these vessels should be emptied immediately by personally consuming the contents to minimise wastage.

1. **JCR Non-Executive Committee** 
   1. **The SU Officer shall:** 
      1. Represent both the Undergraduate and Postgraduate students of John Snow College at SU Assembly meetings.
      2. Report any decisions made at SU Assembly to the JCR and MCR where appropriate.
      3. Be responsible for the distribution of SU and NUS publicity to college members.
      4. Be the Senior Returning Officer for SU sabbatical and non-sabbatical elections, unless the The SU Officer is standing in the election in which case a member of SU committee appointed by SU committee shall deputise.
      5. Chair the SU committee.
      6. Raise the profile of SU Campaigns and Elections within the College.
   2. **The Sports Officer shall:** 
      1. Be responsible for the organisation of all sporting activity within the JCR including, but not restricted to, ensuring that all sports teams are aware of their fixtures and have booked necessary items such as pitches and referees.
      2. Ensure kit is ordered and college tracksuits are included in kit requirements for all required college sporting kit.
      3. Be responsible for ensuring that all college sports teams are made up by members of the JCR, and administering any penalty for a team that fields a non-member.
      4. Liaise with the SU and Team Durham where necessary.
      5. Ensure that the Sports and Societies policy document is accessible by all of the JCR and the rules are enforced on all sports teams
   3. **The Entertainments Officer shall:** 
      1. Chair the Entertainments Committee.
      2. Organise and promote social events to cater for all JCR members.
      3. Liaise with the SU and the Entertainment’s Officers of all other colleges, if required.
      4. Organise the annual Freshers’ Week.
      5. Present plans and budgets to the JCR Committee at the earliest possible opportunity.
      6. Support the production of Freshers’ Packs for distribution to incoming students and be available to deal with responses that occur form these packs.
      7. Work with the President, President-elect and Entertainments Officer to appoint Freshers’ Representatives to welcome new students.
      8. Liaise with the Welfare Officer in relation to FREP & WREP training
      9. To be eligible to be elected as Entertainments Officer, the candidate must be available to carry out their duties in the time prior to induction week.
   4. **The Ball Chair shall:** 
      1. Organise the Michaelmas and Summer Balls as agreed with the JCR Committee.
      2. Liaise with the Entertainments Officer to co-ordinate dates as appropriate.
      3. Prepare and submit plans and budgets to the JCR Committee.
      4. Be responsible for co-ordinating publicity, ticket sales and forecasting.
      5. Chair the Ball Committee.
      6. Provide assistance with the organisation and delivery of Formal Dinners when required.

**10.5 The Outreach Officer shall:**

10.5.1 Co-ordinate and organise fundraising events.

10.5.2 Co-ordinate the JCR’s contribution to the SU’s ‘Charity Week’.

10.5.3 Co-ordinate and organise other charity events within the college.

10.5.4 Be responsible for the proper accounting of charity events, and publishing those accounts showing monies raised.

10.5.5 Liaise with the Durham University Charities Committee (DUCK) and DU Volunteering.

**10.6 The Societies Officer shall:**

10.6.1 Liaise with all John Snow based societies to facilitate students’ access to relevant university wide resources and facilities including allocation of JCR space.

10.6.2 Be responsible for the ratification of John Snow College JCR based societies

10.6.3 Liaise where necessary with the Student Union Opportunities Officer and attend SU University Zone Societies forum (if invited).

10.6.4 Ensure that the Sports and Societies policy document is accessible by all of the JCR and the rules are enforced on all societies

**10.7 The Communications and Promotions Officer shall:**

10.7.1Provide, where necessary, publicity for events coordinated by JCR Officers.

10.7.2Be responsible for the creation and production of the JCR Freshers’ Handbook and wall planner for each term.

10.7.3Ensure all other communication channels, including, but not limited to, the JCR website, social media and the TV in John Snow College Accommodation reception, remain updated.

10.7.4 Be responsible for the upkeep of the JCR noticeboards including but not limited to: the provision and updating of information for all JCR members.

## 11. JCR Roles

**11.1 The College Bugler shall:**

11.1.1 Be recognised as occupying a role, which is integral to various college events throughout the academic year.

11.1.2 Play the bugle at the following events: ‘Welcome’ Dinner, College Induction, Formal Dinners Matriculation, Annual College Dinner, and other events as required.

