

Standing Orders

Hatfield College Junior Common Room

Adopted by the JCR 17/06/2018

Statement of Purpose

- i.1 The Junior Common Room of Hatfield College is a Durham Student Organisation and part of the University of Durham. These Standing Orders, in compliance with the Framework for a Durham Student Organisation, will govern the Junior Common Room and its associated members, clubs and societies.

- i.2 The Regulations of Hatfield College, the Framework for a Durham Student Organisation, the Statutes of the University of Durham, the Royal Charter of the University of Durham will take precedence over these Standing Orders in the case of any conflict.

Preamble and Objects

- ii.1 The Hatfield College Junior Common Room will exist to further the interests of the undergraduate students of Hatfield College. It will pursue this aim by: i) representing the views and interests of the JCR to College Council, Officers of the College and the authorities of the University of Durham; ii) offering representation and assistance to individual members of the JCR requesting such in their dealings with authorities of the College and the University of Durham; iii) representing the views and interests of the JCR within the Students' Union; iv) participating in the activities of the Students' Union in accordance with the Standing Orders of the Students' Union; v) co-operating with the Hatfield College Middle Common Room in matters where separate graduate representation is justified, but the interests of the graduate and undergraduate students overlap; vi) providing goods and services to the members of the JCR; vii) administering such student facilities provided by the College as may, by agreement with College Council, be placed under its supervision; viii) recognising and supporting Clubs and Societies of the College in accordance with these objects; ix) maintaining collegiate spirit and the laudable traditions of the College.

- ii.2 The Junior Common Room will be independent of any religious party or political organisation and will pursue its objectives without regard to race, disability, nationality, creed, gender or sexual orientation.

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Article 1: Membership

1.1 The JCR consists of Trial Members, Ordinary Members, Honorary Members and Life Members.

1.2 All Members of the JCR may participate in JCR Clubs and Societies and access services provided by the JCR, including the use of JCR facilities. They may also attend General Meetings of the JCR.

Trial and Ordinary membership

1.3 Trial Membership of the JCR is granted to all incoming, full-time undergraduate students of Hatfield College. Trial Members are to be treated as having the same rights and responsibilities as Ordinary Members. Trial Membership is terminable by the Executive Committee on non-payment of the JCR levy.

1.4 Ordinary Membership is granted to all full-time undergraduate students of Hatfield College on payment of the JCR levy and terminates on Graduation or withdrawal from full-time, undergraduate study. The Executive Committee may restore Ordinary Membership to students returning to full-time, undergraduate study after a period of absence at their discretion.

1.5 Ordinary Members may submit motions and vote in General Meetings, Referenda and the elections of Executive Officers.

Honorary Membership

1.6 The Executive Committee may grant Honorary Membership to Sabbatical Officers of the JCR, Team Durham or the Durham Students Union who were Ordinary Members prior to assuming sabbatical office.

1.7 Any Ordinary Member may submit a motion to make any individual an Honorary Member of the JCR to be considered at a General Meeting in accordance with the provisions of the JCR By-Laws, subject to the individual's acceptance of Honorary Membership.

Life Membership

1.8 The Executive Committee may grant Life Membership to any individual who has at some time possessed Ordinary Membership of the JCR at their discretion.

Article 2: Meetings of the Junior Common Room

Ordinary General Meeting

- 2.1 The Ordinary General Meeting is the highest decision-making and policy-setting authority of the JCR.
- 2.2 An Ordinary General Meeting is quorate if one eighth of the Ordinary Membership of the JCR is present, as determined by the Chair. Motions passed at a quorate Ordinary General Meeting or ratified at an Ordinary General Meeting after being passed at a previous inquorate Ordinary General Meeting are binding unless reversed by subsequent motion or referendum.
- 2.3 The Senior Man must call an Ordinary General Meeting (OGM) at least twice per term.
- 2.4 The JCR Chair must give notice of an Ordinary General Meeting to Members at least ten days before the meeting via official online and social media platforms and printed publications in at least two public places in College, one of which should be likely to be visited by Livers-Out. If the deadline for advertising falls outside an academic term, printed publications should be posted as soon as is reasonably possible after term resumes.
- 2.5 The JCR Chair must publish the agenda for an Ordinary General Meeting at least forty-eight hours before the meeting via official online and social media platforms and printed publications in at least two public places in College.
- 2.6 Attendance of an Ordinary General Meeting is limited to Members. All Members may speak at an Ordinary General Meeting. Only Ordinary Members may vote in elections or for motions. The Executive Committee may allow any other individual to attend at its discretion. Attendance of all non-executive officers is compulsory.
- 2.7 Any Ordinary Member may submit a motion to be considered at an Ordinary General Meeting in accordance with the guidelines laid out in the JCR By-Laws and maintained by the JCR Chair. Motions must be passed by two-thirds majority.
- 2.8 An Ordinary General meeting will consist of one or more of the following:
 - (a) Executive Officers' Reports
 - (b) Non-Executive Officers' Reports
 - (c) Committee Reports
 - (d) Ratification of motions passed by a previous, inquorate Ordinary General Meeting or Extraordinary General Meeting
 - (e) New motions
 - (f) Elections of Non-Executive Officers.
- 2.9 An inquorate meeting may:
 - (a) Hear Executive Officers' Reports;

- (b) Hear Non-Executive Officers' Reports;
- (c) Hear Committee Reports;
- (d) Elect Non-Executive Officers;
- (e) Ratify by simple majority vote passed by a previous inquorate Ordinary General Meeting
- (f) Pass motions, by two thirds majority vote, subject to ratification by a subsequent Ordinary General Meeting;
- (g) Refer, by two thirds majority vote, any decision before it to a referendum

2.10 The JCR Secretary must make minutes of an Ordinary General Meeting available to Ordinary Members no later than seven days after the meeting.

Extraordinary General Meeting

- 2.11 The Extraordinary General Meeting carries the decision-making and policy-setting authority of the Ordinary General Meeting for the specific purposes for which it is called.
- 2.12 An Extraordinary General Meeting is quorate if one eighth of the Ordinary Membership of the JCR is present, as determined by the JCR Chair. Motions passed at a quorate Extraordinary General Meeting are binding unless reversed by subsequent motion or referendum. Motions passed by an inquorate Extraordinary General Meeting are binding immediately as if passed by a quorate meeting, but must be reviewed and ratified at a subsequent Ordinary General Meeting.
- 2.13 The Senior Man may call an Emergency General Meeting:
 - (a) Where they have deemed it necessary;
 - (b) Where requested to by a majority vote of the Executive Committee;
 - (c) If they receive a petition signed by no less than fifty Ordinary Members setting out the business to be conducted at the meeting
- 2.14 The Extraordinary General Meeting must take place no less than four, but no more than eight, days after the receipt of a request. If this timeframe is partially or wholly outside of an academic term, the Senior Man may, at their discretion and with regard to the nature of the request, choose to hold the meeting within the window or during the next academic term.
- 2.15 The JCR Chair must give notice of an Extraordinary General Meeting to Members at least three days before the meeting via official online and social media platforms and printed publications in at least two public places in College, one of which should be likely to be visited by Livers-Out. If the deadline for advertising falls outside an academic term, printed publications should be posted as soon as is reasonably possible after term resumes.

- 2.16 The JCR Chair must publish the agenda for the Extraordinary General Meeting at least forty-eight hours before the meeting via official online and social media platforms and printed publications in at least two public places in College.
- 2.17 Attendance of an Extraordinary General Meeting is limited to Members. All Members may speak at an Extraordinary General Meeting. Only Ordinary Members may vote for motions. The Executive Committee may allow any other individual to attend at its discretion.
- 2.18 An Extraordinary General Meeting will only be called to consider Emergency Motions proposed by the Senior Man or the Executive Committee, or by any Ordinary Member who has requested an Extraordinary General Meeting in accordance with Section 11(c). Motions should be presented to the JCR in accordance with the guidelines laid out in the JCR By-Laws.
- 2.19 The JCR Secretary must make minutes of an Extraordinary General Meeting available to Ordinary Members no later than seven days after the meeting.

Annual General Meeting

- 2.20 The Annual General Meeting will be held each year at the end of the sixth week in Epiphany term at a location within the College.
- 2.21 There will be no quorum for the Annual General Meeting as no vote will be conducted.
- 2.22 The JCR Chair must give notice of the Annual General Meeting to Members at least ten days before the meeting via official online and social media platforms and printed publications in at least two public places in College, one of which should be likely to be visited by Livers-Out.
- 2.23 The JCR Chair must publish the agenda for the Annual General Meeting at least forty-eight hours before the meeting via official online and social media platforms and printed publications in at least two public places in College.
- 2.24 Attendance of the Annual General Meeting is limited to Members. Members of the Middle Common Room may be present for the announcement of the new Communities Officer. The Executive Committee may allow any other individual to attend at its discretion.
- 2.25 The Annual General Meeting will consist of:
- (a) Executive Officers' End of Term of Office Reports
 - (b) Presentation of the JCR Accounts
 - (c) Disclosure of plans to be completed by the incoming Executive Committee
 - (d) Questions from the Members for the Executive Officers
 - (e) Non Executive Officers' Reports where deemed necessary by the JCR CHair
 - (f) Announcement of the results for the election of Executive Officers and presentation of the successful candidates

2.26 The JCR Secretary must make minutes of the Annual General Meeting available to Ordinary Members no later than seven days after the meeting.

