

# University College Junior Common Room



## Constitution

MMX

Incorporating Amendment 18

## SECTION I

### INTRODUCTION

#### **A SCOPE**

- 1.1 This Constitution shall govern all relationships and activities of the Junior Common Room of University College, University of Durham. The purpose of this Constitution is to ensure that the Junior Common Room of University College is run in an effective and non-discriminatory manner and thus operates in the best interests of all its members. Should members fail to act in accordance with the rules of behaviour as determined by the Constitution then they shall be subject to the sanctions described herein.
- 1.2 The relationship between University College Junior Common Room and Durham University is outlined in a separate document entitled “University College Junior Common Room and Durham University”.

#### **B CONTENTS**

- 1.3 The following are the contents of this Constitution:

a)	Section I: Introduction	<i>Page 2</i>
b)	Section II: Definitions	<i>Page 3</i>
c)	Section III: Aims and Objectives of the J.C.R.	<i>Page 5</i>
d)	Section IV: Membership and Privileges	<i>Page 6</i>
e)	Section V: Opting Out	<i>Page 7</i>
f)	Section VI: Executive Officers	<i>Page 8</i>
g)	Section VII: J.C.R. Meetings	<i>Page 16</i>
h)	Section VIII: Elections	<i>Page 20</i>
i)	Section IX: Selections	<i>Page 27</i>
j)	Section X: J.C.R. Committees	<i>Page 33</i>
k)	Section XI: J.C.R. Finances	<i>Page 46</i>
l)	Section XII: The Undercroft Bar	<i>Page 48</i>
m)	Section XIII: The Toastie Bar	<i>Page 51</i>
n)	Section XIV: Room Ballot Procedure	<i>Page 52</i>
o)	Section XV: Affiliated Clubs and Societies	<i>Page 53</i>
p)	Section XVI: Non-Executive Officers	<i>Page 54</i>
q)	Section XVII: College Servants	<i>Page 60</i>
r)	Section XVIII: Sanctions and Resignations of Officers	<i>Page 63</i>
s)	Section XIX: Constitutional Amendments	<i>Page 65</i>
t)	Section XX: Documentation	<i>Page 66</i>
u)	Section XXI: Transfer to Charitable Company or C.I.O. and Winding Up	<i>Page 67</i>
v)	Section XXII: Acknowledgements and Irrelevant Information	<i>Page 68</i>
w)	Appendix A: Index of References to Non-Executive Officer Posts	<i>Page 69</i>

## SECTION II

### DEFINITIONS

- 2.1 The following definitions and expressions shall apply throughout this document:
- 2.2 The **Junior Common Room** of University College, Durham (hereinafter referred to as "The J.C.R.") shall consist of:
- a) Ordinary Members.
  - b) Honorary and Life Members.
  - c) Members of the Middle Common Room for the purposes of the 1994 Education Act.
- 2.3 The **Middle Common Room** of University College, Durham (hereinafter referred to as "The M.C.R."): The M.C.R. is comprised of all postgraduate students.
- 2.4 **In Statu Pupillari:**  
A Graduand or Student of the University registered for a full or part-time course of study, and not on the academic staff, excepting for teaching normally included as part of Postgraduate duties.
- 2.5 **College Regulations:**  
The current version of the Regulations issued by the College to students when they first come into residence and including any successive alterations.
- 2.6 **Open Committee:**  
A committee open to any member of the J.C.R. who wishes to attend regardless of whether or not he has been elected onto that Committee.
- 2.7 **He:**  
This word is loosely used in this document and is not necessarily intended to convey the masculine gender.
- 2.8 **Property of the J.C.R.:**  
Shall include all physical resources owned, rented by and loaned to the J.C.R., and all financial assets which shall include all moneys owed and owing to the J.C.R. and all moneys in J.C.R. accounts.
- 2.9 **Quorum:**  
Is the required number of J.C.R. Members to be present at a Meeting of any J.C.R. Committee in order for it to be able to exercise its full powers as conferred by this Constitution.
- 2.10 **Durham Students' Union (hereinafter referred to as D.S.U.):**  
Is the body representing all students of the University *in statu pupillari* with regard to all activities, except sport.
- 2.11 **Durham University Athletic Union (hereinafter referred to as D.U.A.U.):**  
Is the body representing all students of the University *in statu pupillari* with regard to sporting activities.
- 2.12 **Ratification:**  
Is when the J.C.R. agrees to a decision that has been taken on its behalf. Demonstration of assent shall be given by a count of votes in one of two ways:

- a) A simple majority.
- b) A two-thirds majority.

In all instances, abstentions shall be counted as part of the Total Valid Vote but shall for that purpose be deemed as a vote for non-ratification.

2.13 **J.C.R. Bar Entertainments (hereafter referred to as Ents):**

An ent is an event where musical and/or other entertainment is provided and the character of the Undercroft Bar and West Courtyard are significantly changed

2.14 **Social Calendar:**

A termly calendar specifying the dates, times and venues of all J.C.R. bookings of College resources to be produced at the end of each term by the Social Committee.

2.15 **St. Calais Room:**

The Room designated to the M.C.R. It should remain bookable for Sports and Societies through the Sponsorship and Liaison Officer.

### SECTION III

#### AIMS AND OBJECTIVES OF THE J.C.R.

- 3.1 The aims and objectives of the J.C.R. shall be:
- a) To represent the members of the J.C.R. individually and collectively at all appropriate levels.
  - b) To promote, co-ordinate and maintain the educational, social, sporting, cultural and general interests of the members of the J.C.R.
  - c) To provide facilities and services in this regard.
  - d) To administer its own finances for the benefit of its members.
- 3.2 These aims and objectives shall be pursued without prejudice.

## SECTION IV

### MEMBERSHIP AND PRIVILEGES

- 4.1 All undergraduate members of University College *in statu pupillari* shall be deemed Ordinary Members of the J.C.R.
- 4.2 An Ordinary Member shall be entitled to:
- a) Attend, speak and vote at all open Meetings of the J.C.R.
  - b) Use all of the J.C.R.'s facilities.
  - c) Dine at Low Table.
  - d) Vote in all J.C.R. elections except those with restricted ballots.
  - e) Hold office in the J.C.R.
  - f) Vote electronically on any motion opened up to such a vote at a J.C.R. Meeting.
- 4.3 The J.C.R. may confer Honorary or Life Membership upon any individual subject to ratification by an Ordinary J.C.R. Meeting.
- 4.4 Honorary Membership may be conferred on people who have never been Ordinary Members of the J.C.R.
- 4.5 Life Membership may be conferred on those people who have at some time in the past been Ordinary Members of the J.C.R.
- 4.6 Honorary and Life Members shall be entitled to use the J.C.R.'s facilities, to dine on Low Table and to attend J.C.R. Meetings (they may be invited to speak, but shall not vote).

## **SECTION V**

### **OPTING OUT**

- 5.1 As a minimum members shall have the opportunity to opt out of the J.C.R. within the first seven days of the first term in which they are registered at the University. Thereafter they must have the opportunity to opt out or back into the J.C.R. during the first seven days of the start of each academic year.
- 5.2 Those opting out shall still have access to all of the J.C.R. facilities but shall not be able to hold any J.C.R. office. Payment for J.C.R. facilities shall be agreed at the beginning of the Michaelmas Term between the J.C.R. Treasurer and the individual concerned.

## SECTION VI

### EXECUTIVE OFFICERS

6.1 Below is an exhaustive list of the Executive Officers of the J.C.R. who shall be elected or selected from among the Ordinary Membership. The Executive Officers shall:

- a) Normally be in residence in a pre-allocated College room during the term of office.
- b) Be expected to attend all Open Meetings of the J.C.R. and all closed Executive Meetings, apologies being sent only under extraordinary circumstances.
- c) Be expected to attend all the meetings of J.C.R. committees outlined in Section X of which they are *ex officio* members, apologies being sent only under extraordinary circumstances.
- d) Be expected to attend all meetings of College committees (as detailed for individual officers) at which the J.C.R. can expect reasonable representation.
- e) Act as signatory or co-signatory on all accounts listed in Section XI of which their office makes them signatory or co-signatory.
- f) Maintain and update the relevant J.C.R. records for their office, and ensure that these records are handed over to their successor.
- g) Be expected to prepare for, attend, and work the first June Ball after their election or selection, and to prepare for the June Ball occurring during their year of office.
- h) Work as an effective member of the Executive Committee in addition to discharging the specific duties of their office, completing such duties as allocated in closed Executive Meetings, and being bound by the principle of collective responsibility at all times.
- i) Be a member of University College in *statu pupillari* for their term of office.

6.2 The individual duties of those Officers shall be as follows:

6.3 **Senior Man:**

- a) Overall responsibility for the satisfactory conduct of all J.C.R. affairs and execution of J.C.R. decisions.
- b) Presentation of the J.C.R.'s views, opinions and requests, and where necessary those of individual members, to the College authorities.
- c) Representation of the J.C.R. at University level and outside the University.
- d) Presentation of those views and decisions by the College authorities, which are relevant, to the J.C.R.
- e) To ensure the observance of College Regulations by members of the J.C.R. as far as he is reasonably able to do so.
- f) Chairing J.C.R. Meetings, stepping down where necessary to express a personal opinion.
- g) Attendance at meetings of the College Council, and its Sub-Committees when he deems this of importance to the J.C.R.
- h) Attendance at as many of the meetings of the following bodies as can reasonably be expected:
  - i) All J.C.R. committees except sports and societies.
  - ii) Presidents' Committee (and associated sub-committees).
  - iii) D.S.U. Council.
  - iv) Durham Castle Society.
  - v) Any other body to which he is properly elected.
- i) Acting as co-signatory of the Composition Fee Account.



- j) Preparation of an End-of-Office Report to the J.C.R.

#### 6.4 **Vice Senior Man:**

- a) To act as deputy to the Senior Man.
- b) Liaison (including acquisition and distribution of information), by way of newsletters and other means, between the Executive Committee and the J.C.R.
- c) Responsibility for preparation and distribution of agendas and publicity for J.C.R. and Executive Committee meetings.
- d) Recording the minutes of J.C.R. Meetings and depositing them in the archives of Palace Green Library.
- e) Attendance at the following College committees: College Council, Gardens Advisory Sub-Committee, Historic Buildings and Contents Sub-Committee and Health and Safety Sub-Committee.
- f) To make available all minutes, except those pertaining to closed meetings, upon request from any member of the J.C.R.
- g) Attendance at the appropriate J.C.R. committees as detailed in Section X below.
- h) To bring to the attention of the J.C.R. any open electronic votes that have arisen during a J.C.R. Meeting, as detailed in Section VII below, via an e-mail containing the internet address of said vote.

#### 6.5 **Treasurer:**

- a) Responsibility for the correct administration of finances, in consultation with the College Bursar when necessary.
- b) Supervision of (including acting as co-signatory to) both JCR accounts; the current account and the deposit account.
- c) Controlling all payments, writing of invoices, collection of cheques and the issuing of J.C.R. Batters.
- d) Recording all transactions in the cash books and regularly reconciling them to the bank statements.
- e) Production and preservation of a full audit trail, including all invoices, receipts and bank statements.
- f) Computation and punctual submission of quarterly VAT returns, including liaising with the VAT Inspector and HMRC where necessary. Ensuring a copy of each VAT return is filed with the College Office, as well as in the J.C.R. files.
- g) Attendance, in pursuance of the above at the following College committees: College Council, Bar Finance, and Library and I.T.
- h) Preparation for audit and presentation to the J.C.R. of the Interim J.C.R. Accounts in good time for the last Ordinary J.C.R. Meeting and last College Council Meeting of his term of office.
- i) The Treasurer is empowered to attend the meeting of any J.C.R. committee at which the expenditure of J.C.R. funds is proposed.
- j) Attendance at the appropriate J.C.R. committees as detailed in Section X below.
- k) Final preparation of the J.C.R. Annual Accounts, covering the preceding calendar year, at the first Ordinary J.C.R. Meeting and first College Council meeting of the Epiphany Term.

#### 6.6 **Services Manager:**

- a) Responsibility for the efficient running and maintenance and provision of the J.C.R.'s services and facilities which shall include (and this is not an exhaustive list):

- i) The photocopier.
  - ii) The laundry and all its fixtures and fittings.
  - iii) The J.C.R. T.V. room and all its fixtures and fittings.
  - iv) The portable TV/VHS and TV/DVD combinations.
  - v) The irons and ironing boards.
  - vi) The microwaves, fridges and any other pantry electrical appliances.
  - vii) The Moatside Common Room and all its fixtures and fittings.
  - viii) The College Vending Machines.
  - ix) The J.C.R. newspapers.
  - x) Overseeing the operations of, and with direct responsibility over, the Toastie Bar Managers, Purchases Manager and Gym Manager.
- b) Responsibility for certain aspects of College meals, including:
- i) Liaison between the J.C.R. and the College Bursar and Executive Chef over regular and formal meals, to ensure that the food is kept to a reasonable standard, and that the kitchen staff are informed of members' opinions on catering within College. This shall be achieved both through Food Committee and the formation of a close working relationship with the Kitchen and Servery Staff.
  - ii) Arrangement of cooked breakfasts during the University Examinations Period in the Easter Term.
  - iii) The organisation of formal sign-up sheets, by means of sheets given to the Porter's Lodge in advance, or online.
- c) Co-signatory with the Treasurer on the Services Account and the Toastie Bar Account.
- d) Attendance at the J.C.R. June Ball Planning and Prep Committees.
- e) Close co-operation with the Social Chair in all Ent and Ball preparations, and in particular:
- i) Production of menus and seating plans for special dinners, including College Feast, Ladies' Night, Informal Ball and June Ball and other events where required.
  - ii) Assistance with other College events including, but not limited to: Film Nights, Open Mic Nights.
- f) Attendance at the first June Ball of office to oversee the smooth running of the event, with regard to the banquet, and assisting the Social Chairman.
- g) Overseeing the smooth running of any other J.C.R. event or meal that involves the Services Manager.
- h) Overseeing the West Courtyard Representatives and Common Room Representatives to ensure the tidiness and functionality of the respective areas.
- i) Responsibility for supplying the Executive Committee with office equipment for use in J.C.R. administration.

## **F BAR CHAIRMAN**

- 6.7 The Bar Chairman shall lead the day to day operation of the Undercroft Bar during term time, on behalf of the Bar Management Committee, maximising its value as a community resource to all its members.
- 6.8 In pursuance of this aim, the Bar Chairman shall work closely alongside, and under the supervision of, the Bar Steward. His principal objective shall be to ensure the best possible

community service to the J.C.R., and shall be held accountable to the J.C.R. in this regard.

6.9 Working with the Bar Steward, the Bar Chairman shall also:

- a) Take all reasonable steps to ensure that the requirements of the Licensing Act are upheld at all times. This shall be achieved both by personally enforcing the Act when present in the Bar, and at other times by regular supervision of the Duty Bar Supervisors.
- b) Ensure that all Authorised Bar Staff are trained to University requirements, that such training is properly recorded by the Bar Vice Chairman, and to make recommendations to the Bar Steward regarding any additional training.
- c) Have general responsibility for the day to day running, maintenance and cleanliness of the Bar and cellar during term time. This shall include ensuring that University Standard Operating Procedures are met in all areas, and in particular those relating to stock control and rotation, cleaning standards and procedures, safety initiatives, good health and safety practice and incident reporting.
- d) Ensure that till and change floats are prepared accurately for each shift, that University cash handling and financial requirements are met, and that takings are properly recorded and the figures passed on for action by the Bar Steward.

6.10 In addition, the Bar Chairman shall:

- a) Act as Head of both the J.C.R. Bar Committee and the J.C.R. Bar Executive.
- b) Attend termly meetings of the Bar Management Committee, representing the interests of the J.C.R. to this body.
- c) Attend weekly meetings with the Bar Steward and Bar Vice Chairman.
- d) By constant review, identify and take forward recommendations for the improvement of services and facilities to the Bar Management Committee. This shall include the consideration of pricing policy, customer services, operational policy, opening hours and the introduction of new lines.
- e) Liaise closely with the Bar Steward to ensure that sufficient levels of stock are ordered for general opening, and over special events, ents and balls.
- f) Liaise closely with the Social Chairman to ensure that he is fully supported in matters connected to ents and balls (for example, in the provision of temporary bars) and other uses of the Undercroft Bar.
- g) Provide timely requests, on behalf of the J.C.R., for late licences and special events, providing supporting information and meeting the subsequent agreed arrangements.
- h) Ensure that the Bar is deep-cleaned at the end of each term, and that a mutually agreeable handover to the Bar Steward is completed.
- i) Liaise closely with the Welfare Officer to maintain and develop initiatives to encourage responsible drinking and alcohol awareness.
- j) Assist in receiving stock deliveries, ensuring by regular inspection that all storage areas are tidy and that floor areas are clear to avoid slips, trips and falls.
- k) Ensure that the J.C.R. Treasurer is regularly provided with term time Bar accounts, in a format to his satisfaction, so that these might be incorporated into the J.C.R. accounts.
- l) Ensure that the Bar Committee meets any additional obligations as defined in Section XII below.
- m) Work regularly behind the bar.

## **G BAR VICE CHAIRMAN**

6.11 The Bar Vice Chairman shall assist the Bar Chairman in the day to day operation of the Undercroft Bar during term time, on behalf of the Bar Management Committee, maximising its

value as a community resource to all its members. He shall place particular emphasis on proper administrative procedures to ensure smooth running.

