

University College Junior Common Room



Standing Orders

MMXVI
Incorporating Amendment 38

SECTION I

INTRODUCTION

A SCOPE

1.1 These Standing Orders shall govern all relationships and activities of the Junior Common Room of University College, University of Durham. The purpose of these Standing Orders 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 Standing Orders 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 “DSO Framework”.

B CONTENTS

1.3 The following are the contents of these Standing Orders:

SECTION I – INTRODUCTION	2
SECTION II – DEFINITIONS	4
SECTION III – AIMS AND OBJECTIVES OF THE JCR	6
SECTION IV – MEMBERSHIP AND PRIVILEGES	7
SECTION V – OPTING OUT	8
SECTION VI – EXECUTIVE OFFICERS	9
SECTION VII – JCR MEETINGS	18
SECTION VIII – ELECTIONS	22
SECTION IX – SELECTIONS	28
SECTION X – JCR COMMITTEES	34

SECTION XI – JCR FINANCES	50
SECTION XII – THE UNDERCROFT BAR	52
SECTION XIII – THE TOASTIE BAR	55
SECTION XIV – THE ROOM BALLOT PROCEDURE	57
SECTION XV – AFFILIATED CLUBS AND SOCIETIES	59
SECTION XVI – NON-EXECUTIVE OFFICERS	60
SECTION XVII – COLLEGE SERVANTS	66
SECTION XVIII – SANCTIONS AND RESIGNATIONS OF OFFICERS	69
SECTION XIX – STANDING ORDERS AMENDMENTS	71
SECTION XX – DOCUMENTATION	72
SECTION XXI – TRANSFER TO CHARITABLE COMPANY OR C.I.O AND WINDING UP	73
SECTION XXII – ACKNOWLEDGEMENTS	74
APPENDIX A	77

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.
- 2.3 The **Middle Common Room** of University College, Durham (hereinafter referred to as “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:**
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 these Standing Orders.
- 2.10 **Durham Students' Union (hereinafter referred to as D.S.U.):**
The body representing all students of the University *in statu pupillari* with regard to all activities, except sport, theatre, music, and volunteering.
- 2.11 **Team Durham**
The body representing all students of the University *in statu pupillari* with regard to sporting activities.
- 2.12 **Music Durham**
The body representing all students of the University *in statu pupillari* with regard to musical activities.
- 2.13 **Durham Student Theatre (D.S.T.)**

The body representing all students of the University *in statu pupillari* with regard to theatrical activities.

2.14 **Student Community Action (S.C.A)**

The body representing all students of the University *in statu pupillari* with regard to volunteering activities.

2.15 **Ratification:**

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.

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

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

2.17 ***Ex Officio:***

Membership by virtue of being in office

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 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 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 entitled to 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) Maintain and update the relevant J.C.R. records for their office, and ensure that these records are handed over to their successor.
- f) Be expected to prepare for and work the first June Ball after their election or selection, and to prepare for the June Ball occurring during their year of office.
- g) Be expected to prepare for and work the first Bavarian Cultural Exchange after their election or selection.
- 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.
- j) Manage the Castle social media presence, including Facebook, Instagram and Snapchat.

6.2 The Senior Student, upon assuming their office, may choose one of three titles to be addressed as:

- a) Senior Student
- b) Senior Man
- c) Senior Woman

6.3 The Vice Senior Student, upon assuming their office, may also choose from one of three titles to be addressed as:

- a) Vice Senior Student
- b) Vice Senior Man
- c) Vice Senior Woman

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

6.5 **SENIOR STUDENT:**

- 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) Responsibility for ensuring the observance of College Regulations by members of the J.C.R. as far as he is reasonably able to do so.
- f) Chairing of J.C.R. Meetings, stepping down where necessary to express a personal opinion.
- g) Chairing of regular meetings of the Executive Committee and supporting Executive and Non-Executive officers in their roles and initiatives.
- h) Attendance at meetings of the College Council, and any of its Sub-Committees when this is deemed of importance to the J.C.R.
- i) 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) Durham Castle Society.
 - iv) DSO Meetings
 - v) Any other body to which he is properly elected.
- j) Preparation of End of term and End-of-Office Reports to the J.C.R.
- k) Signatory of JCR account

6.6 **VICE SENIOR STUDENT:**

- a) Act as deputy to the Senior Student.
- b) Liaison (including acquisition and distribution of information), by way of newsletters and other appropriate 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) Responsibility for arranging and preparing the documentation for JCR Meetings.
- e) Recording the minutes of J.C.R. Meetings.
- f) Attendance at the following College committees: Historic Buildings and Contents Sub-Committee, Health and Safety Sub-Committee and College Officer's meetings.
- g) Co-ordinating, and as acting as secretary to, the meetings of S.S.F.C, Standing Orders Committee and Colours Committee.
- h) Make available all minutes, except those pertaining to closed meetings, upon request by any member of the J.C.R.
- i) Responsibility for co-ordinating Executive Elections and Selections in Epiphany Term.
- j) Attendance at the appropriate J.C.R. committees as detailed in Section X below.
- k) 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.
- l) Work alongside College Office to ensure the timely execution of the Room Ballot and Room Selection procedures.

6.7 **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) the J.C.R. account;
- c) Control of all payments, writing of invoices, collection of cheques.
- d) Record 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) Empowered to attend the meeting of any J.C.R. committee at which the expenditure of J.C.R. funds is proposed.
 - i) Attendance at the appropriate J.C.R. committees as detailed in Section X below.
 - j) 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.
 - k) To prepare a budget, which is to be completed by the end of Michaelmas term, or such time when the exact JCR Levy that to be collected is known. This is to be subject to discussion with the JCR Executive, the JCR Finance Committee and ratified at the Second JCR meeting in Michaelmas Term.
 - l) Publish a summary of the JCR Accounts on a termly basis to its members.
 - m) To review annually the JCR Levy that is set with the Executive Committee, to ensure it is set at an appropriate level for the functioning of the JCR.

6.8 SERVICES MANAGER:

- a) Responsibility for the efficient running and maintenance and provision of the J.C.R.'s services and facilities which shall include (this is not an exhaustive list):
 - i) The photocopier.
 - ii) The laundry and all its fixtures and fittings.
 - iii) The J.C.R. common room and all their fixtures and fittings.
 - iv) The television, consoles, games and DVD players.
 - v) The College Vending Machines.
 - vi) The J.C.R. newspapers and magazines.
 - vii) The Executive Office and all its fixtures and fittings;
 - viii) Overseeing the operations of, and with direct responsibility over, including termly meetings with the Toastie Bar Managers, Snooker Room Manager, Purchases Manager, , West Courtyard Representatives, Common Room Representatives, Website Officers, Computer Officer and the Junior Lowe Librarian.
- b) Responsibility for the overall maintenance of the Moatside Gym through:
 - i) Ensuring monthly inspections of the Gym are conducted.
 - ii) Conducting Gym inductions in the second week of Michaelmas term, or subsequently on request, during which all those who wish to use the Gym must fill out a self-assessment questionnaire.
 - iii) Acting as a point of contact for any queries or requests for regarding equipment.
- c) 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) Weekly organisation of the online formal sign up on the JCR website.
 - iv) Organisation of Parent Formals
- d) Attendance at the J.C.R. June Ball Planning and Prep Committees.
 - e) In charge of making purchases for the J.C.R., working closely with the J.C.R. Treasurer.
 - 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 of the smooth running of any other J.C.R. event or meal that involves the Services Manager.
 - h) Liaison with College Office on the provision and maintenance of appliances in the J.C.R. accommodation blocks. This includes:
 - i) The irons and ironing boards
 - ii) The microwaves, fridges and any other pantry electrical appliances
 - i) Responsibility for supplying the Executive Committee with office equipment for use in J.C.R. administration.
 - j) Chairing of the I.T. Committee and ultimately responsibility for:
 - i) Liaison with the J.C.R. Computer Officer to maintain all areas of the Website.
 - ii) Coordination of 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 Student.

6.9 UNDERCROFT CHAIR

The primary role of the Bar Chair is to act as the link between the Bar members (JCR) and the College Bar Management team (Master, Bursar and Food & Beverage Service Manager), in order to maximise the bar's value as a community resource for all members of college.

Duties during term time include:

- a) Recommendations for opening hours (final discretion is with the Bursar).
- b) Cleaning of pipelines and general bar maintenance in conjunction with the FBSM and Bar Team Leader.
- c) Provide support to the Social Chair for special events.
- d) Delivery and promotion of alcohol awareness campaigns with the JCR Welfare Officers.
- e) Working with the Food & Beverage Service Manager to provide trained and capable staff to work both behind and in front of the bar.
- f) Involvement in the interview process.
- g) Ordering stock with the assistance of the FBSM and the Undercroft Secretary.
- h) Receiving stock with the assistance of the Undercroft Vice Chair.
- i) Planning of and involvement in specific one off tasks of major improvement e.g. acquisition of equipment, refurbishment of the bar etc. in conjunction with the FBSM.

It is expected that the Undercroft Chair will have operated as a Bar Supervisor before taking office.

6.10 UNDERCROFT VICE CHAIR

The Undercroft Vice Chair reports to the Undercroft Chair and works alongside him/her in the delivery of the above duties, in addition they carry out the following:

- a) Engagement with Bar members to promote and deliver regular events, and to develop new activities / to attract members into the Bar.
- b) Assisting with stock deliveries.
- c) Applying on behalf of the Food & Beverage Service Manager the agreed rotas of both Bar and Security staff and to monitor any changes so that the bar is manned effectively.
- d) Liaising with the Social Chair to ensure that there is appropriate staffing for special events, such as termly balls.
- e) Responsibility for checking working hours for the Bar and Security, in conjunction with the FBSM.
- f) Ordering uniform for members of the Bar and Security teams.
- g) Organising the annual ordering of Smenergy® stash.
- h) Administrating the Bar and Security mailing lists.

It is expected that the Undercroft Vice Chair will have operated as a Bar Supervisor before taking office.