Article 3: Referenda

3.1 A referendum is quorate if half of the Ordinary Membership of the JCR votes. The result of a quorate referendum is binding on the JCR unless reversed through subsequent motion at an Extraordinary or Ordinary General Meeting in accordance with the provisions of Article 2 of these Standing Orders, or by subsequent referendum.

3.2 The Senior Man must call a referendum:

(a) If a quorate or inquorate Ordinary General Meeting refers a matter to referendum by a two-third majority vote;

(b) If the Executive Committee refers a matter to referendum by simple majority vote;

(c) If an Executive or Non-Executive Officer appeals the result of a Motion of No Confidence;

(d) If required under these Standing Orders

3.3 The JCR Chair will coordinate the referendum, which will take the form of a secret ballot. Voting will be open to all Ordinary Members and will take place by single transferable vote (alternative vote), as defined by the Durham Students' Union regulations.

Article 4: Executive Committee

4.1 The Executive Committee will manage the daily affairs of the JCR on behalf of the Members, in accordance with the responsibilities and powers laid out below.

4.2 The Executive Committee is directly accountable to the JCR through the Ordinary General and Annual General Meetings, and is bound by all decisions of Ordinary General Meetings, Extraordinary General Meetings, and Referenda.

4.3 The Executive Committee must meet at least once each week during term time.

4.4 The JCR Chair will be Chair of the Executive Committee.

Responsibilities and Powers

4.5 The Executive Committee must review and update the Strategic Plan annually.

4.6 Each Executive Officer must represent the interests of the JCR in meetings of College and Joint Committees to which they are invited.

4.7 The Executive Committee must appoint Non-Executive Officers in accordance with the provisions of Article 5 of these Standing Orders.

4.8 Each Executive Officer must work as a Freshers' Representative and Post Offer Visit Day Representative.

- 4.9 The Executive Committee must attend all Meetings of the JCR.
- 4.10 The Executive Committee must attend all Formal Dinners.
- 4.11 Each Executive Officer may utilise finances of the JCR up to two hundred and fifty pounds (£250) with the approval of the JCR Treasurer.p
- 4.12 The Executive Committee may permit any Executive Officer to utilise finances of the JCR between two hundred and fifty pounds (£250) five thousand pounds (£5000) by simple majority vote.
- 4.13 The Executive Committee may permit any Executive Officer to utilise finances of the JCR over the value of five thousand pounds (£5000) with the approval of the Master.
- 4.14 Each Executive Officer will be remunerated according to the provisions of the JCR By-Laws subject to the approval of the Annual General Meeting.
- 4.15 Each Executive Officer will be indemnified out of the assets of the JCR against all losses or liability incurred in the non-negligent executive of their office

Membership

- 4.16 The Membership of the Executive Committee consists of the following Executive Officers, in order of seniority:
- (a) Senior Man
 - (b) Vice-President (Discipline)
 - (c) Welfare Officer
 - (d) JCR Treasurer
 - (e) Facilities Officer
 - (f) Communities Officer
 - (g) Sports and Societies Officer
 - (h) Events Officer
 - (i) Secretary
 - (j) Chair

Senior Man

- 4.17 The Senior Man will provide strategic direction for the JCR, coordinate the work of the Executive Committee and be responsible for the efficient management and satisfactory conduct of the JCR's business.
- 4.18 The Senior Man will attempt to ensure that all Members follow the rules, regulations and customs of the College, unless instructed not to by a General Meeting.
- 4.19 The Senior Man must hold drop-in hours at least once every week during term time for Members to discuss all non-welfare college concerns.
- 4.20 The Senior Man will work with the JCR Chair to draft amendments to these Standing Orders in accordance with Article 2.

- 4.21 The Senior Man will work with the Vice President (Discipline) and Secretary to create and implement JCR social media strategy.
- 4.22 The Senior Man will represent the views of the JCR to College Officers.
- 4.23 The Senior Man will liaise with the Hatfield Trust, the Hatfield Association and alumni of the College for the benefit of the JCR.
- 4.24 The Senior Man will ensure the stipulations of the DSO Framework are adhered to by working with the Governance Support Unit.
- 4.25 The Senior Man will engage with the relevant university staff on issues that affect individual Members of the JCR as a whole.
- 4.26 The Senior Man must attend the following Committees of the JCR: JCR Treasury Committee, Clubs and Societies Meeting and Governance Committee.
- 4.27 The Senior Man must attend the JCR Presidents Committee.
- 4.28 The Senior Man must attend the Students' Union Assembly where it is possible for them to do so.

Vice-President (Discipline)

- 4.30 The Vice-President (Discipline) will deputise and assist the Senior Man and assume the powers and responsibilities of the Senior Man in the Senior Man's absence.
- 4.31 The Vice-President (Discipline) must attend College disciplinarys involving any Member to represent the interests of the JCR.
- 4.32 The Vice-President (Discipline) will monitor the progress of the Executive Committee to ensure that action points are followed up from Executive Committee Meetings and that Executive Officers are achieving individual goals.

- 4.33 The Vice-President (Discipline) will ensure the good behaviour of the Members during formal meals.
- 4.34 The Vice-President (Discipline) will work with the JCR Chair to oversee the appointment and interviews of all Non-Executive Officers.
- 4.35 The Vice-President (Discipline) will work with the Senior Man and JCR Secretary to create and implement JCR social media strategy.
- 4.36 The Vice-President (Discipline) will work with the Events Officer and Facilities Officer to oversee arrangements relating to the bar for musical and other social events arranged by the JCR to ensure good behaviour of Members.
- 4.37 The Vice-President (Discipline) will be responsible for the loaning of gowns to Members for formal dinners.
- 4.38 The Vice-President (Discipline) will liaise with the SHAPED Representatives as an ex-officio member of the SHAPED Exec.
- 4.39 The Vice-President (Discipline) must attend the Governance Committee.

Welfare Officer

- 4.40 The Welfare Officer will coordinate the running of the Welfare Team and develop and promote the Welfare Policy of the JCR alongside the Assistant Welfare Officer
- 4.41 The Welfare Officer will be available as a first point of contact for any of the Members seeking help relating to welfare
- 4.42 The Welfare Officer must hold a number of dedicated drop-in hours in a discreet location in college.
- 4.43 The Welfare Officer will use campaigns to promote welfare information to Members
- 4.44 The Welfare Officer must ensure that Members have access to sexual health and safety supplies.
- 4.45 The Welfare Officer will meet as requested with the Communities Teams to discuss specific welfare concerns and assist with related campaigns
- 4.46 The Welfare Officer will consult the JCR Exec on matters which concern the Hatfield Confidentiality Agreement and make sure Members are aware of said agreement.
- 4.47 The Welfare Officer will oversee the organisation of the College Marriages Ceremony in Easter Term.
- 4.48 The Welfare Officer will liaise with College Officers and other welfare networks in College and the University (including Tutors and Mentors, the Chaplain, the MCR Welfare Officer, and Durham Students' Union Community Officer).

Treasurer

- 4.49 The JCR Treasurer will be responsible for the financial administration and well-being of the JCR

- 4.50 The JCR Treasurer will be responsible for the regulation and financial oversight of all clubs' and societies' accounts in accordance with the Framework and the noted annexe for a Durham Student Organisation.
- 4.51 The JCR Treasurer will be an additional signatory for finances of the JCR where necessary.
- 4.52 The JCR Treasurer will make recommendations to the JCR regarding subscriptions and levies.
- 4.53 The JCR Treasurer must organise event planning and finance training alongside the Events Officer for the Events Teams and the Senior Freshers' Representatives.
- 4.54 The JCR Treasurer must train and assist the Events Officer with event budgeting and managing the effects of tax, especially VAT.
- 4.55 The JCR Treasurer must hold a number of dedicated drop-in hours every week for the benefit of clubs and societies.
- 4.56 The JCR Treasurer may appoint a team of Assistant Treasurers for assistance with financially related projects with particular focus on regulation of Clubs' and Societies' ACcounts.
- 4.57 The JCR Treasurer must produce budgets and accounts for presentation to College Council in accordance with the rules and dates laid down in Annexe 3 of the Framework for Durham Student Organisation.
- 4.58 The JCR Treasurer must attend the following Committees of the JCR: JCR Treasury Committee and Clubs and Societies Meeting.
- 4.59 The JCR Treasurer must attend all meetings of the Treasurers' Committee and any training/information seminars regarding accounting.

Facilities Officer

- 4.60 The Facilities Officer will have general responsibility for spaces in College managed by or in coordination with the JCR.
- 4.61 The Facilities Officer will appoint and oversee the work of the Technical Manager and Technical Representatives and be responsible for all JCR technical equipment and storage spaces.
- 4.62 The Facilities Officer will appoint and coordinate the work of the Gym Representatives and be responsible for the management of the College gyms.
- 4.63 The Facilities Officer will appoint and coordinate the work of the Environment Officers.
- 4.64 The Facilities Officer will appoint and coordinate the work of the Food Reps.
- 4.65 The Facilities Officer will in conjunction with the Events Officer and Vice-President (Discipline), oversee the arrangements relating to the bar for musical and other social events arranged by the JCR.