6.12 In pursuance of this aim, the Bar Vice Chairman shall work closely alongside, and under the supervision of, the Bar Steward. His principal objective shall be to ensure the best possible community service to the J.C.R., and shall be held accountable to the J.C.R. in this regard.

6.13 Working with the Bar Steward, the Bar Vice Chairman shall also:

- a) Take all reasonable steps to ensure that the requirements of the Licensing Act are upheld at all times. This shall be achieved both by personally enforcing the Act when present in the Bar, and at other times by regular supervision of the Duty Bar Supervisors.
- b) Train all Authorised Bar Staff to University requirements, record such training properly on J.C.R. record, and make recommendations to the Bar Steward regarding additional training.
- c) Have general responsibility for the day to day running, maintenance and cleanliness of the Bar and cellar during term time. This shall include ensuring that University Standard Operating Procedures are met in all areas, and in particular those relating to stock control and rotation, cleaning standards and procedures, safety initiatives, good health and safety practice and incident reporting.
- d) Ensure that till and change floats are prepared accurately for each shift, that University cash handling and financial requirements are met, and that takings are properly recorded and the figures passed on for action by the Bar Steward.

6.14 In addition, the Bar Vice Chairman shall:

- a) Act as a member of both the Bar Committee and the Bar Executive.
- b) Attend termly meetings of the Bar Management Committee, representing the interests of the J.C.R. to this body.
- c) Attend weekly meetings with the Bar Steward and Bar Chairman.
- d) Organise the weekly full line and bar clean.
- e) Liaise closely with the J.C.R. Environment Officer to maintain and extend initiatives to reduce the environmental impacts of the Bar. This shall focus on, but not be limited to, recycling efforts.
- f) Administer the J.C.R. aspects of selection procedures for Authorised Bar Staff and Duty Bar Supervisors, in conjunction with the Vice Senior Man.
- g) Consult with the Bar Steward over the compilation of Staff Rotas, agreeing appropriate staff provision based on predicted customer patterns.
- h) Act as liaison with the Security Committee, supervising the operations of the Head of Security, and ensuring appropriate staffing and training for weekly duties and special events.
- i) Liaise closely with the Social Chairman to ensure that J.C.R. requirements in terms of staffing are met in respect of ents, balls and other special functions.
- j) Arrange and administer the purchase and distribution of Bar Committee uniforms.
- k) Ensure the maintenance of high morale and team spirit among members of the Bar Committee, including the organisation of Bar Committee socials.
- l) Assist in receiving stock deliveries, ensuring by regular inspection that all storage areas are tidy and that floor areas are clear to avoid slips, trips and falls.
- m) Coordinate all University publicity for the bar, overseeing the management of the Undercroft Bar Website.
- n) Sit as Secretary on the J.C.R. Sponsorship Committee.
- o) Work regularly behind the bar.

**6.15 Social Chairman:**

- a) General:
  - i) Responsibility for the organisation of three College Balls: Ladies' Night, the Informal Ball and the June Ball.
  - ii) Liaison with the Bar Executive over events in the Undercroft Bar.
  - iii) Overall jurisdiction in all aspects of the social calendar as Chairman of the Social Committee.
  - iii) Responsible for liaising with College Office to approve the social calendar at the end of each term.
  - iv) Responsible for overseeing the smooth running of any other event that the Social Chairman has organised.
  
- b) Ents:
  - i) Responsibility for the organisation of a sufficient number of ents over the course of the academic year.
  - ii) Provision of suitable ents during Freshers' Week following liaison with the Welfare Officer and the Sponsorship and Liaison Officer.
  
- c) The June Ball:
  - i) Overall responsibility for the smooth running of the first June Ball of office.
  - ii) Chairing the June Ball Planning and Preparation Committees for the June Ball at the end of office.
  - iii) Ensuring that arrangements for the June Ball at the end of office are concluded before handing over to the next incumbent.

**6.16 Senior D.S.U. Representative:**

- a) Responsible for the representation of J.C.R. opinion within the D.S.U. and shall further the interests of University College J.C.R. through the D.S.U.
- b) Responsible for the presentation of D.S.U. affairs (by way of a notice board in College, via the J.C.R. Website and other means) to the J.C.R.
- c) Attendance, in pursuance of the above, at D.S.U. Council and Joint Committee of D.S.U.
- d) Attendance at D.S.U. Union General Meetings.
- e) Responsibility for the Voting Cards given to the College Representatives at D.S.U. Council Meetings.
- f) Administration of the D.S.U. ballot box, within College, where appropriate.
- g) Responsibility for the maintenance and storage of the J.C.R. College Banner.
- h) Monitor the attendance of Junior D.S.U. Representatives at D.S.U. Council and General Meetings, taking the necessary steps against those with poor attendance.
- i) Shall promote D.S.U. campaigns within College when relevant, and liaise with other members of the Executive Committee, when relevant.
- j) Organise in-college trials for University Challenge.
- k) Organise teams for the inter-collegiate challenge.

**6.17 Welfare Officer:**

- a) As Head of the J.C.R. Welfare System, shall:

- i) Be accountable to the J.C.R. for the actions of the Deputy Welfare Officer, the Assistant Welfare Officers and Disability Officer.
  - ii) Provide a confidential and basic advisory service to all members of the J.C.R. in relation to any welfare issue.
  - iii) Liaise with the Deputy Welfare Officer and the Assistant Welfare Officers to co-ordinate D.S.U. welfare campaigns within College, referring members to the Senior Tutor as appropriate.
  - iv) Liaise with the Assistant Welfare Officers on welfare issues relating to students in their years living out of College.
  - v) Attendance at weekly D.S.U. Welfare meetings.
  - vi) Assist the Sponsorship and Liaison Officer with the running of the open days.
- b) Shall be responsible for the organisation of Freshers' Week in close co-operation with the Sponsorship and Liaison Officer and Social Chairman, to include, as necessary:
- i) Liaison with the Male, Female and International Freshers Representatives, as well as with the Executive Committee.
  - ii) Creation of the Fresher's Handbook and Packs.
  - iii) Organising the week's agenda of events and activities.

#### 6.18 **Livers' Out Representative:**

- a) Presentation of the views, opinions and requests of those living out of College to the J.C.R. Executive and the College authorities.
- b) Communication and representation of College life to those living out.
- c) Liaison between the Executive Committee and those members of the J.C.R. who are living out, including those spending a year away from Durham, in the form of:
  - i) Brief entries in the J.C.R. Newsletter each week.
  - ii) At least two substantial entries per term.
- d) Liaison with the D.S.U. Accommodation Office and Livers Out Committee, along with communication of information from the D.S.U. to those living out.
- e) Responsibility for dealing with issues relating to living out of College in the current and forthcoming academic year, such as:
  - i) Distribution of material on housing issues and safety information via the Livers Out Manual.
  - ii) Distribution of Carbon monoxide detectors.
  - iii) Organisation of the Livers Out Formal in first and second term.
  - iv) Maintenance of the Livers Out Database for the current and forthcoming year.
- f) Regular communication with the Assistant Welfare Officers.
- g) Responsibility for advice and assistance in house hunting through:
  - i) The organisation of housing meetings in first and second term to advise and distribute information relating the availability of housing and any other accommodation issues.
  - ii) Organising contract checking facilities.
- h) Organisation of the J.C.R. Room Ballot Procedure, as prescribed in Section XIV. This shall include close liaison with College Office.

- i) Overseeing, with direct responsibility over, the Livers' Abroad Representative.

6.19 **Sponsorship and Liaison Officer:**

- a) Shall act as Chairman of the Sponsorship Committee.
- b) Be responsible for assisting the Welfare Officer in organising Freshers' Week, in particular, but not limited to:
  - i) Organising the College Parenting Scheme.
  - ii) Ordering academic gowns.
  - iii) Organising the Fresher's Photograph.
  - iv) Organising Parent Formals and liaising with College to organise tutor drinks and Tutor Formal.
  - v) Ordering Freshers' T-Shirts.
- c) Liaising with College on organisation of the following areas:
  - i) Interviewee's scheme.
  - ii) College Open Days.
  - iii) College photograph every three years.
- d) Liaising with the alumni and assisting in the organisation of the following (and this is not an exhaustive list) by the Castle Society Representative:
  - i) Attendance at Durham Castle Society's A.G.M.
  - ii) Coordinating and presenting J.C.R. project proposals for funding.
  - iii) Assisting the organisation of the Society's graduate reunions with College.
  - iv) Creating and distributing a termly newsletter for alumni.
  - v) Maintaining alumni contact details.
  - vi) Managing a section of the J.C.R. Website for alumni.
- e) Liaising between the J.C.R. Executive Committee and the M.C.R. in managing J.C.R., club and society bookings for the St. Calais Room, and other matters.
- f) Chairing the Website Content Committee and ultimately responsible for:
  - i) Liaising with the J.C.R. Computer Officer to maintain all areas of the Website.
  - ii) Coordinating new content for the Website.
  - iii) Ensuring all official information disseminated by the Executive Committee is made available on-line, by close liaison with the Vice Senior Man.
  - iv) Monitoring forums and relaying all relevant information to the J.C.R. Executive Committee.
  - v) Responsible for overseeing the successful publication of J.C.R. Yearbook in conjunction with the Yearbook Committee Representatives.

## SECTION VII

### J.C.R. MEETINGS

- 7.1 To ensure that all activities within the J.C.R. reflect the majority opinion of the J.C.R., all important issues and decisions are discussed and, if appropriate, voted on at J.C.R. Meetings. The J.C.R. Meeting shall be the final decision making body within the J.C.R.
- 7.2 There shall be three categories of Meeting:
- a) Ordinary.
  - b) Extraordinary.
  - c) Emergency.
- 7.3 The J.C.R. Executive Committee shall decide the time and place of all J.C.R. Meetings, subject to the Emergency Rule as described below.
- 7.4 **Ordinary Meetings:**
- a) There shall be two Ordinary Meetings per term, one in the first half of the term and one in the second.
  - b) Meetings shall be advertised not less than one week in advance on the J.C.R. notice board.
  - c) Agendas shall be circulated via e-mail to J.C.R. members, at least one day in advance of the Meeting, by the Vice Senior Man or his delegated assistants.
  - d) Apologies for absence shall be required and shall be given to the Vice Senior Man in advance.
  - e) Reports of the J.C.R. Executive Officers shall be published in written form in the agenda to the Meeting.
  - f) The Quorum for an Ordinary Meeting shall be ten percent of the total membership of the J.C.R.
  - g) The Senior Man shall normally chair the Meeting.
  - h) The Chairman shall have a casting vote only.
  - i) The Vice Senior Man shall normally minute the Meeting.
  - j) Only members of the J.C.R. and invited guests may stay in the room for the Meeting; "Aliens" shall be evicted before the start of the Meeting.
  - k) The normal order of business on the agenda shall be:
    - i) Aliens and apologies for absence.
    - ii) Minutes of the previous Meeting.
    - iii) Matters arising from the minutes of the previous Meeting.
    - iv) Senior Man's Report.
    - v) Ratifications.
    - vi) Elections.
    - vii) Motions.
    - viii) Additions to Reports of Officers.
    - ix) Questions of the Officers.
    - x) Any other Business.
    - xi) Close of meeting.
  - l) The Meeting shall be observed by the J.C.R. Chairman to ensure constitutional validity and fairness.



7.5 **Accountability:**

At two J.C.R. Meeting a year there shall be an addition to the Meeting Agenda to include the procedure of holding all elected Executive Officers to account regarding statements made in their manifestos when elected. This will normally be scheduled for the first J.C.R. Meeting of Epiphany Term, in the case of the Senior Man, Treasurer, Sponsorship and Liaison Officer and Welfare Officer, and the second J.C.R. Meeting of the Epiphany Term, in the case of the Vice Senior Man, Services Manager, Livers' Out Representative and Senior D.S.U. Representative.

7.6 This section of the Meeting will be chaired by the J.C.R. Vice Chairman, who shall have discretion to allow or disallow queries from the J.C.R., for time reasons or otherwise.

7.7 Executive Officers shall be required to explain to the J.C.R. how they have fulfilled the promises made in their manifesto or why they have been unable to do so.

7.8 Those members of the Executive Committee who hold selected, as opposed to elected, positions shall be required to prepare and present a report detailing how they have fulfilled their role within the Executive Committee. These reports shall be presented at the first J.C.R. Meeting of the Epiphany Term.

7.9 J.C.R. members may ask questions of any of the Executive Officers.

7.10 There is no requirement for quorum during this section of the meeting.

7.11 In addition to this, at the time of the second J.C.R. Meeting of the Epiphany Term, the J.C.R. Chairman, J.C.R. Vice Chairman, Computer Officer, Senior D.U.A.U. Representative, Senior D.U.C.K. Representative and Purchases Manager shall be required to prepare a short report detailing their work for the J.C.R. and these reports shall be put up on the J.C.R. noticeboard.

7.12 **Extraordinary Meetings:**

- a) Extraordinary Meetings may be called by the Executive Committee to conduct business between Ordinary Meetings, where required by circumstance.
- b) Publicity shall go up on J.C.R. notice boards and shall be sent out by e-mail immediately.
- c) Apologies for absence shall not be required.
- d) There shall be no "Any Other Business", and only items on the agenda may be discussed.
- e) The procedure for Ordinary Meetings shall apply as detailed in Subsection 7.4 above with the exception of Articles (a) to (e) and (k). The Order of Meeting shall be governed by the Agenda set out for that particular Meeting.

7.13 **Emergency Meetings:**

- a) An Emergency Meeting may be called by any member on presentation to the Senior Man of a petition bearing the signatures of at least ten percent of the J.C.R. calling for a specific item to be discussed.
- b) Apologies for absence shall not be required.
- c) Only the specific item for which the meeting was called may be discussed.
- d) The procedure for Ordinary Meetings shall apply as detailed in Subsection 7.4 above with exception of Articles (a) to (e) and (k). The Order of Meeting shall be governed by the Agenda set out for that particular Meeting.
- e) Publicity for the Emergency Meeting shall go up on the J.C.R. notice boards and shall be sent out by e-mail immediately.

- f) An Emergency Meeting shall be held within three days of the presentation to the Senior Man of the petition for that Meeting.

7.14 **Motions:**

- a) There shall be two categories of motion:
  - i) Executive Motion, proposed unanimously by the Executive Committee.
  - ii) Private Motion, proposed and seconded by any individual members of the J.C.R.
- b) Private motions shall normally be submitted to the Vice Senior Man not less than one week before the Meeting.
- c) The proposer of any motion may withdraw that motion up until the discussion of that motion at the Meeting. If a motion is amended, the proposer may withdraw his name from that amended motion.
- d) It is recommended that, should the proposer and seconder of any motion not be present at the J.C.R. Meeting it shall be withdrawn from that Meeting. The J.C.R. shall go straight on to the next item on the Agenda.
- e) Points of Order shall take priority at all times and shall be voted on immediately.
- f) Motions may be amended only with the consent of the proposer or by a majority vote. The amended motion shall then be known as a Substantive Motion.
- g) All motions shall be voted on by secret ballot, but at the discretion of the chairman and those proposing the motion, motions may be voted on by a show of hands. Motions may be moved to an electronic vote at the discretion of the chairman. Voting slips shall be distributed to the J.C.R. at the beginning of the Meeting and shall be placed by members in the ballot box at the close of the Meeting. Votes shall be counted in a public place by the J.C.R. Chairman, assisted by sufficient members of the Executive Committee and under the supervision of the J.C.R. Chairman and the Senior Man. The result shall be declared immediately after the count ends, and then displayed on the J.C.R. notice board. All financial and constitutional motions shall be voted on in this way.
- h) In the event of an electronic vote the motion can be voted on electronically for a period of twenty-four hours from the close of the meeting. The electronically administered count will be supervised by the J.C.R. Chairman and at least two members of the Executive Committee.
- i) Members wishing to table a motion in which expenditures of J.C.R. funds are proposed shall consult the J.C.R. Treasurer to ascertain its suitability before submitting the motion to the Vice Senior Man for inclusion in the Agenda for the Meeting. The J.C.R. Treasurer shall study the motion and ascertain whether or not the expenditure is viable. If the expenditure is not viable, then the Treasurer shall refuse to allow the submission of the motion to a J.C.R. Meeting on the grounds that it is out of order. The J.C.R. Treasurer shall at his discretion advise the J.C.R. when he believes that a gross capital expenditure, together with further costs arising from an asset so purchased, would be against the long-term financial interests of the J.C.R.
- j) No financial motion may be brought by J.C.R. members *post facto*, that is to say after the expense has already been incurred. In exceptional cases, e.g. where a club or society may have to pay insurance or fees prior to the official allocation of funds, it shall be the duty of the club to demonstrate that there was insufficient prior knowledge of the expense and that it could not have been reasonably avoided or deferred.
- k) Procedural motions shall require a show of hands and the support of twenty five percent of the Meeting in order to be discussed. Procedural motions may be brought at any point in a J.C.R. Meeting in order to:

- i) Change the order of business.
- ii) Debate a motion not on the agenda.
- iii) Extend debate on the current topic.
- iv) Move to a vote.
- v) Debate a motion under Any Other Business.
- vi) Check the quoracy of the Meeting.
- vii) Move to an electronic vote.

This is not an exhaustive list.

- l) The result of the vote on a procedural motion shall be declared immediately by the Chairman.
- m) J.C.R. finances may not be allocated under a procedural motion.
- n) Motions that are passed by the J.C.R. shall take effect from the close of the vote count and once the result has been published.
- o) Procedural Motions may be deferred to the next J.C.R. Meeting at the discretion of the Senior Man.