6.11 SOCIAL CHAIR

- a) General:
 - i) Responsibility for the organisation of up to three College Balls such as Ladies' Night, Halfway Hall and 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.
 - iv) Responsibility for liaising with College Office to approve the social calendar at the end of each term.
 - v) Responsibility for overseeing the smooth running of any other event that the Social Chairman has organised.
- b) Ents:
 - i) Responsibility for the overseeing of a sufficient number of Ents (organised by the Senior Ent Coordinators), over the course of the academic year.
 - ii) Provision of suitable Ents during Freshers' Week following liaison with the Welfare Officer, Campaigns Officer and the Development Officer.
- c) The June Ball:
 - i) Overall responsibility for the smooth running of the first June Ball of office.
 - ii) Chairing of the June Ball Executive Committee for the June Ball at the end of office.

- iii) Responsibility for ensuring that arrangements for the June Ball at the end of office are concluded before handing over to the next incumbent.

6.12 UNIONS & SOCIETIES OFFICER:

- a) 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.
- b) Organise and chair at least one meeting of the Committee of Captains each term.
- c) Inform the J.C.R. of the sporting opportunities within College.
- d) Organise the annual Castle-Hatfield Challenge.
- e) Attendance, at D.S.U. Council and Joint Committee of D.S.U.
- f) Attendance at D.S.U. Union General Meetings.
- g) Co-ordinating the D.S.U. Reps.
- h) Organisation of in-college trials for University Challenge.
- i) Entering all awards of College Colours in the Colours Book.
- j) Ensuring the safekeeping of any trophies within the College.
- k) Manage the internal accounts of all J.C.R. Clubs and Societies and keep independent records of all their transactions, relaying Club and Society information to the J.C.R. Treasurer for accounting records.
- l) Ensure University College is represented in all University-wide societal bodies, including Team Durham, Music Durham, and D.S.T.

6.13 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 Assistant Welfare Officers, LGBTa Officer and Disability Officer.
 - ii) Provide a confidential listening service to all members of the J.C.R. in relation to any welfare issue.
 - iii) Liaise with the Campaigns Officer and the Assistant Welfare Officers to co-ordinate welfare campaigns within College
 - iv) Liaise with the Assistant Welfare Officers on welfare issues relating to students in their years living out of College.
 - v) Attendance at monthly D.S.U. Welfare meetings.
 - vi) Provide an up-to-date and relevant Welfare hand book as necessary.
- b) Shall be responsible for the organisation of Freshers' Week in close co-operation with the Development Officer and Campaigns Officer, 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) Organisation of the week's agenda of events and activities.
- c) The Welfare Officer Elect shall assist the Development Officer elect and Campaigns Officer Elect with the running of the college open days.

6.14 CAMPAIGNS OFFICER:

- a) Liaise with the Assistant Welfare Officers to co-ordinate and head D.S.U. welfare campaigns within College, ensuring they are innovative and affective while being sensitive to all those within the College community.
- b) Work in close partnership with the Welfare Officer in order to maintain a high level of support for the JCR.
- c) Attend weekly College Office meetings with the Welfare Officer. As well as this, attend at least one D.S.U Welfare committee meeting per term, preferably those prior to the main campaign weeks.
- d) Assist with the organisation of Freshers' Week in close co-operation with the Welfare Officer and Development Officer.
- e) The Campaigns Officer Elect shall assist the Development Officer elect with the running of the college open days.
- f) Responsible for ensuring the accountability of, and being able to provide relevant advice to:
 - i) Arts Weeks Director
 - ii) Environment Officer

6.15 In addition, the Campaigns Officer will act as the Welfare Representative to those living out of college, and therefore shall:

- a) Present the views, opinions and requests of those living out of College to the J.C.R. Executive and the College authorities.
- b) Liaise 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.
- c) Be responsible 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) Organisation of the Livers Out Formal in first and second term.
 - iii) Attending Livers Out Committee.
- d) Be responsible 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.
 - iii) Organising a Living Out Campaign, including a talk from the accommodation office.
- e) Organise the J.C.R. Room Ballot Procedure, as prescribed in Section XIV. This shall include close liaison with College Office.
- f) Oversee, with direct responsibility over, the Livers' Abroad Representative, ensuring Livers' Abroad are supported as much as possible.

6.16 DEVELOPMENT OFFICER:

- a) Chairing of the Sponsorship Committee.
- b) Responsibility for overseeing and organising Freshers' Week alongside the Welfare and Campaigns Officers, in particular, but not limited to:
 - i) Organisation of the College Parenting Scheme.
 - ii) Ordering of academic gowns.
 - iii) Organisation of the Fresher's Photograph.
 - iv) Liaison with College to organise tutor drinks and Tutor Formal.
 - v) Ordering of Freshers' T-Shirts.
 - vi) Organisation of the Freshers' Handbook
- c) Liaison with College on organisation of the following areas:
 - i) College photograph every three years.
- d) Liaison 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) Coordination and presentation of J.C.R. project proposals for funding.
 - iii) Organisation of the Society's graduate reunions with College.
 - iv) Maintenance of alumni contact details.
 - v) Managing of a section of the J.C.R. Website for alumni.
- e) Monitoring of social media and relaying all relevant information to the J.C.R. Executive Committee.
- f) Responsibility for overseeing the successful publication of J.C.R. Yearbook in conjunction with the Yearbook Committee Representatives.
- g) The Development Officer elect shall liaise with college on organisation of the college open days.
- h) Responsible for ensuring the accountability of, and being able to provide relevant advice to:
 - i) Floreat Editor.
 - ii) Fashion Show Director.
 - iii) Charities Officer.
- i) Develop and maintain up to date and relevant careers information through liaising with the D.S.U. Careers Advisory Service. They shall also take initiative to inform members of the J.C.R. of key career-related events through disseminating relevant information.

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.
 - 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 Student or his delegated assistants.
 - d) Apologies for absence shall be required and shall be given to the Vice Senior Student in advance.
 - e) Attendance at ordinary J.C.R. Meetings is compulsory for certain elected and selected J.C.R. officers. The persons to whom this section applies are any officers whose position is being re-elected, one member of the Executive Committee of J.C.R. clubs/societies and the following J.C.R. officers:
 - i) Head of Security
 - ii) Technical Director
 - iii) Computer Officer
 - iv) Junior Lowe Librarian
 - v) JCR Chairman and Vice ChairmanApologies should be given in exceptional circumstances only.
In the case of club/society Executive members, failure to attend or send valid apologies may result in the club from being precluded from applying to the next S.S.F.C distribution. The U.S.O. will keep a record of attendance.
 - f) Reports of the J.C.R. Executive Officers shall be published in written form in the agenda to the Meeting.
 - g) The Quorum for an Ordinary Meeting shall be ten percent of the total membership of the J.C.R.
 - h) The Senior Student shall normally run the Meeting.
 - i) The JCR Chairman is defined as the chairman of JCR Meetings.
 - j) The Vice Senior Student shall normally minute the Meeting.
 - k) 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.
 - l) 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 Student'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.
- m) The Meeting shall be observed by the J.C.R. Chairman and Vice Chairman to ensure validity and fairness in accordance with these Standing Orders.

7.5 Accountability:

At two J.C.R. Meetings 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..

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, Tech Officer, Computer Officer, Senior D.U.C.K. Representatives and Purchases Manager shall be required to meet termly with their Executive supervisor according to Appendix A.

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) These will be publicised by the Vice Senior Student 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

- Student 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) The Vice Senior Student will publicise emergency meetings immediately.
- f) An Emergency Meeting shall be held within three days of the presentation to the Senior Student 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 Student 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. All financial and Standing Orders 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. Vice 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 Student 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 Student.

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 8.55, 8.59 and 8.60 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. 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 one position under these Standing Orders.

A ELECTIONS BY SECRET BALLOT

- 8.9 All votes are to be taken online
- 8.10 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.
- 8.11 Electronic voting shall be available throughout the period of the election.
- 8.12 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 Student 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.
- 8.13 The Elections shall be publicised at least one week in advance, and arrangements made for postal votes.
- 8.14 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 publicised.

B EXECUTIVE ELECTIONS FORMAT

8.15 The dates for the elections of the Executive Committee will be set at the discretion of the Vice Senior Student.

8.16 The sign up sheet for the following positions will open two weeks prior to hustings, and must be opened before the Senior Student election sign up sheet is posted:

- a) Vice Senior Student
- b) Union and Societies Officer
- c) Welfare Officer
- d) Campaigns Officer
- e) Services Officer
- f) Development Officer

The sign up sheet will be taken down after 7 days.

8.17 The elections of the positions listed in 8.16 above will be separated into two separate hustings of three candidates. The allocation of positions into the hustings will be determined by the Vice Senior Student, and should aim to distribute candidates equally between hustings.

8.18 The sign up sheet for the position of Senior Student will open two weeks after the positions listed in 8.24 have opened.

8.19 Once all applicants have been allocated hustings positions, all applicants have 7 days to canvass prior to their hustings in accordance with section 8.24 below.

8.20 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 online, easily accessible to the JCR.
- 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.
- d) To be deemed valid in accordance with these Standing Orders:
 - i) Manifestos must be confined to one portrait A4 piece of plain white paper.
 - ii) The manifesto must include a headshot, name and position running for of the candidate.
 - iii) No mention of other candidates or their proposed policies shall be made on the manifestos.
 - vi) 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.
 - vii) Manifestos shall be handed in hard and soft copies to the J.C.R. Chairman no later than the close of nominations for that post.
- e) The format of manifestos is to be approved by the JCR Chairman before any order is placed.

8.21 **Calling Cards**

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 textual 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.

The format of calling cards is to be approved by the JCR Chairman before any order is placed.

8.22 **Canvassing**

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

- a) Senior Student.
- b) Vice Senior Student.
- c) Services Manager.
- d) Development Officer.
- e) Unions & Societies Officer.
- f) Welfare Officer.
- g) Campaigns Officer.

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

8.24 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) Showing members of the JCR the candidate's manifesto whilst canvassing them in their rooms.
- iii) Leaving a calling card to notify J.C.R. members of time and place of Hustings.
- iv) One manifesto per candidate being displayed on the elections notice board by the J.C.R. Chairman within the permitted period of time.
- v) One manifesto per candidate being displayed on the J.C.R. Website within the permitted time, by the J.C.R. Computer Officer.
- vi) Hustings of candidates at their respective time and place.
- vii) Publication of a campaign video, to be displayed on the J.C.R. Website, in accordance with the rules outlined in Section 8.26.