**11.2 The Wine Sellers shall:**

11.2.1 Be recognised as occupying a role, which is integral to various college events throughout the academic year.

11.2.2 Co-ordinate and manage wine sales on behalf of the JCR at Formal Dinners, and other events as required.

* 1. **The Assistant Welfare Officers shall:** 
     1. Direct students as necessary to the appropriate sources of professional advice. The Assistant Welfare Officers have no professional expertise and are not counsellors, but a point of reference.
     2. Attend welfare meetings with the Senior Welfare Officer and Welfare Committee to represent the JCR and in return to report on University welfare issues to the relevant parties within the JCR.
     3. Support the Senior Welfare Officer to run SU welfare campaigns within college.
     4. Liaise with the Senior Welfare Officer, the Chaplain, Student Services, the JCR Committee and any other relevant JCR or College Officers in promoting welfare causes within the JCR and college and to all JCR members.
     5. Ensure their availability on a regular basis in College to provide welfare information.
     6. To update the welfare–related parts of the JCR handbook each year as necessary
  2. **The Bar Steward Shall:** 
     1. Be trained as a member of John Snow College Bar Team to the level of Supervisor.
     2. Be an ex-officio member of John Snow Bar Committee.
     3. Liaise with the Food & Beverage Services Manager to ensure the College Bar remains well stocked and meets the wishes of the Junior Common Room.
     4. Be responsible for creating and publishing the Rota’s for bar staff.
     5. Be responsible for advertising vacancies on the Bar team when appropriate, and assist with recruiting new team members.
     6. Liaise with the Bar Events Officer to ensure a programme of events is offered within College Bar.

**11.5 The Assistant Bar Steward shall:**

11.5.1 Be trained as a member of the John Snow College Bar Team to the level of supervisor.

11.5.2 Be an official member of the Bar Committee.

11.5.3 Work closely with the Bar Steward, the Food & Beverage Services Manager and the Bar Events Officer to ensure that there is a robust bar management strategy in place.

11.5.4 Communicate (alongside the Bar Steward) to the bar staff and bar supervisors about important announcements and procedures.

11.5.5 Ensure that the bar’s social media is up to date by liaising with the Bar Events Officer.

11.5.6 Ensure that the staff’s concerns are heard, to communicate these concerns to the Bar Steward and if need be, to the Food & Beverage Services Manager.

11.5.7 Help with any ad hoc tasks that may arise.

**11.6 The Bar Events Officer shall:**

11.6.1 Be responsible for organising and promoting activities pertaining to the Igloo.

11.6.2 Work with the Freshers Representatives and Entertainments Officer to organise events in the Igloo for Freshers’ Week.

11.6.3 Deputise for the Entertainments Officer where necessary.

11.6.4 The Bar Events Officer is responsible for organising and promoting activities pertaining to the Igloo with, where necessary, the aid of the Freshers’ Representatives.

11.6.5 To be eligible to be elected as Bar Events Officer, the candidate must be available to carry out their duties in the time prior to induction week.

**11.7 The Gym Manager**

11.7.1 Work closely with the Gym Manager of South College to ensure the gym is a safe and inclusive environment.

11.7.2 Communicate to the JCR Committee about important announcements.

11.7.3 Ensure that the gym’s social media is up to date.

11.7.4 Ensure that student’s concerns are heard, to communicate these concerns to the JCR Committee

### 11.8 JCR Role Nominations

11.8.1 There will be 1 College Bugler and 2 Wine Sellers for a given academic year. There shall be 3 Assistant Welfare officers, 1 Bar Steward, 1 Assistant Bar Steward and 1 Bar Events Officer. There shall also be 1 Gym Manager. The manner in which the above roles are filled is at the discretion of the JCR Committee, in collaboration with the College Principal.

### 11.8 JCR Agents

**11.8.1 The International Agent shall:**

11.8.1.1 Be recognised as occupying a role within the JCR.

11.8.1.2 Champion the interests of International Students within the college and encourage student engagement.

11.8.1.3 Deputise for and attend relevant meetings within Student Union structures on behalf of the SU Officer, the International Officer or the Welfare Officer.