## **SECTION VIII**

### **ELECTIONS**

- 8.1 The following definitions shall be used within this section:
- a) Ballot slip is used within this section to refer to both its traditional meaning and an electronic voting form.
  - b) The vote count is used within this section to refer to both its traditional meaning and a computerised totalling of votes.
- 8.2 The timings of all elections are given in Subsections 8.56, 8.60 and 8.61 below.
- 8.3 In all elections, the J.C.R. Chairman shall have jurisdiction over the conduct of the candidates' election campaign.
- 8.4 Only members of the J.C.R. are eligible to stand for election to a J.C.R. post.
- 8.5 A valid nomination for election shall require a proposer and a seconder from the current membership of the J.C.R. Members of the Executive Committee shall not propose and second any candidate in any election, neither shall they canvass nor hust on behalf of a candidate. Where voting is by show of hands at a public Meeting, they shall not vote or seek to influence the vote in any way, at the risk of having the vote declared void.
- 8.6 In all elections, including voting by show of hands, an option to Re-Open Nominations (R.O.N.) shall be available where appropriate.
- 8.7 Each position must only be held by one person, unless otherwise stated.
- 8.8 Pairs or groups may not stand for what is constitutionally one position.

#### **A ELECTIONS BY SECRET BALLOT**

- 8.9 Nominations shall open and close at Noon on the days specified in Subsection 8.56 below. Where not specified, nominations shall open two weeks before the date of the election and close one week before.
- 8.10 The ballot box shall be available at each meal during the day of the election, and for at least half an hour in the Undercroft in the evening, to members of the J.C.R. who have previously signed out of electronic voting. Electronic voting shall be available throughout the period of the election.
- 8.11 The count shall be conducted in public by the J.C.R. Vice Chairman and assistants from the Executive Committee, in the presence of the J.C.R. Chairman and Senior Man and any other member of the J.C.R. who wishes to attend. A suitable place shall be determined by the J.C.R. Chairman and publicised as part of the Meeting Agenda.
- 8.12 The Elections shall be publicised at least one week in advance, and arrangements made for postal votes.
- 8.13 The result for elections to the Executive Committee shall be announced in the Undercroft as soon as the count is completed and the candidates have been notified, and immediately afterwards a copy of the J.C.R. Vice Chairman's Counting Sheet shall be posted on the J.C.R.

noticeboard.

8.14 Voting shall be by Single Transferable Voting (S.T.V.) as defined in Subsections 8.34 to 8.53.

8.15 Only the candidates for the following posts shall be allowed to canvass:

- a) Senior Man.
- b) Vice Senior Man.
- c) Treasurer.
- d) Services Manager.
- e) Sponsorship and Liaison Officer.
- f) Senior D.S.U. Representative.
- g) Welfare Officer.
- h) Livers' Out Representative.

Candidates shall have finished canvassing by 1900 hrs on the day prior to the election.

8.16 **Manifestos:**

- a) Each candidate shall submit one manifesto to the J.C.R. Chairman to be displayed on the elections notice board.
- b) Each candidate's manifesto shall be displayed on the J.C.R. Website by the J.C.R. Computer Officer.
- c) Each candidate shall take a copy of their manifesto to display when canvassing. This shall only be displayed to members of the J.C.R. whilst they are being canvassed. The manifesto shall not be left with members of the J.C.R.

8.17 **Canvassing:**

- a) The only forms of canvassing allowed shall be (and this is an exhaustive list):
  - i) Canvassing members of the J.C.R. in their rooms by the candidate within the permitted period of time.
  - ii) Leaving a calling card to notify J.C.R. members of time and place of Hustings.
  - iii) One manifesto per candidate being displayed on the elections notice board by the J.C.R. Chairman within the permitted period of time.
  - iv) One manifesto per candidate being displayed on the J.C.R. Website within the permitted time, by the J.C.R. Computer Officer.
  - v) Hustings of candidates at its respective time and place.
- b) The permitted period of time for canvassing shall:
  - i) Start immediately after the J.C.R. Chairman has deemed Constitutional the candidate's submitted manifesto for use in the election campaign, and shall end at 1900 hrs on the day prior to the election.
  - ii) After this time, only Subsection 8.17, Articles (a.iii) to (a.v) shall be permitted as forms of canvassing.

8.18 To be deemed Constitutional:

- a) Manifestos shall be on an A4 piece of plain white paper.
- b) The manifestos shall not be more than one hundred words in length.
- c) Arial typeface shall be used on the manifesto.

- d) The only accompanying graphics to be permitted on the manifesto shall be one passport sized photograph of the candidate .
- e) No mention of other candidates or their proposed policies shall be made on the manifestos.
- f) Manifestos shall not mention or imply bribes, inducements, threats, defamatory comments of individuals, obscene comments or any other undue influence that shall be deemed by the J.C.R. Chairman to cause offence to members of the J.C.R. or place a candidate in a more favourable position than other candidates standing in any election.
- g) The manifestos shall be handed to the J.C.R. Chairman no later than the close of nominations for that post.

8.19 Candidates may leave calling cards no bigger than the size of a standard business card to notify members of the J.C.R. that they have been round to canvass but have found no one in. The cards may contain only the following information:

- a) The candidate's name.
- b) The post they are standing for.
- c) The time and place of hustings.
- d) The times and places where voting will take place.

8.20 Breach of the above rules shall result in the Candidate being declared ineligible to stand for the position by the J.C.R. Chairman.

**8.21 Special Conditions of Candidature:**

Candidates standing for the position of Senior D.S.U. Representative shall have attended two U.G.M.s or Councils during the previous year.

8.22 All elections to the Executive Committee shall be by a secret S.T.V. Ballot.

**B ELECTIONS DURING J.C.R. MEETINGS**

8.23 In all cases, nominations shall open one week before the relevant J.C.R. Meeting (see Subsection 8.60), and close at the start of the election in the Meeting. Nominations in advance, made in writing on the J.C.R. noticeboard, shall require the names of a proposer and seconder. Nominations during the meeting, made verbally, shall require a proposer and a seconder present.

8.24 The members may require the candidates to hust (see Subsection 8.27).

8.25 Voting shall take place in accordance with the procedures defined for voting on motions during J.C.R. Meetings (Subsection 7.14). At the discretion of the Executive Committee, elections may take place by show of hands during the Meeting. An unopposed candidate may be elected on a “General Aye” if there are no objections.

8.26 Those elected shall take office with immediate effect. In the event of Re-Open Nominations winning the vote, the relevant post shall be re-elected at the next Ordinary J.C.R. Meeting.

**C HUSTINGS**

8.27 Nominees shall not be required to be present to hust if they do not wish to do so. No other member of the J.C.R. may hust on the behalf of any nominee. If a candidate does not attend then they may submit a manifesto of up to one hundred words that shall be read out at the start of the hustings by the Vice Senior Man.

- 8.28 In all elections in which nominees may hush, the nominees for the post shall all stand in a line and shall hush for the specified time. Timings shall depend upon the post and the number of nominees and shall be fixed in advance by the J.C.R. Executive Committee.
- 8.29 Nominees shall hush in the order in which their nomination was received and they shall also stand in that order.
- 8.30 There shall follow questions of the nominees that shall be directed at all and not at specific candidates. The nominees shall reply in order according to the procedure defined in Subsections 8.31 and 8.32 below.
- 8.31 The nominee who first hushed shall reply first to the first question, and the second shall reply second and so forth until all nominees have replied. The second question shall be answered first by the second nominee and so forth until all nominees have replied to all questions asked of them.
- 8.32 A candidate shall not return to answer a question that he has already addressed himself to, once another candidate has begun his answer, or another question has been raised.
- 8.33 The length of any candidate's answer to any question shall be limited to 4 minutes. The J.C.R. Chairman shall tell them to conclude swiftly.

#### **D S.T.V. VOTING**

- 8.34 Voting at elections for which the Constitution requires a secret ballot, shall be conducted using the Single Transferable Vote (S.T.V.) system.
- 8.35 At each election, in addition to the members who wish to stand, a "Re-open Nominations" option shall be included.
- 8.36 The ballot slip shall contain the names of the candidates in alphabetical order of surname.
- 8.37 Every member of the J.C.R. may complete only one ballot slip for each election.
- 8.38 The voter shall number the candidates in order of preference, with his preferred candidate being given a "1", his next choice a "2" and so on until he has expressed a preference for as many candidates as desired (he need not express a preference for all candidates on the slip). The completed slip shall be placed inside the sealed ballot box by the voter.
- 8.39 A record shall be kept of those who have voted, to ensure that the number of ballot slips in the box tallies.
- 8.40 At the close of voting, the ballot box shall be taken to a suitable place for the counting of the votes. At least two members of the Executive Committee shall be present at all times during the count. Any member of the J.C.R. may attend the count.
- 8.41 The ballot box shall be emptied, and the voting slips counted.
- 8.42 If this number does not agree with the tally on the voting record, the slips shall be recounted. If the tally still does not agree, the candidates and Executive Committee members shall decide whether to proceed with the count, taking the number of slips counted as the correct number of votes cast. If the discrepancy is, in their view, too large, a re-ballot with the same candidates

shall be ordered, and the current ballot shall be declared void.

- 8.43 If the number agrees with the tally, or it is decided to proceed with the count after dismissing a small discrepancy, the slips shall be placed in piles according to the first preference vote, there being one pile for each candidate (including Re-open Nominations), and one for spoiled papers.
- 8.44 A slip shall be deemed spoiled if it is not clear to the J.C.R. Vice Chairman to which pile the slip should be allocated (equal preferences, no mark on slip etc.), or if there is some mark on the slip other than the indications of preference.
- 8.45 The Total Valid Vote ("T.V.V.") shall be calculated by subtracting the number of spoiled votes from the total number of votes. This number shall be recalculated after each distribution.
- 8.46 To achieve election a candidate must obtain Quota. The Quota shall be calculated by halving the T.V.V. and adding one, so if the T.V.V. is 100, Quota will be  $(100/2) + 1 = 50+1 = 51$ . In the case of the T.V.V. being an odd number, the half shall be rounded down, so Quota for T.V.V. 101 is  $(101/2) = 50$  (50.5 rounded down)+1 = 51. The Quota shall be recalculated for each distribution on the basis of the new T.V.V.
- 8.47 If the number of slips in one pile equals or exceeds the Quota, the candidate whose votes are represented by the pile of slips shall be deemed elected.
- 8.48 If no candidate "achieves Quota", the pile with the least number of votes shall be removed. The candidate whose pile is removed shall be deemed "removed", and his votes redistributed. In the first redistribution, the slips shall be placed on the piles representing the voters' second preference.
- 8.49 If two or more candidates have the least number of votes, all these candidates' slips shall be redistributed at once. In the event that this redistribution eliminates all remaining candidates, the candidate with the highest number of first-preference votes shall be deemed to be elected.
- 8.50 If the voter has not expressed a further preference, that slip shall become spoiled and shall be removed from the T.V.V. The steps described in Subsections 8.45 to 8.49 above shall be repeated until one candidate achieves Quota.
- 8.51 If the overall winner (the elected candidate) is Re-open Nominations, the election shall be held again, with nominations reopened as soon as possible.
- 8.52 For elections, such as Junior D.S.U. Representatives, when more than one post is to be filled at the same time, Quota shall be calculated as the T.V.V. divided by one more than the number of places to be filled + 1. This figure shall then be rounded up and the count shall be conducted by S.T.V. as defined by the Electoral Reform Society.
- 8.53 Electronic voting shall take place in the same manner as traditional ballot box voting, except that both voting and counting will be computerised.

## **F DATES OF OFFICE**

8.54 In all the tables, the following abbreviations are used:

- |    |    |                                     |
|----|----|-------------------------------------|
| a) | Mi | Michaelmas Term (October-December). |
| b) | Ep | Epiphany Term (January-March).      |
| c) | Ea | Easter Term (April-June).           |



- d) Mtg 1 First J.C.R. Meeting of Term.
- e) Mtg 2 Second J.C.R. Meeting of Term.
- f) Wed 2 The Second Wednesday of Term.
- g) Wed 3 The Third Wednesday of Term (etc.).
- h) JB June Ball (normally the last Tuesday of the Easter Term).
- i) 0001 One minute past midnight at the commencement of the specified day.
- j) 2400 Midnight at the end of the specified day.

8.55 Therefore, **Ep Wed 6** is the sixth Wednesday of the Epiphany Term, **Ea Mtg 2** is the second J.C.R. Meeting of the Easter Term, **JB 1600** is 4 o'clock on the afternoon of the June Ball.

8.56 **Elections of Executive Officers by Secret Ballot:**

Title of post	Nominations		Election date	Take office
	Open	Close		
Senior Man	Ep Wed 2	Ep Wed 3	Ep Wed 4	JB 2400
Vice Senior Man	Ep Wed 3	Ep Wed 4	Ep Wed 5	JB 2400
Treasurer	Ep Wed 3	Ep Wed 4	Ep Wed 5	JB 2400
Services Manager	Ep Wed 4	Ep Wed 5	Ep Wed 6	JB 0001
Sponsorship and Liaison Officer	Ep Wed 4	Ep Wed 5	Ep Wed 6	JB 0001
Senior D.S.U Rep	Ep Wed 5	Ep Wed 6	Ep Wed 7	JB 0001
Welfare Officer	Ep Wed 5	Ep Wed 6	Ep Wed 7	JB 0001
Livers' Out Rep.	Ep Wed 5	Ep Wed 6	Ep Wed 7	JB 0001

8.57 It is expected that immediately after election, the new incumbent should begin to assist the present incumbent in the exercise of his duties.

8.58 **Appointments of Executive Officers by Selection Committee:**

Title of Post	Take Office
Bar Chairman	JB 1600
Bar Vice Chairman	JB 1600
Social Chairman	JB 1600

8.59 **Appointments of Non-Executive Officers by Selection Committee:**

Title of Post	Take Office
Head of Security	JB 1600
Technical Director	JB 1600

8.60 **Elections of Non-Executive Officers at J.C.R. Meetings:**

Individuals standing must be able to serve the full term and will take office immediately.

Title of Post	Election Date
Constitution Committee Representatives	Mi Mtg 1
Junior D.S.U. Representatives	Mi Mtg 1
Junior D.U.A.U. Representatives	Mi Mtg 1

U.C.R.A.C. Representatives	Mi Mtg 1
Junior D.U.C.K. Representatives	Mi Mtg 1
Environment Officer	Mi Mtg 2
Castle Day Director	Mi Mtg 2
J.C.R. Vice Chairman	Mi Mtg 2
College Yearbook Representatives	Ep Mtg 1
Arts Week Representatives	Ep Mtg 1
Castle Day Representatives	Ep Mtg 1
Charities Officer	Ep Mtg 1
Purchases Manager	Ep Mtg 2
Careers Representative	Ep Mtg 2
Finance Committee Representatives	Ep Mtg 2
Arts Week Director	Ea Mtg 1
Senior D.U.C.K. Representative	Ea Mtg 1
Societies Officer	Ea Mtg 1
J.C.R. Chairman	Ea Mtg 1
Castle Society Representative	Ea Mtg 2
Floreat Castellum Editor	Ea Mtg 2
Male Freshers Representatives	Ea Mtg 2
Female Freshers Representatives	Ea Mtg 2
International Freshers Representatives	Ea Mtg 2
Senior D.U.A.U. Representative	Ea Mtg 2

8.61 **Elections of College Servants at J.C.R. Meetings:**

<b>Title of Post</b>	<b>Election Date</b>
College Candles (Two)	Mi Mtg 1
Preventions Officer	Mi Mtg 2
Pretensions Officer	Ep Mtg 1
College Marriage Guidance Councillor	Ep Mtg 2
Chief Brodie	Ea Mtg 2
College Ambassador to France	Ea Mtg 2
College Curse	Ea Mtg 2
College Div	Ea Mtg 2
College Dyson	Ea Mtg 2
College Flag	Ea Mtg 2
College Murderer	Ea Mtg 2
College Tandem	Ea Mtg 2
College Toupee	Ea Mtg 2
Commanding Officer Royal Castle Dragoons	Ea Mtg 2
Dung Disposer	Ea Mtg 2
Lumley Run Club Captain	Ea Mtg 2
Toastmaster	Ea Mtg 2
College Hero	Any Meeting

## SECTION IX

### SELECTIONS

#### **A THE EXECUTIVE SELECTION COMMITTEE**

- 9.1 The Executive Selection Committee shall be responsible for the Selection of the Bar Executive and Social Chairman.
- 9.2 The Committee shall consist of:
- a) Senior Man (*ex officio*).
  - b) Vice Senior Man (*ex officio*).
  - c) College Designated Premises Supervisor.
  - d) College Bar Steward (for Bar Chairman and Vice Chairman only).
  - e) Bar Chairman (for Bar Chairman and Vice Chairman only) (*ex officio*).
  - f) Bar Vice Chairman (for Bar Chairman and Vice Chairman only) (*ex officio*).
  - g) Treasurer (for Social Chairman only) (*ex officio*).
  - h) Services Manager (for Social Chairman only) (*ex officio*).
  - i) Social Chairman (for Social Chairman only) (*ex officio*).
  - j) Senior Man Elect (*ex officio*).
  - k) Vice Senior Man Elect (*ex officio*).
- 9.3 The J.C.R. Chairman shall act as Chairman, while the retiring Vice Senior Man shall act as Secretary.
- 9.4 The Committee shall meet at least twice per academic year, in the Epiphany Term, once to agree standard questions and once to interview candidates and discuss appointments.
- 9.5 The Quorum for the Selection Committee shall be the full membership.
- 9.6 In the case of a new selection having to be made in the Michaelmas or Easter Terms, Subsection 9.4 shall not apply. The quorum shall be those positions on the list under Subsection 9.2 with a currently appointed incumbent.
- 9.7 If a committee officer is standing for a selected position, he shall no longer be a member of the committee.
- 9.8 The duties of the officers of the Selection Committee shall be as follows:
- a) **Chairman:**  
As defined in Subsection 10.4 below. The implementation of Subsection 10.4 Article (b) shall be interpreted as prominently displaying on the J.C.R. noticeboard an announcement of the results. In addition:
    - i) Responsibility for re-convening the Committee in the event that the results are not ratified by the J.C.R.
    - ii) Ensure the procedure is Constitutionally valid at all times, and all actions and statements are in accordance with this.
    - iii) Ensure that questioning is at all times fair, and does not introduce information likely to unfairly prejudice the candidates' chances of selection.
    - iv) Not take part in the questioning or discussing of candidates.
    - v) Suspend the Committee and call for re-convening at a later time if, in their

opinion, the Committee has sat to a point where tiredness is affecting or clouding judgement.