- b) The permitted period of time for canvassing shall start immediately after the J.C.R. Chairman has deemed the candidate's submitted manifesto for use in the election campaign to be valid under these Standing Orders, and shall end at 1900 hrs on the day prior to the election.

8.26 Campaign Videos:

- a) Each candidate shall be invited to produce a campaign video as part of their respective campaigns. These videos will be collated and produced as a single video for all candidates applying for the same post.
- b) The J.C.R. Chairman shall be responsible for making necessary arrangements to ensure all candidates wishing to produce such videos have an opportunity to do so.
- c) The video must be produced in accordance with the following rules; failure to do so will result in that candidate's video being discarded from publication.
 - i) The video must be no more than 60 seconds in length.
 - ii) Candidates must not make mention to any other candidates or others proposed policies.
 - iii) Videos must be shot against similar, plain backgrounds.
- d) The content of all candidate's videos shall be reviewed by the J.C.R. Chairman and J.C.R. Vice Chairman prior to publication. Videos 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.
- e) Publications of these videos shall be made available on the J.C.R. Website by the J.C.R. Computer Officer and J.C.R. Chairman for one week, prior to the close of the relevant online votes.
- f) Candidates that choose not to produce a video shall not feature in the campaigns video in any way.

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

C HUSTINGS

- 8.28 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 Student.
- 8.29 In all elections in which nominees may hust, the nominees for the post shall all stand in a line and shall hust 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.
- 8.30 Nominees shall hust in the order in which their nomination was received and they shall also stand in that order.
- 8.31 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 procedures defined below.
- 8.32 The nominee who first husted 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.

- 8.33 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.
- 8.34 The length of any candidate's answer to any question shall be limited to 2 minutes. The J.C.R. Chairman shall tell them to conclude swiftly.
- 8.35 Executive and Non-Executive officers shall have the ability to offer a corrective point of information during hustings, in the event that a candidate makes a factually inaccurate statement.
- 8.36 Members of the JCR shall be given the opportunity to submit potential questions in advance of hustings that they wish to be asked to the candidates at hustings. Questions are to be submitted to the JCR Chairman at least 24 hours before hustings and shall be put to the candidates at the discretion of the JCR Chairman.

D S.T.V. VOTING

- 8.37 Voting at elections for which the Standing Orders require a secret ballot, shall be conducted using the Single Transferable Vote (S.T.V.) system.
- 8.38 At each election, in addition to the members who wish to stand, a "Re-open Nominations" option shall be included.

E DATES OF OFFICE

8.39 In accordance with clause 8.15, the dates for all elections shall be set at the discretion of the Vice Senior Student. The following tables provide a guideline to the Vice Senior Student to change as and when appropriate.

8.40 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.

8.41 Elections of Executive Officers by Secret Ballot:

Title of post	Nominations		Election date	Take office
	Open	Close		
Senior Student	Ep Wed 2	Ep Wed 3	Ep Wed 4	JB 2359
Vice Senior Student	Ep Wed 3	Ep Wed 4	Ep Wed 5	JB 2359

Welfare Officer	Ep Wed 3	Ep Wed 4	Ep Wed 5	JB 2359
Services Manager	Ep Wed 4	Ep Wed 5	Ep Wed 6	JB 2359
Development Officer	Ep Wed 4	Ep Wed 5	Ep Wed 6	JB 2359
Unions & Societies Officer	Ep Wed 5	Ep Wed 6	Ep Wed 7	JB 2359
Campaigns Officer	Ep Wed 5	Ep Wed 6	Ep Wed 7	JB 2359

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

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

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

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

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

8.45 **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
Standing Orders Committee Representatives	Mi Mtg 1
D.S.U. Representatives	Mi Mtg 1
Team Durham Representatives	Mi Mtg 1
S.S.F.C. Representatives	Mi Mtg 1
Fashion Show Director	Mi Mtg 2
College Yearbook Representatives	Ep Mtg 1
Arts Week Representatives	Ep Mtg 1
Castle Day Representatives	Ep Mtg 1
Purchases Manager	Ep Mtg 2
Castle Society Representative	Ep Mtg 2
Finance Committee Representatives	Ep Mtg 2
Arts Week Director	Ea Mtg 1
J.C.R. Chairman	Ea Mtg 1
J.C.R. Vice Chairman	Ea Mtg 1
Floreat Castellum Editor	Ea Mtg 2
Male Freshers Representatives	Ea Mtg 2
Female Freshers Representatives	Ea Mtg 2
International Freshers Representatives	Ea Mtg 2
Pantomime Co-Ordinator	Ea Mtg 2

Environment Officer	Ea Mtg 2
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8.46 **Elections of College Servants at J.C.R. Meetings:**

Title of Post	Election Date
College Candles (Two)	Mi Mtg 1
College Condoms (Two)	Mi Mtg 1
Preventions Officer	Mi Mtg 2
Iron Man Co-ordinator	Mi Mtg 2
College Elves	Mi Mtg 2
Pretensions Officer	Ep Mtg 1
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
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, Social Chairman and Treasurer.
- 9.2 The Committee shall consist of:
- a) Senior Student (*ex officio*).
 - b) Vice Senior Student (*ex officio*).
 - c) College Designated Premises Supervisor.
 - d) College Bar Steward (for Bar Executive, and Head and Deputy Head of Security 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 and Treasurer only) (*ex officio*).
 - h) Social Chairman (for Social Chairman only) (*ex officio*).
 - i) Senior Student Elect (*ex officio*).
 - j) Vice Senior Student Elect (*ex officio*).
- 9.3 The J.C.R. Chairman shall act as Chairman, while the retiring Vice Senior Student 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 publicising 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) Responsibility for ensuring that the procedure is valid under these Standing Orders at all times, and all actions and statements are in accordance with this.
 - iii) Responsibility for ensuring that questioning is at all times fair, and does not introduce information likely to unfairly prejudice the candidates' chances of selection.
 - iv) Refrainment from taking part in the questioning or discussion of candidates.
 - v) Suspension of the Committee and calling 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) Responsibility for the recording and re-play of the tapes when necessary.
- vii) Entitlement, 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) Presentation of 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 Student 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 or video call 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 Treasurer 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.

9.23 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

9.24 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.

9.25 The Committee's selections shall be ratified during the next J.C.R. Meeting after the selections have been made.

9.26 The following positions shall be ratified together:

- a) The Bar Chairman.
- b) The Bar Vice Chairman.
- c) The Social Chairman.
- d) The Treasurer

9.27 In voting for ratification, the J.C.R. are ratifying the fairness of the procedure.

9.28 Ratification, by secret ballot, shall require a two-thirds majority of the Total Valid Vote in favour. Members of the Selection Committee and the J.C.R. Chairman shall not vote in the ratification.

- 9.29 The voting shall take place in accordance with Subsection 7.14, Article (g).
- 9.30 In the case of non-ratification, nominations shall be re-opened and the selection procedure repeated.

E NON-EXECUTIVE SELECTIONS

- 9.31 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.
- 9.32 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.
- 9.33 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.
- 9.34 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.
- 9.35 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).
- 9.36 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
- 9.37 **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 the Chairman or Vice Chairman should observe the selection as per sections 16.2 and 16.3. It is at the President’s discretion whether or not to include an application form.

Selected Office	J.C.R. Meeting	Selection Committee (President Listed First)	Chairman or Vice Chairman in attendance?
Junior Ent Co-ordinators	Mi Mtg 1	Social Chair., 2 Snr. Ent Co-ordinators	VCM
Spon. Committee Representatives	Mi Mtg 1	Development	VCM
D.U.C.K Executive Committee	Mi Mtg 1	2 Snr D.U.C.K Reps	VCM
West Courtyard Representatives	Mi Mtg 1	Services Mgr., 2 Toastie Bar Managers	VCM
Deputy Floreat Castellum Editors	Ea Mtg 2	F.C. Editor, 2 Dep. F.C. Editor	VCM
Technical Director	Ep Mtg 2	Technical Director, V.S.S., V.S.S Elect,	CM

Computer Officers	Ep Mtg 2	Comp. Offr., V.S.S., Services Manager	CM
Junior Lowe Librarian	Ea Mtg 1	Snr. Lowe Lib. V.S.S., 2 Jnr. Lowe Lib	CM
Assistant Lowe Librarians	Ea Mtg 1	Snr. Lowe Lib. V.S.S., 2 Jnr. Lowe Lib	VCM
Senior Ent Co-ordinators	Ea Mtg 2	Social Ch., Soc. Ch. Select, 1 Snr. Ent Co.	CM
Assistant Welfare Officers (incl. LGBTa, Disability, and International Welfare Officers)	Ea Mtg 2	Welfare Offr., W.O. Elect, Campaigns, Campaigns Elect	VCM
LGBTa Representative	Ea Mtg 2	Welfare Offr., W.O. Elect, LGBTa Rep.	VCM
Disability Officer	Ea Mtg 2	Welfare Offr., W.O. Elect, Dissab. Offr.	VCM
International Welfare Offr.	Ea Mtg 2	Welfare Offr., W.O. Elect, Inter. W.O.	VCM
Toastie Bar Managers	Ea Mtg 2	2 Toastie Bar Managers, Treasurer, Services Mgr.	CM
Authorised Bar Committee Staff	All Mtgs	Coll. Bar Steward, Bar Ch., Bar Vice Ch.	CM
Authorised Toastie Bar Cte. Staff	All Mtgs	Services Mgr., 2 Toastie Bar Managers	CM
Duty Bar Supervisors	All Mtgs	Coll. Bar Steward, Bar Ch., Bar Vice Ch.	CM

- 9.38 The format of selection for Head and Deputy Head of Security shall follow that of Bar Chairman and Vice Bar Chairman as outlined in Subsection 9.23 above.
- 9.38 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.
- 9.39 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.
- 9.40 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) University College Sports and Societies Funding Committee
 - g) D.U.C.K. Committee.
 - h) Arts Week Committee.
 - i) Food Committee.
 - j) Floreat Castellum Committee.
 - k) Standing Orders Committee.
 - l) Bursaries Committee.
 - m) Sponsorship Committee.
 - n) I.T. Committee.
 - o) Social Committee.
 - p) Colours Committee.
 - q) Environment Committee.
 - r) Ladies' Night Committee.
 - s) Finance Committee.
 - t) Committee of Captains.
 - u) Yearbook Committee
 - v) University College Technical Events Committee
 - w) Castle Day Committee
 - x) International Committee
 - y) CCA 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 these Standing Orders. 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 representative attendant (as specified under these Standing Orders) 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 of 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 Student 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 Student (*ex officio*).
 - b) The Vice Senior Student (*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 Unions & Societies Officer (*ex officio*).
 - i) The Welfare Officer (*ex officio*).
 - j) The Campaigns Officer (*ex officio*).
 - k) The Development 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 & Deputy Head of J.C.R. Security and other Authorised Security Staff.
- e) The Senior Student (*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 Student (*ex officio*).

