

**THE  
STANDING ORDERS  
OF THE  
HATFIELD COLLEGE  
JUNIOR COMMON  
ROOM  
(12-01-15)**

These Standing Orders, in compliance with the Framework for a Durham Student Organisation (as approved by the Council of the University of Durham in accordance with the Charities Act 2006) shall govern the Junior Common Room of Hatfield College and its associated members, clubs and societies as a Durham Student Organisation as a part of the University of Durham, in accordance with the Royal Charter and the Statutes of the University of Durham. The powers laid down herein shall not infringe any powers accorded to the Royal Charter, any constitutions named in the Statutes of the University of Durham, the Framework for a Durham Student Organisation or regulations of Hatfield College.

## I. TERMS OF REFERENCE

<b>Term</b>	<b>Meaning</b>
JCR	The Junior Common Room of Hatfield College, comprising members as defined by Section III of these Standing Orders.
College	Hatfield College as a part of the University of Durham.
MCR	The Middle Common Room of Hatfield College.
The Members	The collective term for all Ordinary, Honorary and Life Members of the Hatfield College Junior Common Room as defined by Section III, used when referring to the JCR as a group of individuals as opposed to a single entity.
General Meeting	An Ordinary General Meeting of the JCR.
DUAU	Durham University Athletic Union.
DUCK	Durham University Charities Kommittee.
SCA	Student Community Action.
Executive Committee	A Committee, as defined by Section V of these Standing Orders, elected in accordance with these Standing Orders, empowered to conduct the affairs of the Junior Common Room of Hatfield College in accordance with the objects herein.
Executive Officers	The elected Officers of the Executive Committee
Senior Man	President of the JCR
Officers	Non-executive officers of the Junior Common Room of Hatfield College.
CEEC	Careers Enterprise and Employability Centre.
Livers' -Out	Any member of the JCR who is currently living in privately rented accommodation outside of the college.
Freshers	Members of the Junior Common Room of Hatfield College who are in their first year of residence within the college and are studying for undergraduate degree registered with University of Durham.
SHAPED	Supporting Hatfielders, Academic Progress, Employability and Skills.
College Meeting	Hatfield College Meeting
RON	The option to 'Re-Open Nominations' for a given election provided to all Members eligible to vote in instances where the election is conducted by secret ballot.

## II.

## **OBJECTS**

1. The Hatfield College Junior Common Room shall exist to further the interests of the undergraduate students of Hatfield College.
2. It shall pursue this aim by:
  - a) Representing the views and interests of the JCR to College Council, Officers of the College and the authorities of the University of Durham.
  - b) Offering representation and assistance to individual members of the JCR requesting such in their dealings with authorities of the College and the University of Durham.
  - c) Representing the views and interests of the JCR within the Students' Union.
  - d) Participating in the activities of the Students' Union in accordance with the Standing Orders of the Students' Union.
  - e) Co-operating with the Hatfield College Middle Common Room in matters where separate graduate representation is justified, but the interests of the graduate and undergraduate students overlap.
  - f) Providing goods and services to the members of the JCR.
  - g) Administering such student facilities provided by the College as may, by agreement with College Council, be placed under its supervision.
  - h) Recognising and supporting Clubs and Societies of the College in accordance with these objects.
  - i) Maintaining collegiate spirit and the laudable traditions of the College.
3. It shall be independent of any religious party or political organisation and shall pursue its objectives without regard to race, disability, nationality, creed, gender or sexual orientation.

## **III. MEMBERSHIP AND SUBSCRIPTIONS**

1. The members of the JCR shall comprise all individuals who possess Ordinary Membership, Honorary Membership or Life Membership of the JCR.
2. Ordinary Membership shall consist of all members of the College who are currently full time undergraduate students registered for a degree or a diploma with the University of Durham. This is subject to the right of students to opt out of membership for any academic year.
3. Students who have exercised their right to opt out of Ordinary Membership, for which they are otherwise entitled, who subsequently wish to regain such membership, may be readmitted by the Executive Committee with its discretion.
4. Ordinary Members shall pay a one-off subscription charge when they join the College as an undergraduate, at a level proposed by the JCR Treasurer and approved by a General Meeting. This charge will cover students for the duration of their three or four year degree course until they are no longer an undergraduate student.
5. All Ordinary Members, who have paid said one-off subscription, shall be entitled to vote in General Meetings, Referenda and the election of Executive Officers. No voting rights will be extended to Life or Honorary Members.
6. Any Ordinary Member of the MCR who has paid their subscription to the MCR will be entitled to vote in the election of the Community Officer
7. Honorary Membership may be conferred on any individual regardless of past membership of the JCR and shall be valid for one calendar year. Honorary Membership shall be conferred subject to the passing of an appropriate motion at a General Meeting.