- 4.66 The Facilities Officer will be responsible for efficiently replenishing college printers with paper. Printers will be stocked with paper at all times during the first and final week of the university term, when deadlines for academic coursework are in high concentration.
- 4.67 The Facilities Officer will maintain the communal area services such as vending machines.
- 4.68 The Facilities Officer will liaise with the Bursar and staff as necessary to help over all College spaces including their use, development and maintenance.
- 4.69 The Facilities Officer will be the first point of liaison with the College Bar over any matters concerning bar facilities unrelated to alcohol.
- 4.70 The Facilities Officer must attend the DST's Technical Training Course.

Communities Officer

- 4.71 The Communities Officer will be responsible for representing the JCR at the Students' Union and managing the Communities Teams.
- 4.72 The Communities Officer will represent the opinions, actions, and decisions of the JCR and MCR to the Students' Union where such opinions and actions are relevant to the Students' Union, the University of Durham or students in general.
- 4.73 The Communities Officer must convey the Students' Union's opinions, actions, and decisions to the JCR and MCR
- 4.74 The Communities Officer must produce a written account of the issues raised and discussed at each Students' Union Assembly meeting and the implications thereof for Hatfield students.
- 4.75 The Communities Officer must publicise all meetings of Students' Union Zone Committees, Students' Union Assembly and Students' Union elections and any subsequent results within the College.
- 4.76 The Communities Officer will appoint and oversee the work of the Assistant Students Union Representatives.
- 4.77 The Communities Officer will maintain JCR social media relating to the Students' Union alongside the JCR Secretary
- 4.78 The Communities Officer will organise the University Challenge trials in College.
- 4.79 The Communities Officer will appoint and coordinate the work of the International Representatives, LGBTQ+ Representatives, Mature Students Representatives, Disabilities Representatives, People of Colour Representatives and Feminist Community Representatives.
- 4.80 The Communities Officer will be the college elections coordinator for all Student Union elections and organise election stations. If there is a conflict of interest, this responsibility will be delegated to junior members of the Students' Union team or a member of the Executive Committee.

4.81 The Communities Officer must attend the following Committees of the JCR:
Governance Committee.

4.82 The Communities Officer must attend the Students' Union Assembly.

Sports and Societies Officer

4.83 The Sports and Societies Officer will liaise between JCR-ratified clubs and societies and the Executive Committee.

4.84 The Sports and Societies Officer must organise Hatfield-Castle Day.

4.85 The Sports and Societies Officer will liaise with DUCK and SCA and assist them with their work as required.

4.86 The Sports and Societies Officer must organise the clubs and societies photo and Floreat dinner.

4.87 The Sports and Societies Officer will represent the JCR's views to Team Durham and publicise activities to Members.

4.88 The Sports and Societies Officer must attend the following JCR Committees: JCR Treasury Committee and Clubs and Societies Committee.

4.89 The Sports and Societies Officer must attend all relevant meetings as organised by Team Durham.

Events Officer

4.90 The Events Officer will organise social events in College, particularly Hatfield Day, Michaelmas Ball and Bar Quizzes.

4.91 The Events Officer will manage the JCR Events Team.

4.92 The Events Officer will assist the Events Teams and liaise between them and the Executive Committee.

4.93 The Events Officer will assist any Ordinary Member, JCR-ratified Sports Club or Society with organising social events if requested.

4.94 The Events Officer must organise event management training sessions alongside the JCR Treasurer for the Events Teams and the Senior Freshers' Representatives.

4.95 The Events Officer will work with the Communities Teams and the MCR Events Coordinator to ensure college events are accessible to all the college community.

4.96 The Events Officer will oversee arrangements relating to the College Bar for musical and other social events arranged by the JCR in conjunction with the Facilities Officer and Vice-President (Discipline).

4.97 The Events Officer must organise regular meetings with College Officers and the MCR Events Coordinator to ensure collaboration throughout College Events.

4.98 The Events Officer must respect the College's right to oversee all decisions relating to events made by the Events Officer, the Executive Committee and the Events Teams, particularly those relating to finance and safety.

4.99 The Events Officer maintain JCR social media relating to JCR Events alongside the JCR Secretary

4.100 The Events Officer will be jointly in charge of technical equipment and appointing Technical Representatives.

4.101 The Events Officer will plan Executive Committee Formal Receptions.

4.102 The Events Officer will organise any decorations and entertainment at themed formals, alongside the Secretary.

4.103 The Events Officer will liaise with the Entertainments Manager of the Students Union.

4.104 The Events Officer must attend the DST's Technical Training Course.

JCR Secretary

4.105 The JCR Secretary must organise and coordinate sign-up for Formal Dinners

4.106 The JCR Secretary must coordinate and distribute the JCR stash.

4.107 The JCR Secretary must keep and publish minutes of all Ordinary General Meetings, Extraordinary General Meetings and the Annual General Meeting.

4.108 The JCR Secretary will communicate information to Members on behalf of the Executive Committee

4.109 The JCR Secretary will keep the JCR's official online and social media platforms up to date with relevant information.

4.110 The JCR Secretary will maintain all information boards and screens in College.

4.111 The JCR Secretary will maintain organisation of all paperwork and records produced by the Executive Committee.

4.112 The JCR Secretary must coordinate and manage all handover documents for JCR positions

4.113 The JCR Secretary will draw up, jointly with the Senior Man and JCR Chair, amendments to these Standing Orders on behalf of the Executive Committee and the Members.

4.114 The JCR Secretary will assist the Chair with organising any surveys and consultation that the JCR conducts with the Members.

4.115 The JCR Secretary will work with the Technical Representatives to film, produce and edit a video for Formal Hustings

4.116 The JCR Secretary must attend the following Committees of the JCR: Governance Committee.

JCR Chair

4.117 The JCR Chair will ensure compliance of all JCR activities with these Standing Orders.

4.118 The JCR Chair will be the Chair of the Executive Committee in a non-voting capacity, and must compile agendas for each meeting.

4.119 The JCR Chair will be the Chair of all Meetings of the JCR in a non-voting capacity and must compile and publish agendas for each meeting.

4.120 The JCR Chair will receive all manifestos for Executive and Non-Executive Officer positions.

4.121 The JCR Chair will administer and publish the results of all JCR elections.

4.122 The JCR Chair will organise any surveys and consultations that the JCR conducts with the Members.

4.123 The JCR Chair will liaise between the Members and the Executive Committee for any Members seeking advice or information.

4.124 The JCR Chair must edit the Freshers' Handbook.

4.125 The JCR Chair must attend the following Committees of the JCR: Governance Committee.

Elections

4.126 The Executive Officers will be elected by secret ballot before the end of the sixth week of Epiphany Term in each year and will hold office from 18:46 on the last day of that term until 18:46 on the last day of Epiphany Term the following academic year.

4.127 The Executive Officer Elections will be conducted in accordance with the Students' Union Election Regulations and each ballot must contain the option of 'Re-Open Nominations' and 'No Preference'.

4.128 The Master or a person nominated by the Master may investigate the conduct of any election of the JCR in accordance with College Regulations.

4.129 Candidates for each position must submit manifestos according to the provisions of the JCR By-Laws.

4.130 Candidates for each position must have one named Proposer and Seconder. The Proposer will be required to speak at Formal Hustings. Their speech may be given by the Seconder if they are absent for illness or urgent cause.

4.131 The Proposer and Seconder must be Ordinary Members, but must be neither (i) Proposing or Seconding another Candidate in the same set of elections nor (ii) an Executive Officer.

4.132 Candidates for each position must attend Formal and Informal Hustings, which will be organised by the JCR Chair and take place before voting opens. Formal Hustings will take place according to the provisions of the JCR By-Laws.

4.133 Voting must be open for no less than five days but no more than six days.

- 4.134 The Master must be informed of any elections of the JCR in accordance with the deadlines of the College Regulations
- 4.135 Voting will be limited to Ordinary Members of the JCR, though Ordinary Members of the MCR may vote in elections for Communities Officer.
- 4.136 Quorum for elections by secret ballot will be 40% of the Ordinary Members of the JCR.
- 4.137 In the event of a tie or the successful election of 'Re-Open Nominations' or 'No Preference', the Chair must organise a second election within twenty-one days or before the end of term, whichever is sooner.
- 4.138 The result of the election must be announced within twenty-four hours of the close of voting.