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

- a) The Head & Deputy Head of J.C.R. Security:
As defined in Subsection 16.14 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 Senior Ent Coordinators (*ex officio*).
 - iii) The Treasurer (*ex officio*).
 - iv) The Bar Chairman (*ex officio*).
 - v) The Bar Vice Chairman (*ex officio*).
 - vi) The Development Officer (*ex officio*).
 - vii) The Technical Director.

- 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.
 - iv) Bar Chairman/Bar Vice Chairman: Responsibility for the planning of drinks and bars appropriate to the theme of the Ball in liaison with the Social Chairman, as well as organising Bar and Security Staff in conjunction with the Head of Security. The Bar Chairman, Bar Vice Chairman, Head of Security and Deputy Head of Security Elects are expected to lead the bar and security workers on the night of the Ball.
 - v) Development Officer: Responsibility for securing sponsorship or additional free

entertainment appropriate to the theme of the Ball in liaison with the Sponsorship Committee.

- vi) Technical Director: Responsibility for the preparation of all technical aspects of the Ball in coordination with U.C.T.E.C.

- 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 June Ball Prep Committee

- a) In addition to the members of the June Ball Planning Committee, the June Ball Prep Committee shall comprise 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 Student in agreement.
- g) Ultimate responsibility for the completion of the ball rests with the Executive Committee. The Social Chairman, in consultation with the Senior Student, may require members to work beyond the normal hours from time to time, should they feel it necessary.

F UNIVERSITY COLLEGE SPORTS AND SOCIETIES FUNDING COMMITTEE (S.S.F.C.)

10.28 The Committee shall consist of:

- a) The Senior Student (*ex officio*).
- b) The Vice Senior Student (*ex officio*).
- c) The Treasurer (*ex officio*).
- d) Unions & Societies Officer (*ex officio*).
- e) Two S.S.F.C. Representatives.

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

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

- a) **Chairman**

- i) As defined in Subsection 10.4 above.
- ii) Responsibility for ensuring that the procedure is valid under these Standing Orders at all times, and the actions and statements are in accordance with this.
- iii) Responsibility for 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) Refraining from taking part in the questioning or discussion of applicants.
- v) Suspension of the Committee and calling 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) Entitlement, 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) Presentation of a written report to the J.C.R. and attendance at the J.C.R. Meeting for questioning.
- viii) The Chairman shall minute the meeting and make available a copy of these minutes at the JCR Meeting where the funding is to be ratified.

10.31 Money shall be allocated from the University College J.C.R current account.

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

10.33 The quorum for the Committee shall be five. If at the first meeting of the academic year, the incumbent UCSSFC representatives have graduated, the quorum shall be four.

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

10.35 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.

10.36 **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 Student.^[1]_[SEP]
- ii) Submissions must detail the nature of the project, its intended beneficiaries and full costing. In the event of the project requiring the purchase of material goods, quotations must be attached detailing the suppliers and costs. Requests for funding to cover the costs of referee and pitch fees will not generally be considered. In exceptional circumstances, when such requests are considered, the club must provide the committee with detailed fixture lists.
- iii) Applications must include documentation proving the club or society's current balance in the JCR's current account.^[1]_[SEP]
- iv) The individual making the submission (and another representative from the society if deemed necessary) must be present at the meeting for questioning.
- v) Clubs should provide evidence of attempting to gain outside, additional funding. This includes, but is not exclusive to, annual subscriptions, sponsorship or

fundraising.

- vi) Clubs should provide evidence of attempting to get value for money for all purchases.

b) **Aims:**

- i) To promote participation at a non-prohibitive cost & highest quality for all non-invitation only societies.
- ii) To be responsible for the maintenance of minimum reserves in the accounts listed at Subsection 10.35 above.
- iii) To provide funds for projects that can be accessible for all members and provide the greatest benefit for the J.C.R. as a whole.
- iv) S.S.F.C. should not provide funds explicitly for social events not in accordance with subsection 10.40, Article (b.i).
- v) S.S.F.C. should not attempt to overtly interfere with the administration of individual clubs & societies.

c) **Decision making:**

- i) The Committee shall consider all submissions.
- ii) Allocation of funds shall be at the discretion of the Committee, based on the quality of the application and the availability of funds 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.v) shall render an application null and void.
- v) The Committee shall provide feedback to all applicants, with a view to aiding the success of 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 Student shall give a verbal account of the amounts allocated and the purpose of their expenditure at the said Meeting. The Vice Senior Student shall make available 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 that fails to provide receipts.

G THE D.U.C.K. COMMITTEE

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

- a) Senior D.U.C.K. Representatives.
- b) D.U.C.K Executive Officers
- c) Junior D.U.C.K. Representatives.

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

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

10.45 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.

10.46 The Committee shall meet whenever appropriate.

10.47 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.

H ARTS WEEK COMMITTEE

10.48 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*).

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

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

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

10.52 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.

I THE FOOD COMMITTEE

10.53 The open Food Committee may include the following:

- a) Services Manager.
- b) Senior Student.
- c) Vice Senior Student.
- d) The Food Services Manager.
- e) The Head Chef.
- f) The Community Head Chef.
- g) The Community Food Services Manager.
- h) The Executive Community Head Chef.
- i) The Bursar .

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

10.55 The Committee shall meet at least twice a term.

J FLOREAT CASTELLUM COMMITTEE

10.56 Shall consist of:

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

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

10.58 The Committee should ensure that a minimum of three issues of Floreat Castellum are produced per year.

L THE STANDING ORDERS COMMITTEE

10.59 The Standing Orders Committee shall consist of:

- a) The Senior Student (*ex officio*).
- b) The Vice Senior Student (*ex officio*).
- c) The J.C.R. Chairman (*ex officio*).
- d) The J.C.R. Vice Chairman (*ex officio*).
- e) Three Standing Orders Committee Representatives.

- 10.60 The Committee shall meet at least once a term.
- 10.61 Additional Executive Committee members can attend, at the discretion of the Senior Student or Vice Senior Student.
- 10.61.1 The Standing Orders Committee shall meet with the intention of amending these Standing Orders, only when a change is necessary to increase the functionality of an aspect of the JCR. They shall deliberate both administrative and functional changes. In order to pass an amendment, a general consensus must be reached within the committee.

K THE TRAVEL BURSARIES COMMITTEE

- 10.62 The Travel Bursaries Committee shall consist of:
- a) The Senior Student (*ex officio*).
 - b) The Vice Senior Student (*ex officio*).
 - c) The Treasurer (*ex officio*).
- 10.63 The committee shall be chaired by the J.C.R. Chairman, who shall not hold a vote.
- 10.64 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.
- 10.65 **Decision making:**
As defined in Subsection 10.41, Articles (c.i) to (c.iii).

L THE SPONSORSHIP COMMITTEE

- 10.66 The Sponsorship Committee shall consist of:
- a) The Development Officer.
 - b) The Social Chairman.
 - c) The Bar Vice Chairman.
 - d) Sponsorship Committee Representatives.
- 10.67 The Sponsorship Committee shall:
- a) Be chaired by the Development Officer.
 - b) Be responsible for procuring sponsorship and funding for J.C.R. projects, with particular emphasis on the June Ball.
 - c) Meet as and when required.
- 10.68 The Bar Vice Chairman shall act as Secretary.

M THE I.T. COMMITTEE

10.69 The I.T. Committee shall consist of:

- a) The Vice Senior Student
- b) The Services Manager
- c) The J.C.R. Computer Officer.
- d) The J.C.R Website Officer

10.70 The Committee shall:

- a) Usually be chaired by the Computer Officer
- b) Be responsible for:
 - i) The maintenance of the JCR Formal sign-up system
 - ii) Maintaining the functionality of the JCR website, ensuring all content is up-to-date.
 - iii) Maintaining I.T. facilities within college used by the JCR.
- c) Meet at least twice a term.

N THE COLOURS COMMITTEE

10.76 The Committee shall consist of:

- a) The Senior Student.
- b) The Vice Senior Student.
- c) The M.C.R. President
- d) The Services Manager.
- e) The Unions & Societies Officer.

10.77 The Committee shall:

- a) Usually be chaired by the Senior Student;
- b) Have the Vice Senior Student act as its Secretary;
- c) Be responsible for selecting the winners of those nominated for College Colours;
- d) Meet once a year, normally early in the Easter Term;

O ENVIRONMENT COMMITTEE

10.78 The 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.

10.79 The Committee shall:

- 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) Aim to raise awareness of contemporary environmental issues.
- d) Instigate environmental projects within the College.

P THE LADIES' NIGHT COMMITTEE

- 10.80 The purpose of the Committee shall be to organise and prepare the Ladies' Night Ball.
- 10.81 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.
 - d) The Treasurer (*ex officio*).
 - e) The Bar Chairman (*ex officio*).
 - f) The Services Manager (*ex officio*).
 - g) The Bar Vice Chairman (*ex officio*).
 - h) The Developments Officer (*ex officio*).
 - i) The Technical Director.
- 10.82 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.