8. Sabbatical Officers of the JCR, the DUAU or the Students' Union, who immediately before assuming Sabbatical Office were Ordinary Members, may be made Honorary Members without the need to pass a motion at a General Meeting.
9. Life Membership may be conferred on any individual who has at some time possessed Ordinary Membership. Life Membership shall be conferred at the discretion of the Executive Committee.
10. Students who define themselves as 'Mature Students' shall be entitled to associate membership of the MCR through being a member of JCR, and are welcome to become involved in both JCR and MCR activities.
11. Life and Honorary Members shall be entitled to:
  - a) Use any facilities of the JCR.
  - b) Attend General Meetings.
12. Life and Honorary Members shall not pay a subscription to the JCR.

#### **IV. MEETINGS AND REFERENDA**

1. Ordinary General Meetings
  - a) General Meetings shall be called by the Senior Man. There shall be a minimum of two General Meetings every term, held at a location within the College.
  - b) Notice of General Meetings shall be published at least ten days before the meeting is due to take place. This initial publication shall be made via the official JCR online platforms, and at least two public places within the College.
  - c) Before the General Meeting notices shall be published both online and in at least two public places within the College at the earliest occasion possible. At least one of which shall be in a place likely to be visited by Livers'-Out. Publicity will be coordinated by the JCR Chair.
  - d) The business of meetings should consist of the following where necessary:
    - i. Executive Officers' reports and any subsequent questioning by the Members (all Executive Officers shall report to every General Meeting).
    - ii. Reports from other Officers of the JCR present as laid out in Section VI and any subsequent questioning by the Members (the SCA Representative and Senior DUCK Representatives must also report to every General Meeting).
    - iii. Ratification of motions passed by a previous General Meeting, if that meeting was inquorate (a simple majority is sufficient).
    - iv. Motions. (A two third majority must be held for motion to be passed).
    - v. Elections (as laid out in Section XIII Subsection 4).
  - e) Any two or more Ordinary Members may propose a motion to be considered at a General Meeting. Such a motion may propose to set the policy of the JCR on a particular issue or issues, to direct any Officers or Committees of The JCR, to alter these Standing Orders or to remove an Officer or Officers. Such a motion shall be submitted in writing to the JCR Chair by noon four days before the meeting is to be held. At the General Meeting the motion shall be proposed and explanation thereof. There shall then follow any questioning and any formal opposition to the proposal before a vote is taken.

- f)** The agenda for General Meetings shall be published not less than forty-eight hours before the meeting is scheduled to take place and in accordance with the same stipulations as publication notices for said meetings.
- g)** Attendance at a General Meeting shall be limited to the Members. If any other individual wishes to attend, he/she must be approved by The Executive Committee.
- h)** General Meetings shall be chaired by the JCR Chair. The rulings of the JCR Chair during the meeting shall be final, except that they may be appealed against in accordance with Section XII of these Standing Orders.
- i)** All Members shall be entitled to speak; however, voting is restricted to Ordinary Members. Voting at a General Meeting shall be by show of hands. The quorum for a General Meeting shall be one eighth of the Ordinary Members. Decisions must be passed by a two-thirds majority, unless otherwise stated herein. Decisions of a quorate General Meeting, consistent with these Standing Orders, shall be final unless reversed by Referendum and shall be binding on all Officers and Committees of the JCR.
- j)** An inquorate General Meeting may continue session, however, having only the following powers:
  - i. To receive reports from Executive Officers and Committees of the JCR.
  - ii. To receive reports from other Officers of the JCR as laid out in Section VI (the SCA Representative and Senior DUCK Representatives must also report to every General Meeting).
  - iii. To pass motions (motions must be passed by a two-thirds majority) which shall be ratified and subject to further discussion at the following General Meeting.
  - iv. To ratify motions passed by a previous General Meeting, if that meeting was also inquorate (a simple majority is sufficient).
  - v. To elect Officers and Committee Members, as provided herein.
  - vi. To refer the decision on any matter before it to Referendum (this must be passed by a two-thirds majority).
  - vii. To exercise any other powers laid down explicitly herein.
- k)** Minutes of any General Meeting shall be made available to all Ordinary Members no later than seven days after the meeting.

## **2. Annual General Meeting**

- a)** There shall be an Annual General Meeting to be held each year at the end of the sixth week in Epiphany term at a location within the College.
- b)** Notification of the meeting and the associated agenda must be published in compliance with the same regulations as for General Meetings.
- c)** The business of the meeting shall include:
  - i. An end of term of office report from The Executive Officers.
  - ii. Presentation of the JCR accounts by the JCR Treasurer.
  - iii. Disclosure of any plans set in motion to be completed by subsequent Executive Committees.
  - iv. Questions posed to the Executive Committee / individual Executive Officers about actions carried out (or not) under their reign.