- vi) Be responsible for the recording and re-play of the tapes when necessary.
- vii) Have the right, if the procedure is so departed from as to significantly bias the final selection, to recommend to the J.C.R. that ratification should be withheld.
- viii) Present a written report to the J.C.R. The final voting figures shall be included in the report.

b) **Secretary:**

As defined in Subsection 10.5, with no requirement for minuting the Committee's proceedings. In addition:

- i) Responsibility for preparation, in co-operation with the other members of the Committee, of questions for use in session.
- ii) Responsibility for placing the nominations list on the J.C.R. notice boards two weeks before the sitting of the Committee.

9.9 All members shall be voting members with the exception of the J.C.R. Chairman, who shall not take part in the discussion and do not question or vote.

## **B APPLICATIONS**

9.10 Applications shall open two weeks before Selection Committee sits and close one week before the interviews.

9.11 Candidates may ask for an application form from the Vice Senior Man at any time during the week, which shall be returned by the close of applications. Application Forms shall also be distributed electronically to all members at the start of the application period.

9.12 Candidates may stand for selection for both Social Chairman and Bar Executive. The application forms and interviews shall be treated as separate and distinct.

9.13 Candidates may submit one professional reference with their application form from their last place of employment, educational establishment or a person of professional standing.

## **C PROCEDURE**

9.14 The details of the proceedings of the Committee shall be regarded as confidential.

9.15 There shall be an initial meeting of the Committee soon after the close of applications in order to examine the completed application forms.

9.16 Using their application forms as a basis, the Committee shall set six questions to be answered by all the candidates for a particular position. In addition there shall be two pointed questions to individuals based on items on their application form. A list of suggested competencies – points being sought from applicants' answers – shall also be compiled.

9.17 When set questioning is concluded, the Chairman shall invite the candidate to contribute additional information using the following exact form:

*"Would you like to add anything, especially in respect of any activities or positions you have mentioned on your application form, which you feel are relevant and have not been fully covered by the set questions?"* (The candidate may be handed a copy of the application form).

- 9.18 Provision may be made for a candidate who is genuinely unable to attend the Selection Committee proceedings to be interviewed by a majority of the Selection Committee in advance of the normal time, and the interview recorded. The procedure shall otherwise be the same as above. The recording shall be played during a specially reserved space in the selection procedure as though the candidate were present in person and the recording destroyed after the proceedings are concluded.
- 9.19 Provision shall further be made for applicants who are participating in a year of study away from Durham. These applicants will also take part in a telephone interview which will be carried out by one member of the Selection Committee with the J.C.R. Chairman present. These interviews shall be taped and played back to the rest of the Selection Committee when Selection proceedings are taking place.
- 9.20 Discussion shall take the following general form:
- a) In leaving the room at any time during discussion or rest breaks, only one member of the Committee shall be allowed at any one time. It is understood that during that excursion they shall not communicate any details of the Committee. No discussion shall take place except in the Selection Committee room with the full quorum.
  - b) Before discussion commences, members of the Committee may write the names of any candidates whom they feel, based on their application, are extremely unlikely to be selected. These pieces of paper shall be given to the J.C.R. Chairman. If seven or more of the Committee agree on any individual not being of sufficient standard, that individual shall be rejected and shall not be discussed.
  - c) Committee members may bring external information into the discussion of any candidate. However, if at any time the J.C.R. Chairman feels that the discussion is unfair and prejudicial, he may call for external information to halt.
  - d) Details of the discussion of any candidate shall be strictly confidential.
  - e) When the Committee has concluded its proceedings and closed all documentation shall be destroyed by the J.C.R. Chairman.
- 9.21 The procedure for choosing the Social Chairman shall follow the form outlined in Subsection 9.20, Articles (a) and (b). At that point, the following procedure shall be adhered to:
- a) The candidates shall be compared in order to determine general strengths and weaknesses.
  - b) A general vote may be called for.
  - c) In the event that the vote is not unanimous, any member of the Committee may call for Articles (a) and (b) to be repeated.
  - d) Where steps (a) and (b) have been repeated but have not influenced the voting figures in any way, the Chairman and a majority of the Committee may declare that further discussion would be unproductive and may call for a majority vote to be accepted.
- 9.22 The procedure for choosing the Bar Executive shall follow the form outlined in Subsection 9.20, Articles (a) to (b). At that point, the following procedure shall be adhered to:
- a) The Chairman shall then invite the Committee members to write down any number of alternative teams that they would feel were appropriate for the job.
  - b) The names shall then be handed to the J.C.R. Chairman who shall declare the list of the teams thus suggested.
  - c) Discussion and comparison of the suggested teams shall take place and weaknesses examined.

- d) Variations within the suggested teams or different team assemblages may be suggested at this point.
- e) The Chairman shall call for Committee members to specify their two preferred teams. In the event of a close vote, any Committee member may call for Articles (c) and (d) to be repeated.
- f) At any time, the Chairman and a majority of Committee members may decide that further pursuit of Articles (c) and (d) would be unproductive. A vote as detailed in Article (e) shall be retaken and discussion shall proceed on the two teams with the highest number of votes.
- g) Discussion and comparison shall take place of the two teams left in the procedure. It should be stressed that this does not exclude the exchange of any candidate within either of the two majority teams with any candidate who has been dispensed with at an earlier stage; that is to say, candidates rejected in an earlier stage of the discussions may be re-introduced to aid selection of a team with which the greatest number of Committee members are satisfied.
- h) The Chairman shall call on Committee members to write down their single most preferred team. In the event of a non-unanimous vote, further discussion may take place until the Chairman and a majority of Committee members may rule that further discussion would be unproductive and call for a majority vote to be accepted.

## **D RATIFICATION**

- 9.23 At the first J.C.R. Meeting after the Selection Committee has sat, the written report of the J.C.R. Chairman shall be received. It shall not make specific reference to individual members of the Committee.
- 9.24 The Committee's selections shall be ratified during the next J.C.R. Meeting after the selections have been made.
- 9.25 The following positions shall be ratified together:
  - a) The Bar Chairman.
  - b) The Bar Vice Chairman.
  - c) The Social Chairman.
- 9.26 In voting for ratification, the J.C.R. are ratifying the fairness of the procedure.
- 9.27 Ratification, by secret ballot, shall require a two-thirds majority of the Total Valid Vote in favour. Members of the Selection Committee and the JCR Chairman shall not vote in the ratification.
- 9.28 The voting shall take place in accordance with Subsection 7.14, Article (g).
- 9.29 In the case of non-ratification, nominations shall be re-opened and the selection procedure repeated.

## **E NON-EXECUTIVE SELECTIONS**

- 9.30 Applications shall open fourteen days before the J.C.R. Meeting specified below, and shall close seven days before the J.C.R. Meeting specified below. Posts shall be advertised to the whole J.C.R.
- 9.31 In some cases (listed below), candidates shall be required to submit a completed application

form written by the President of the Committee. Questions shall allow candidates to demonstrate their evidence of suitability, experience and (where applicable) technical knowledge.

- 9.32 The Committee shall meet shortly thereafter to examine complete application forms (where applicable) and to set questions. There shall be three general questions for all applicants, and one question specifically tailored to each applicant. A list of suggested competencies – points being sought from applicants’ answers – shall also be compiled.
- 9.33 Interview times will then be published, which should be held in one sitting and before the J.C.R. Meeting takes place. The order of interviews shall be the order in which applications were received.
- 9.34 The details of the proceedings of the Committee shall be regarded as highly confidential. The procedure to be followed shall comply with Subsections 9.17 and 9.20 Articles (b), (c) and (e).
- 9.35 All selections must be ratified at the specified J.C.R. Meeting. The observer (whether the J.C.R. Chairman or J.C.R. Vice Chairman) should state at the J.C.R. Meeting, as briefly as possible, whether or not he urges ratification. Applications must be reopened if ratification is unsuccessful or posts remain unfilled. The process will be repeated before the next Ordinary J.C.R. Meeting
- 9.36 **Individual Selection Committees:**  
Each of the selected offices is given below. Against each is stated the J.C.R. Meeting before which they must be selected, the President and other members of the Selection Committee and whether or not they need complete an application form.

<b>Selected Office</b>	<b>J.C.R. Meeting</b>	<b>Selection Committee (President Listed First)</b>	<b>Applic'n Form?</b>
Junior Ent Co-ordinators	Mi Mtg 1	Social Chair., 2 Snr. Ent Co-ordinators	No
Sponsorship Representatives	Mi Mtg 1	S.L.O., Bar Vice Chair., Social Chairman	No
Website Content Representatives	Mi Mtg 1	S.L.O., Computer Officer, V.S.M.	No
West Courtyard Representatives	Mi Mtg 1	Services Mgr., 2 Toastie Bar Managers	No
Assistant Computer Officers	Mi Mtg 1	Comp. Offr., Services Mgr., V.S.M.	No
Deputy Floreat Castellum Editors	Mi Mtg 2	F.C. Editor, V.S.M., 1 Dep. F.C. Editor	No
Livers' Abroad Representative	Mi Mtg 2	Liv. Out Rep., Welf. Offr., Deputy W.O.	No
Arts Week Treasurer	Ep Mtg 1	Arts Week Dir., Treasurer, A.W. Treas.	No
Head of Security	Ep Mtg 2	Snr. Man, V.S.M., Bar Ch., Bar Vice Ch., Head of Security, Senior Man Elect	Yes
Assistant Castle Day Director	Ep Mtg 2	C.D. Director, V.S.M, Social Chair	No
Technical Director	Ep Mtg 2	Social Chair., V.S.M., Technical Director	Yes
Assistant Treasurer	Ep Mtg 2	Treasurer, V.S.M, Treasurer Elect	Yes
Computer Officer	Ea Mtg 1	Senior Man, V.S.M., Comp. Offr.	Yes
Deputy Welfare Officer	Ea Mtg 1	Welfare Offr., W.O. Elect, Deputy W.O.	Yes
Junior Lowe Librarian	Ea Mtg 1	Senior Man, V.S.M., Jnr. Lowe Lib.	Yes
Senior Ent Co-ordinators	Ea Mtg 1	Social Ch., Soc. Ch. Select, 1 Snr. Ent Co.	Yes
Assistant Welfare Officers	Ea Mtg 1	Welfare Offr., W.O. Elect, Assist. W.O.	Yes
LGBTa Representative	Ea Mtg 1	Welfare Offr., W.O. Elect, LGBTa Rep.	Yes
Disability Officer	Ea Mtg 1	Welfare Offr., W.O. Elect, Dissab. Offr.	Yes
Assistant Lowe Librarians	Ea Mtg 2	Jnr. L.L., Jnr. L.L. Select, Senior Man	No
Gym Manager	Ea Mtg 2	Services Mgr., Gym Mgr., Snr. D.U.A.U.	Yes
Toastie Bar Managers	Ea Mtg 2	Services Mgr., 2 Toastie Bar Managers	Yes

Authorised Bar Committee Staff	All Mtgs	Coll. Bar Steward, Bar Ch., Bar Vice Ch.	Yes
Authorised Security Cte. Staff	All Mtgs	Coll. Bar Steward, Bar Vice Ch., Hd. of S.	Yes
Authorised Toastie Bar Cte. Staff	All Mtgs	Services Mgr., 2 Toastie Bar Managers	Yes
Duty Bar Supervisors	All Mtgs	Coll. Bar Steward, Bar Ch., Bar Vice Ch.	Yes

- 9.37 Selection Committees for the Computer Officer, Junior Lowe Librarian and Assistant Lowe Librarians may also include the Senior Lowe Librarian and the Master, as they desire.
- 9.38 In the selection of Authorised Bar Committee Staff, Authorised Security Committee Staff and Duty Bar Supervisors the Selection Committee shall be required to reach a unanimous decision in order to appoint applicants to the Bar Committee.
- 9.39 All selections are observed by the J.C.R. Chairman or J.C.R. Vice Chairman. The distribution of duties between each is given at Subsections 16.2 and 16.3. Where a member of the Committee or their deputy is unavailable, the J.C.R. Chairman may co-opt a member of the Executive Committee to fill that place. This regulation shall not apply to the President of the Selection Committee for Authorised Bar Committee Staff, Authorised Security Committee Staff and Duty Bar Supervisors, who may only be replaced by another member of College Staff acting as the representative of the Licencee, usually the Designated Premises Supervisor.



## SECTION X

### J.C.R. COMMITTEES

- 10.1 The following committees shall be elected or selected from the membership of the J.C.R.:
- a) Executive Committee.
  - b) Bar Committee.
  - c) Security Committee.
  - d) Toastie Bar Committee.
  - e) June Ball Planning and Prep Committees.
  - f) Library and I.T. Committee.
  - g) University College Reserves Allocation Committee.
  - h) Charities Committee.
  - i) D.U.C.K. Committee.
  - j) Arts Week Committee.
  - k) Food Committee.
  - l) Floreat Castellum Committee.
  - m) Constitution Committee.
  - n) Bursaries Committee.
  - o) Sponsorship Committee.
  - p) Website Content Committee.
  - q) Social Committee.
  - r) Colours Committee.
  - s) Environment Committee.
  - t) Ladies' Night Committee.
  - u) Finance Committee.
  - v) Committee of Captains.
  - w) Yearbook Committee
- 10.2 A meeting of any of the above committees at which a quorum is present may exercise all powers conferred upon the committee by this Constitution. The quorum for each committee is stated, where appropriate, within the description of each committee below. Where not otherwise stated, quorum shall be two-thirds of the membership.
- 10.3 A member, or his constitutional representative attendant at a committee meeting, may exercise only one vote at each poll at that meeting.
- 10.4 All committees shall have a Chairman and Secretary appointed as appropriate. The duties of a Chairman of a committee, unless specifically defined otherwise, shall consist of:
- a) Chairing all meetings of the committee, ensuring that the proceedings are conducted as fairly and efficiently as possible.
  - b) Responsibility for the prompt execution of all resolutions of the committee.
  - c) Liaison with the committee Secretary in planning meetings.
  - d) Liaison between the committee and the J.C.R. Executive Committee as appropriate.
  - e) Responsibility for consultation with the J.C.R. Treasurer when any expenditure of J.C.R. funds is proposed.
- 10.5 In addition to any duties more specifically defined within each committee, the minimum duties of a Secretary of a committee shall consist of:
- a) Responsibility for the acquisition and distribution of information for the use of the

- committee, by way of newsletters and other means.
  - b) Responsibility for preparation and distribution of agendas and publicity for committee meetings.
  - c) Responsibility for the minuting of the meeting and distribution of the minutes to the members, the College noticeboard (if appropriate) and the J.C.R. Vice Senior Man for recording in the archive of J.C.R. committee minutes.
- 10.6 Normal tenure of office is defined for elected officers in Section VIII. Where not defined dates of tenure shall be the same as the elected Chairman of the committee.
- 10.7 Members of the Executive Committee sitting on other committees *ex-officio* shall act within those committees as ordinary members unless otherwise stated.
- 10.8 The Executive Committee shall have the power to demand a meeting of any J.C.R. committee within a specified time. The Executive Committee may in addition set the agenda for the meeting of that committee.
- 10.9 The Executive Committee may veto any resolution of another J.C.R. committee, subject to an appeal to a J.C.R. Meeting.
- 10.10 The Treasurer shall reserve the right to attend the meeting of any J.C.R. committee at which the expenditure of J.C.R. funds is proposed.
- 10.11 Where applicable, the resolutions of a committee, particularly in regard to financial decisions, shall be ratified at a J.C.R. Meeting.