Q THE FINANCE COMMITTEE

- 10.83 The Finance Committee shall consist of three Finance Committee Representatives.
- 10.84 The committee shall be chaired by the J.C.R. Chairman, who shall not hold a vote.
- 10.85 The Treasurer shall be in attendance at all meetings of the Finance Committee.
- 10.86 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 these Standing Orders.
- 10.87 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.
- 10.88 The Committee shall advise both the J.C.R. and its Officers on possible procedural changes and Standing Orders amendments where it deems them appropriate.
- 10.89 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.
- 10.90 The Committee shall meet as and when necessary, and at least once a term.
- 10.91 Committee meetings shall be minuted by a member of the Committee.
- 10.92 The Committee shall make written recommendations on action to be taken to improve fiscal responsibility after each meeting.

10.93 Where the Committee has something to report to the J.C.R., it should inform the Vice Senior Student not less than 24 hours prior to a J.C.R. Meeting.

R COMMITTEE OF CAPTAINS

10.94 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.

10.95 The Committee shall be chaired by the Unions & Societies Officer. The Team Durham Representatives shall also be members of the Committee, one of whom shall act as Secretary.

10.96 The business of the Committee shall include preparation for the Castle Freshers' Fair and Re-Freshers' Fair, preparation and support for Team Durham-run leagues and matches, consideration of how best to increase sporting participation and excellence across College, and any other matters of concern to captains.

10.97 The Committee shall meet at least once termly, as required.

S YEARBOOK COMMITTEE

10.98 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.

10.99 The Committee shall meet as required.

T UNIVERSITY COLLEGE TECHNICAL EVENTS COMMITTEE (U.C.T.E.C.)

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

- a) The Technical Director.
- b) The U.C.T.E.C. Hires & Finance Officer.
- c) The U.C.T.E.C. Maintenance Officer.
- d) Other Members of the U.C.T.E.C.

10.101 The role of U.C.T.E.C. Hires & Finance Officer is to:

- a) Handle all correspondence and payments for non-J.C.R. hires.
- b) Ensure equipment is given out in a fit state for use and report any damages to the Maintenance Officer.
- c) Ensure the Internal and External Hires Catalogues are kept up to date.
- d) Organise the U.C.T.E.C. finances.
- e) Have a set of keys to the U.C.T.E.C. storage rooms.

10.102 The role of U.C.T.E.C. Maintenance Officer is to:

- a) Organise proper maintenance and storage of J.C.R. technical equipment.
- b) Organise annual PAT tests for all equipment.
- c) Act as secretary for U.C.T.E.C.

10.103 All members of the U.C.T.E.C. must have been inducted by the Technical Director.

10.104 The Technical Events Committee and its members will be entitled to the following:

- a) Wages for time worked during events, at a rate in line with that of Bar and Security Committees, and to be decided by the Technical Director.
- b) To be considered in the same ticket priority as 'Ents Committee' for events^[SEP] which individuals have contributed towards (e.g. June Ball, Ladies Night). The contributions must be towards the event the ticket priority applies to, and are only applicable to individuals who are directly involved in the event.
- c) Complimentary Ents cards for active members of the committee, at the discretion of the Social Chair and Tech Director.
- d) To be included in arrangements for meals in college where appropriate (e.g. during June Ball prep)
- e) Free soft drinks from the Undercroft Bar while working JCR events.

Where there is a cost to these entitlements, it will be made up by the JCR, unless the Technical Events Committee is considered to have sufficient funds to cover these expenses themselves. This will be at the discretion of the JCR treasurer, in consultation with the^[SEP] Technical Director.

U CASTLE DAY COMMITTEE

10.105 Introduction

Castle Day is the annual celebration of college that takes place on the second Saturday after exams. The event is intended to provide a good value day of affordable entertainment for current Castlemen and alumni. The organisation of the event shall be the ultimate responsibility of the Director, to be assisted by the Castle Day Committee.

10.106 The Castle Day Committee

- a) The Castle Day Committee shall normally consist of the incumbents of the following posts:
 - i) The Castle Day Director
 - ii) The Castle Day Assistant Director (optional)
 - iii) The Castle Day Treasurer
 - iv) The Iron Man Co-ordinator
 - v) Castle Day Reps
- b) The duties of the officers of the Castle Day Committee shall be as follows:
 - i) Director:
 - a) Has ultimate responsibility and accountability for the event
 - b) Is responsible for the running of the day
 - c) Oversees the committee and other positions
 - d) Is responsible for promotion and stash
 - e) Organises and coordinates acts and performances for the day
 - f) Liaises with the Tech Director and other relevant parties
 - g) May appoint and delegate to an Assistant Director
 - ii) Castle Day Treasurer
 - a) Keeps accounts, in liaison with the J.C.R. Treasurer
 - b) Sells tickets in advance of the day
 - c) Oversees entry on the day, in collaboration with security

- iii) Iron Man Coordinator
 - a) Responsible for the organisation and running of the Iron Man competition
 - b) Liaises with the Tech Director, Castle Day Director and Health and Safety Manager
- iv) Castle Day Reps
 - a) Assist with the general preparation and running of the event as decided by the Director

V INTERNATIONAL COMMITTEE

10.107 The international committee are responsible for providing practical support to international students through international freshers' week as and when needed and by way of drop in sessions when they see fit and any other means they deem appropriate

10.108 The committee shall work with the Campaigns Officer, International Welfare Officer and welfare team to organise international events. These could include, but are not limited to, language classes, themed formals and movie nights.

10.109 The committee shall be chaired by the international welfare officer and consist of international freps. In addition, the committee is an open committee, therefore any member of the JCR that wishes to join or be involved on a permanent or temporary basis is entitled to.

10.110 The committee must meet at least twice per term and are expected to hold at least two events per term.

W CCA COMMITTEE

10.111 Introduction

The aim of Castle Community Action (CCA) is to integrate University College students into the local community by providing additional support and education to the most vulnerable so as to ensure that they are given the respect, dignity and self-worth that they deserve and to put The Castle back at the heart of the Durham community.

10.112 CCA Committee Structure

- a) The Castle Community Action executive committee is in charge of running and organising any activities that fall under community outreach in college.
- b) They are in charge of organising regular volunteering opportunities for students in college and organising one off events.
- c) Membership of the committee shall always include The CCA President, CCA Vice President and CCA Treasurer whilst it traditional includes a Publicity Officer, Head of Fundraising and Division Heads.
- d) The CCA president can also select additional roles to make up the executive when appropriate. These must be open to all the JCR to apply for and operate the same selection procedure as CCA President, Vice President and Treasurer.
- e) The CCA President will act as Chair of the committee.

- f) The CCA Exec Committee must meet at least once per week.
- g) The CCA Exec Committee can create any sub committees to undertake projects where appropriate.
- h) CCA operates within the scope of their own constitution unless stated differently here.

10.113 CCA Executive Officers and duties

a) CCA President:

- i) Chairs the CCA committee
- ii) Presents the views, opinions and requests of Castle Community Action to the J.C.R., the College, the Captain of Colleges Committee, Experience Durham, the University, the Dean and Chapter and any other body with which Castle Community Action has dealings with.
- iii) Provides direction to Castle Community Action.
- iv) Ensures that all members of Castle Community Action adhere to the Constitution of Castle Community Action (CCA).
- v) Chairs all Meetings of Castle Community Action and of the Executive Committee.
- vi) Holds full responsibility for the property of Castle Community Action, and the activities of its members.
- vii) Maintains working relations with all other University Volunteering projects, including Student Community Action (SCA)
- viii) Liaises with the Castle Community Action's Alumni.
- ix) Responsible for the organisation of socials.

b) CCA Vice President:

- i) Act as deputy to the president's duties.
- ii) Act as liaison between all exec members.
- iii) Hold the exec accountable and maintain transparency.
- iv) Send out fortnightly newsletters informing members on CCA activities and opportunities.
- v) Act as secretary and take minutes during meetings, which are to be made available to CCA members.
- vi) Prepare agendas and supporting documents for termly CCA general meetings.

c) CCA Treasurer:

- i) Over-riding responsibility for ensuring overall financial health of CCA.
- ii) Liaise with all exec members to outline objectives and set budgets.
- iii) Ensure an efficient and timely management of accounts.
- iv) Liaise with JCR Treasurer to ensure adherence to the JCR framework.
- v) Ensure transparency of the accounts at all times.

d) CCA Publicity Officer:

- i) Responsible for the brand management of CCA.
- ii) Responsibility for ensuring brand and information is publicised to members of CCA the whole college, the alumni and the wider community.
- iii) Overall responsibility for the management of social media, specifically the general CCA Facebook page and Twitter account.
- iv) Upkeep of the CCA page on the JCR website.
- v) Responsible for stash orders and other merchandise.

e) CCA Head of Fundraising:

- i) Aim to meet the fundraising target set by the CCA Treasurer and CCA Exec.
- ii) To ensure there are funds available that will facilitate future investment.
- iii) Plan and organise three events per year that will raise money and awareness of CCA's activities.
- iv) Manage the fundraising team.
- v) Ensure adherence to the JCR framework and college office regulations.
- vi) Interact with other college clubs and societies in order to maximise fundraising potential.

f) Division Head:

- i) Ultimately responsible for the management and development of their respective committee.
- ii) Act as president for their sub-committee and delegate responsibilities appropriately.
- iii) Help to maintain fair access and inclusion of all CCA members in charitable activities.
- iv) To provide support and training for volunteers.
- v) To liaise between the CCA Exec and CCA Members representing the views of members to the CCA Exec.

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 or Senior Student and any one of the June Ball Treasurer, Services Manager, Development 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, S.S.F.C.).
- v) The account will retain a surplus of around 20% of turnover.