- v. Any urgent JCR Officer reports.
- vi. Announcement of the results for the election of Executive Officers and presentation of the successful candidates.
- d)** Attendance at the AGM shall be restricted to the Members, except that members of the MCR may be present for the announcement of the result for the post of Communities Representative.
- e)** There shall be no quorum for the Annual General Meeting as no vote shall be conducted.
- f)** Minutes of the Annual General Meeting shall be made available to all Ordinary Members no later than seven days after the meeting.

### **3. Emergency General Meetings**

- a)** Emergency General Meetings shall be called:
  - i. If the Senior Man deems the calling of such a meeting to be necessary.
  - ii. By majority request of the Executive Committee.
  - iii. If the Senior Man receives a requisition, signed by not less than fifty Ordinary Members, setting out the business to be conducted at the meeting.
- b)** The Emergency General Meeting shall take place not less than four days but no more than eight days after the receipt of the requisition (providing this precedes the end of Term).
- c)** Notice of Emergency General Meetings shall be published not less than three days before the meeting is due to take place and accordance with the same regulations as for General Meetings.
- d)** Minutes of an Emergency General Meeting should be made available to all Ordinary Members no later than seven days after said meeting.

#### 4. Referenda

- a) Referenda shall definitively decide the policy of The JCR on any issue, providing said policy is consistent with these Standing Orders.
- b) A Referendum shall be called if:
  - i. A General Meeting, quorate or not, refers the matter before it to Referendum by a two-third majority.
  - ii. An Officer appeals against the decision of a General Meeting for their dismissal.
  - iii. The Executive Committee decides it is necessary to hold a Referendum on a particular issue.
  - iv. It is required by another clause herein.
- c) Referenda shall be conducted by the JCR Chair and shall take the form of a secret ballot. Voting shall be open to all Ordinary Members and shall take place by single transferable vote, or alternative vote, as defined by Students' Union regulations.
- d) The quorum for referenda shall be one half of the Ordinary Members or one half of the Ordinary Members and members of the MCR in the instance of the Communities Representative be appealing their dismissal. Should quorum not be met in the instance of the Communities Representative appealing their dismissal, the appeal may be upheld should one half of the Ordinary Members vote.

### V. EXECUTIVE COMMITTEE OF THE JCR

- 1. The Executive Committee shall consist of the below Executive Officers.
- 2. Each member shall consult and be consulted by the Executive Officers before any major action or decision is made by the Executive Committee or an Executive Officer.
- 3. To obtain information or seek advice from The Executive Committee, the seeker should consult the relevant Executive Officer. If the seeker is unsure which Executive Officer to contact, or the matter concerns The Executive Committee as a whole, the JCR Chair should be contacted. In instances where the relevant Officer is unavailable, the seeker should resort to the Senior Man.
- 4. The Executive Committee in order of seniority shall be:
  - a) **The Senior Man**, who shall
    - i. Co-ordinate the work of the Executive Committee and be responsible for the efficient management and satisfactory conduct of the JCR's business.
    - ii. Represent the views of the JCR to College Council and Officers of the College, returning all relevant information to the JCR.
    - iii. Represent the interests of the JCR in any committees deemed appropriate by the JCR and/or College Council unless absent through illness or urgent cause.
    - iv. Attend the following committees, unless absent through illness or urgent cause:
      - A) Presidents' Committee, and where possible, meetings of Students' Union Assembly
      - B) Clubs and Societies Committee
      - C) Hatfield Standing Orders Meeting

- D) College Council (as an appointed member)
  - E) College Finance Committee
  - F) Health and Safety Forum
  - G) Hatfield College Meeting
  - H) Bar Management Committee
  - I) JCR Treasury Committee
  - J) Colours Committee
  - K) Hatfield Trust Travel Awards Meeting
- v. An invitation will be extended to the Senior Man to attend the Livers-Out Committee.
  - vi. Attempt to ensure that all Members follow the rules and customs of the College, unless instructed not to (in the case of a particular rule or rules) by a General Meeting.
  - vii. Be installed at the Annual General Meeting by his/her predecessor or by the outgoing Vice-President (Discipline).
  - viii. Be responsible, alongside the Vice President (Discipline) and Secretary, for the maintenance of the JCR Central Facebook group.
  - ix. Represent the interests of the JCR in any committees deemed appropriate by the JCR and/or College Council.
  - x. Draw up, jointly with the Secretary and JCR Chair, amendments to these Standing Orders on behalf of the Executive Committee and the Members.
  - xi. Hold Senior Man Drop-in hours at least once every week during term time for Members to discuss all non-welfare college concerns.
  - xii. Instruct any member of the Executive Committee to assist in fining ('sconce') the Members, the MCR, and their guest(s) should the Vice-President (Discipline) be absent or in need further assistance.
  - xiii. Liaise between the Hatfield Trust, the Hatfield Association and alumni of the College for the benefit of both the JCR and the College.
  - xiv. Ensure the stipulations of the DSO Framework are adhered to and shall work with the Governance Support Unit on on-going matters.
  - xv. Provide strategic direction for the JCR.
  - xvi. Engage with the relevant university staff members on issues that affect individual Members or the JCR as a whole.