Eligibility

- 4.139 Any Ordinary Member who will remain an Ordinary Member during their year of office will be eligible to stand for election of any Executive Officer position subject to the exceptions listed in s 4.140.
- 4.140 Those exceptions are:
- (a) No Ordinary Member may be elected Senior Man for more than two terms of office
 - (b) No Ordinary Member who will not be in at least their third year of study during their year of office may be elected to the position of Senior Man, Vice-President (Discipline) or Welfare Officer.
 - (c) Candidates for the position of JCR Treasurer will be subject to the Treasurer Vetting Procedures under the JCR By-Laws
 - (d) No Ordinary Member who does not intend to live in College during their year of office may be elected to the position of Senior Man.
 - (e) No Ordinary Member who has not attended a Nightline training weekend may be elected to the position of Senior Man, Vice-President (Discipline), Welfare Officer, or Communities Officer
 - (f) No Ordinary Member who has not attended at least two Students Union Assembly Meetings may be elected to the position of Communities Officer.
 - (g) Candidates for each Executive Officer position will be subject to the College Officers Consultation Procedure under the JCR By-Laws.
 - (h) Any candidate who canvasses or who is canvassed for during the course of an election will be disqualified.
- 4.141 For the purposes of ss 4.139-140, 'year of office' refers to the start of Michaelmas Term following the election until the end of the following Epiphany Term.

Resignation

4.142 Any Executive Officer may resign by giving written notice of their resignation to the Senior Man.

4.143 The Senior Man may resign by giving written notice of their resignation to the Vice-President (Discipline).

4.144 Any Executive Officer will be deemed to have resigned when withdrawn temporarily or permanently from the JCR or the University of Durham.

Removal

4.145 Any Ordinary Member may submit a Motion of No Confidence to be considered at a General Meeting in accordance with the provisions of the JCR By-Laws.

4.146 Any Executive Officer who is the subject of a Motion of No Confidence must be given an opportunity to respond to questioning prior to the vote.

4.147 If a Motion of No Confidence in an Executive Officer is successful in accordance with the provisions of Article 2 and the JCR By-Laws, that Executive Officer will be removed from office.

Extraordinary Replacement

4.148 In the event of a resignation or removal, the Executive Committee may decide either to fill the empty position by holding an election according to the provisions of these Standing Orders, or to leave the space empty and delegate the work to other Executive and Non-Executive Officers. This decision should be made with particular regard to the length of time before the next scheduled Executive Committee election.

Article 5: Non-Executive Officers

Freshers' Representative Team

5.1 The Freshers' Representative Team will be responsible for organising, coordinating and working Freshers' Week. It will be managed by the Senior Freshers' Representatives and directly accountable to the Executive Committee through the Senior Man.

5.2 The Fresher's Representative Team will consist of the Senior Freshers' Representatives, all members of the Executive Committee, the Assistant Welfare Officer and the Freshers' Representatives.

Senior Freshers' Representatives

5.3 The Executive Committee must appoint one Male and one Female Senior Freshers' Representative in Easter Term according to the procedure below.

5.4 Following submission of manifestos, applicants to the position of Senior Freshers' Representative will be interviewed by a committee comprising the Senior Tutor, Senior Man, Vice-President (Discipline), Treasurer and one or both of the outgoing

Senior Freshers' Representatives . The interview committee must make a recommendation to the Executive Committee, which must either confirm or reject the recommendation.

- 5.5 If the Executive Committee rejects the recommendation, the interview committee must make another recommendation from the original applicants. If this second recommendation, or subsequent recommendations, is rejected, the interview committee may decide either to make another recommendation or to re-open applications.
- 5.6 The Senior Freshers' Representatives will be responsible for organising and coordinating Freshers' Week and the work of the Freshers' Representatives in conjunction with College Officers.
- 5.7 The Senior Freshers' Representatives will decide the size of the Freshers' Representative Team with particular regard to: i) the size of previous Freshers' Representative Teams; ii) the particular needs of the year, including the number of students living away from the main college site, iii) the financial constraints on the college and the JCR; iv) the recommendations of the Executive Committee and v) the recommendations of the College Officers.

Freshers' Representatives

- 5.8 The Senior Freshers' Representatives and the Executive Committee must appoint Freshers' Representatives in Easter Term following submission of manifestos.
- 5.9 The Freshers' Representatives will help the Senior Freshers' Representatives as appropriate to ensure the success of Freshers' Week.

Post Offer Visit Day Representative Team

- 5.10 The Post Offer Visit Day Representative Team will be responsible for organising, coordinating and working Post Offer Visit Days, which take place over Easter break. It will be managed by the Senior Post Offer Visit Day Representatives and directly accountable to the Executive Committee through the Senior Man.
- 5.11 The Post Offer Visit Day Representative Team will consist of the Senior Post Offer Visit Day Representatives, all members of the Executive Committee, the Assistant Welfare Officer and the Post Offer Visit Day Representatives.

Senior Post Offer Visit Day Representatives

- 5.12 The Executive Committee must appoint one Male and one Female Senior Post Offer Visit Day Representative in Michaelmas Term according to the procedure below..
- 5.13 Following submission of manifestos, applicants to the position of Senior Post Offer Visit Day Representative will be interviewed by a committee comprising the Senior Tutor, Senior Man, Vice-President (Discipline) and Welfare Officer. The interview committee must make a recommendation to the Executive Committee, which must either confirm or reject the recommendation.
- 5.14 If the Executive Committee rejects the recommendation, the interview committee must make another recommendation from the original applicants. If this second recommendation, or subsequent recommendations, is rejected, the interview committee may decide either to make another recommendation or to re-open applications.
- 5.15 The Senior Post Offer Visit Day Representatives will be responsible for organising and coordinating Freshers' Week and the work of the Post Offer Visit Day Representatives in conjunction with College Officers.
- 5.16 The Senior Post Offer Visit Day Representatives will decide the size of the Post Offer Visit Day Representative Team with particular regard to: i) the size of previous Post Offer Visit Day Representative Teams; ii) the particular needs of the year, including the number of students living away from the main college site, iii) the financial constraints on the college and the JCR; iv) the recommendations of the Executive Committee and v) the recommendations of the College Officers.

Post Offer Visit Day Representatives

- 5.17 The Senior Post Offer Visit Day Representatives and the Executive Committee must appoint Post Offer Visit Day Representatives in Epiphany Term following submission of manifestos.
- 5.18 The Post Offer Visit Day Representatives will help the Senior Post Offer Visit Day Representatives as appropriate to ensure the success of Post Offer Visit Days.

SHAPED Executive Committee

- 5.19 The JCR recognises SHAPED as an independent group within College. Members of the SHAPED Executive Committee will be appointed according to processes agreed by SHAPED and the College, and will be considered ex-officio Non Executive Officers of the JCR.
- 5.20 The Vice-President (Discipline) will liaise with the SHAPED Executive Committee in matters concerning the JCR and to ensure the JCR Executive Committee support SHAPED, particularly by allowing SHAPED to advertise events through the Freshers' Fairs, official JCR online and social media platforms.
- 5.21 The JCR may provide financial support to SHAPED, to supplement their budget provided by the College, if deemed appropriate by the JCR Treasurer.
- 5.22 The SHAPED Executive Committee will work to organise, advertise and host events to support and enhance Hatfield and Durham Students' academic progress, employability prospects and personal development.

Welfare Team

- 5.23 The Welfare Team will assist the Welfare Officer in fulfilling their responsibility to provide welfare services to members of the JCR. It will be directly accountable to the Executive Committee through the Welfare Officer.
- 5.24 The Welfare Team will consist of the Welfare Officer, the Assistant Welfare Officer, the Senior Welfare Representatives, the Senior Welfare Campaigns Representatives, the Senior Welfare Livers-Out Representative and the Junior Welfare Representatives.

Assistant Welfare Officer

- 5.25 The Welfare Officer must appoint an Assistant Welfare Officer in Easter Term, prior to applications for Senior Welfare Representatives following submission of manifestos and interview by the Welfare Officer and their immediate predecessor.
- 5.26 The Assistant Welfare Officer must assist the Welfare Officer in performing all of their duties, as laid out in Article 4.
- 5.27 The Assistant Welfare Officer will coordinate the running of the Welfare Team and develop and promote the Welfare Policy of the JCR alongside the Welfare Officer.
- 5.28 The Assistant Welfare Officer must hold a number of dedicated drop-in hours in a discreet location in college.
- 5.29 The Assistant Welfare Officer must attend weekly meetings with College Officers alongside the Welfare Officer.
- 5.30 The Assistant Welfare Officer must attend every General Meeting.
- 5.31 The Assistant Welfare Officer will be a member of the Freshers' Representative

Team and Post Offer Visit Day Representative Team.

Senior Welfare Representatives

- 5.32 The Welfare Officer and Assistant Welfare Officer must appoint three Senior Welfare Representatives in Easter Term after the examination period following submission of manifestos and interview by the Welfare Officer and Assistant Welfare Officer. This decision should be made with particular regard to the desire for representation of different genders.
- 5.33 The Senior Welfare Representatives must hold a number of dedicated drop-in hours in a discreet location in college.
- 5.34 The Senior Welfare Representatives must assist with welfare campaigns in College.
- 5.35 The Senior Welfare Representatives must attend every General Meeting.

Senior Welfare Campaigns Representatives

- 5.36 The Welfare Officer and Assistant Welfare Officer may appoint one or more Senior Welfare Campaigns Representatives in Easter Term after the examination period following submission of manifestos and interview by the Welfare Officer and Assistant Welfare Officer.
- 5.37 The Senior Welfare Campaigns Representatives will assist the Welfare Officer and Assistant Welfare Officer with their duty to run welfare campaigns throughout the year.
- 5.38 The Senior Welfare Campaigns Representatives must attend every General Meeting.