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 Technical Events Committee:

Financial provision for the J.C.R. Technical Event Committee shall be as follows:

a). U.C.T.E.C shall charge non-J.C.R. societies or organisations the amount listed in the External Hires Catalogue. These prices shall be in line with commercial hire.

b). All monies received from external hires shall be placed in the U.C.T.E.C account.

c). When an Internal event requires the service of one or more of the Technical Committee, U.C.T.E.C. shall charge the J.C.R. or societies of the J.C.R. the amount listed in the Internal Billing Catalogue. These prices shall be significantly cheaper than the External Hires Catalogue.

d). Whether an event is internal or external shall be judged on a case by case basis by the Technical Director in consultation with the U.S.O.

e). Internal and External hires should submit requests of hire to the Technical Director no later than four weeks in advance of any events planned. Requests submitted after this time may be refused at the discretion of the Technical Director, in consultation with the U.S.O.

f). It is the responsibility of the Executive members of the J.C.R. societies or the event organisers in other Internal cases, to ensure the relevant request forms are submitted correctly.

g). The Internal Billing charges shall be used to cover the wages payable to Technical Committee members who have worked at and helped prepare/clear up events. Any remaining money shall be placed in the U.C.T.E.C account.

h). A wage payment system shall be agreed by the Technical Director and the Executive Committee.

i). The Technical Director is to ensure the fair payment and distribution of wages to the Technical Events Committee.

j). The Technical Director, in consultation with the U.S.O, may refuse requests for hire on the grounds of unavailability of equipment or man-power.

k). A copy of the Hires/Billing Catalogues shall be kept with the Vice Senior Student and J.C.R. Treasurer at all times.

l). Any proposed changes to the charges and wage payments must be submitted in writing to the Vice Senior Student and requires approval by the Executive Committee.

m). The U.C.T.E.C. account is to be used for maintenance of existing equipment or purchase of new equipment.

n). The remaining proportion of their maintenance costs shall come from the University College J.C.R. current account, excluding material goods over £250 per item

o). The Executive Committee must be consulted about every purchase over £250.

11.9 Debt collection:

- a) The JCR Treasurer may charge a fine to members who neglect to fulfil outstanding payments to the JCR within a reasonable period, or have their cheques bounce. This may be up to 10% of the money owed to the JCR or £10, whichever is larger. They will be given at least 7 days notice before the fine is given, of which two of the JCR Treasurer, Senior Student or Vice Senior Student has to approve.
- b) If a debt is left unpaid (including any late payment charges) for over 5 weeks the JCR member will be banned from JCR social events regardless of whether they have already paid for a ticket. This is including, but not limited to: formals, ents and balls.
- c) If a debt is left unpaid for over a term an individuals debt will be passed onto the university debt collection service.
- d) If an individual with a longstanding debt (over 5 weeks) is owed money from the JCR, the treasurer may deduct the debt, including fines, from the payment to the individual from the JCR.
- e) JCR clubs or societies may pass outstanding debts on to the JCR Treasurer to carry out the above policy from (a) – (d).

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 shall 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) The allocation of funds from the Bar Profits shall be managed by the Sports and Societies Funding 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 three 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 Student 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.
- d) If a member cannot work a particular shift, advance warning, of at least three days, shall be given to the Toastie Bar Manager. It is still the member's responsibility to find a replacement for this shift from amongst the other Toastie Bar Committee members.
- e) If a member does not work a shift, nor make provision for an adequate replacement, the following procedure shall apply:
 - i) On the first occasion a written warning shall be issued by the Toastie Bar Manager
 - ii) In the event of a second occasion the member shall be dismissed from the Toastie Bar Committee subject to an appeal to the Executive Committee.
- f) 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 Toastie Bar Committee member.

SECTION XIV

ROOM BALLOT PROCEDURE

- 14.1 When there are more students requesting to reside in college than there are rooms available for the next academic year, priority for entry on the Room Ballot shall be governed by the following:
1. Students in their third or fourth year of study returning to college for their second year of living in, regardless of course length or nature; or students in their second year of study who lived out in their first year.
 2. Students in their second year of study, living in college for a second year regardless of course length or nature.
 3. Students in their fourth year of study living in college for a third year.
 4. Students in their third year of study, living in college for a third year.
 5. Any other undergraduate wishing to live in college.
- 14.2 All ranking of students is to be random.
- 14.3 When entry for the room ballot goes beyond the first category, any surplus of students in lower categories will be selected randomly from amongst that category only and shall not replace any student from categories above them in the hierarchy.
- 14.4 A students' year of study is determined by reference to their year of their first Matriculation.
- 14.5 Students who are studying on a year abroad but express their intention to live in college in the next academic year and will be living in college for a second year in doing so, shall be guaranteed a room in college.
- 14.6 The process of determining which students are to be entered on the Room Ballot should be carried out as soon as possible in Michaelmas term.
- 14.7 All incumbents of the following positions shall be entitled to a reserved room for the role:
- I. Members of the Executive Committee;
 - II. Technical Director;
 - III. Junior Lowe Librarian;
 - IV. Chapel Clerk;
 - V. Organ Scholar.
 - VI. CCA President
- 14.8 Any year spent living in College by virtue of holding a position on the Executive Committee shall be counted as a year living out.
- 14.9 There shall be three separate ballots to decide in which order people may choose their rooms for the next academic year.
- 14.10 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 and students living in college for their first year after living out 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.

- 14.11 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.
- 14.12 The process of determining room selection shall be carried out by the end of the second week of the Easter term by the Campaigns Officer and the Campaigns Officer Elect, under the independent observation of the J.C.R. Vice Chairman.
- 14.13 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 S.S.F.C. (see Section X). Invitation-only societies may also affiliate, but may not apply for S.S.F.C. funding.
- 15.3 Captains of affiliated sports clubs shall additionally sit on the Committee of Captains, chaired by the Unions & Societies Officer (see Section V). Affiliated sports clubs shall be represented by the Team Durham Representatives at University level.
- 15.4 To apply for affiliation, members of the J.C.R. shall apply in writing to the Vice Senior Student, 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 these Standing Orders. All clubs and societies must have a constitution of their own. A draft constitution shall be available from the Vice Senior Student, 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. The President or Captain may possess all three roles. 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 Student 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 S.S.F.C. must have their own section in the JCR bank account.
- 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 S.S.F.C.
- 15.12 Those college sports teams which are either affiliated with Team Durham, or have regular fixtures and set running costs, are required to charge an annual subscription fee per active member. This fee must be at least enough to cover the running costs of the club, plus 20%. This additional 20% is to aid the club in setting firm foundations to ensure its future financial security and sustainability. If these teams do not charge subscription fees, then any applications they make to UCSSFC will not be considered.

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 8.59 (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.

16.1.1 All incumbent non-executive officers are required to ensure a thorough handover to their successors.

16.1.2 The following question must be asked by either the JCR Chairman or Vice Chairman as part of electing or selecting non-executive officers:

“Would you like to add anything, especially relating to attributes or experience you have mentioned in your application, which you feel is relevant and has not been fully covered by the set questions?”

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) University College Sports and Societies Funding Committee.
 - ii) Travel Bursaries Committee.
 - iii) Finance Committee.
- c) Shall independently observe, ensuring fairness and validity under these Standing Orders, 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 validity under these Standing Orders, 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 & Deputy 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) Castle Day Director and Treasurer.
 - xiii) Duty Bar Supervisors.
- e) Shall fulfil the duties of the J.C.R. Vice Chairman when he is unable to do so.
- f) Shall host the hustings of the elected Executive Officers in Epiphany term, ensuring that candidates' answers are focused on the question posed and are within the specified time

limits.

- g) Shall minute the meetings of S.S.F.C. and make available such minutes at the JCR Meeting where the funding is to be ratified.
- h) The Offices of JCR Chairman and Vice Chairman shall be elected during a single vote at the first JCR Meeting in Easter Term. The candidates with the most votes shall be named as JCR Chairman, while the candidate with the second highest votes shall deputise as the JCR Vice Chairman.
- i) Twenty four hours prior to the JCR Meeting at which the JCR Chairman and Vice Chairman are elected, the incumbent JCR Chairman shall circulate a question to the JCR which will form the opening question during the hustings.

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 fulfil his duties.
- b) Shall be solely responsible for verbally announcing the results of Executive Elections immediately after the count.
- c) Shall independently observe, ensuring fairness and validity under these Standing Orders, 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 Committee Representatives.
 - ix) West Courtyard Representatives.
 - x) Authorised Toastie Bar Committee Staff.
 - xi) LGBTa Representative.
 - xii) D.U.C.K Exec.
- d) Shall be responsible for ensuring the proper administration of all ratified Club and Society elections and selections, with reference to the Standing Orders of both the J.C.R. and of the individual Clubs or Societies. In order to achieve this, the Vice Chairman shall inspect at least two elections or selections; the club or society to be inspected will be chosen at random by the Vice Chairman. Additionally, as a means of guaranteeing fairness, clubs and societies can voluntarily invite the Vice Chairman to oversee their election and selection process. In addition, any person that feels themselves unfairly treated by a Club or Society election or selection process, may lodge an appeal to the Vice Chairman. He will then, after consulting the relevant interview committee, review the case and decide whether or not he feels the selection to have been prejudicial, in which case the selection of that specific role will be declared void, and applications will be re-opened.

16.4 **Freshers' Representatives:**

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

- 16.5 **Assistant Welfare Officers:**
Four Assistant Welfare Officers, no fewer 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.
- 16.6 **D.S.U. Representatives:**
The D.S.U representatives shall work in close co-operation with the Unions & Societies Officer to bring the JCR's opinions to D.S.U Assembly, and assist the USO in feeding back the proceedings of the D.S.U Assembly to the JCR. They shall attend all relevant meetings of D.S.U Assembly and are encouraged to attend D.S.U zone meetings in pursuance of the above. In addition, the DSU reps will also be responsible for assisting the Unions and Societies Officer in coordinating the annual election of the Student Officers and any referendums which may be instigated during the year
- 16.7 The number of 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 these Standing Orders.
- 16.8 **Team Durham Representatives:**
The three Team Durham Representatives shall be collectively responsible for liaison between the College (specifically the College Sports Clubs) and Team Durham. This shall include attendance at any relevant committees or meetings of Team Durham, and responsibility for ensuring that all trophy matches are played.
- 16.9 **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.
 - c) There shall also be a Deputy Head of Security, selected at the same time, whose role is to assist the Head of Security in the roles outlined in 16.13a)
- 16.10 **College Yearbook Representatives:**
A minimum of two College Yearbook Representatives shall be responsible for the overall management and production of the annual College Yearbook.
- 16.11 **Purchases Manager:**
The Purchases Manager shall be responsible for the advertisement and distribution of all Castle merchandise, such as Castle Sportswear.
- 16.12 **Environment Officer:**
The Environment Officer shall be responsible for the setting up and continuation of College environmental progress, and for the raising of awareness within College. They will also meet fortnightly with representatives from other colleges to discuss University wide environmental campaigns.
- 16.13 **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. See Section X (Y) 10.109-10.110.