Any Ordinary Member, who will remain an Ordinary Member in their year of office, shall be living in College in their year of office, immediately following his/her election to office has attended a Nightline training weekend prior to the submission of a manifesto shall be eligible to stand for the post of Senior Man. The Senior Man shall be referred to as such regardless of gender.

- b) The Vice-President (Discipline), who shall**
  - i. In the Senior Man's absence, assume the powers and responsibilities of the Senior Man.
  - ii. Assist the Senior Man where appropriate.
  - iii. Ensure the good behaviour of the Members, this includes issuing sconces in formal.

- iv. Attend College disciplinarys involving any Member(s).
  - v. Be responsible, alongside the Senior Man and Secretary, for the maintenance of the JCR Central Facebook group.
  - vi. Oversee the appointment and interviews of all non-Exec positions to ensure that all non-executive JCR positions are appropriately appointed in the timeframe outlined herein.
  - vii. Be responsible for career progression and opportunities by liaising with and overseeing the work of the SHAPED Champions as an ex-officio member of the SHAPED Team.
  - viii. In conjunction with the Social Secretary and Facilities Officer, oversee the arrangements relating to the bar for musical and other social events arranged by the JCR to ensure good behaviour of the Members.
  - ix. Monitor the progress of the Executive Committee to ensure action points are followed up from exec meetings and exec members are achieving individual strategic goals.
  - x. Liaise with the Hatfield door supervisors on at least one evening every term.
  - xi. Attend the following committees, unless absent through illness or urgent cause:
    - A) Hatfield Standing Orders Meeting
    - B) College Council
    - C) Hatfield College Meeting
    - D) JCR Treasury Committee
    - E) Colours Committee
    - F) Hatfield Trust Travel Awards Meeting
  - xii. An invitation shall be extended to the Vice-President (Discipline) to attend the following committees
    - A) Bar Management Committee

Any Ordinary Member, who will remain an Ordinary Member in their year of office, shall be living in College in the academic year immediately following his/her election to office, has attended a Nightline training weekend prior to submission of a manifesto and is in at least their second year at the time of election to office, shall be eligible to stand for the post of Vice-President (Discipline).
- c) The JCR Treasurer, who shall**
- i. Be responsible for the financial well-being and administration of The JCR.
  - ii. Consult with the Finance Officer where necessary.
  - iii. Be responsible for producing budgets and accounts for presentation to College Council in accordance with the rules and dates laid down in Annexe 3 of the Framework for Durham Student Organisations (as approved by the Council of the University of Durham).
  - iv. Attend the following committees, unless absent through illness or urgent cause:
    - A) Clubs and Societies Committee
    - B) Hatfield Standing Orders Committee

- C) College Council
- D) College Finance Committee
- E) JCR Treasury Committee, as chair
- v. Attend all meetings of Treasurers' Committee and any training/information seminars regarding accounting unless absent through illness or urgent cause.
- vi. Organise event planning and finance training, alongside the Social Secretary, for Chair(s) and Treasurer of: The Fashion Show, Lion in Winter Ball, Graduands' Ball, Lumley Castle Ball and Senior Freshers' Representatives. It is recommended Chairs and Treasurers attend the Students' Union Treasury training if possible.
- vii. Train and assist the Social Secretary with event budgeting and managing the effects of tax, especially VAT.
- viii. Hold a number of dedicated 'Treasurer hours' every week for the benefit of clubs and societies.
- ix. If required, appoint and lead a team of Assistant Treasurers for assistance with financially related projects with particular focus on regulation of Clubs' and Societies' Accounts.
- x. Make recommendations to the JCR regarding subscriptions and levies.
- xi. Be an additional signatory for finances of the JCR where necessary.
- xii. Be responsible for the regulation and financial oversight of all clubs and societies' accounts in accordance with the Framework and the noted annexe for a Durham Student Organisation (as approved by the Council of the University of Durham).

Any Ordinary Member, who will remain an Ordinary Member in their year of office and shall be living in College in the academic year immediately following his/her election to office, shall be eligible to stand for the post of JCR Treasurer. Successful appointment will be subject to procedure laid herein (Section XIV).