## **A THE EXECUTIVE COMMITTEE**

- 10.12 The Executive Committee shall consist of:
- a) The Senior Man (*ex officio*).
  - b) The Vice Senior Man (*ex officio*).
  - c) The Treasurer (*ex officio*).
  - d) The Services Manager (*ex officio*).
  - e) The Bar Chairman (*ex officio*).
  - f) The Bar Vice Chairman (*ex officio*).
  - g) The Social Chairman (*ex officio*).
  - h) The Senior D.S.U. Representative (*ex officio*).
  - i) The Welfare Officer (*ex officio*).
  - j) The Livers-Out Representative (*ex officio*).
  - k) The Sponsorship and Liaison Officer (*ex officio*).
- 10.13 The business of the J.C.R. shall be managed by the Executive Committee.
- 10.14 The Executive Committee shall meet as circumstances dictate and open sessions shall be advertised.
- 10.15 The quorum for the Executive Committee shall be seven members.
- 10.16 Without prejudice to any indemnity to which any member of the Executive Committee may otherwise be entitled, every member of the Executive Committee or the Treasurer shall be indemnified out of the assets of the J.C.R. against any liability incurred by him in defending any proceedings, whether civil or criminal, in which judgement is given in his favour, or in which he

is acquitted, or in connection with any application in which relief is granted to him by the court from liability for negligence, default, breach of duty or breach of trust in relation to the affairs of the J.C.R.

## **B THE BAR COMMITTEE**

10.17 The Bar Committee shall consist of:

- a) The Bar Chairman.
- b) The Bar Vice Chairman.
- c) Duty Bar Supervisors.
- d) Authorised Bar Committee Staff.

10.18 The daily business of the Undercroft Bar shall be transacted in accordance with Section XII below.

10.19 The duties of the officers of the Bar Committee shall be as described in Sections VI and XVI.

## **C THE SECURITY COMMITTEE**

10.20 The Security Committee shall consist of:

- a) The Bar Chairman.
- b) The Bar Vice Chairman.
- c) The Social Chairman.
- d) The Head of J.C.R. Security and other Authorised Security Staff.
- e) The Senior Man (*ex officio*).

10.21 The Security for the Undercroft Bar and for J.C.R. social events shall be managed by the following:

- a) The Bar Chairman.
- b) The Bar Vice Chairman.
- c) The Social Chairman.
- d) The Head of J.C.R. Security.
- e) The Senior Man (*ex officio*).

10.22 The duties of the officers of the Security Committee shall be following:

- a) The Head of J.C.R. Security:  
As defined in Subsection 16.15 below.
- b) Other Authorised Security Staff:
  - i) Responsibility for the security of the Undercroft Bar during Bar opening hours.
  - ii) Competence in basic first aid.

## **D THE TOASTIE BAR COMMITTEE**

10.23 The Toastie Bar Committee shall consist of:

- a) The Services Manager.
- b) Two Toastie Bar Managers.

- c) Other Authorised Toastie Bar Staff.

10.24 Members of the Toastie Bar Committee, overseen by the Toastie Bar Managers, shall be responsible for cleanliness, stocking, pricing, maintenance, staffing, recording and safekeeping of takings and stock rotation.

## **E THE JUNE BALL COMMITTEES**

### **10.25 Introduction**

*The June Ball is the defining feature of University College J.C.R. It is recognised as being of a fundamental nature to the character of the J.C.R. It is a celebration of achievement, of which all members of the J.C.R. take pride. It is something the Executive Committee strives to preserve from year to year. It serves as the final marker for the outgoing Committee and the genesis of the incoming Committee.*

### **10.26 June Ball Planning Committee**

- a) The June Ball Planning Committee shall normally consist of the incumbents of the following posts:

- i) The Social Chairman (*ex officio*).
- ii) The Treasurer (*ex officio*).
- iii) The Bar Chairman (*ex officio*).
- iv) The Services Manager (*ex officio*).
- v) The Bar Vice Chairman (*ex officio*).
- vi) The Sponsorship and Liaison Officer (*ex officio*).
- vii) The Technical Director.
- viii) The Senior Man.
- ix) The Vice Senior Man.

- b) The duties of the officers of the June Ball Planning Committee shall be as follows:

- i) Chairman: As defined in Subsection 10.4 above.
- ii) Secretary: As defined in Subsection 10.5 above.
- iii) Treasurer: Responsibility for the production of a financial budget for the Ball, the recording of all invoices and other receipts, and the production of as full a set of accounts as is possible by the first J.C.R. Meeting of the Michaelmas Term. The Treasurer must present a June Ball budget to the Finance Committee as soon as is this is possible. This budget will have to take into account putting away either £500 or 1% of the total budget, whichever is higher, to be used only in extraordinary circumstances and with the approval of Finance Committee. This amount, if not used, shall be allowed to accumulate year upon year.

- c) The Social Chairman shall normally act as Chairman of the Committee.
- d) Other members of the Executive Committee may participate in the June Ball Planning Committee at their discretion, or upon the request of the Social Chairman, attending all meetings accordingly.
- e) J.C.R. members may apply to join the Committee as volunteers. In this instance the Social Chairman may conduct an interview with candidates to select them. In addition, the Social Chairman may appoint any other person, who need not be a member of the J.C.R., if they feel this will be of benefit to the Ball.
- f) Membership of the Committee must be finalised during the Epiphany Term preceding the Ball, after which point all members of the Committee must attend all meetings scheduled, unless granted relief by the Social Chairman.

- g) The Committee shall make all arrangements for that year's June Ball. All such arrangements shall remain confidential until the unveiling of the Ball.

#### 10.27 **The June Ball Prep Committee**

- a) In addition to the members of the June Ball Planning Committee, the June Ball Prep Committee shall comprise of all of the Executive Officers of both the incoming and outgoing Executives and any persons selected at the discretion of the Social Chairman.
- b) All Committee members shall be expected to attend June Ball Prep.
- c) Only the incoming Executive shall be required to work the night of the Ball and clear up afterwards.
- d) The period of June Ball Prep shall span from the first Monday after the end of the examination period, up to and including the day of the Ball itself.
- e) Committee members shall normally be expected to work for eight hours per day and will not normally be obliged to work on Sundays or Castle Day.
- f) Committee members may miss prep for valid reasons, only with prior permission from both the Social Chairman and Senior Man in agreement.
- g) Ultimate responsibility for the completion of the ball rests with the Executive Committee. The Social Chairman, in consultation with the Senior Man, may require members to work beyond the normal hours from time to time, should they feel it necessary.

#### **F LIBRARY AND I.T. COMMITTEE**

10.28 The Library and I.T. Committee shall consist of:

- a) The Junior Lowe Librarian.
- b) The J.C.R. Computer Officer.
- c) The Assistant Computer Officers.
- d) The Assistant Lowe Librarians.
- e) The Senior Man or Vice Senior Man (*ex officio*).
- f) The J.C.R. Treasurer.
- g) The Sponsorship and Liaison Officer.

10.29 Library and I.T. Committee meetings shall be chaired by the J.C.R. Chairman and minutes shall be taken.

10.30 Library and I.T. Committee meetings may be called by the Junior Lowe Librarian, the J.C.R. Computer Officer or the Senior Man.

10.31 The Committee will meet at least once a year.

#### **G UNIVERSITY COLLEGE RESERVES ALLOCATION COMMITTEE (U.C.R.A.C.)**

10.32 The Committee shall consist of:

- a) The Senior Man (*ex officio*).
- b) The Vice Senior Man (*ex officio*).
- c) The Treasurer (*ex officio*).
- d) Bar Chairman (*ex officio*).
- e) Bar Vice Chairman (*ex officio*).
- f) Services Manager (*ex officio*).
- g) Sponsorship and Liaison Officer (*ex officio*).

- h) Senior DUAU Representative (*ex officio*).
- i) Three U.C.R.A.C. Representatives to be elected.

10.33 The J.C.R. Chairman shall act as Chairman, and shall not hold a vote.

10.34 The duties of the officers of the Committee shall be as follows:

a) **Chairman**

- i) As defined in Subsection 10.4 above.
- ii) Ensuring that the procedure is constitutionally valid at all times, and the actions and statements are in accordance with this.
- iii) Ensuring that the questioning is at all times fair, and does not introduce information likely to prejudice the applicants' chance of being allocated funds.
- iv) Not to take part in the questioning or discussing of applicants.
- v) To suspend the Committee and call for re-convening at a later time if, in their opinion, the Committee has sat to a point where tiredness is affecting or clouding judgement.
- vi) To have the right, if the procedure is so departed from as to significantly bias the final allocation of monies, to recommend to the J.C.R. that ratification should be withheld.
- vii) To present a written report to the J.C.R. and be present at the J.C.R. Meeting for questioning.

10.35 Money shall be allocated from the following J.C.R. funds:

- a) Part I accounts: Composition Fee Account.
- b) Part II accounts: Services Account, Toastie Bar Account, Bar Chair Account, Bar Reserves Account and Sponsorship and Liaison Account.

10.36 The Committee shall meet twice every term in advance of J.C.R. Meetings.

10.37 The quorum for the Committee shall be seven.

10.38 The signatories on the appropriate accounts shall meet one week in advance of applications opening to decide on the approximate amount of money available to be allocated. This figure shall be advertised when applications open on the J.C.R. noticeboard and in the newsletter.

10.39 The time and place of the meeting shall be advertised one week in advance on the J.C.R. noticeboard and the newsletter. The meeting shall be held in a communal J.C.R. area.

10.40 Meetings shall be open to any J.C.R. member. Members of the J.C.R. not on the Committee do not have the right to scrutinize applications or vote at the meeting.

10.41 **Procedure:**

a) **Submissions:**

- i) Submissions in writing shall be received from any ratified club or society up to twenty-four hours before the Committee's meeting. Applications should be submitted to the Vice Senior Man.
- ii) Submissions must detail the nature of the project, its intended beneficiaries and full costings. In the event of the project requiring the purchase of material

goods, quotations must be attached detailing the suppliers and costs. When money is requested for referee fees or pitch costs, the club must provide the Committee with fixture lists.

- iii) A copy of the club or society's latest bank statement must be included in the submission.
- iv) Submissions shall be displayed on the J.C.R. notice board sixteen hours before the meeting.
- v) The individual making the submission (and another representative from the society if deemed necessary) must be present at the meeting for questioning.

b) **Limitations:**

- i) Applications from invitation-only societies shall not be considered.
- ii) The Committee shall be responsible for the maintenance of minimum reserves in the accounts listed at Subsection 10.35 above.

c) **Decision making:**

- i) The Committee shall consider all submissions.
- ii) Allocation of funds shall be at the discretion of the Committee and subject to a majority vote of the Committee.
- iii) Any member of the Committee with a vested interest in any application must declare such at the start of the meeting. Failure to comply with this shall result in sanctioning of the Committee member.
- iv) Failure to comply with Subsection 10.41, Articles (a.i) to (a.iii) and (a.v) shall render an application null and void.
- v) The Committee shall make written recommendations to applicants in order to improve future applications.

d) **Ratification:**

- i) The Committee's decisions shall be subject to ratification by a majority vote at the next Ordinary J.C.R. Meeting.
- ii) The Senior Man shall give a verbal account of the amounts allocated and the purpose of their expenditure at the said Meeting.

e) **Payment:**

Upon ratification, successful applicants should request their allocated monies from the J.C.R. Treasurer. If applicants do not contact the Treasurer before applications open for the next meeting of the committee their application is considered null and void and any cheques made out to them shall be torn up.

f) **Receipts:**

- i) Monies allocated for material goods must be supported by receipts when the money has been spent.
- ii) The Committee will not consider the next application from a club or society who fail to provide receipts.

## **H THE CHARITIES COMMITTEE**

10.42 The open Charities Committee shall consist of:

- a) The Charities Officer.
- b) The Senior Man (*ex officio*).
- c) The Treasurer (*ex officio*).
- d) The Vice Senior Man (*ex officio*).

10.43 One member shall act as Chairman (normally the Charities Officer) and one as Secretary.

10.44 The Committee shall oversee the distribution of moneys raised by the Charities Levy.

10.45 The Committee shall meet as required.

10.46 Financial decisions taken by the Committee shall be ratified by the J.C.R. at the first J.C.R. Meeting after the Committee has sat.

## **I THE D.U.C.K. COMMITTEE**

10.47 The open D.U.C.K. Committee shall consist of at least:

- a) Senior D.U.C.K. Representative.
- b) The Junior D.U.C.K. Representatives.
- c) The Social Chairman (*ex officio*).

10.48 One member shall act as Chairman (normally the Senior D.U.C.K. Representative) and one as Secretary.

10.49 The J.C.R.'s contribution to the annual Durham University Charities Week shall be coordinated by the D.U.C.K. Committee.

10.50 It shall be ensured by the J.C.R. that the funds raised as a result of D.U.C.K. Week and other activities are given to charities in their entirety.

10.51 The Committee shall meet whenever appropriate.

10.52 The duties of the officers of the D.U.C.K. Committee shall be as follows:

- a) **Chairman:**  
In addition to Subsection 10.4 above:
  - i) Responsibility for the organisation and co-ordination of a number of fund-raising activities.
  - ii) Responsibility for liaison between the central D.S.U. D.U.C.K. Committee, this Committee and the J.C.R.
- b) **Secretary:**  
In addition to Subsection 10.5 above, responsibility for publicity for the events within D.U.C.K. Week.

## **J ARTS WEEK COMMITTEE**

10.53 The open Arts Week Committee shall consist of at least:

- a) The Arts Week Director.
- b) The Arts Week Treasurer.



- c) The Treasurer (*ex officio*).
- d) The Social Chairman (*ex officio*).

10.54 One member shall act as Chairman (normally the Arts Week Director), and one as Secretary.

10.55 The annual Castle Arts Week shall be managed by the Arts Week Committee.

10.56 The Committee should meet once in the Michaelmas Term and weekly during the Epiphany Term.

10.57 The duties of the officers of the Arts Week Committee shall be as follows:

- a) **Arts Week Director:**  
In addition to Subsection 10.4 above, responsibility for the overall organisation of the events which make up Castle Arts Week, coordinating all society or individual contributions.
- b) **Secretary:**  
As defined in Subsection 10.5 above.
- c) **Arts Week Treasurer:**  
Responsibility for the financial control of Arts Week and the Arts Week Fund.

## **K THE FOOD COMMITTEE**

10.58 The open Food Committee may include the following:

- a) J.C.R. Services Manager
- b) J.C.R. Senior Man
- c) J.C.R. Vice Senior Man
- d) Food Services Manager
- e) Head Chef
- f) Community Head Chef
- g) Community Food Services Manager
- h) Executive Community Head Chef
- i) Bursar

10.59 The Food Committee shall look into complaints and suggestions concerning the regular meals supplied by the College.

10.60 The Committee should meet at least fortnightly.

## **L FLOREAT CASTELLUM COMMITTEE**

10.61 Shall consist of:

- a) The Editor.
- b) Two Deputy Editors.

10.62 The Editor shall be allowed to appoint other members of the J.C.R. onto the committee as he sees fit.

10.63 The Committee should ensure that a minimum of three issues of Floreat Castellum are

produced per year.

## **M THE CONSTITUTION COMMITTEE**

10.64 The Constitution Committee shall consist of:

- a) The Senior Man (*ex officio*).
- b) The Vice Senior Man (*ex officio*).
- c) The J.C.R. Chairman (*ex officio*).
- d) The J.C.R. Vice Chairman (*ex officio*).
- e) Two Constitution Committee Representatives.

10.65 The Committee shall meet at least twice a term.

10.66 Additional Executive Committee members by invite, at the discretion of the Senior Man.

## **N THE TRAVEL BURSARIES COMMITTEE**

10.67 The Travel Bursaries Committee shall consist of:

- a) The Senior Man (*ex officio*).
- b) The Vice Senior Man (*ex officio*).
- c) The Treasurer (*ex officio*).

10.68 The committee shall be chaired by the J.C.R. Chairman, who shall not hold a vote.

10.69 The Travel Bursaries Committee shall meet annually in the Easter Term to allocate J.C.R. travel bursaries. The following procedure must be adhered to:

- a) The meeting must be advertised a week in advance.
- b) All applicants must submit an application form, at least twenty-four hours in advance, outlining the nature of proposed travel.
- c) Payment cannot be retrospective.
- d) Priority shall be given to travel which aids the individual member's personal development and which enriches our community's corporate cultural wealth.

10.70 **Decision making:**

As defined in Subsection 10.41, Articles (c.i) to (c.iii).

## **O THE SPONSORSHIP COMMITTEE**

10.71 The Sponsorship Committee shall consist of:

- a) The Sponsorship and Liaison Officer.
- b) The Social Chairman.
- c) The Bar Vice Chairman.
- d) Sponsorship Representatives.

10.72 The Sponsorship Committee shall:

- a) Be chaired by the Sponsorship and Liaison Officer.
- b) Be responsible for procuring sponsorship and funding for J.C.R. projects, with particular emphasis on the June Ball.

- c) Normally meet once a week.

10.73 The Bar Vice Chairman shall act as Secretary.

## **P THE WEBSITE CONTENT COMMITTEE**

10.74 The Committee shall comprise:

- a) The Sponsorship and Liaison Officer.
- b) The J.C.R. Computer Officer.
- c) Website Content Representatives.

10.75 The Committee shall:

- a) Usually be chaired by the Sponsorship and Liaison Officer.
- b) Be responsible for providing up-to-date content for all areas of the Website.
- c) Normally meet once a week.

## **Q THE SOCIAL COMMITTEE**

10.76 The Committee shall comprise:

- a) The Social Chairman.
- b) The Technical Director.
- c) Arts Week Director (when relevant).
- d) Castle Day Director (when relevant).
- e) Senior D.U.C.K. Representative (when relevant).
- f) A representative of any club or society wishing to hold an event or book a rehearsal space within College.

10.77 The Social Chairman shall normally act as Chairman and one other person as Secretary.

10.78 The Committee shall exist to coordinate the termly production of the Social Calendar, as defined in Subsection 2.14, and to foster cooperation between the various bodies that organise events in College.