11.8.1.4 The role will be decided alongside the Frep/Wrep application process.

**11.8.2 The Livers Out Agent shall:**

11.8.2.1 Be recognised as occupying a role within the JCR.21

11.8.2.2 Champion the interests of Liver out students within the college and encourage student engagement.

11.8.2.3 Deputise for and attend relevant meetings within Student Union structures on behalf on behalf of the SU Officer or the Welfare Officer.

11.8.2.4 The role will be decided alongside the Frep/Wrep application process.

**11.8.4 The LGBT+ Agent shall:**

11.8.4.1 Be recognised as occupying a role within the JCR.

11.8.4.2 Champion LGBT issues within the college.

11.8.4.3 Help provide safe spaces for JCR members who identify as LGBTQ+ .

11.8.4.4 Campaign and raise awareness of issues that may affect JCR members who identify as

LGBT+, and raise said issues in EDI Committee meetings, JCR meetings as necessary and the Executive Committee as necessary and consider ways to accommodate to the needs of those students at college-run events.

11.8.4.5 Liaise and work with other college LGBT+ Officers and the SU.

11.8.4.6 Deputise for and attend relevant meetings within Student Union structures and the LGBTA on behalf of the SU Officer or the Welfare Officer.

11.8.4.7 The role will be decided alongside the Frep/Wrep application process.

**11.8.5 The Students with Disabilities Agent Shall:**

11.8.5.1 Be recognised as occupying a role within the JCR.

11.8.5.2 Champion the interests of students with disabilities in the college and encourage student engagement.

11.8.5.3 The role will be decided alongside the Frep/Wrep application process.

**11.8.7 The Environmental Agent shall:**

11.8.7.1 Promote green and sustainable living to all JCR members and non-members.

11.8.7.2 Work with the college accommodation officer and the College Greenspace Environment Champion to improve sustainable living in college.

11.8.7.3 Liaise with Stockton-On-Tees Borough Council and Durham City Council in order to provide students with information regarding recycling in their local area.

11.8.7.4 Attend meetings of the University’s Greenspace.

11.8.7.5 Deputise for the SU Officer and attend meetings of the Student Union ethical and environment committee within the SU Community Zone.

11.8.7.6 The role will be decided alongside the Frep/Wrep application process.

**11.8.8 The People of Colour Agent shall:**

11.8.8.1 Represent the views of the JCR members who are PoC.

11.8.8.2 Help provide a safe space for JCR members who are PoC.

11.8.8.3 Campaign and raise awareness of issues that may affect JCR members who are PoC, and raise said issues in EDI Committee meetings, JCR meetings and with the Executive Committee as necessary and, alongside the JCR Committee consider ways to accommodate the needs of those students at college-run events.

11.8.8.4 Liaise with the Durham People of Colour (DPOCA) Association when necessary and attend any relevant training by DPOCA.

* + 1. **The Social Mobility Agent shall:**

1. Be recognised as occupying a role within the JCR
2. Act as a point of contact for students from a low socio-economic background
3. Work closely with the JCR welfare committee
4. Not act as a point of welfare but instead should act in an advisory capacity
5. Champion the interests of students from a lower socio-economic background in the college and encourage student engagement.
6. The role will be decided alongside the Frep/Wrep application process.
7. The name of this role is to be decided by the inaugural holder at which point the chair shall update the title in 11.8.8.

**12. Entertainments Committee**

### 12.1 Membership

12.1.1 There shall be an Entertainments Committee.

12.1.2 This shall consist of the Entertainments Officer and appointed members.

12.1.3 No other voting members shall be co-opted.

### 12.2 Duties

12.2.1 The Committee shall be responsible for organising JCR social events on a regular basis.

12.2.2 The Entertainments Officer shall delegate duties amongst the Committee members as appropriate.

### 12.3 Meetings

12.3.1 Meetings shall be held regularly or at the request of any Entertainments Committee member.

**13. Welfare Committee**

### 13.1 Membership

13.1.1 There shall be a Welfare Committee.

13.1.2 This shall consist of the Welfare Officer and appointed members.

13.1.3 No other voting members shall be co-opted.

### 13.2 Duties

13.2.1 The Committee shall be responsible for promoting and ensuring the welfare of JCR members.

13.2.2 The Committee should recognise the particular issues, including but not limited to: raceawareness, disability and gay, lesbian and bisexual issues.