- d) Welfare Officer, who shall**
  - i. Be available as a first point of contact for any of the Members seeking help relating to welfare.
  - ii. Work with the Assistant Welfare Officer to coordinate the running of the welfare team.
  - iii. Liaise with College Officers and other welfare networks in College and the University (including Tutors/Mentors, the Chaplain, the MCR Welfare Officer, Students' Union Communities Officer and non-executive College Officers).
  - iv. Be available, upon request, to meet with the Livers'-Out Representative, Mature Students' Representative, Senior International Representative and LGBTQ+ Representatives to discuss any specific welfare concerns, and assist with any related campaigns.
  - v. Represent 'Team Welfare' in JCR exec meetings.

- vi. Attend the following committees, unless absent through illness or urgent cause:
  - A) Hatfield Standing Orders Committee
  - B) College Council
  - C) Health and Safety Forum
  - D) Hatfield College Meeting
- vii. Develop and promote Welfare Policy of the JCR.
- viii. Promote welfare information to the Members, especially with regard to high priority issues, through the form of campaigns in conjunction with (but not mandatory to) the Students' Union suggestions.
- ix. Hold a number (to be specified as necessary) of dedicated drop-in hours in a discreet location.
- x. Jointly organise the College Marriage Ceremony in Easter Term alongside the Livers' -Out Officer.
- xi. Ensure that students have access to supplies such as personal alarms, condoms, pregnancy testing and STI testing.
- xii. Consult the JCR Exec on matters which concern the Hatfield confidentiality agreement and, where appropriate, make sure students are aware of said agreement.

Any Ordinary Member, who will remain an Ordinary Member in their year of office, shall be living in College in the academic year immediately following his/her election to office and has attended a Nightline training weekend prior to the submission of a manifesto, shall be eligible to stand for the post of Welfare Officer.

- e) **Communities Officer**, who shall
  - i. Represent the JCR's opinions, actions and decisions to the Students' Union, where such opinions and actions are relevant to the Students' Union, the University of Durham or students in general.
  - ii. Convey the Students' Union's opinions, actions and decisions to the JCR.
  - iii. Attend the following committees, unless absent through illness or urgent cause:
    - A) Clubs and Societies Committee, as chair
    - B) Hatfield Standing Orders Committee
    - C) Hatfield College Meeting
    - D) JCR Treasury Committee
    - E) Colours Committee, both in their year in office as chair and the year following as a member
  - iv. Consult with the MCR regarding Students' Union matters.
  - v. Be responsible, alongside the Secretary, for the maintenance of the JCR Students' Union Facebook Page.
  - vi. Produce a written account of the issues raised and discussed at each assembly meeting and the implications thereof for Hatfield Students

- vii. Publicise all meetings of Students' Union Zone Committees, Students' Union Assembly and Students' Union elections and any subsequent results within the College.
- viii. Be the college elections coordinator for all Student Union elections, organising voting stations. Should there be any perceived conflicts of interest, this responsibility shall be delegated to junior members of the Students' Union team, or a member of the JCR exec.
- ix. Endeavour to share examples of best practice with other Senior Students' Union reps, for the benefit of Hatfield College JCR
- x. Appoint and oversee the work of the Assistant Students Union Reps.
- xi. Be responsible for liaising between clubs and societies with the executive committee.
- xii. Alongside the DUAU Rep, organise clubs and societies photo, Floreat dinner and attend Team Durham meetings.
- xiii. Appoint the following non-exec positions as laid out herein.
- xiv. Assist the DUAU Rep in organising Hatfield-Castle Day.
- xv. Responsible for appointing and coordinating the work of the International Reps, LGBTQ+ Reps, and Mature Students Rep.
- xvi. Assist in appointing the Senior International Rep in preparation for Freshers' Week, and from then on be responsible for the work of the Senior International Rep throughout the year.
- xvii. Liaise with DUCK and SCA, and assist them with their work where required.
- xviii. Organise University Challenge.

Any Ordinary Member or member of the MCR who will remain an Ordinary Member or member of the MCR in their year of office and has attended at least two Students' Union Assembly meetings and has attended a Nightline training weekend prior to submission of a manifesto shall be eligible to stand for the post of Communities Officer.

**f) The Secretary, who shall**

- i. Keep and publish minutes of all JCR Meetings.
- ii. Communicate, on behalf of the Executive Committee, all information which is to be made available to the Members.
- iii. Make available any information, relating to the conduct of the business of the JCR, to any of the Members who request such information. If the Executive Committee fails to release such information, then any of the Members who have requested said information may make use of the complaint procedure in Section XII of these Standing Orders. The Executive Committee may, however, exercise their right to retain such information if it is deemed undesirable.
- iv. Work with the Technical Representatives to film, produce and edit a video for the JCR Executive Officer Formal Hustings, and with the maintenance and updates of the JCR Website on a regular basis.