16.14 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.

16.15 Senior Ent Coordinators:

There shall be a position known as Senior Ent Coordinator, whose responsibilities include all those outlined in 16.20 above. In addition, the Senior Ent co-ordinators shall be responsible for the organisation of a sufficient amount of Ents for the academic year, under the guidance of the Social Chairman.

16.16 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. He shall act as an alternative point of contact within the College support network and co-ordinate with the Campaigns Officer and Welfare Team to organise Disabilities Week, along with involvement in all other welfare duties. It is not necessary for this position to be held by a student with a disability.

16.17 Livers' Abroad Representative:

There shall 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 shall provide a point of contact for, and offer advice to, those students planning their year abroad. This should include, but is not exclusive to, organising meetings with interested individuals. They shall also act as an intermediary between students living abroad and the College.

16.18 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 Licensing Objectives, the Standard Operating Procedures Manual and Health & Safety 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) Being 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) Ensuring that the opening and closing times are strictly adhered to.
- d) Liaising closely with the Security Staff during the night by radio regarding, for example, toilet checks, the capacity of the bar, individuals who are not to be served or are to be 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) Ensuring that sufficient stock is behind the bar and in the cellar prior to their shift.
- h) Providing 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) Assisting the Bar Chairman and Bar Vice Chairman in maintaining 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) Supporting welfare, charity, responsible drinking campaigns, and the like.

16.19 **Computer Officer**

The J.C.R. Computer Officer shall be responsible for the upkeep of the College computer rooms and the support of J.C.R. members and the answering of their I.T. queries. The officer is also responsible for maintenance of the formal signup and the online voting system. The Computer Officer will delegate roles within I.T Committee to ensure these tasks are fulfilled.

16.20 **Technical Director**

The Technical Director shall be responsible for:

- a) Chairing the University College Technical Event Committee and ensuring its continuing improvement and existence.
- b) Providing technical support for events run by the J.C.R.; in particular assisting with the proper planning of the technical provision.
- c) Being the first point of contact for groups and individuals who wish to hire J.C.R. technical equipment (covers J.C.R. and Non-J.C.R. run events)
- d) Sitting on the Social Committee, Ladies Night Committee and the June Ball Committee.
- e) The set of keys to the U.C.T.E.C storage room.
- f) Making available the state of U.C.T.E.C's transactions termly, before every second J.C.R. meeting.
- g) Committee finances.
- h) Liaising with college office with regard to technical equipment.

16.21 **Pantomime Co-Ordinator**

The Pantomime Co-Ordinator shall be responsible for the running and organisation of the college Pantomime which occurs in Michaelmas Term. They may appoint individuals to assist in the production of the show and have overall responsibility for the event.

16.22 **Fashion Show Director**

The Fashion Show Director shall be responsible for organisation and running of the annual college fashion show in Epiphany Term. They should work closely with the Arts Week Director and may appoint individuals as assistants where they feel necessary.

16.23 **Mature Students Rep**

Mature Students Rep's are required to attend a Mature Students Association College Representative Committee a minimum of once a term. Bringing successors to the last one of term. They are required to promote both the Association and represent Mature Students' interests at a college level, to make the college more accessible as well as to feedback any issues effecting Mature Students to the Association Executive Committee.

16.24 **LGBTQA Officer**

There shall be a position known as LGBTA Officer, who shall represent all LGBTA J.C.R. members at the University-wide LGBTA College Representative Committee a minimum of once a term, and act as a link between College and the LGBTA Association. He shall act as an alternative point of contact within the College support network and co-ordinate with the Campaigns Officer and Welfare Team to organise Unique Week, along with involvement in all other welfare duties. It is not necessary for this position to be held by a student of LGBTA orientation.

16.25 International Officer

There shall be a position known as International Officer, who shall represent all International J.C.R. members. He shall act as an alternative point of contact within the College support network and co-ordinate with the Campaigns Officer and Welfare Team to organise Unique Week, along with involvement in all other welfare duties. It is not necessary for this position to be held by an international student. As well as coordinating International Freshers Week they should chair the International Committee throughout the year.

16.26 Arts Week Director

Arts Week Director is responsible for chairing the Arts Week Committee with direct responsibility for:

- a) Selecting Arts Week Treasurer.
- b) Liaising with College Office.
- c) Liaising with College Arts Societies.
- d) Being the main point of contact for Arts Week contributors.

16.27 Toastie Bar Managers

Two Toastie Bar Managers will be selected to chair the Toastie Bar Committee, with responsibility for:

- a) Stocking of the Toastie Bar, ordinarily by means of a weekly delivery.
- b) Maintenance of staff rota, discipline and wages.
- c) Committee finances, including counting and transferring income to the JCR Treasurer.
- d) Upkeep and maintenance of the Toastie Bar including a weekly deep clean.
- e) Advertisement of the Toastie Bar.

16.28 Assistant Treasurers

Assistant Treasurers will help the Treasurer in administrative aspects of their duties. Tasks required by the role include but are not limited to: counting cheques, counting cash, compiling the monthly cashbook, and selling and counting merchandise (ties, scarves etc).

SECTION XVII

COLLEGE SERVANTS

- 17.1 The following is an exhaustive list of College Servants and their duties:
- 17.2 **College Skinner:**^[1]_[SEP]
This is an extremely serious post for an extremely serious person. The College Skinner shall be responsible for the extremely serious nature of life in College, and takes everything extremely seriously. The post was originally 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) but in June 2013 this position was renamed after Peter James Skinner (2010-13); PJ was an extremely vocal member of the Standing Orders Committee whose services to college were greatly appreciated.
- 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 1 300 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 Parents' formal, after which it was agreed that the 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 Student at the Guest Night in 1987. Position determined by Predecessor.
- 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 Student 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. Position determined by Predecessor.
- 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 College Tandem 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. He shall be 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 role 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.

17.21 **Iron Man Co-ordinator:**

The Iron Man Co-ordinator is responsible for the running of the annual Iron Man contest that traditionally takes place during Castle Day. He shall select, recruit, organise attire, and conduct the contest with the help of fellow judges if desired.

17.22 **College Scaffold:**

The member of the JCR who contribute most to the profits of the Undercroft and is a constant presence there, such that they can be described as being the framework propping up the bar.

17.23 **College Collin:**

A member of the JCR with responsibly for removing tourists from the castle walls (in honour of the numerous daily extractions performed by Colin the porter)

17.24 **College Peter Pan:**

A person who has been a member of college for such a lengthy period of time that they clearly struggle to move on and grow into the real world.

17.25 **College Elf:**

College Elves are in charge of spreading holiday cheer in college during the month of December. Responsibilities can include but are not limited to:

- a) Overseeing Christmas decorations
- b) Organising carol singing
- c) Organising Secret Santas
- d) Organising holiday craft sessions
- f) Attending Christmas Superformal

17.26 **Hatfield Ambassador:**

The Hatfield Ambassador is responsible for encouraging Castle spirit during the Castle-Hatfield week. They should ensure that no member of the JCR forgets the college is competing against its biggest rival. The Hatfield Ambassador should work with the USO to ensure events are well advertised to members of the JCR to spectate at.

17.27 **College Blood Sacrifice**

The College Blood Sacrifice is the person upon which the pent-up rage of the JCR must fall in the event that

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 by a majority vote reserves the right to suspend from duty any Officer 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., excluding Executive Officers, who should be removed by a vote of no confidence only, in accordance with section 18.4.
- 18.3 If any member of any committee fails to comply with his duties as laid out in these Standing Orders, a Vote of Censure may be passed on him by the members of the same committee (or in the case of the Bar Committee by the Bar Executive and the Senior Student). This vote must be anonymous and attain a majority and must be overseen by the J.C.R Chairman. Any member shall be compelled to resign office, subject to the right of appeal to the J.C.R., excluding Executive Officers, who should be removed by a vote of no confidence only, in accordance with section 18.4.
- 18.4 A member of the J.C.R. may propose a motion of no confidence in any Officer(s) of the J.C.R. at any Meeting, which must be seconded by another member of the J.C.R. The motion shall be voted on by secret ballot (online) and must be passed by two-thirds majority of votes in order to be effective, with a quorum of 35% of the J.C.R being reached. 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).

Sconcing

- 18.5 The Senior Student 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 J.C.R. Chairman and Vice Chairman within 48 hours. A further right of appeal is available to the J.C.R. at its next Meeting. All sconces and appeals must be in written format. Appeals may be made against either a) the validity of the sconce OR b) the value of the sconce.
- 18.6 The Senior Student 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 Student (or if the Senior Student is resigning, the Vice Senior Student), 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

STANDING ORDERS AMENDMENTS

- 19.1 Changes to these Standing Orders 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 fifteen per cent of the College voting.
- 19.2 Administrative changes and operational changes to the Standing Orders will be separated. Administrative change may be passed on a general aye at a JCR meeting.
- 19.3 Changes to the Standing Orders must be concisely publicised in advance of JCR meetings via all possible means. Bullet point arguments which explain why such operational changes are proposed must be circulated to the JCR by the JCR Chairman.
- 19.4 Any changes shall take effect immediately after ratification, and the Vice Senior Student shall ensure that copies of the newly amended printed version are available as soon as possible in accordance with Section XX below.
- 19.5 The Vice Senior Student shall also ensure that changes are made to the copies of the Standing Orders in soft copy subject to Section XX below.
- 19.6 The Vice Senior Student shall be responsible for ensuring that all cross referencing within the document remains accurate after implementation of the amendments to the Standing Orders.