13.2.3 The Welfare Officer shall delegate duties amongst the Committee members as appropriate and chair the appointment of welfare related JCR Agents.

### 13.3 Meetings

13.3.1 Meetings shall be fortnightly or at the request of any Welfare Committee member.

**14. Ball Committee**

### 14.1 Membership

14.1.1 There shall be a Ball Committee.

14.1.2 This shall consist of the Ball Chair and appointed members.

14.1.3 No other voting members shall be co-opted.

### 14.2 Duties

14.2.1 The Committee shall be responsible for the organisation and running of the annual JCR Balls.

14.2.2 The Ball Chair shall delegate duties amongst the Committee members as appropriate. **14.3 Meetings**

14.3.1 Meetings shall be held regularly or at the request of any Ball Committee member.

**15. Democracy Committee**

### 15.1 Membership

15.1.1 There shall be a Democracy Committee.

15.1.2 This shall consist of the Chair, Vice President, The SU Officer, Welfare Officer and one other appointed member.

15.1.3 The appointment of the additional member shall be at the discretion of the Chair.

15.1.4 No other voting members shall be co-opted.

### 15.2 Duties

15.2.1 The Committee shall be responsible for keeping a copy of the Standing Orders Part I and Standing Orders Part II up to date as amended.

15.2.2 The Committee shall, where necessary, discuss disciplinary issues in relation to JCR members and non-members and decide upon appropriate courses of action. The Chair shall then report this at the next JCR Committee meeting.

15.2.3 The Chair shall delegate duties amongst the Committee members as appropriate. **15.3 Meetings**

15.3.1 Meetings shall be held regularly or at the request of any Democracy Committee member.

**16. Outreach Committee**

### 16.1 Membership

16.1.1 There shall be a Outreach Committee.

16.1.2 This shall consist of the Outreach Offcer and appointed members.

16.1.3 No other voting members shall be co-opted.

### 16.2 Duties

16.2.1 The Committee shall be responsible for organising JCR fundraising and charitable events on a regular basis.

16.2.2 The Outreach Officer shall delegate duties amongst the Committee members as appropriate. **16.3 Meetings**

16.3.1 Meetings shall be held regularly or at the request of any Outreach Committee member.

**17. Equality, Diversity and Inclusivity Committee**

### 17.1 Membership

17.1.1 There shall be an Equality, Diversity and Inclusivity Committee.

17.1.2 This shall consist of the: JCR President; JCR Vice-President; JCR Chair; MCR President; International Agent; Senior Welfare Officer; Students with Disabilities Agent; People of Colour Agent; LGBT+ Agent; Livers-Out Agent; FemSoc President, BAME Soc President and any other appropriate Officer, Agent, Rep or Society President.

17.1.3 At the beginning of the Academic year a chair will be elected within the Committee by the Committee members, any member of the Committee can run for, and be the chair.

### 17.2 Duties

17.2.1 Members shall take action to promote, and address, any issues pertaining to inclusion, equality or diversity, within the college community.

17.2.2 Members shall meet to discuss proposals submitted to the chair before the meeting.

17.2.4 The Chair will ensure that minutes are shared and available to all John Snow Students within a week of the Committee meeting.

### 17.3 Meetings

17.3.1 EDI Committee will meet once every three weeks - or if there are pressing proposals - at the discretion of the chair. Any member of College (regardless of whether they have opted in to the levy) can request to attend an Equality, Diversity and Inclusivity Committee Meeting.

**18. Finance Committee**

### 18.1 Membership

18.1.1 There shall be a Finance Committee.

18.1.2 This shall consist of: JCR President (Vice President to take the place if JCR President cannot attend.); JCR Treasurer, members of the Finance Committee.]

18.1.3 The remaining members of the Finance Committee will be selected by an application process. They must all be levy-paying members of the JCR.

18.1.4 The JCR Treasurer in the respective Academic Year will hold the position of Chair of the Finance Committee.

### 18.2 Duties

18.2.1 Evaluate and confirm JCR budgets following the submission of budgets from JCR Sports Teams, Societies and Event Committees.