- v. Be responsible for keeping the website, blog and App up to date with relevant information.
- vi. Be responsible for the JCR's presence on social media websites, and the maintenance of all pages and groups, excluding internal college team groups (such as Team Welfare, sports teams).
- vii. Assist the Chair with organising any surveys and consultations that the JCR conduct with the Members.
- viii. Be responsible for the organisation of all administration and paperwork produced by the JCR Committee within the JCR Exec rooms.
- ix. Coordinate and manage all handover documents for JCR positions.
- x. Be responsible for all information boards across college campus, including information screens across college campus.
- xi. Attend the following committees, unless absent through illness or urgent cause:
  - A) Hatfield Standing Orders Committee
  - B) College Council
  - C) Catering Working Group
  - D) Colours Committee
- xii. Draw up, jointly with the Senior Man and JCR Chair, amendments to these Standing Orders on behalf of the Executive Committee and the Members.
- xiii. Organise College Formal Dinners including Livers'-In sign up, and produce a termly schedule of formal dinners at the start of every term.
- xiv. Co-ordinate and distribute the JCR stash.

Any Ordinary Member, who will remain an Ordinary Member in their year of office, shall be eligible to stand for the post of Secretary.

**g) The Social Secretary, who shall**

- i. Be responsible for the organisation of social events in College, in particular:
  - A) Hatfield Day (to be held in the Easter Term),
  - B) The Informal Ball (otherwise known as Michaelmas Ball) to be held in the Michaelmas Term.
  - C) Sunday bar quizzes and Entertainments calendar (once every term).
- ii. In conjunction with the Facilities Officer and Vice-President (Discipline), oversee the arrangements relating to the bar for musical and other social events arranged by the JCR.
- iii. Be responsible, alongside the Secretary, for the maintenance of the JCR Events Facebook group.
- iv. Attend the following committees, unless absent through illness or urgent cause:
  - A) Entertainments Committee, as chair
  - B) Hatfield Standing Orders Committee
  - C) Bar Management Committee
- v. Liaise with the Entertainments Manager of the Students' Union.

- vi. Work with the Senior International Rep, MCR Social Secretary and the Mature Students' Rep to ensure college events are accessible to all the college community.
- vii. Where required, assist any Ordinary Member, college society or college sports club with organising social events, such as barbeques and film nights.
- viii. Offer any assistance to the executive committees of college events., such as Lion in Winter Ball, Lumley Castle and the Fashion Show.
- ix. Attend the DST's Technical Training Course at the soonest available occasion.
- x. Be jointly in charge of tech (with Facilities Officer) and appointing tech reps.
- xi. Be responsible for arranging any pre-formal entertainment in the exec rooms.
- xii. Organise event management training sessions, alongside the Treasurer, for Chair(s) and Treasurer of: The Fashion Show, Lion in Winter Ball, Graduands' Ball, Lumley Castle Ball and Senior Freshers' Representative(s).
- xiii. Lead an Ents' Team consisting of Senior Ents' Representatives and Junior Ents' representatives who shall assist in the preparations for events in College.
- xiv. Publicise the positions of all college events so to ensure that they attract an appropriate candidate for the role of Chair(s) or Treasurer. This responsibility will be with the assistance of the Executive committee, and the Ents Team.
- xv. Be responsible for organising any decoration and entertainment at themed formals, alongside the Secretary.
- xvi. The College shall have the right to oversee all decisions for arrangements made by the Social Secretary, with special regard to finance and safety for organised entertainments on College premises. The Social Secretary shall organise regular meetings with College Officers and the MCR Social Sec to ensure collaboration throughout College events.

Any Ordinary Member, who will remain an Ordinary Member in their year of office, shall be eligible to stand for the post of Social Secretary.

- h) The Livers'-Out Officer, who shall**
  - i. Represent any special needs of Livers'-Out to the Executive Committee, the JCR and College Officers and the Hatfield College Meeting.
  - ii. Publicise General Meetings, elections and other events to Livers'-Out.
  - iii. Be responsible, alongside the Secretary, for the maintenance of the JCR Livers'-Out, and Livers'-Abroad Facebook group.
  - iv. Attend the following committees, unless absent through illness or urgent cause:
    - A) Livers-Out Committee, as chair
    - B) Hatfield Standing Orders Committee