Senior Welfare Livers-Out Representative

- 5.39 The Welfare Officer and Assistant Welfare Officer must appoint a Senior Welfare Livers-Out Representative after the examination period in Easter Term following submission of manifestos and interview by the Welfare Officer and Assistant Welfare Officer.
- 5.40 The Senior Welfare Livers-Out Representative will represent Livers-Out and Livers-Aboard interests to Team Welfare and other relevant bodies in college and ensure that they remain informed about activities in college.
- 5.41 The Senior Welfare Livers-Out Representative must co-ordinate college families and organise Family Formal and Parenting Night.
- 5.42 The Senior Welfare Livers-Out Representative must promote the University's Code of Conduct for students living out of College, particularly with regard to tenancy and safety matters.
- 5.43 The Senior Welfare Livers-Out Representative must organise a living-out and house-hunting information evening to be held in Michaelmas Term.
- 5.44 The Senior Welfare Livers-Out Representative must organise a Find a Housemate Night in College and promote the Students' Union Find a Housemate.
- 5.55 The Senior Welfare Livers Out Representative must produce a handbook for all

Livers'-Out, to be put online and physically distributed, within a Livers-Out pack, to all Livers-Out who have requested a copy, at the start of the Michaelmas term immediately preceding the academic year in which they will be living out of College.

5.56 The Senior Welfare Livers Out Representative must attend every General Meeting.

Junior Welfare Representatives

5.57 The Welfare Officer and Assistant Welfare Officer must appoint at least two male and two female Junior Welfare Representatives within the first three weeks of Michaelmas Term following submission of manifestos and interview by the Welfare Officer and Assistant Welfare Officer.

5.58 The Junior Welfare Representatives will assist in organising and running campaigns within the College, raising the awareness of assistance available, and providing welfare supplies to the JCR.

5.59 The Junior Welfare Representatives must attend every General Meeting.

Assistant Treasurer Team

5.60 The Assistant Treasurer Team will assist the Treasurer with financial projects if required, with particular focus on regulation of Clubs' and Societies' Accounts. The Assistant Treasurer Team will be directly accountable to the Executive Committee through the Treasurer.

5.61 The Treasurer may appoint Assistant Treasurers within the first three weeks of Michaelmas Term following submission of manifestos and interview by the Treasurer.

5.62 The Assistant Treasurers must attend every Ordinary General Meeting.

Facilities Officer Team

5.63 The Facilities Officer may elect an Assistant Facilities Officer Team which will aid them, however they see fit.

Technical Team

5.64 The Technical Team will provide technical services at JCR and College events as requested. The Technical Team will be managed by the Technical Manager and directly accountable to the Executive Committee through the Facilities Officer.

5.65 The Technical Team will consist of the Technical Manager and the Technical Representatives.

Technical Manager

- 5.66 The Facilities Officer must appoint the Technical Manager following submission of manifestos and interview by the Facilities Officer, Events Officer and the outgoing Technical Manager.
- 5.67 The Technical Manager will liaise with the JCR Facilities Officer over matters concerning technical equipment in college.
- 5.68 The Technical Manager will manage the Technical Team and assign team members to events as requested.
- 5.69 The Technical Manager must ensure high standards are maintained in the set-up, running, set-down and storage of technical equipment.
- 5.70 The Technical Manager must manage the administration of the Technical Team, including logging hours worked for invoice purposes.
- 5.71 The Technical Manager must ensure all administrative records are signed off by the JCR Treasurer (or Assistant Treasurer) and JCR Facilities Officer at the end of every term
- 5.72 The Technical Manager must ensure there is an efficient system in place for the storage of JCR technical equipment.
- 5.73 The Technical Manager will invoice event organisers on behalf of the Technical Team.
- 5.74 The Technical Manager must compile and maintain an inventory of all JCR owned technical equipment.
- 5.75 The Technical Manager must ensure the technical equipment in college is fully functional and up to date. Requests for new technical equipment and repairs can be made through the JCR Facilities Officer.
- 5.76 The Technical Manager will consult the JCR on any technical issues within college.
- 5.77 The Technical Manager will receive comprehensive sound and lighting training before undertaking any paid jobs for college events.
- 5.78 The Technical Manager will be paid at the rate of £8/hour for events worked.

Technical Representatives

- 5.79 The Facilities Officer must appoint Technical Representatives following submission of manifestos and interview by the Facilities Officer, Events Officer and the outgoing Technical Manager.
- 5.80 The Technical Representatives will set up technical equipment for events as requested
- 5.81 The Technical Representatives will oversee technical equipment during events
- 5.82 The Technical Representatives will set down technical equipment for events as requested
- 5.83 The Technical Representatives must ensure technical equipment is stored safely and correctly, as outlined by the Technical Manager

- 5.84 The Technical Representatives will help to move other items of events as requested
- 5.85 The Technical Representatives must make themselves available for at least one event every fortnight.
- 5.86 The Technical Representatives will receive comprehensive sound and lighting training before undertaking any paid job for college events.
- 5.87 The Technical Representatives will be paid at the rate of £6/hour for events worked.

Environment Team

- 5.88 The Environment Team will promote and implement College Environmental Policy and address environmental issues in college. The Environment Team will be managed by the Senior Environment Officers and directly accountable to the Executive Committee through the Facilities Officer.
- 5.89 The Environment Team will consist of the Senior Environment Officers and the Junior Environment Officers.

Senior Environment Officers

- 5.90 Facilities Officer must appoint the Senior Environment Officers in Easter Term following submission of manifestos and interview by the Facilities Officer.
- 5.91 The Senior Environment Officers must attend all greenspace Student Environment Group Meetings run by the Greenspace Student Environment Coordinator.
- 5.92 The Senior Environment Officers must attend every General Meeting.
- 5.93 The Senior Environment Officers must attend and prepare a report for all Environment Team Meetings.
- 5.94 The Senior Environment Officers must prepare a report for the Senior Man to present to College Meeting.

Junior Environment Officers

- 5.95 The Facilities Officer and Senior Environment Officers may appoint Junior Environment Officers in Michaelmas Term following submission of manifestos and interview by the Facilities Officer and Senior Environment Officers.
- 5.96 The Junior Environment Officers will help the Senior Environment Officers promote and implement College Environmental Policy and green issues within the college
- 5.97 The Junior Environment Officers will attend regular meetings with the Senior Environment Officers.
- 5.98 The Junior Environment Officers may attend Greenspace Student Environment Group meetings, run by the Greenspace Student Environment Coordinator, should a Junior Environment Officer be absent through illness or urgent cause.

Gym Representatives

5.99 The Facilities Officer must appoint one Male and one Female Gym Representative in Easter Term following submission of manifestos and interview by the Facilities Officer.

5.100 The Gym Representatives will organise the day-to-day running of the College gyms in conjunction with the Facilities Officer.

5.101 The Gym Representative will be responsible for overseeing gym inductions in conjunction with the Facilities Officer.

5.102 The Gym Representative must report to every General Meeting.

Food Representatives

5.103 The Facilities Officer must appoint the Food Representative, Food Representative (Sports) and the Food Representative (Vegetarian) in Michaelmas Term following submission of manifestos and interview by the Facilities Officer.

5.104 The Food Representatives will report to the Facilities Officer as required.

5.105 The Food Representatives must report to every General Meeting.

Communities Teams

5.106 The Communities Teams will represent and work to address the particular concerns and needs of the students whom they represent, with the aim of enhancing their experience at Hatfield College. Each team will be managed by its Senior Representatives, and directly accountable to the Executive Committee through the Communities Officer.

Students' Union Team

5.107 The Students' Union Team will consist of the Assistant Students' Union Representatives.

Assistant Students' Union Representatives

5.108 The Communities Officer must appoint Assistant Students' Union Representatives in Michaelmas Term following submission of manifestos and interview by the Communities Officer. This decision should be made with particular regard to the desire for representation of Livers-In, Livers-Out, Postgraduates and Freshers.

5.109 The Assistant Students' Union Representatives will meet regularly with the Communities Officer to discuss issues that affect the JCR and the Students' Union, and will attend Zone Committees where relevant.

5.110 The Assistant Students' Union Representatives will conduct research on student opinions when requested by the Communities Officer.

5.111 The Assistant Students' Union Representatives must attend the following Committees of the JCR: Governance Committee.

5.112 The Assistant Students' Union Representatives must attend every General Meeting.

The Students' Union Representative for the MCR may attend General Meetings to provide reports, subject to prior approval by the Executive Committee.

LGBTQ+ Team

5.113 The LGBTQ+ Team will consist of the Senior LGBTQ+ Representatives and the Junior LGBTQ+ Representatives.

Senior LGBTQ+ Representatives

5.114 The Communities Officer must appoint two Senior LGBTQ+ Representatives in Easter Term following submission of manifestos and interview by the Vice-President (Discipline), Welfare Officer and Communities Officer. This decision should be made with particular regard to the desire for representation of different genders and sexual identities.