10.79 The Social Committee shall meet at the end of each term. Thereafter, it shall meet as necessary during term time.

10.80 The duties of the officers of the Social Committee shall be as follows:

- a) Chairman:  
As defined in Subsection 10.4 above.
- b) Secretary:  
As defined in Subsection 10.5 above.

## **R THE COLOURS COMMITTEE**

10.81 The Committee shall comprise:

- a) The Senior Man.
- b) The Vice Senior Man.
- c) Social Chairman.

- d) The Services Manager.
- e) The Senior D.U.A.U. Representative.

10.82 The Committee shall:

- a) Usually be chaired by the Senior Man.
- b) Be responsible for selecting the winners of those nominated for College Colours.
- c) Meet once a year, normally early in the Easter Term.

## **S ENVIRONMENT COMMITTEE**

10.83 The Environment Committee shall:

- a) Be an open committee for all J.C.R. members to attend at their discretion.
- b) Normally be chaired by the Environment Officer.
- c) Have weekly open meetings.

10.84 And shall aim to:

- a) Provide a forum for College members to exchange ideas and voice concerns and queries on environmental issues.
- b) Discuss ways in which to improve the general environmental status of College.
- c) Raise awareness of contemporary environmental issues.
- d) Instigate environmental projects within the College.

## **T THE LADIES' NIGHT COMMITTEE**

10.85 The purpose of the Committee shall be to organise and prepare the Ladies' Night Ball.

10.86 The Committee shall consist of the incumbents of the following posts:

- a) The Social Chairman (*ex officio*).
- b) The Senior Ent Co-ordinators.
- c) The Junior Ent Co-ordinators.
- c) The Treasurer (*ex officio*).
- d) The Bar Chairman (*ex officio*).
- e) The Services Manager (*ex officio*).
- f) The Bar Vice Chairman (*ex officio*).
- g) The Sponsorship and Liaisons Officer (*ex officio*).
- h) The Technical Director.

10.87 Primary responsibility for the preparation of the Ball lies with the Social Chairman and the Senior Ents Co-ordinators, but the Executive Committee may be asked by the Social Chairman to supplement their work should he deem it necessary.

## **U THE FINANCE COMMITTEE**

10.89 The Finance Committee shall consist of three Finance Committee Representatives.

10.90 The committee shall be chaired by the J.C.R. Chairman, who shall not hold a vote.

10.91 The Treasurer shall be in attendance at all meetings of the Finance Committee.

- 10.92 The Committee shall scrutinise all financial activity undertaken by, or on behalf of, the J.C.R. Their responsibilities in this respect include, but are not limited to:
- a) Ensuring that the J.C.R. is aware, where appropriate, of any significant or unusual transactions.
  - b) Notifying the J.C.R. of any reasons for which expenditure has been significantly over or under budget, in order that Officers are appropriately called to account.
  - c) Notifying the J.C.R. of any occasion on which the finances of the J.C.R. were not handled pursuant to this Constitution.
- 10.93 The Committee shall take a special interest in the budgeting of balls, and shall receive both the final budget before the ball, and full accounts as soon afterwards as possible, in a format to their satisfaction.
- 10.94 The Committee shall advise both the J.C.R. and its Officers on possible procedural changes and constitutional amendments where it deems them appropriate.
- 10.95 The Committee can invite any of the named signatories of the J.C.R. accounts to a meeting. Attendance by invited signatories is considered obligatory.
- 10.96 The Committee shall meet as and when necessary, and at least once a term.
- 10.97 Committee meetings shall be minuted by a member of the Committee.
- 10.98 The Committee shall make written recommendations on action to be taken to improve fiscal responsibility after each meeting.
- 10.99 Where the Committee has something to report to the J.C.R., it should inform the Vice Senior Man not less than one week prior to a J.C.R. Meeting.

## **V COMMITTEE OF CAPTAINS**

- 10.100 The purpose of the Committee shall be to coordinate the activities of all affiliated College sports clubs. All Captains or Presidents of such clubs may attend.
- 10.101 The Committee shall be chaired by the Senior D.U.A.U. Representative. The Junior D.U.A.U. Representatives shall also be members of the Committee, one of whom shall act as Secretary.
- 10.102 The business of the Committee shall include preparation for the Castle Freshers' Fair and Re-Freshers' Fair, preparation and support for D.U.A.U.-run leagues and matches, consideration of how best to increase sporting participation and excellence across College, and any other matters of concern to captains.
- 10.103 The Committee shall meet at least once termly, as required.

## **W YEARBOOK COMMITTEE**

- 10.104 The purpose of the Committee shall be to produce the annual yearbook for all graduating students. It shall be made up of 4 elected College Yearbook Committee Representatives.
- 10.105 The Committee shall meet as required.

## SECTION XI

### J.C.R. FINANCES

#### 11.1 **Levies:**

- a) All levies are financial motions and are subject to ratification by the J.C.R.
- b) Every member of the J.C.R. shall undertake to contribute any amount that may be from time to time determined by the J.C.R. Treasurer, in consultation with the Executive Committee and ratified by the J.C.R., unless he has signed the appropriate signing-out sheet (where applicable).
- c) The J.C.R. Executive Committee may levy the J.C.R. from time to time for exceptional payments. There need not be a signing-out sheet.
- d) The Lowe Library Levy, and any levies in respect of the staff and annual Executive presents, shall be proposed by the Executive Committee. There need not be a signing-out sheet.
- e) Any levy proposed by an Ordinary Member of the J.C.R. shall be subject to scrutiny by the Treasurer, and there shall be the option of signing-out from that levy.

#### 11.2 **Bank Accounts and Signatories:**

##### a) **Current Account:**

- i) There shall be a Current Account known as the "University College J.C.R. Current Account".
- ii) There shall be two signatories, the J.C.R. Treasurer and any one of the Senior Man, Services Manager, Sponsorship and Liaison Officer, Bar Chair, Social Chair and Castle Day Director.
- iii) The cheques should be signed by the Treasurer and the signatory relevant to the expenditure. It is the responsibility of the Treasurer to ensure this
- iv) The account shall be used for all day to day transactions of the J.C.R.
- v) Records of transactions will take into account the various sources of income and expenditure, through the medium of 'cost centres' (for example June Ball, U.C.R.A.C.).
- vi) The account will retain a surplus of around 20% of turnover.

##### b) **Deposit Account:**

- i) There shall be a Savings Account known as the "University College J.C.R. Deposit Account".
- ii) The Signatories shall be the J.C.R. Treasurer and the Senior Man.
- iii) The account shall be used for the safekeeping and investment of the reserves of the J.C.R., and shall not be used on a day to day basis.
- iv) The J.C.R. Treasurer shall endeavour to keep this money invested at the best available rate of return, provided no risk is posed to the capital, and the Charities' Act is complied with.

#### 11.3 **Finance Committee:**

Signatories to all J.C.R. bank accounts shall be compelled to attend Finance Committee meetings as requested. Bank statements and reconciliation for all accounts shall be made available to the Finance Committee as requested.

- 11.4 **Refunds:**  
The Executive Committee may refuse any refunds of moneys already paid for tickets for social events that are subsequently cancelled by the College Authorities owing to Members' conduct on a previous occasion.
- 11.5 **J.C.R. Services:**  
These shall be priced so as to return a small operating profit, the exact level being left to the discretion of the Service Manager in consultation with the J.C.R. Treasurer.
- 11.6 **Executive Expense Allowance:**  
All Executive Officers may reclaim the cost of standard accommodation in College incurred during vacations. All such claims shall be administered by the J.C.R. Treasurer subject to ratification by the J.C.R. and shall relate directly to J.C.R. business.
- 11.7 **Executive Expenditure:**  
All personal expenditure, for which reimbursement is required, by the Executive Committee shall be accounted for and presented to the J.C.R. at the first Meeting of each term as part of the termly accounts.
- 11.8 **The Castle Arts Week Fund:**  
The proceeds of Castle Arts Week shall be held in the "Castle Arts Week Fund", which shall be jointly managed by the Arts Week Director, the Arts Week Treasurer and the J.C.R. Treasurer, two of whom shall be co-signatories of the current account named "Castle Arts Week". The J.C.R. Treasurer must be consulted about every expenditure.
- 11.9 **The Technical Events Committee:**  
Financial provision for the JCR Technical Event Committee shall be as follows. The Technical Event Committee shall:
- a) Not charge the JCR directly for any services provided.
  - b) Charge JCR Societies a small amount for tech provision for events to subsidise running costs.
  - c) Charge non-JCR societies the going rate for provision of technical equipment, again to subsidise running costs.
  - d) Receive the remaining proportion of their maintenance from the JCR services budget, directly from the services budget, excluding material goods over £250 per item.
  - e) Apply to UCRAC for any capital expenditure.
- (All of the above points are exclusive of wages payable to Technical Society Members who have worked at events)

## SECTION XII

### THE UNDERCROFT BAR

#### **A GENERAL**

##### **12.1 Aims and Objectives of the Bar:**

The Undercroft Bar shall aim to provide goods and services to members of the College and their *bona fide* guests at prices consistent with the University Minimum Pricing Policy and economic viability. The Bar should aim to declare a small profit at the end of the Easter Term.

12.2 The J.C.R. officers of the Undercroft Bar shall fall under the supervision of Bar Steward. The Bar is overseen by the Bar Management Committee. The College Council, as the licensee, is represented on a day-to-day basis by the Operations Manager (the Designated Premises Supervisor). The Operations Manager also acts as the line manager of the Bar Steward.

12.3 The Undercroft Bar shall not be exclusively tied to any brewery.

##### **12.4 Bar Finances:**

a) Payment of Wages:

- i) Authorised Bar Committee Staff shall be paid an hourly rate for work in the Bar, payment to be received from the University on a regular basis.
- ii) A supplement may be awarded to those working at the June Ball, subject to the approval of the Executive Committee.
- iii) The Bar Chairman shall keep a record of hours worked (or parts thereof) and all payments of wages.

b) Bar Profits:

- i) Bar Reserves shall be invested in the Bar Reserves Account.
- ii) The allocation of funds from the Bar Reserves shall be managed by the University College Reserves Allocation Committee (see Section X above).

#### **B OPERATION OF THE BAR**

##### **12.5 Opening and Closing of the Bar:**

- a) The Bar and Cellar shall be kept locked at all times when a member of the Bar Committee is not present.
- b) The Bar keys may be obtained from the Porter's Lodge upon signature.
- c) On normal openings the keys should be returned as soon as possible after closing time.
- d) Opening and closing times shall be strictly adhered to.

##### **12.6 Stock Control:**

- a) Stocks should be kept as low as possible to avoid undue risks.
- b) All deliveries shall be checked by a member of the Bar Executive, the Bar Steward or the Porter.
- c) Empties should be removed promptly and regularly to provide adequate storage space.



12.7 **Cash Flow Control:**  
No credit shall be given.

12.8 **Cleaning of the bar:**

- a) The Authorised Bar Committee Staff on shift shall thoroughly clean the bar nightly.
- b) The Bar Executive shall be responsible for supervising the thorough cleaning out of all pumps and lines weekly.

12.9 **Special Functions and Parties:**

- a) The Bar Executive shall ensure, through close liaison with the Social Chairman, that requirements made of the Bar for social events are practical and economically viable.
- b) The Bar Executive shall make provision for extra stocks and personnel when warranted by the occasion, who must always be members of the Bar Committee.

## **C STAFFING OF THE BAR**

12.10 A termly rota covering staffing of the Bar shall be prepared, in consultation with the Bar Committee, by the Bar Vice Chairman and the Bar Steward.

12.11 Once the rota is established, it is the responsibility of the individual members of the Bar Committee to ensure that they work at least seven shifts per term. Failure to do so without extenuating circumstances shall result initially in a letter of warning and ultimately in the member being deemed to have resigned.

12.12 If a member cannot work a particular shift, advance warning, of at least three days, shall be given to the Bar Vice Chairman. It is still the member's responsibility to find a replacement for this shift from amongst the other Bar Committee members.

12.13 If a member does not work a shift, nor make provision for an adequate replacement, the following procedure shall apply:

- a) On the first occasion a written warning shall be issued by the Bar Vice Chairman.
- b) In the event of a second occasion the member shall be dismissed from the Bar Committee subject to an appeal to the Executive Committee.

12.14 In the event of a member making provision for an adequate replacement and the replacement failing to work a shift, the procedure defined in Section [XI.C.4] above, shall apply to the replacement and not to the original Bar Committee member.

12.15 The procedure defined above shall be deemed to run throughout the academic year. Provision should be made by the Bar Vice Chairman for recording the number of warnings issued during this period to any individual Bar Committee member.

12.16 Responsibility for cleaning and tidying both the serving area and the Undercroft Bar after every shift shall fall to the staff on duty on that shift. In the event of inadequate cleaning, a warning may be issued by the Bar Executive to the staff in question. Further lapses in hygiene shall be dealt with using the same procedure as defined in Subsection 12.13 above.

12.17 Verbal and written warnings may be given in cases of misconduct. In cases of gross misconduct this may lead to immediate dismissal.

## **D SELECTION OF BAR STEWARDS**

- 12.18 The method of selection of Bar Stewards is governed by the Bar Standard Operating Manual, as interpreted by the Designated Premises Supervisor. The appointment procedure shall always include the Senior Man and the Bar Chairman.

## **SECTION XIII**

### **THE TOASTIE BAR**

#### **13.1 Finances of the Toastie Bar**

- a) Toastie Bar Committee members shall be paid an hourly wage.
- b) The J.C.R. Treasurer shall pay all wages.
- c) Wages shall be paid termly.
- d) Payment of invoices shall be undertaken by the J.C.R. Treasurer.

#### **13.2 Staffing of the Toastie Bar**

- a) A termly rota for the staffing of the Toastie Bar shall be drawn up by the Toastie Bar Managers.
- b) If a member cannot work a particular shift then it is that member's responsibility to find a replacement.
- c) The J.C.R. Services Manager shall be responsible for any disciplinary action.

## SECTION XIV

### ROOM BALLOT PROCEDURE

- 14.1 There shall be three separate ballots to decide in which order people may choose their rooms for the next academic year.
- 14.2 The membership of each ballot shall be determined by the following:
- a) The first ballot shall include those undergraduates who are returning to College for their second year of living in regardless of course length or nature.
  - b) The second ballot shall include those undergraduates who are returning to College for their third year of living in regardless of course length or nature.
  - c) The third ballot shall include those undergraduates who are returning to College for their fourth year of living in regardless of course length or nature.
- 14.3 Priority for rooms shall be governed by the following:
- a) Those people in the first ballot shall have first priority.
  - b) Those people in the second ballot shall have second priority.
  - c) Those people in the third ballot shall have third priority.
- 14.4 This process shall be carried out by the end of the second week of the Easter term by the Livers Out Representative and the Livers Out Representative Elect, under the independent observation of the J.C.R. Vice Chairman.
- 14.5 Any year spent living in College as a requirement of holding a certain position shall be counted as a year living out, subject to the availability of rooms. The positions to which this section applies are:
- a) Members of the Executive Committee.
  - b) The Junior Lowe Librarian.
  - c) The Computer Officer.
  - d) The Chapel Clerk.
  - e) The Organ Scholar.
  - f) The Head of J.C.R. Security.
  - g) The Technical Director.
- 14.6 All of these officers shall have pre-allocated rooms.
- 14.7 The room ballot procedure is carried out on behalf of the Master of University College and is at all times subject to his approval.

## SECTION XV

### AFFILIATED CLUBS AND SOCIETIES

#### **A AFFILIATION**

- 15.1 Any member of the J.C.R. is entitled to form a club or society to pursue extra-curricular sports and hobbies.
- 15.2 Only affiliated clubs and societies that are open to all J.C.R. Members may use the College name in their title and apply for funding from U.C.R.A.C. (see Section X). Invitation-only societies may also affiliate, but may not apply for U.C.R.A.C. funding.
- 15.3 Captains of affiliated sports clubs shall additionally sit on the Committee of Captains, chaired by the Senior D.U.A.U. Representative (see Section X). Affiliated sports clubs shall be represented by the D.U.A.U. Representatives at University level.
- 15.4 To apply for affiliation, members of the J.C.R. shall apply in writing to the Vice Senior Man, outlining the purpose of the club or society and its aims and objectives. The matter shall be raised as a motion at the next Ordinary J.C.R. Meeting, and shall require the support of a majority vote at a quorate Meeting.

#### **B GENERAL RESPONSIBILITIES**

- 15.5 All affiliated clubs and societies are bound by this Constitution. All clubs and societies must have a constitution of their own. A draft constitution shall be available from the Vice Senior Man, with whom an up-to-date copy must be lodged following any amendments.
- 15.6 All club and society constitutions must make provision for an Executive Committee of at least a President or Captain, a Secretary and a Treasurer. Such officers must be elected or selected in a free and fair process that is open to observation by the J.C.R. Vice Chairman.
- 15.7 At the beginning of each academic year the Secretary of each club or society must submit a report to the Vice Senior Man stating their number of members, both J.C.R. and M.C.R., the names of their officers, the rate of their annual subscriptions and their aims for the year.