- C) Environment Team Meeting
- D) Students' Union Livers'-Out Committee (if unavailable the Livers'-Out Welfare Representative shall attend)
- E) Students' Union Community Zone
- v. Assist Livers'-Abroad with any college matters, and ensure they remain informed about college activity, such as events and important updates.
- vi. Co-ordinate college families, including, family formal and parenting night.
- vii. Responsible for appointing and coordinating the work of Environment Reps.
- viii. Promote the University's Code of Conduct for Students living out of College, particularly with regard to tenancy and safety matters.
- ix. Organise a Living-out and House-hunting Information Evening/Talk (targeted at Freshers although open to all years) to be held in Michaelmas Term.
- x. Organise a 'Find a House-mate Night' within The College and promote the equivalent Students' Union event.
- xi. Liaise, where necessary, with the Livers'-Out Welfare Rep and Welfare Officer for welfare campaigns, and signpost students living out or living abroad to 'Team Welfare', where appropriate.
- xii. Produce a handbook for all Livers'-Out, to be put online by the end of the Easter term immediately following their election to office, and physically distribute, within a Livers'-Out pack, to all Livers-Out who have requested a copy, at the start of the Michaelmas term immediately preceding the academic year in which they shall be living out of College.
- xiii. Co-ordinate the sign up for and attendance of Livers'-Out at Formal Dinners in College in conjunction with the Secretary.
- xiv. Organise, alongside the Secretary, Livers'-Out formal, to be held once every academic year.

Any Ordinary Member, who will remain an Ordinary Member in their year of office and shall be living out of college in the academic year immediately following his/her election to office, and has attended a Nightline training weekend prior to submission of manifesto shall be eligible to stand for the post of Livers'-Out Representative.

**i) Facilities Officer, who shall**

- i. Liaise with the Bursar and staff as necessary to help oversee all College spaces including their use, development and maintenance.
- ii. Be the Facility Manager of the Fitness Suites.
- iii. Maintain the communal area services (such as vending machines and leisure facilities).
- iv. Appoint and coordinate the work of Gym Reps and Food Reps.
- v. Be responsible for the college PA system and its use around the College.
- vi. Attend the DST's Technical Training Course at the soonest available occasion.
- vii. Attend the following committees, unless absent through illness or urgent cause:

- A) Hatfield Standing Orders Meeting
  - B) Health & Safety Forum
  - C) Bar Management Committee (Chair)
  - D) Catering Working Group, as chair
  - E) Environment Team Meeting
- viii. Be the first point of liaison with the bar over any matters concerning bar facilities unrelated to alcohol.
  - ix. Be responsible for all college technical equipment and management of Pace storage facilities.
  - x. Coordinate the exec, especially those exec members living in college, to efficiently replenish college printers with paper. Printers shall be stocked with paper at all times during the first and final week of the university term, when deadlines for academic coursework are in high concentration.
  - xi. In conjunction with the Social Secretary and Vice-President (Discipline), oversee the arrangements relating to the bar for musical and other social events arranged by the JCR.
  - xii. Be jointly responsible for appointing the Tech Reps.
- Any Ordinary Member, who will remain an Ordinary Member in their year of office shall be eligible to stand for the post of Facilities Officer.

- j) The JCR Chair, who shall**
  - i. Ensure all proceedings of the JCR and the Executive Committee abide by these Standing Orders.
  - ii. Attend the following committees, unless absent through illness or urgent cause:
    - A) Hatfield Standing Orders Meeting
- iii. Publicise, compile agendas for and be the ex-officio chair of all General Meetings, Emergency General Meetings and the Annual General Meeting in a non-voting capacity.
- iv. Administer and publish the results of all ballots organised by and for the JCR as the Returning Officer.
- v. Be responsible for overseeing all elections of the JCR and emergency elections in the event of Members resigning.
- vi. Compile agendas for and be the ex-officio chair of all meetings of the Executive Committee in a non-voting capacity.
- vii. Receive proposed motions and manifestos from the JCR for consultation.
- viii. Be the first point of contact for any Members seeking advice other than that relating to welfare.
- ix. Be responsible for organising any surveys and consultations that the JCR conduct with Ordinary Members, working with the Secretary.
- x. Draw up, jointly with the Senior Man and Secretary, amendments to these Standing Orders on behalf of the Executive Committee and the Members.
- xi. Edit the Freshers' Handbook.

- xii. Where necessary, attend interviews for non-exec JCR positions to ensure that at least two individuals are present in all non-exec interviews. The Chair may advise on the selection of candidates, but the final decision should be placed with the relevant exec member.
- xiii. Attend the Hatfield Standing Orders Meeting, as chair
- xiv. Be responsible for the loaning of gowns to guests or ordinary members for formal dinners.

Any Ordinary Member, who will remain an Ordinary Member in their year of office, shall be eligible to stand for the post of JCR Chair.