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 Standing Orders shall be placed as follows, to be made generally available for consultation by members of the J.C.R.:
- a) One printed copies in the Lowe Memorial Library.
 - b) One printed copy in the Vice Senior Student's Room.
 - c) One electronic copy with the Vice Senior Student.
 - d) A printed copy is to be available to the Master on request.
 - e) One copy available on the J.C.R. Website.
 - f) One copy is provided to College office on request
- 20.3 In addition, there shall be printed copies and electronic copies of the Standing Orders (formerly the 'Constitution') in their 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 Standing Orders.
- 20.5 These Standing Orders revoke 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 Standing Orders are as similar as possible to these Standing Orders, 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. Lowton (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.
- 22.18 **Amendment 19:** Proposed by J.A.R. Benson (Vice Senior Man), P.J. Duff (Senior Man), S.D. Prosser (J.C.R. Chairman) and C.D. Winterhoff with help from the Executive Committee and Technical Events Committee. These amendments were ratified at an Ordinary J.C.R. meeting held on 27 October 2010.
- 22.19 **Amendment 20:** Proposed by J.A.R. Benson (Vice Senior Man), S.D. Prosser (J.C.R. Chairman), E.R. Perrin (J.C.R. Vice Chairman), A.O. Hutson and J.F. Burke with help from the Executive Committee. These amendments were ratified at an Extraordinary J.C.R. meeting held on 09 February 2011.
- 22.20 **Amendment 21:** Proposed by J.A.R. Benson (Vice Senior Man), P. J. Duff (Senior Man), S.D. Prosser (J.C.R. Chairman), E.R. Perrin (J.C.R. Vice Chairman) and A.O. Hutson. These amendments were ratified at an Ordinary J.C.R. meeting held on 17 June 2011.
- 22.21 **Amendment 22:** Proposed by A.O. Hutson (Vice Senior Man), C. D. Winterhoff (Senior Man), J.A.R. Benson (J.C.R. Chairman), E.R. Perrin (J.C.R. Vice Chairman), J.A. Carr, D.E. Daly (Constitution Committee Reps) and C.E. Beardsmore (Senior D.U.C.K. Rep). These amendments were ratified at an Ordinary J.C.R. meeting held on 30 November 2011.
- 22.22 **Amendment 23:** Proposed by A.O. Hutson (Vice Senior Man), C. D. Winterhoff (Senior Man), J.A.R. Benson (J.C.R. Chairman), E.R. Perrin (J.C.R. Vice Chairman), W.J.N. Murphy (Treasurer), J.A. Carr, D.E. Daly, P.J. Skinner (Constitution Committee Reps), K. Kendaru (Senior D.S.U. Representative) and D.C. Simon (Head of College Sports & Societies). These amendments were ratified at an Ordinary J.C.R. meeting held on 1 February 2012.
- 22.23 **Amendment 24:** Proposed by A.O. Hutson (Vice Senior Man), C. D. Winterhoff (Senior Man), E.R. Perrin (J.C.R. Vice Chairman), A.L. Blackwell (Castle Day Director), S.C. Gallow (J.C.R. Chairman) and J.A. Carr (Standing Orders Committee Rep). These amendments were ratified at an Ordinary J.C.R. meeting held on 17 June 2012.
- 22.24 **Amendment 25:** Proposed by D.W. Wood (Vice Senior Man), J. Dell (Senior Man), S. Gallow (JCR Chairman), E. Gibbs (JCR Vice Chairman), P.J Skinner, J. Carr (Standing Orders Committee Reps). These amendments were ratified at an Ordinary J.C.R Meeting held on 21 October 2012.
- 22.25 **Amendment 26:** Proposed by Proposed by D.W. Wood (Vice Senior Man), J. Dell (Senior Man), S. Gallow (JCR Chairman), E. Gibbs (JCR Vice Chairman), P.J Skinner, G. Oakley and D. Cummins (Standing Orders Committee Reps). These amendments were ratified at an Ordinary J.C.R Meeting held on 3 February 2013.
- 22.26 **Amendment 27:** Proposed by D.W. Wood (Vice Senior Man), J. Dell (Senior Man), L Ash (Treasurer), J Carr (Services Manager), C Parks-Taylor (Social Chairman), H Westlake (Sponsorship and Liaison Officer), D Hardcastle (Welfare Officer) and J Broderick (Campaigns Officer). These amendments were ratified at an ordinary JCR Meeting held on 3 March 2013.
- 22.27 **Amendment 28:** Proposed by D.W. Wood (Vice Senior Man), J. Dell (Senior Man), P.J. Skinner, S. Gallow (JCR Chairman), E. Gibbs (JCR Vice Chairman), D Cummins, G Oakley, H Winlow, J Whittaker.

- 22.28 **Amendment 29:** Proposed by E.J.P. Gibbs (Vice Senior Man), S. Gallow (Senior Man), B. March (JCR Chairman), J. Holford (JCR Vice Chairman) & G. Oakley (Standing Orders Committee Representative). These amendments were ratified at an ordinary JCR Meeting held on 14 October 2013.
- 22.29 **Amendment 30:** Proposed by E.J.P. Gibbs (Vice Senior Man), S. Gallow (Senior Man), B. March (JCR Chairman), J. Holford (JCR Vice Chairman), N. Edwards, C. Baillie & M. Anderson (Standing Orders Committee Representatives). These amendments were ratified at an ordinary JCR Meeting held on 10 March 2014.
- 22.30 **Amendment 31:** Proposed by E.J.P. Gibbs (Vice Senior Man), S. Gallow (Senior Man), P. Chambers (JCR Chairman), M. Hoser (JCR Vice Chairman), N. Edwards, (Vice Senior Man Elect), Henry Winlow (Senior Man Elect), C. Baillie & M. Anderson (Standing Orders Committee Representatives). These amendments were ratified at an ordinary JCR Meeting held on 19 June 2014.
- 22.31 **Amendment 32:** Proposed by N. Edwards (Vice Senior Man), H. Winlow (Senior Man), P. Chambers (JCR Chairman), M. Hoser (JCR Vice Chairman), and M. Anderson (Standing Orders Committee Representative). These amendments were ratified at an ordinary JCR Meeting held on 5 October 2014.
- 22.32 **Amendment 33:** Proposed by N. Edwards (Vice Senior Man), H. Winlow (Senior Man), P. Chambers (JCR Chairman), M. Hoser (JCR Vice Chairman), M. Anderson, T. Hill & W. Moon (Standing Orders Committee Representatives). These amendments were ratified at an ordinary JCR Meeting held on 24 November 2014.
- 22.33 **Amendment 34:** Proposed by N. Edwards (Vice Senior Man), H. Winlow (Senior Man), T. Hill (Vice Senior Man Elect), W. Throp (Senior Man Elect), J. Boyles (JCR Chairman), A. Wells (JCR Vice Chairman), and W. Moon (Standing Orders Committee Representative). These amendments were ratified at an ordinary JCR Meeting held on 11 June 2015.
- 22.34 **Amendment 35:** Proposed by T. Hill (Vice Senior Student), W. Throp (Senior Student), J. Boyles (JCR Chairman), A. Wells (JCR Vice Chairman), O. Jackson, F. Desforages-Medhurst, and E. Buckheit (Standing Orders Committee Representatives). These amendments were ratified online by the JCR on 5 December 2015.
- 22.35 **Amendment 36:** Proposed by T. Hill (Vice Senior Student), W. Throp (Senior Student), J. Boyles (JCR Chairman), A. Wells (JCR Vice Chairman), O. Jackson, F. Desforages-Medhurst, and E. Buckheit (Standing Orders Committee Representatives). These amendments were ratified online by the JCR on 18 January 2016.
- 22.36 **Amendment 37:** Proposed by T. Hill (Vice Senior Student), W. Throp (Senior Student), J. Boyles (JCR Chairman), F. Desforages-Medhurst (Senior Student Elect), C. Silberberg (Vice Senior Student Elect) and E. Buckheit (Standing Orders Committee Representative). These amendments were ratified online by the JCR on 2016.

22.37 **Amendment 38:** Proposed by T. Hill (Vice Senior Student), W. Throp (Senior Student), J. Boyles (JCR Chairman), A. Wells (Vice Chairman) F. Desforges-Medhurst (Senior Student Elect), C. Silberberg (Vice Senior Student Elect) and E. Buckheit, O. Jackson (Standing Orders Committee Representative). These amendments were ratified online by the JCR on 2016.

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

Appendix A:

These Bullet points refer to the tree of roles found under the documents tab on the JCR website. The indent furthest left is responsible for ensuring the accountability of

- Senior Man
 - Vice-Senior Man
 - JCR Chairman
 - JCR Vice-Chairman
 - UCSSFC Rep
 - Standing Orders Rep
 - Treasurer
 - Assistant Treasurer
 - Finance Committee Rep
 - USO
 - DSU Rep
 - Society Presidents
 - Society Treasurers
 - Team Durham Rep
 - Social Chair
 - Senior Ent
 - Junior Ent
 - Castle Day Director
 - Castle Day Treasurer
 - Assistant Castle Day Director
 - Castle Day Reps
 - Iron-Man Co-ordinator
 - Tech Director
 - Tech Committee
 - Welfare Officer
 - Disabilities Officer
 - Assistant Welfare Officers
 - LGBTa Officer
 - Campaigns Officer
 - Arts Week Director
 - Arts Week Treasurer
 - Arts Week Reps
 - Livers Abroad Rep
 - Environment Officer
 - Environment Reps
 - International Officer
 - International Com/Freps
 - Development Officer
 - Floreat Editor
 - Deputy Editor
 - Design Editor
 - College Yearbook Reps
 - Spon Com Reps
 - Freps
 - Open Day Reps

- Charities Officer
 - Senior DUCK Reps
 - Junior DUCK Reps
 - CCA President
- Castle Society Rep
- Fashion Show Director
- Services Manager
 - West Courtyard Reps
 - Computer Officer
 - Junior Lowe Librarian
 - Assistant Lowe Librarian
 - Gym Manager
 - Purchases Manager
 - Toastie Bar Manager
 - Toastie Bar Staff
- Bar Chair and Vice Bar Chair
 - Bar Supervisors
 - Bar Staff
 - Head of Security
 - Deputy Head of Security
 - Security Staff