#### **C FINANCES**

- 15.8 All clubs and societies wishing to apply to U.C.R.A.C. must have their own bank account. This shall require no fewer than two signatories for all payments or alterations.
- 15.9 Accurate accounts must be kept throughout the academic year, as must all receipts and invoices. Advice shall be provided by the J.C.R. Treasurer.
- 15.10 Club or society accounts should be available for audit by the J.C.R. Treasurer at all times. The Treasurer should audit not less than six club or society accounts during an academic year, chosen by rota. Accounts showing irregularities or repeated losses shall be passed to the Finance Committee, who shall be authorised to investigate and to advise the J.C.R.
- 15.11 Where a club or society is shown to be inactive for one full year, it should be declared dormant. All bank accounts relating to the club or society should be immediately closed, and any surplus funds made available for reallocation by U.C.R.A.C.

## SECTION XVI

### NON-EXECUTIVE OFFICERS

16.1 An exhaustive list of references to each Non-Executive Officer post can be found at Appendix A at the rear of this document, and at Subsection 8.60 (for elected posts) and Subsection 9.36 (for selected posts). This Section gives further information on several appointments that cannot be found elsewhere in this document.

#### 16.2 **The J.C.R. Chairman**

- a) Shall act as Chairman of the Executive Selection Committee.
- b) Shall act as Chairman, without the ability to vote, of the following J.C.R. Committees, all of which have fiscal responsibility:
  - i) Library and I.T. Committee.
  - ii) University College Reserves Allocation Committee.
  - iii) Travel Bursaries Committee.
  - iv) Finance Committee.
- c) Shall independently observe, ensuring fairness and constitutional validity, all J.C.R. Meetings (in which he shall not have the ability to vote), all elements of the election of Executive and Non-Executive Officers, and all vote counts relating to such activities.
- d) Shall independently observe, ensuring fairness and constitutional validity, the selections of the following J.C.R. Officers:
  - i) Arts Week Treasurer.
  - ii) Computer Officer.
  - iii) Deputy Welfare Officer.
  - iv) Gym Manager.
  - v) Head of Security.
  - vi) Junior Lowe Librarian.
  - vii) Senior Ent Co-ordinators.
  - viii) Technical Director.
  - ix) Toastie Bar Managers.
  - x) Authorised Bar Committee Staff.
  - xi) Authorised Security Committee Staff.
  - xii) Assistant Castle Day Director.
  - xiii) Duty Bar Supervisors.
- e) Shall fulfill the duties of the J.C.R. Vice Chairman when he is unable to do so.

#### 16.3 **The J.C.R. Vice Chairman**

- a) Shall deputise for the J.C.R. Chairman on all occasions when he is unable to fulfill his duties.
- b) Shall be principally responsible for personally conducting all vote counts pertaining to J.C.R. Meetings and Executive Elections (in the presence of the J.C.R. Chairman and Senior Man, and assisted by at least two further Executive Officers), and shall be solely responsible for verbally announcing the results of Executive Elections immediately after the count.
- c) Shall independently observe, ensuring fairness and constitutional validity, the selections of the following J.C.R. Officers:

- i) Assistant Lowe Librarians.
  - ii) Assistant Welfare Officers.
  - iii) Common Room Representatives.
  - iv) Deputy Floreat Castellum Editors.
  - v) Disability Officer.
  - vi) Junior Ent Co-ordinators.
  - vii) Livers' Abroad Representative.
  - viii) Sponsorship Representatives.
  - ix) West Courtyard Representatives.
  - x) Website Content Representatives.
  - xi) Authorised Toastie Bar Committee Staff.
  - xii) Assistant Computer Officers.
  - xiii) LGBTa Representative.
- d) Shall be responsible for ensuring the proper administration of all ratified Club and Society elections and selections, with reference to constitutions of both the J.C.R. and of the individual Clubs or Societies. In order to achieve this, the Vice Chairman shall attend not less than six elections or selections in one academic year by means of inspection by rota.

**16.4 Freshers' Representatives:**

There shall be eight Freshers' Representatives elected by the J.C.R. with the proviso that four of these are Female and four are Male. These shall be responsible for the welcome and assistance of new members of College during Freshers' Week, under the supervision of the Welfare and Sponsorship and Liaison Officers.

**16.5 Deputy Welfare Officer:**

The Deputy Welfare Officer shall act as the principal deputy to the Welfare Officer, provide assistance with the D.S.U. Welfare campaigns and act as an alternative point of contact within the College support network

**16.6 Assistant Welfare Officers:**

Four Assistant Welfare Officers, not less than two of whom are to live out of College, shall provide assistance with D.S.U. welfare campaigns and shall act as alternative points of contact within the College support network.

**16.7 Junior D.S.U. Representatives:**

The Junior D.S.U. Representatives shall work in close co-operation with the Senior D.S.U. Representative to bring the J.C.R.'s opinions to D.S.U. Council (where they are voting members, and may be mandated by the J.C.R. to vote in accordance with its wishes). They shall attend any relevant meetings of D.S.U. Council and D.S.U. Union General Meetings, in pursuance of the above.

16.8 The number of Junior D.S.U. Representatives to be elected shall be dependant on the number of members of the J.C.R. The exact arrangements are given in the D.S.U. Constitution and Standing Orders.

**16.9 Senior D.U.C.K. Representative:**

The Senior D.U.C.K. Representative shall work in close co-operation with the Junior D.U.C.K. Representatives to co-ordinate the College's fund raising activities during D.U.C.K. week and any other D.U.C.K. related events or campaigns. He shall attend any relevant meetings or committees of D.U.C.K. Central Committee in pursuance of the above.

**16.10 Junior D.U.C.K. Representatives:**

The Junior D.U.C.K. Representatives shall work in close co-operation with the Senior D.U.C.K. Representative to co-ordinate the College's fund-raising activities during D.U.C.K. week and any other D.U.C.K. related events or campaigns. They shall attend any relevant meeting or committee of D.U.C.K. Central Committee in pursuance of the above.

**16.11 Senior D.U.A.U. Representative:**

The Senior D.U.A.U. Representative is also the University College Sports Captain. Responsibilities include:

- a) Entering all awards of College Colours in the Colours Book.
- b) Ensuring the safekeeping of any trophies within the College.
- c) Organising and chairing at least one meeting of the Committee of Captains each term.
- d) Liaising with the Executive Committee to inform Freshers of the sporting opportunities within College.
- e) Actively encouraging support for teams.
- f) Organising the annual Castle-Hatfield Challenge.

**16.12 Junior D.U.A.U. Representatives:**

The three D.U.A.U. Representatives shall be collectively responsible for liaison between the College (specifically the College Sports Clubs) and D.U.A.U. This shall include attendance at any relevant committees or meetings of D.U.A.U., and responsibility for ensuring that all trophy matches are played.

**16.13 Charities Officer:**

- a) The Charities Officer shall be responsible for organising the distribution of funds raised by the Charities levy in consultation with the Charities Committee and reporting back to the J.C.R. for ratification.
- b) The Charities Officer shall also be responsible for the College's contribution to the Ruth First Memorial Trust.

**16.14 Castle Society Representative:**

The Castle Society Representative shall be responsible for liaison between the J.C.R. and the Durham Castle Society, including attendance at the Committee Meetings and A.G.M. of the Society.

**16.15 Head of Security:**

- a) The Head of J.C.R. Security shall be responsible for:
  - i) Organising Authorised Security Staff as required.
  - ii) The recruitment and training of Authorised Security Staff.
- b) The Head of J.C.R. Security shall be accountable to the Bar Executive.

**16.16 College Yearbook Representatives:**

Four College Yearbook Representatives shall be responsible for the overall management and production of the annual College Yearbook. They shall also make a report to the Executive Committee within the first 3 weeks of the Easter Term.



- 16.17 **Purchases Manager:**  
The Purchases Manager shall be responsible for the purchase and distribution of all Castle merchandise, such as Castle Sportswear. This shall involve liaising closely with the Services Manager.
- 16.18 **U.C.R.A.C. Representatives:**  
Three U.C.R.A.C. Representatives shall be elected. These members shall be fully active in the decision making of the Committee and be of equal standing with the Executive members of the Committee.
- 16.19 **International Freshers' Representatives:**  
There shall be four International Freshers' Representatives, who shall be responsible for welcoming international students to the College, representing the interests and views of the international freshers to the J.C.R., under the supervision of the Welfare Officer.
- 16.20 **Environment Officer:**  
Responsible for the setting up and continuation of College environmental progress, and for the raising of awareness within College.
- 16.21 **Castle Day Director and Castle Day Representatives:**  
The Castle Day Director shall be responsible for the organisation and running of Castle Day. They shall be assisted by a group of Castle Day Representatives (usually between two and four depending on interest) and should liaise regularly with the Social Chairman.
- 16.22 **Junior Ent Coordinators:**  
There shall be a position known as Junior Ent Coordinator, whose responsibility it is to assist the Social Chairman with the preparation of any Ents which the Social Chairman deems necessary.
- a) The number of Coordinators is decided at the discretion of the Social Chairman.
  - b) Junior Ent Coordinators shall be expected to attend all meetings and prep sessions for all Ents the Social Chairman deems appropriate.
  - c) Junior Ent Coordinators shall be expected to stay behind after Ents and be in a state sufficient to clear up the Ent along with the Executive Committee.
- 16.23 **Senior Ent Coordinators:**  
There shall be a position known as Senior Ent Coordinator, whose responsibilities include all those outlined in 16.21 above. In addition, Senior Ent Coordinators shall assume any extra responsibilities given to them by the Social Chairman, such as planning an aspect of an Ent.
- 16.24 **Disability Officer:**  
There shall be a position known as Disability Officer, who shall represent all J.C.R. members with disabilities at the University-wide Students with Disabilities Association. It is not necessary for this position to be held by a student with a disability.
- 16.25 **Livers' Abroad Representative:**  
There will be a position known as the Livers' Abroad Representative. He shall be a member of the J.C.R. who has returned from their year abroad. He should provide a point of contact, and offer advice to, those students planning their year abroad. This should include, but is not exclusive to, organising meetings with interested individuals. They should also act as an intermediary between students living abroad and the College.

### 16.26 **Duty Bar Supervisors**

Bar Supervisors are responsible for the running of the Undercroft Bar on any particular night, and there shall always be one present any time the bar is open. They must ensure that the bar operates in accordance with the Licencing Objectives, the Standard Operating Procedures Manual and Health & Saftey regulations at all times, whilst ensuring that service of drinks from the bar occurs in a manner deserving of a bar such as the Undercroft. Their role shall specifically include:

- a) Signing the keys out of the lodge at the start of the shift, keeping them upon their person throughout the shift, and signing them back into the lodge at the end.
- b) To be the sole bar worker on a shift with access to the safe, to cash up at the end of the night, and to personally take the proceeds to the lodge promptly at the end of the shift.
- c) To ensure that the opening and closing times are strictly adhered to.
- d) To liase closely with the gatehouse staff during the night by radio regarding, for example: toilet checks, the capacity of the bar, individuals who are not to be served/removed from the premises, glass collection, and so forth.
- e) Reporting and recording in the appropriate ledger any incidents or accidents which have occurred in the shift, and notifying the porter if the situation so requires.
- f) Ensuring that the bar staff on shift are working at all times within the regulations set out above.
- g) To make sure that sufficient stock is behind the bar and in the cellar prior to their shift.
- h) To provide on-the-job training for those bar workers who are unsure about a particular aspect of their role, for example tapping of real ales.
- i) To assist the Bar Chairman and Bar Vice Chairman in maintaing the upkeep of the bar by reporting defects and problems promptly.
- j) Responsibility for the cleanliness of the bar after every shift, to include everything on the checklists provided behind the bar,
- k) Overseeing deliveries and signing them off where necessary.
- l) To continue this overseeing role at other temporary bars around the college from time to time, for example at June Ball.
- m) To support welfare, charity, responsible drinking campaigns, and the like.

### 16.27 **Authorised Bar Staff**

Authorised Bar Staff are members of the Bar Committee. They shall work in and for the Undercroft Bar during term time, when detailed to be on duty by the staff rota. In pursuance of this aim, Authorised Bar Staff shall be subordinate to, and under the supervision of, the Duty Bar Supervisor detailed for the shift. In addition, when on duty Authorsied Bar Staff shall:

- a) Comply with all Licensing and Health and Safaty Regulations and Policies detailed in the Bar Operating Manual.
- b) Serve customers in a welcoming and professional manner.
- c) Restock the Bar and cellar as and when required.
- d) Report all maintenance issues to the Duty Bar Supervisor.
- e) Follow the setting-up and closing-down procedures detailed in the Bar Operating Manual at the beginning and end of each shift.
- f) Accurately record requisitions, overings and wastage in the appropriate ledgers.
- g) Record any and all accidents in the Accident Book behind the Bar.
- h) Inform the Duty Bar Supervisor on all occasions when service is refused or customers are observed acting in an unruly manner.
- i) Attend termly training sessions and meetings, and any additional training sessions required by the Bar Management Committee, subject to reasonable notice.
- j) Comply with any other relevant regulation given in Section XII of this Constitution.

**16.28 Arts Week Representatives**

Three Arts Week Representatives shall be elected to assist the Arts Week Director and Arts Week Treasurer with the preparation of the annual Arts Week. They shall focus principally on those aspects of the week that require physical preparation or decoration.

**16.29 Societies Officer**

The Societies Officer shall be elected to coordinate all non-sporting societies. They shall act as a point of contact between these bodies and the Executive Committee, and shall work to ensure that through full use of facilities and proper advertising all members of the J.C.R. are encouraged to join extra-curricular societies.

**16.30 Assistant Computer Officers**

Three Assistant Computer Officers shall be selected to assist the J.C.R. Computer Officer with the upkeep of the College computer rooms, the support of J.C.R. members and the answering of their I.T. queries. They shall hold administrator access to the J.C.R. website, and shall assist the Computer Officer in updating this resource as instructed by the Website Content Committee.

**16.31 Assistant Castle Day Director**

The Assistant Castle Day Director shall act as deputy to the Castle Day Director, and assist as required in the preparation of Castle Day. They shall be responsible for running the event on the Day.

**16.32 Technical Director**

The Technical Director shall be responsible for:

- a) Organising proper maintenance and storage of JCR technical equipment.
- b) Chairing the University College Technical Event Committee and ensuring its continuing improvement and existence.
- c) Providing technical support for events run by the JCR; in particular assisting with the proper planning of the technical provision.
- d) Being the first point of contact for groups and individuals who wish to hire JCR technical equipment (covers JCR and Non-JCR run events)
- e) Sitting on the Social Committee and the June Ball Committee.

**16.33 Assistant Treasurer**

The Assistant Treasurer shall be required to assist the JCR Treasurer with admin tasks for no more than 4 hours a week, at a mutually agreeable time. Tasks shall include organising documents, writing cheques, visiting the bank, and anything else that the JCR Treasurer feels is appropriate.

## SECTION XVII

### COLLEGE SERVANTS

- 17.1 The following is an exhaustive list of College Servants and their duties:
- 17.2 **College Dyson:**  
This is an extremely serious post for an extremely serious person. The College Dyson shall be responsible for the extremely serious nature of life in College, and takes everything extremely seriously. The post was named after a member of the College who lived up to the job specification to the extremely serious letter, particularly during J.C.R. Meetings (John Dyson 1980-84).
- 17.3 **College Flag:**  
The College Flag shall be responsible for the College flags, making sure they are protected from marauding attacks and remain aloft when required to do so. The Flag shall also ensure that the flag is taken down at sunset of the same day it flew. This post is to be regarded as worthy of the highest esteem.
- 17.4 **Preventions Officer:**  
The "College Preventions Officer Constitution", ratified in a Meeting held on 13 April 1962 and quoted here in its entirety, shall be deemed the correct code for office:
- a) There shall be a Preventions Officer of University College whose function it is to see that male members of this College do not converse with women students on Palace Green except for periods of five minutes between the hours of 0900 and 1300 hrs. The term of office shall last one year.
  - b) The badge of office shall be a scarlet mortarboard.
  - c) The Preventions Officer shall be powerless to act unless wearing the badge of office.
  - d) On the direction of the J.C.R. Executive Committee, the duties may be relaxed for Castle Day.
  - e) It shall be the right of any member to refuse to take part in preventions if, in their opinion, the nature of the prevention is personally or morally offensive.
  - f) Women can also be prevented by the Preventions Officer. This was introduced after heinous behaviour at the College Parent's formal, after which it was agreed that time had come for those who had forgotten how to behave as ladies to be prevented in shorts and t-shirt.
  - g) Additionally, it is the Preventions Officer's duty to discourage any inappropriate behaviour in the Undercroft Bar and the West Courtyard. To this end, whenever the Preventions Officer witnesses intimate contact in the proscribed areas, he must douse the flames of passion with a pint of water to be provided by the bar. If the Preventions Officer is not present, it is acceptable for any conscientious member of the J.C.R. to carry out this duty.
- 17.5 The qualities essential for successful election to this post include pomposity, affectation, officiousness and blatant social climbing. A post for the person who thinks he is popular. The first incumbent was Mr. G.R. Smith (1985-1988) (eminently qualified in all respects), the post being created in 1985.
- 17.6 Those to be prevented shall be warned in advance.
- 17.7 **The College Curse:**  
The Curse, historically, was the keeper of the Big Red Book that actually was a series of little

blue books, the receptacle of Castlemen's "wit". If the book was stolen the incumbent had the power to curse the perpetrators. The book ceased to be written in and the Curse became the Preventions Officer's right hand man.

17.8 **The Toastmaster**

The Toastmaster shall be responsible for the provision of appropriate and proper toasts at formal occasions. The first incumbent was Mr. Matt White, who was hastily elected after an embarrassing experience for the Senior Man at the Guest Night in 1987.