18.2.2 To help set and review JCR financial reports and policies.

18.2.3 To scrutinise the JCR accounts on Xero.

18.2.4 To scrutinise any significant financial motion or request for JCR money over £200 and, if necessary, invite the proposer of the financial motion to present it in a Finance Committee Meeting.

18.2.5 Receive termly financial reports from JCR sports teams, societies and event treasurers.

18.2.6 To scrutinise the budgets for the following annual JCR events: Fresher’s Week; Winter Ball; Refreshers; Charity Fashion Show; Summer Ball; Snow Day and to evaluate the spending after the said events have happened.

18.2.7 Any conclusions made by the Finance Committee should be communicated back to the JCR Committee in the next JCR Committee Meeting by the JCR Treasurer.

**19. Election Regulations**

### 19.1 General

19.1.1 In the case of any JCR member being unable to submit an online vote during the hours of voting, he or she may approach the Chair in person and will receive an envelope to place their voting slip in, and instructions on which voting procedure to follow. Such a vote shall be returned directly to the Chair before the close of voting.

### 19.2 Qualification and Eligibility

19.2.1 Any member of the JCR may stand for nomination having attended at least 2 JCR Council meetings except that there shall be the following eligibility requirements for the specified posts:

19.2.2 President – must be eligible to work in the UK.

19.2.3 The SU Officer – attendance at 2 SU Assemblies or Zone Meetings.

19.2.4 Entertainments Officer – the candidate must be available to carry out their duties in the time prior to induction week.

19.2.5 Welfare Officer - reside (i.e. their term-time address) in Durham or within a 10 mile radius of John Snow College during their year in office.

### 19.3 Nominations

19.3.1 Nominations shall close 48 hours before the election.

19.3.2 Each nomination shall be in written and electronic format, proposed and seconded and submitted to the JCR Committee within the deadline set. The nomination paper shall give the position being stood for, the name and signatures of the candidate, the name and signature of precisely one proposer, and the names and signatures of at least one but no more than two seconders.

19.3.3 A passport-sized photograph of the nominee that should be a good likeness of the candidate should accompany the nomination. This photo may be placed on the web page designated for voting.

19.3.4 The following shall not propose or second any candidate:

▪ past or present JCR Officers or Democracy Committee members;

▪ a member already elected to a JCR or Democracy Committee post that has not yet taken up office.

### 19.4 Deadlines

19.4.1 If the deadline for nominations passes without any member of the JCR being validly proposed to the JCR Committee for one or more positions, the Chair may at his/her discretion extend that deadline for a period of 36 hours, commencing immediately after the deadline.

19.4.2 If the election ‘bout’ takes place and the position is not filled, with the permission of the Vice President, the Chair may organise another ‘bout’ of elections for later in the academic year.

### 19.5 Hustings

19.5.1 The Chair shall organise a Hustings session for each election, which shall normally be during either an Ordinary, or Extraordinary JCR Council meeting, which he/she will Chair.

19.5.2 Questions put to the candidates at Hustings must be addressed to all those standing, not a particular candidate. Questions are taken at the discretion of the Chair.

19.5.3 The Chair shall ensure that he/she does not unfairly advantage or disadvantage any candidate or candidates through the order in which the candidates are required to answer questions.

19.5.4 No person may hust on behalf of another person, although the Chair may read a candidate’s manifesto if they are unable to attend.

19.5.5 A candidate may not hust if they are severely under the influence of alcohol, to such an extent that it will diminish their ability to hust. This will be at the discretion of the Chair, Vice President and Welfare Officer.

19.5.6 During Hustings, candidates may not make any statement directed against any other JCR member or group of JCR members. The Chair shall rule any question, which is likely to lead to such a statement being made, out of order.

19.5.7 A candidate’s speech may last for up to 3 minutes. The only exception to this is for the position of President, where a candidate has up to 5 minutes to give their speech. If a candidate reaches their respective time limit, the Chair will stop them.

19.5.8 Each candidate will receive an appropriately timed warning if they are nearing their time limit. This will be approximately 20 seconds before the time limit is reached.

19.5.9 Having commenced Hustings for a particular position, the Chair shall end Hustings for that position at any time he/she sees fit. If any JCR member wishes further questions to be asked, he/she may propose a procedural motion to extend questioning. If passed, questioning shall continue until there are no more questions to be asked, or 15 minutes have elapsed, whichever is the sooner. Such a procedural motion may be proposed as often as desired but not more than once per position.