5.115 The Senior LGBTQ+ Representatives must organise Hatfield LGBTQ+ events and campaigns

5.116 The Senior LGBTQ+ Representatives will represent the JCR's views to the LGBT Association and must publicise its activities to Members.

5.117 The Senior LGBTQ+ Representatives must attend the LGBTQ+ Association College Representative Committee.

5.118 The Senior LGBTQ+ Representatives will facilitate participation for Members to attend LGBTQ+ Association events and socials.

Junior LGBTQ+ Representatives

5.119 The Senior LGBTQ+ Representatives may appoint Junior LGBTQ+ Representatives in Michaelmas Term following submission of manifestos and interview by the Senior LGBTQ+ Representatives and the Communities Officer.

5.120 The Junior LGBTQ+ Representatives will assist the Senior LGBTQ+ Representatives as appropriate throughout the year.

International Students Team

5.121 The International Students Team will consist of the Senior International Students' Representative and the Junior International Students' Representatives.

Senior International Students' Representative

5.122 The Executive Committee must appoint the Senior International Students' Representative in Easter Term according to the procedure below.

5.123 Following submission of manifestos, applicants to the position of Senior International Students' Representative will be interviewed by a committee comprising the Senior Tutor, Senior Man, Welfare Officer, Communities Officer and Senior Freshers' Representatives. The interview committee must make a recommendation to the Executive Committee, which must either confirm or reject the recommendation.

- 5.124 If the Executive Committee rejects the recommendation, the interview committee must make another recommendation from the original applicants. If this second recommendation, or subsequent recommendations, is rejected, the interview committee may decide either to make another recommendation or to re-open applications.
- 5.125 The Senior International Students' Representative will be responsible for the organising and coordinating of International Freshers' Week and the work of Freshers' Representatives during that week in conjunction with the Senior Freshers' Representatives and the College Officers.
- 5.126 The Senior International Students' Representative will liaise with the JCR Welfare Officer for welfare campaigns, and signpost International students to Team Welfare where appropriate
- 5.127 The Senior International Students' Representative will work with the Events Officer to make JCR events accessible to International Students. This will include advertising college events to the International Students' community and, where necessary, helping to tickets for college events, in conjunction with Ball Chairs and the Events Officer.

Intersectional Feminist Community Team

- 5.121 The Intersectional Feminist Community Team will consist of the Senior Intersectional Feminist Community representatives and the Junior Intersectional Feminist Community representatives.

Senior Intersectional Feminist Communities' Representative

- 5.122 The Executive Committee must appoint the Senior Intersectional Feminist Communities' Representative in Easter Term according to the procedure below.
- 5.123 Following submission of manifestos, applicants to the position of Intersectional Feminist Community Team Representative will be interviewed by a committee comprising the Communities Officer and another executive committee member. The interview committee must make a recommendation to the Executive Committee, which must either confirm or reject the recommendation.
- 5.124 If the Executive Committee rejects the recommendation, the interview committee must make another recommendation from the original applicants. If this second recommendation, or subsequent recommendations, is rejected, the interview committee may decide either to make another recommendation or to re-open applications.
- 5.126 The Intersectional Feminist Community Team Representative will liaise with the JCR Welfare Officer for welfare campaigns.

5.127 The Senior Intersectional Feminist Community' Representative will work with the Events Officer to make JCR events accessible to female students. This will include advertising college events to female students.

Junior International Students' Representatives

5.128 The Senior Intersectional Feminist Community' Representative may appoint Junior Intersectional Feminist Community Representatives in Michaelmas Term following submission of manifestos and interview by the Intersectional Feminist Community Representative and the Communities Officer.

5.129 The Junior Intersectional Feminist Community Representatives will assist the Senior Intersectional Feminist Community Representative as appropriate throughout the year.

People of Colour Team

5.130 People of Colour Team will consist of the Senior People of Colour Representative and the Junior People of Colours Representatives.

Senior People of Colour Representative

5.131 The Communities Officer must appoint a Senior People of Colour Representative in Easter Term following submission of manifestos and interview by the Communities Officer.

Junior People of Colour Representatives

5.132 The Senior People of Colour Representative may appoint Junior People of Colour Representatives in Michaelmas Term following submission of manifestos and interview by the Senior People of Colour Representative and Communities Officer.

5.133 The Junior People of Colour Representatives will assist the Senior People of Colour Representative as appropriate throughout the year.

Mature Students' Representative

5.134 The Communities Officer must appoint the Mature Students' Representative in Michaelmas Term following submission of manifestos and interview by the Senior Man, Communities Officer, Welfare Officer and Senior Tutor.

5.135 The Mature Students' Representative will represent Mature Students' interests and work for positive change within the college on their behalf.

5.136 The Mature Students' Representative will liaise with the DUMSA Executive with regard to any events or actions taken in the name of DUMSA.

5.137 The Mature Students' Representative will liaise with the college MCR regarding social events.

- 5.138 The Mature Students' Representative will where necessary, liaise with the JCR Welfare Officer and MCR Welfare Officer for welfare campaigns, and signpost mature students to 'Team Welfare' where appropriate.
- 5.139 The Mature Students' Representative will work with the Events Officer to make JCR events accessible to Mature Students. This will include advertising college events to the Mature Students' community, and, where necessary, helping to tickets for college events, in conjunction with Ball Chairs and the Events Officer.
- 5.140 The Mature Students' Representative will raise awareness of issues and barriers that prevent mature students full participation in college life.
- 5.141 The Mature Students' Representative will communicate with the DUMSA executive regarding any issues or situations that the association can learn from or need to be aware of.
- 5.142 The Mature Students' Representative will be a point of contact for mature students within their college.
- 5.143 The Mature Students' Representative will work to ensure that undergraduate and postgraduate needs are catered for as best possible within their college.
- 5.144 The Mature Students' Representative must attend regular DUMSA meetings.

Sports & Societies Officer's Team

- 5.145 The Sports & Societies Officer may elect an Assistant Sports & Societies Team which will aid them, however they see fit.

Team Durham Representatives

- 5.145 The Sports and Societies Officer must appoint one Male and one Female Team Durham Representatives after the examination period in Easter Term following submission of manifestos and interview by the Sports and Societies Officer.
- 5.146 The Team Durham Representatives will represent the JCR's views to Team Durham and must publicise activities to Members.
- 5.147 The Team Durham Representatives will work in partnership with the Sports and Societies Officer for the responsibility of sports, clubs and societies of the JCR.
- 5.148 The Team Durham Representative will attend all relevant meetings as organised by Team Durham.
- 5.149 The Team Durham Representatives must organise and coordinate the Hatfield-Castle challenge alongside the Sports and Societies Officer.
- 5.150 The Team Durham Representatives must report to every General Meeting.
- 5.151 The Team Durham Representatives must present a report to College Meeting.

Hatfield Nepal Project Committee

5.152 The Hatfield Nepal Project Committee will organise the annual Hatfield Nepal Project, and will be managed by the Hatfield Nepal Project Chair and accountable to the Executive Committee through the Sports and Societies Officer.

5.153 An Interview Committee comprising the Senior Man, Communities Officer and outgoing Nepal Project Chair must appoint the Nepal Project Chair in Michaelmas Term following submission of manifestos and interview by the Interview Committee.

5.154 The Nepal Project Chair may convene an Event Committee to assist in organising the Hatfield Nepal Project.

5.155 No money intended for the Hatfield Nepal Project or its charities may pass through the JCR finance account at any time.

Events Teams

5.156 The Events Teams will assist the Events Officer in his responsibility to plan JCR and College events and will be directly accountable to the Executive Committee through the Events Officer.

5.157 The JCR recognises the particularly high degree of autonomy afforded to the Events Teams other than the JCR Events Team. The Executive Committee should not unilaterally intervene in the organisation of these events without due cause, but retains the right to consult on and oversee all decisions, particularly those regarding finance and safety.

JCR Events Team

5.158 The JCR Events Committee will assist the Events Officer in planning JCR Events other than those delegated to other Events Committees.

5.159 The JCR Events Committee will consist of the Senior Events Representative (Publicity), the Senior Events Representative (Events), the Senior Events Representative (Decorations) and the Senior Events Representative (Finance) and the Junior Events Representatives

Senior Events Representatives

5.160 The Events Officer must appoint the Senior Events Representatives in Easter Term before the examination period following submission of manifestos and interview by the Events Officer.

5.161 The Senior Events Representatives must attend every General Meeting.

5.162 The Senior Events Representatives must attend the DST's Technical Training Course.

5.164 The Senior Events Representative (Publicity) will be responsible for promoting and publicising any event organised for the JCR, via any means agreed by the Events Officer.

- 5.165 The Senior Events Representative (Events) will be responsible for liaising with the Events Officer to research companies, products, acts and entertainment for any event of the JCR and take minutes at Entertainment Committee meetings.
- 5.166 The Senior Events Representative (Decorations) will liaise with the Events Officer to coordinate the creation and construction of decorations for events of the JCR and assist with overseeing the Entertainment Committee.
- 5.167 The Senior Events Representative (Finance) will be responsible for working alongside the Events Officer in managing finance and budgeting for events, including managing event finance spreadsheets, and liaising with other Senior Events

Representatives to ensure the efficient running of college events. The responsibility of the Lion in Winter Ball and Fashion Show finances will remain the primary responsibility of the event Treasurers.