17.9 **College Hero:**

The J.C.R. may at its discretion make this honorary award to a member in recognition of achievements exhibiting an extraordinary courage in the service of the J.C.R. The first incumbent was elected unanimously to this illustrious position after gaining entry to the rooms of the Senior Man of Hatfield College during broad daylight and regaining possession of the College Flag during his first week in Durham (David Higgon, 1986-1989). Other heroes have included the wonderful people who painted the blades of Hatfield cardinal the night before Durham Regatta 1993, forcing Hatfield to race in Castle colours.

17.10 **Dung Disposer:**

The Dung Disposer shall be responsible for the collection and removal of dung left by horses in the Castle Courtyard and on Palace green. The method and site of dung disposal shall be left to the discretion of the incumbent: it is therefore wise to remain on friendly terms with this officer whenever possible.

17.11 **Lumley Run Club Captain:**

The Lumley Run Club Captain shall be responsible for arranging social and other functions for members of the Lumley Run Club, including organising the termly Lumley Run.

17.12 **Chief Brodie:**

The Chief Brodie is to safeguard members of the J.C.R. against shark attack. The incumbent is also required to teach the College Songs in their entirety to the Freshman Year following their Matriculation ceremony. This is a sure-fire defence against marauding sharks.

17.13 **College Tandem:**

The two members of the J.C.R. who appear to be so closely attached to each other as to require such intimate modes of transport as the aforementioned tandem bicycle.

17.14 **College Ambassador to France:**

The College's official representative and head of mission to France. Responsible for diplomatic memoranda and termly reports in the form of a *note verbale* to the J.C.R., outlining the current socio-political developments in the country.

17.15 **College Murderer:**

The member of the J.C.R. judged to be of the most menacing and dangerous countenance, qualities that are essential in the execution of the rôle of murderer.

17.16 **Commanding Officer, Royal Castle Dragoons:**

Soldier, Duellist, Cad and Hero, dispatched by the J.C.R annually to maintain siege of the island of Niue in the South Pacific, an island Castle has been at war with since the Battle of Whylikamoocow. A position of great responsibility.

17.17 **College Div:**

A position for a person who means well but is nonetheless gimpy. Originally named College Ife,

the name was changed to commemorate John de Vletter, of 2004 to 2007.

17.18 **College Toupee:**

This shall be the person most affected by alopecia. He (presumably not a she) will be in charge of the College Toupee. This is not a particularly arduous task but the post was mainly created to embarrass its first incumbent, Jeremy Berchem (1990 to 1993).

17.19 **College Candles:**

The two College Candles shall be responsible for laying out candles at Thursday evening formal dinners, and collecting them after. Suitable qualifications include the ability to maintain a semblance of balance in difficult circumstances.

17.20 **Pretensions Officer:**

The Pretensions Officer is responsible for the organisation and publicity of Pretensions Day, which will usually involve Castlemen spending the entire day dressing and speaking as pretentiously as possible, and speaking only to other Castlemen. A position for someone who embodies such qualities already.

## SECTION XVIII

### SANCTIONS AND RESIGNATIONS OF OFFICERS

- 18.1 For the purposes of this section, Officers of the J.C.R. shall be defined as Executive and Non Executive Officers, Captains and Servants.
- 18.2 The Executive Committee reserves the right to suspend from duty any committee member who, in its judgement, is negligent or in breach of his duties or the trust of the J.C.R., subject to right of appeal to the J.C.R.
- 18.3 If any member of any committee fails to comply with his duties as laid out in this Constitution, a Vote of Censure may be passed on him by the members of the committee (or in the case of the Bar Committee by the Bar Executive and the Senior Man), and he shall be compelled to resign office, subject to the right of appeal to the J.C.R.
- 18.4 The members of the J.C.R. may bring a motion of no confidence in any Officer(s) of the J.C.R. at any Meeting. The motion shall be voted on by secret ballot and must be passed by two-thirds majority in order to be effective. If successful, the said Officer(s) shall resign immediately, and the post shall be put up for election, or selection, as soon as possible and by the appropriate method (see Section VIII). The resigning Officer shall not be eligible for re-selection, but shall be eligible for re-election.
- 18.5 The Senior Man may sconce members of the J.C.R. by way of a fine for conduct that, at his discretion, is considered inappropriate, and subject to an appeal to the Executive Committee within 24 hours. A further right of appeal is available to the J.C.R. at its next Meeting.
- 18.6 The Senior Man may fine members of the J.C.R. for damage to, or theft of, J.C.R. property, subject to right of appeal to the J.C.R. at the next Meeting.
- 18.7 At the discretion of the Executive Committee, any member who does not pay a fine or sconce imposed under Subsections 18.5 or 18.6 above may be denied access to and usage of all or any J.C.R. facilities subject to an appeal to the J.C.R.
- 18.8 All moneys paid in settlement of fines and sconces shall be placed at the disposal of the Executive Committee for distribution to official J.C.R. funds.
- 18.9 Officers may at any time during their term of office tender their resignation in writing to the Senior Man (or if the Senior Man is resigning, the Vice Senior Man), giving one week's notice.
- 18.10 If a deputy (or deputies) to the post being resigned exists, the deputy (or deputies) shall be required to assume the responsibilities of the resigning Officer until such time as a replacement can be properly installed.
- 18.11 In the case of J.C.R. elected officers, a new election shall be held at the next suitable opportunity in accordance with Section VIII above.
- 18.12 If the resigning Officer is one appointed to office by a Selection Committee, and there is no incumbent elect, the Selection Committee shall be convened within two weeks of the date of receipt of resignation to begin execution of the appropriate Selection Committee proceedings as defined in Section IX above.
- 18.13 If there is an incumbent elected for the post, he may take office prematurely. This shall not

affect the date of his retirement from office.



## **SECTION XIX**

### **CONSTITUTIONAL AMENDMENTS**

- 19.1 Changes to this Constitution may be made only by way of previously submitted motions at J.C.R. Meetings at which twenty percent of the members are present, and passed by a two-thirds majority. The voting procedure may be carried out on-line with quorum being achieved via twenty percent of the College voting.
- 19.2 Any changes shall take effect immediately after ratification, and the Vice Senior Man shall ensure that copies of the newly amended printed version are available as soon as possible in accordance with Section XX below.
- 19.3 The Vice Senior Man shall also ensure that changes are made to the copies of the Constitution in soft copy subject to Section XX below.
- 19.4 The Vice Senior Man shall be responsible for ensuring that all cross referencing within the document remains accurate after implementation of the Constitutional amendments.

## SECTION XX

### DOCUMENTATION

- 20.1 The Executive Committee shall ensure that minutes are taken to record:
- a) All appointments of officers made by the J.C.R.
  - b) All proceedings at meetings of the J.C.R., the Executive Committee and all other J.C.R. committees.
- 20.2 Copies of the most up-to-date edition of the Constitution shall be placed as follows, to be made generally available for consultation by members of the J.C.R.:
- a) Two printed copies in the Lowe Memorial Library.
  - b) One printed copy in the Senior Man's room.
  - c) One electronic copy with the Senior Man.
  - d) One printed copy in the Vice Senior Man's Room.
  - e) One electronic copy with the Vice Senior Man.
  - f) One printed copy with the Master.
  - g) One copy available on the J.C.R. Website.
- 20.3 In addition, there shall be printed copies and electronic copies of the Constitution in its original form dated 24 June 1987, of its first major revision dated 03 March 1991 (*Amendment 01*) and its second major revision dated 23 October 1994 (*Amendment 02*). These shall be placed in Palace Green Library for research purposes only. Consultants of these documents shall be required to give their name, address and signature to the Palace Green Librarian.
- 20.4 The Executive Committee shall be responsible for ensuring that archives are kept of all revisions to the Constitution.
- 20.5 This Constitution was ratified by the J.C.R. in May 2007 and, as amended to date, revokes all previous editions.

## SECTION XXI

### **TRANSFER TO CHARITABLE COMPANY OR C.I.O. AND WINDING UP**

- 21.1 The following applies to the transfer of the J.C.R.'s undertaking to a Charitable Company or C.I.O. and winding up.
- 21.2 J.C.R. members, by a two thirds majority vote at a J.C.R. Meeting and with at least two weeks notice, can transfer the assets and liabilities of the J.C.R. to a Charitable Company or a Charitable Incorporated Organisation where the constitution is as similar as possible to this Constitution, allowing for variations necessitated by the different legal structure.
- 21.3 Following the transfer the J.C.R. may resolve to wind up the unincorporated association.
- 21.4 If any property remains after the J.C.R. has been wound up or dissolved and all debts and liabilities have been satisfied, it shall not be paid to or distributed among Members of the J.C.R. It shall instead be given or transferred to the Durham Castle Society, or if it has ceased to exist some other charitable institution that has similar objects to those of the J.C.R. and which prohibits the distribution of its or their income and property among its or their Members. The institution or institutions which are to benefit if the above trusts have ceased to exist shall be chosen by the Members of the J.C.R. at or before the time of winding up or dissolution.

## SECTION XXII

### ACKNOWLEDGMENTS AND IRRELEVANT INFORMATION

- 22.1 This document is based upon the Constitution of 23 October 1994 (**Amendment 02**).
- 22.2 **Amendment 03:** This Constitution was formally revised between October 2000 and Christmas 2001. It was ratified at an Ordinary J.C.R. meeting on 27 January 2002.
- 22.3 **Amendment 04:** It was revised by the J.C.R. Secretaries, Anna Clarkson (2000-2001) and Victoria Rubin (2001-2002) with assistance from Martin Leyland and the Executive and Constitution Committees of both years.
- 22.4 **Amendment 05:** This Constitution was again amended between October 2003 and November 2003. It was ratified at an Ordinary J.C.R. Meeting on 26 November 2003.
- 22.5 **Amendment 06:** It was amended by the J.C.R. Secretary, Adam Bell (2003-2004), with assistance from the Executive and Constitution Committees of that academic year.
- 22.6 **Amendment 07:** It was amended by the Vice Senior Man, Charlotte Evanson (2004-2005), with assistance from the Executive and Constitution Committees of that academic year.
- 22.7 **Amendment 08:** It was amended by the Senior Man, Felix-Ferdinand Mikl (2005-2006), with assistance from the Executive and Constitution Committees of that academic year.
- 22.8 **Amendment 09:** Following the recommendation to the Senior Man, Annali Hayward (2006-2007), by the Livers' Out Representative, William Hopkins (2006-2007), and the Constitution Committee consisting of Damien Gomez and James Henry, the Constitution was formally recognised by the J.C.R. in an Extraordinary J.C.R. Meeting during the May of that academic year, bringing into force previously unratified amendments.
- 22.9 **Amendment 10:** It was amended by the Constitution Committee (2007-2008) consisting of Damien Gomez, Leah Brown, Melissa Lukeman, Thomas Scully, and Helen Dennis with assistance from the Executive Committee of that academic year. These amendments were ratified at an Ordinary J.C.R. Meeting on 01 February 2008.
- 22.10 **Amendment 11:** Further amendments, also recommended by the aforementioned, were ratified at the Ordinary J.C.R. Meeting held on 13 June 2008.
- 22.11 **Amendment 12:** Proposed by J.B. Charlton (Senior Man), K.G. McNeil (Vice Senior Man), H.E. Dennis and T. Scully (Constitution Committee Representatives) and ratified at an Emergency J.C.R. Meeting called for that purpose, 06 November 2008.
- 22.12 **Amendment 13:** Proposed by J.B. Charlton (Senior Man), K.G. McNeil (Vice Senior Man), J.H.W. Tan and T.W. Louton (Constitution Committee Representatives) and ratified at the Ordinary J.C.R. Meeting held on 03 December 2008.
- 22.13 **Amendment 14:** Proposed by those in Subsection 22.12 above, M.P.A. Leverkus (J.C.R. Chairman) and A.L. Tilton (J.C.R. Vice Chairman), and ratified online following an Emergency J.C.R. Meeting, 14 March 2009.
- 22.14 **Amendment 15:** Proposed by those in Subsection 22.12, T. Scully (J.C.R. Chairman) and A.L. Tilton (J.C.R. Vice Chairman), and ratified at the Ordinary J.C.R. Meeting on 19 June 2009.
- 22.15 **Amendment 16:** Proposed by the Constitution Committee and ratified at an Ordinary J.C.R. Meeting held on 02 December 2009.

- 22.16 **Amendment 17:** Proposed by the Constitution Committee and ratified at an Ordinary J.C.R. Meeting held on 03 February 2010.
- 22.17 **Amendment 18:** Proposed by the Constitution Committee and ratified at an Ordinary J.C.R. Meeting held on 18 June 2010.

**Estne confectum? Nuncine applaudo?  
Floreat Castellum  
UNIV: COLL: DUNELM: MMX**

## APPENDIX A

### INDEX OF REFERENCES TO NON-EXECUTIVE OFFICER POSTS

Arts Week Director: 8.60; 9.36; 10.53; 10.54; 10.57; 10.76; 11.8; 16.28  
Arts Week Representatives: 8.60; 16.28  
Arts Week Treasurer: 9.36; 10.53; 10.57; 11.8; 16.2; 16.28  
Assistant Castle Day Director: 9.36; 16.2 16.31  
Assistant Computer Officers: 9.36; 10.28; 16.3; 16.30  
Assistant Lowe Librarians: 9.36; 9.37; 10.28; 16.3  
Assistant Treasurer: 9.36; 16.33  
Assistant Welfare Officers: 6.17; 6.18; 9.36; 16.3; 16.6  
Authorised Bar Committee Staff: 6.9; 6.13; 6.14; 9.36; 9.38; 9.39; 10.17; 12.4; 12.8; 16.2; 16.26; 16.27  
Authorised Security Committee Staff: 9.36; 9.38; 9.39; 10.20; 10.22; 16.2; 16.15  
Authorised Toastie Bar Committee Staff: 9.36; 10.23; 16.3

Careers Representative: 8.60  
Castle Day Director: 8.60; 9.36; 10.76; 11.2; 16.21; 16.31  
Castle Day Representatives: 8.60; 16.21  
Castle Society Representative: 6.19; 8.60; 16.14  
Charities Officer: 8.60; 10.42; 10.43; 16.13  
College Yearbook Committee Representatives: 6.19; 8.60; 10.104; 16.16  
Common Room Representatives: 6.6; 16.3  
Computer Officer: 6.19; 7.11; 8.16; 8.17; 9.36; 9.37; 10.28; 10.30; 10.74; 14.5; 16.2; 16.30  
Constitution Committee Representatives: 8.60; 10.64

Deputy Floreat Castellum Editors: 9.36; 10.61; 16.3  
Deputy Welfare Officer: 6.17; 9.36; 16.2; 16.5  
Disability Officer: 6.17; 9.36; 16.3; 16.24  
Duty Bar Supervisors: 6.9; 6.13; 6.14; 9.36; 9.38; 9.39; 10.17; 16.2; 16.26; 16.27

Environment Officer: 6.14; 8.60; 10.83; 16.20

Finance Committee Representatives: 8.60; 10.89  
Floreat Castellum Editor: 8.60; 9.36; 10.61; 10.62  
Freshers Representatives (Female): 6.17; 8.60 ; 16.4  
Freshers Representatives (Male): 6.17; 8.60; 16.4

Gym Manager: 6.6; 9.36; 16.2

Head of Security: 6.14; 8.59; 9.36; 10.20; 10.21; 10.22; 14.5; 16.2; 16.15

International Freshers Representatives: 6.17; 8.60; 16.19

J.C.R. Chairman: 7.4; 7.11; 7.14; 8.3; 8.11; 8.16; 8.17; 8.18; 8.20; 8.33; 8.60; 9.3; 9.9; 9.19; 9.20; 9.22;  
9.23; 9.27; 9.35; 9.39; 10.29; 10.33; 10.64; 10.68; 10.90; 16.2; 16.3  
J.C.R. Vice Chairman: 7.6; 7.11; 8.11; 8.13; 8.44; 8.60; 9.35; 9.39; 10.64; 14.4; 15.6; 16.2; 16.3  
Junior D.S.U. Representatives: 6.16; 8.52; 8.60; 16.7; 16.8  
Junior D.U.A.U. Representatives: 8.60; 10.101; 16.12  
Junior D.U.C.K. Representatives: 8.60; 10.47; 16.9; 16.10  
Junior Ent Co-ordinators: 9.36; 10.86; 16.3; 16.22

Junior Lowe Librarian: 9.36; 9.37; 10.28; 10.30; 14.5; 16.2

LGBTa Representative: 9.36; 16.3

Livers' Abroad Representative: 6.18; 9.36; 16.3; 16.25

Purchases Manager: 6.6; 7.11; 8.60; 16.17

Senior D.U.A.U. Representative: 7.11; 8.60; 9.36; 10.32; 10.81; 10.101; 15.3; 16.11

Senior D.U.C.K. Representative: 7.11; 8.60; 10.47; 10.48; 10.76; 16.9; 16.10

Senior Ent Co-ordinators: 9.36; 10.86; 10.87; 16.2; 16.23

Societies Officer: 8.60; 16.29

Sponsorship Representatives: 9.36; 10.71; 16.3

Technical Director: 8.59; 9.36; 10.26; 10.76; 10.86; 14.5; 16.2; 16.32

Toastie Bar Managers: 6.6; 9.36; 10.23; 10.24; 13.2; 16.2

U.C.R.A.C. Representatives: 8.60; 10.32; 16.18;

Website Content Representatives: 9.36; 10.74; 16.3

West Courtyard Representatives: 6.6; 9.36; 16.3