### 19.6 Publicity and Campaigns

19.6.1 The candidates may produce their own publicity to the sum of £5 (and the President £10), funded by the JCR. Publicity produced that exceeds this amount shall be met at their own expense.

19.6.2 Campaigns which are explicitly directed (wholly or in part) against any one or more of the other candidates (or any other JCR members or non-members) shall be ruled out of order by the Chair.

19.6.3 A candidate making negative reference, implied or explicit, to any other candidate throughout their campaign shall be ruled out of order by the Chair.

19.6.4 If the Chair rules an action out of order, they may then decide whether to disqualify the candidate or to take another course of action.

19.6.5 Campaigns can only be produced in one method. This can include but is not limited to posters OR TikTok account OR Facebook page.

19.6.6 Candidates cannot make any reference to voting for themselves in their campaign material. The statement ‘X for Y role’ is allowed but cannot be a derivative of ‘Vote X for Y role’. Only encouraging voting is allowed.

### 19.7 Voting

19.7.1 Voting shall take place for at least 4 hours over at least 2 separate days.

19.7.2 All JCR members shall vote once only.

19.7.3 The President and the Chair shall oversee the counting of votes.

19.7.4 The Chair shall act as the Senior Returning Officer for all Common Room Elections

### 19.8 Elections

19.8.1 Election of all JCR Officers shall be by electronically monitored secret ballot with reference to any regulations laid down elsewhere in Standing Orders Part II.

19.8.2 Counts shall be executed in the manner recommended and utilised by Durham Students’ Union and the National Union of Students. In case of discrepancy, the Returning Officer’s decision is final.

19.8.3 At least 7 days’ notice shall be given of each election.

19.8.4 In the event of an exact tie, the two remaining candidates shall play games of "Scissors, Paper, Stone" until the tie is broken. The Returning Officer shall administer this.

### 19.9 Other Requirements

19.9.1 Joint candidacies shall not be permitted for any JCR Officer position.

* + 1. Decisions of the Returning Officer with regards to election regulations will be final.

1. **Resignations** 
   1. In the event of a resignation, a bye-election shall be held using the same procedure as laid down in the Standing Orders Part II for the original election.
   2. JCR Officers, as defined by the Standing Orders Part I, should resign formally by letter or email to the Chair, detailing their reasons for resigning.
   3. The Chair should resign formally by letter or email to the President, detailing their reasons for resigning.
2. **Reopening Nominations** 
   1. Where in an uncontested election it appears that the candidate has failed to achieve the quota necessary for his/her election to the position in question, nominations shall be reopened and it shall be the duty of the Chair to announce this at the time the result itself is declared.
   2. The bye-election shall never be held before but shall normally be held during the next immediate diet of elections, which shall be subject always to the discretion of the Chair, which he/she may exercise only for good reason.
3. **Honorary Life Members** 
   1. Students who have made an exceptional contribution to the JCR may be awarded Honorary Life Membership (HLM) of the JCR. If such students are former JCR Officers, their conduct in that post, to merit the award of an HLM, must be such that it is above and beyond their job description as herein stated.30
   2. The President, assisted by the JCR Committee, shall decide which students are to receive HLMs. These shall be awarded at the Annual College Dinner during the Easter term, and shall normally go to students who have been nominated in writing to the President by another JCR member.
   3. Honorary Life Members shall be exempt from the JCR levy once they have left the University.
   4. The President shall automatically receive HLM on completion of their years in office.
   5. For any person other than a present JCR member to become an Honorary Life Member, a motion must be put to a JCR Council meeting giving the name or names of the person concerned. The motion shall require a 2/3 majority.
4. **College Fellows** 
   1. The President shall nominate a single student that will be given the award of College Fellow
   2. Duties and description of College Fellow include: exemption from the JCR Levy once they have left the university, access to voting in all JCR elections and entry to all college events at the price of a JCR levy-paying member

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1. One of these may be the meeting at which the candidate is currently husting. [↑](#footnote-ref-1)
2. In cases where the Chair is running in an election, this role shall be fulfilled by another member of Democracy Committee. [↑](#footnote-ref-2)