Junior Event Representatives

5.168 The Events Officer must appoint Junior Events Representatives before the end of the third week of Michaelmas Term following submission of manifestos and interview by the Events Officer.

5.169 The Junior Events Representatives will assist with the running of all events of the JCR, in particular the construction and erection of decorations for such events.

5.170 The Junior Events Representatives must attend the DST's Technical Training Course.

Lion in Winter Ball Committee

5.171 The Lion in Winter Ball Committee will plan the annual Lion in Winter Ball, to be held in Epiphany Term, and will be managed by the Lion in Winter Ball Chair and Lion in Winter Ball Treasurer.

5.172 An Interview Committee comprising the Master, Bursar, Senior Man, Treasurer, Events Officer and their immediate predecessor, the outgoing Ball Chair and the outgoing Ball Treasurer must appoint the Lion in Winter Ball Chair and Treasurer in Easter

Term following submission of manifestos and interview by the Interview Committee.

5.173 The Lion in Winter Ball Chair and Treasurer must convene an Event Committee to assist with the organisation and running of the Event.

Hatfield College Charity Fashion Show Committee

5.174 The Hatfield College Charity Fashion Show Committee will plan the annual Hatfield College Charity Fashion Show, to be held in Epiphany Term, and will be managed by the Fashion Show Chair(s) and Fashion Show Treasurer.

5.175 An Interview Committee comprising the Master, Bursar, Senior Man, Treasurer, Events Officer and outgoing Fashion Show Chair(s) must appoint the no more than two Fashion Show Chairs and a Fashion Show Treasurer in Easter Term following submission of manifestos and interview by the Interview Committee.

5.176 The Fashion Show Chair(s) and Treasurer must convene an Event Committee to assist with the organisation and running of the Event.

5.177 Hatfield College DUCK will hold an online poll allowing Members to elect a charity to support, and all profits raised through the Hatfield College Charity Fashion Show will be passed to the elected charity through DUCK.

Hatfield Sessions Committee

5.178 The Hatfield Sessions Committee will plan the annual Hatfield Sessions, and will be managed by the Hatfield Sessions Chair.

5.179 An Interview Committee comprising the Senior Man, Treasurer and outgoing Hatfield Sessions Chair must appoint the Hatfield Sessions Chair after the examination

period in Easter Term following submission of manifestos and interview by the Interview Committee.

5.180 The Hatfield Sessions Chair may convene an Event Committee as needed to assist with the organisation and running of the Event.

5.181 The Hatfield Sessions Chair must confirm with the Executive Committee a date for the subsequent Hatfield Sessions before the appointment of their successor.

Lumley Castle Ball Committee

5.182 The Lumley Castle Ball Committee will plan the annual, finalist-priority Lumley Castle Ball, to be held in Michaelmas Term, and will be managed by the Lumley Castle Ball Chair.

5.183 An Interview Committee comprising the Senior Man, Vice-President (Discipline), Treasurer, Events Officer and outgoing Lumley Castle Ball Chair must appoint the Lumley Castle Ball Chair after the examination period in Easter Term following submission of manifestos and interview by the Interview Committee.

5.184 The Lumley Castle Ball Chair may convene an Event Committee as needed to assist with the organisation and running of the Event.

5.185 The Lumley Castle Ball Chair must consult the JCR Treasurer to agree a price for tickets.

5.186 The Lumley Castle Ball Chair must confirm with the Executive Committee a date for the subsequent Lumley Castle Ball before the appointment of their successor.

Graduands' Dinner Chair

5.187 An Interview Committee comprising the Senior Man, Treasurer and Events Officer must appoint the Graduands' Dinner Chair in Michaelmas Term following submission of manifestos and interview by the Interview Committee.

5.188 The Graduands' Dinner Chair must organise the annual Graduands' Dinner, to be held in Easter Term.

General Provisions

5.189 Any Ordinary Member who will remain an Ordinary Member during their year of office will be eligible to apply for any Non-Executive Officer position subject to the exceptions listed in s 5.199.

5.190 Those exceptions are:

(a) No Ordinary Member who has not attended a Nightline training weekend may be appointed to the position of Assistant Welfare Officer, Senior Welfare Officer or Senior Welfare Livers-Out Officer

5.191 Each Non-Executive Officer must represent the interests of the JCR in meetings of College and Joint Committees to which they are invited.

5.192 Each Non-Executive Officer will be indemnified out of the assets of the JCR against all losses or liability incurred in the non-negligent execution of their office.

5.193 Any Non-Executive Officer may resign by giving written notice of their resignation to the Senior Man.

5.194 Any Non-Executive Officer will be deemed to have resigned when withdrawn temporarily or permanently from the JCR or the University of Durham.

5.195 Any Non-Executive Officer will be removed from their position if a written Motion of No Confidence concerning them is passed at a General Meeting.

5.196 The Executive Committee may decide either to fill an empty position in accordance with the provisions above or to leave the position empty and delegate the work to other Non-Executive Officers.

Article 6: Committees of the JCR

- 6.1 The Committees of the JCR are maintained to consult on Executive Committee decision-making and provide reports to the General Meetings.

Standing Committees

JCR Treasury Committee

- 6.2 The JCR Treasury Committee will consider applications from JCR-Ratified Clubs and Societies for funding.
- 6.3 The JCR Treasury Committee must meet at least once a term within the first three weeks of each term.
- 6.4 The JCR Treasury Committee will consist of the Senior Man, Treasurer, Sports & Societies Officer, and a Trust Representative.
- 6.5 The Chair of the Committee must extend invitations to the Finance Officer and the Director of the Hatfield Trust.
- 6.6 The JCR Treasury Committee must act in accordance with all statutes of the University, the DSO framework and any regulations imposed by College.
- 6.7 Decisions of the JCR Treasury Committee will be confidential until the JCR Sports and Societies Officer informs the applicants of the outcome of their application.
- 6.8 The Sports and Societies Officer will be Chair of the JCR Treasury Committee.

Clubs and Societies Meeting

- 6.9 The Clubs and Societies Meeting will consider matters relating to JCR-Ratified Clubs and Societies.
- 6.10 The Clubs and Societies Meeting must meet (i) as often as deemed necessary by the Chair of the Committee OR (ii) at the request of any two Members of the Committee.
- 6.11 The Clubs and Societies Meeting will consist of the Senior Man, JCR Treasurer, Sports and Societies Officer, Team Durham Representatives and all Club Captains and Society Presidents.
- 6.12 The Sports and Societies Officer will be Chair of the Clubs and Societies Meeting.

Governance Committee

- 6.13 The Governance Committee will review the Standing Orders and Governance of the JCR to ensure they remain up to date and efficient.
- 6.14 The Governance Committee must meet at least once per term.
- 6.15 The Governance Committee will consist of the Senior Man, Vice-President (Discipline), Communities Officer, JCR Secretary, JCR Chair and the Assistant Students' Union Representatives.
- 6.16 The JCR Chair will be Chair of the Governance Committee.

- 6.17 The Governance Committee will assist the JCR in reconciling the text of amendments to the Standing Orders with the drafting principles of this document, and advise where necessary on how to draft and submit motions for General Meetings.
- 6.18 The Executive Committee must prepare a report for the Governance Committee prior to the end of their term of office highlighting areas which in their experience deserve particular attention in the coming year.

***Ad hoc* Committees**

- 6.19 The Executive Committee may establish *ad hoc* Committees to look into particular issues on a temporary basis without needing to amend the Standing Orders.
- 6.20 *Ad hoc* Committees will be considered dissolved after one term of inactivity.

Responsibilities of Committees

- 6.21 The Committees of the JCR must have a Chair and a Minutes Secretary. These roles may be held by the same Member if suitable.
- 6.22 The Committees of the JCR must adopt Terms of Reference laying out the scope of their responsibilities, their lines of reporting and their decision-making procedures. These Terms of Reference will be maintained by the JCR Chair, appended to these Standing Orders and must be reviewed annually by the Committees.
- 6.22 The Committees of the JCR must provide minutes of each of their meetings to the Executive Committee by sending them to the JCR Chair within seven days of the meeting.
- 6.23 The Committees of the JCR must provide a brief written or oral report of their work to each Ordinary General Meeting.

Article 7: Dispute Resolution

- 7.1 Any Ordinary Member (the Complainant) who is dissatisfied with the performance of an Officer or body of the JCR or wishes to make a complaint under the Framework for a Durham Student Organisation, College Regulations or these Standing orders must first raise the grievance with the relevant Officer or body of the JCR in writing.
- 7.2 If the matter is not resolved in discussion with the relevant Officer or body of the JCR, the Complainant may raise the grievance with the Senior Man or the next-most senior Executive Officer the subject of Complaint.
- 7.3 If either the Senior Man or the Complainant feel that the matter has not been adequately dealt with, then the Senior Man and the Complainant must attempt to resolve the matter with an independent mediator appointed by the Master. The decision to accept any resolution will remain entirely with the parties involved.
- 7.4 If the Senior Man or Complainant continue to feel that the matter has not been adequately dealt with, it must be referred to the Master, whose decision in relation to the matter will be binding for all parties.

Article 8: Amendment of Standing Orders

- 8.1 Any Ordinary Member may submit a motion to amend the Standing Orders at a General Meeting in accordance with the provisions of Article 2 and the JCR By-Laws.
- 8.2 The Executive Committee may make any necessary alterations to correct typographical errors or reflect changes to the structure of the College, University or Students' Union.
- 8.3 The JCR Chair must notify College Council of any amendments passed by the General Meeting or made by the Executive Committee. College Council will have final authority to ratify or reject changes to the Standing Orders.

Contents: JCR By-Laws

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Article 1: Formal Discipline and Leaving Policy

- 1.1 Subject only to the exceptions considered in section 1.2, Members will not be allowed to leave the Hall during a formal meal between the time High Table enter and Bowing Out. A scone of £20 will be issued to any member in breach of this rule, and they will not be allowed to re-enter the Hall for the duration of the meal.
- 1.2 Those exceptions are that:
 - (a) On Guest Nights, members are allowed to leave the Hall between courses, only to use the toilet; AND
 - (b) Any member may request advance permission to leave the Hall under the provisions of section 1.4
- 1.3 Where the exceptions under section 1.2 apply, members should attempt to leave and re-enter the Hall only between courses and in a way which poses minimal disruption to the Catering Team. Misuse or improper exercise of such privileges will result in fines and the possibility of further disciplinary action.
- 1.4 Any member with a legitimate medical, personal or other reason may contact the Welfare Officer or Assistant Welfare Officer and request:
 - (a) That permission be granted to leave any one formal; OR
 - (b) That permission be granted to leave formal meals on a continuing basis; OR (c) That an appeal be granted against past disciplinary action for leaving the Hall on a previous occasion, on the condition that no such appeal will be allowed where the reason for leaving the Hall is in whole or in part the member's own irresponsible consumption of alcohol
- 1.5 Where such a request is made, the Welfare Officer will recommend to the Vice-President (Discipline) whether or not the permission should be granted, and on what terms. In the case of disagreement between the Welfare Officer and the Vice-President (Discipline), the Senior Man will decide whether permission should be granted.

- 1.6 Anybody who is sick during the meal will be removed from the Hall, issued a fine from College as a cleanup fee and be subject to further disciplinary action in accordance with the College Regulations and Responsible Drinking Policy.
- 1.7 Anybody may be removed from the Hall:
- (a) At the absolute discretion of the Food and Beverage Services Manager or his representative; OR
 - (b) Where they are deemed by the Vice-President (Discipline) to be the cause of excessive or continuous disruption
- 1.8 Under no circumstances will any member who leaves or who is removed from the Hall be refunded the price of their seat or their wine.
- 1.9 Nothing in this Article precludes a sanctioned individual from availing themselves of the Dispute Resolution Procedures of Article 7 of the Standing Orders.

Article 2: Remuneration of Executive Officers

- 2.1 Each Executive Officer shall be provided £250 at the end of their term of office as remuneration for unclaimed expenses and event tickets.
- 2.2 The JCR Treasurer must notify College Council of any change to the level of remuneration under Article 8 of these JCR By-Laws in Easter Term.

Article 3: Motion Guidelines

- 3.1 Any two or more Ordinary Members may submit a motion to be considered at a General Meeting concerning one of the following:
- (a) A change to the policy of the JCR on a particular issue
 - (b) A direction to any Officer or Body of the JCR
 - (c) An amendment to the Primary or JCR By-Laws
 - (d) The removal of an Officer of the JCR (Motion of No Confidence)
- 3.2 The JCR Chair or Governance Committee will provide guidance on format and structure to any Ordinary Member wishing to submit a motion when requested.
- 3.3 The JCR Chair must receive any motion to be considered at a General Meeting by noon four days before the meeting is to be held.
- 3.4 During the meeting the JCR Chair will read out the motion and allow time for questions and debate.

Article 4: Manifesto Guidelines

- 4.1 Applications made by manifesto under the provisions of the Standing Orders must be in accordance with these guidelines to be considered.
- 4.2 Manifestos may not exceed two hundred and fifty words. The JCR Chair must delete any additional text before passing manifestos on to the appointing officer or interview committee. Candidates names, the positions for which they are applying,

their subjects and degree year, and the names of any proposers or seconders are excluded from this word limit where not included in the body text.

- 4.3 Manifestos must include at least one picture of the candidate.
- 4.4 Manifestos must be submitted to both the JCR Chair's pigeon hole and email by the deadline for applications.
- 4.5 The JCR Chair may waive one or more of these requirements with the approval of the Senior Man if they determine under the circumstances it would be fair and reasonable to do so.

Article 5: Hustings Procedures

5.1 Formal and Informal Hustings will be held prior to the election of each Executive Officer to allow Members to pose questions to the candidates.

5.2 The JCR Chair will chair Hustings and must ensure that each round of Hustings is conducted in a fair and proper manner. The JCR Chair will give reasonable notice of the format of the hustings events to allow candidates adequate time to prepare.

5.3 Only Members of the JCR may attend Formal or Informal Hustings, subject to the exceptions listed in section 5.4.

5.4 Those exceptions are:

(a) Members of the MCR may attend Formal Hustings for the role of Communities Officer.

(b) The Master or the Master's representative may attend Formal Hustings in accordance with the provisions of section 4.128 of the Standing Orders.

(c) The Executive Committee may allow any other individual to attend at its discretion.

5.5 Any Ordinary Member who is unable to attend Formal Hustings may submit questions to the JCR Chair to be posed to the candidates. Such questions must be submitted at least twenty-four hours prior to the start of Formal Hustings and approved by the JCR Chair and the incumbent officer for the role concerned.

5.6 No Candidate or Proposer (or Secunder, if the Secunder is giving the Proposal speech) may make negative arguments or comments in the course of Formal and Informal Hustings. Speeches and responses will be monitored by the JCR Chair to ensure remarks are intended only to promote an individual's candidacy and not attack another's candidacy.

5.7 All Candidates, Executive Officers, Members of the JCR and other Attendees must respect the College Regulations with regard to freedom of speech and freedom from harassment during Formal and Informal Hustings.

5.9 Any proposed undertaking by a candidate during Informal Hustings must be approved by the incumbent officer and the Senior Man. Any such approval will have particular regard to the safety of the Candidates and the Members.

5.10 No Candidate, Executive Officer, Member of the JCR or other Attendee may infringe College Regulations in the course of Informal Hustings, with particular regard to safety, fire safety and freedom from harassment regulations.

Article 6: Executive Officer Election College Officers

Consultation Procedures

- 6.1 Prior to manifestos being publicised to Members the Senior Man must provide a list of candidates to the College Officers.
- 6.2 If the College Officers regard any candidate as wholly unsuitable, they may express these concerns to the Senior Man, Vice-President (Discipline) and Welfare Officer, who may then meet with the candidate in question to discuss the College Officer's concerns.
- 6.3 If the Candidate wishes to continue their campaign, the Senior Man or the College Officers may refer the issue to the College Council Chairman, whose decision on the matter will be final.
- 6.4 The College Council Chairman may not take account of any conflict of personality or character is reaching their decision.

Article 7: JCR Treasurer Vetting Interview

- 7.1 An interview committee consisting of the Master, Bursar, Senior Man and JCR Treasurer will assess the financial capabilities of candidates for the position of JCR Treasurer through a vetting interview following the submission of manifestos.
- 7.2 Any candidate deemed unsuitable by the interview committee will not be eligible for election to the role of JCR Treasurer.
- 7.3 The interview committee may not take account of any considerations unrelated to a candidate's financial capabilities.
- 7.4 The Senior Man must notify each candidate in writing of the interview committee's decision within 24 hours of the meeting.

Article 8: Amendment of JCR By-Laws

- 8.1 Any Ordinary Member may submit a motion to amend the JCR By-Laws with immediate effect at a General Meeting in accordance with the provisions of Article 2 of the Standing Orders and Article 4 of the JCR By-Laws.
- 8.2 The Executive Committee may make any appropriate amendment to the JCR By-Laws with immediate effect at its discretion, subject to the exceptions listed in section 8.3.
- 8.3 Those exceptions are:
 - (a) No amendment may be made to Article 2 without the approval of the JCR Treasurer
 - (b) No amendment made to Article 2 will take effect with respect to the remuneration of incumbent Executive Officers.
 - (c) No amendment made to Article 4 will take effect with respect to previously opened or ongoing applications.
- 8.4 The JCR Chair must immediately notify Members of any change to the JCR By-Laws within 48 hours of the change being made.

- 8.5 Any change to the JCR By-Laws must be ratified by the next General Meeting. Any change which is not ratified will be reversed.
- 8.6 The JCR Chair must notify College Council of any amendments to the JCR By-Laws ratified by the General Meeting or made by the Executive Committee. College Council will have final authority to ratify or reject changes to the JCR By-Laws.