5. The Executive Officers shall be elected by secret ballot by the end of the sixth week of Epiphany Term in each year. They shall all be eligible for re-election except that the Senior Man shall not be elected for more than two terms of office.
6. The Executive Officers shall follow, to the best of their abilities, all decisions regarding policy and other relevant matters made at General Meetings or set by Referenda as laid out in Section IV of these Standing Orders. Any Member dissatisfied with the conduct of any Executive Officer(s) should follow the appeals procedure as laid out in Section XII of these Standing Orders.
7. The Executive Officers term of office shall run from 18:46 on the last day of Epiphany term for one academic year.
8. The Executive Committee shall be responsible for the appointment of Officers of the JCR subject to the requirements of Section V. If, due to unavoidable circumstance, only one Executive Officer (named in the provisions for a given post) is available to interview the candidate(s) for said post, before the deadline for appointment, or in instances where only one Executive Officer is named, another Executive Officer or outgoing Officer of the post must also attend, unless the position requires the attendance of senior member(s) of staff of the College. In such circumstance, the interview(s) must be postponed until such a time that all senior staff of the College and the appropriate Executive Officers are available.
9. Any Executive Officer is able to utilise finances of the JCR to the value of two hundred and fifty pounds subject to approval by the JCR Treasurer. Any greater value must be approved by the Executive Committee by simple majority. Any item/project to the value five thousand pounds or greater must be endorsed by the Master.
10. The Executive Committee are required to attend all Meetings of the JCR, Formal Dinners and form part of the Open Day Representative and Freshers' Representative teams.

## **VI. OTHER OFFICERS OF THE JCR**

### **1. Senior Freshers' Representatives and Freshers' Representatives**

- a) There shall be two Senior Freshers' Representatives, of two different genders, who shall be responsible for organising and co-ordinating Freshers' week. They shall work with the Senior Tutor, the College Bursar and the Treasurer to secure a timetable of events for Freshers' week.

- b)** Freshers' Representatives shall help the Senior Freshers' Representatives to ensure the success of Freshers' Week and shall be made up of a number (determined by the Senior Freshers' Representatives in conjunction with the Executive Committee) of Ordinary Members including the Executive Committee.
- c)** The Senior Freshers' Representatives shall be appointed subject to submission of a manifesto and an interview by the Senior Tutor, Senior Man, Vice-President (Discipline), the Welfare Officer and Treasurer at the start of Easter Term.
- d)** Freshers' Representatives shall be appointed subject to submission of a manifesto, selection by the Executive Committee and Senior Freshers' Representatives and approval by the Senior Tutor during the Easter term.

## 2. Senior Open Day Representatives and Open Day Representatives

- a)** There shall be two Senior Open Day Representatives, of two different genders, who shall organise and co-ordinate candidates' departmental and College visits as well as the College Open Day.
- b)** There shall be Open Day Representatives (the number of which shall be specified by the Executive Committee). They shall help the Senior Open Day Representatives to look after candidates' on their College and departmental visits as well as ensure the success of the College Open Day.
- c)** Senior Open Day Representatives shall be appointed subject to submission of a manifesto and interview by the Senior Tutor, the Senior Man, Vice-President (Discipline) and Welfare Officer during Michaelmas Term.
- d)** Open Day Representatives shall be appointed subject to submission of a manifesto, selection by the Executive Committee and Senior Open Day Representatives during Michaelmas term.

## 3. Assistant Treasurer(s)

- a)** The JCR Treasurer may install a number of Assistant Treasurers for assistance with financially related projects if required with particular focus on regulation of Clubs' and Societies' Accounts.
- b)** The Assistant Treasurers shall attend every General Meeting.
- c)** The Assistant Treasurer(s) shall be appointed subject to submission of a manifesto, interview by the JCR Treasurer within the first three weeks of the Michaelmas Term.
- d)** The Assistant Treasurer(s) shall, unless absent through illness or urgent cause, attend any meetings of the JCR Treasury Committee that they are invited to.

## 4. Assistant Welfare Officer

- a)** The Welfare Officer (Exec) shall appoint an Assistant Welfare Officer in Easter Term, prior to the applications for Senior Welfare Reps (by interview with both the outgoing and incoming Welfare Officer).

The Assistant Welfare Officer shall:

- a)** Attend weekly meetings with College Officers alongside the Welfare Officer.
- b)** Help liaise with other welfare networks in College and the University (including Tutors/Mentors, the Chaplain, the MCR Welfare Officer, Students Union's Education & Welfare Officer and non-executive College Officers).

- c) Assist the Welfare Officer in the discharge of his/her duties
- d) Be automatically included in the Freshers' Rep team, and, if available, Post-Offer Visit Day Rep Team.
- e) Develop and promote Welfare Policy of the JCR.
- f) Represent 'Team Welfare' in JCR Meetings alongside the Welfare Officer.
- g) Promote welfare information to the members of the JCR, especially with regard to high priority issues, through the form of campaigns in conjunction with (but not mandatory to) the Students' Union's suggestions.
- h) Assist with the appointment of Senior & Junior Welfare Reps alongside the Welfare Officer.
- i) Attend all meetings of the Students' Union Welfare Equality and Diversity Committee and any training, unless absent through illness or urgent cause
- j) Hold a number (to be specified as necessary by the JCR Welfare Officer) of dedicated drop-in hours in a discreet location.
- k) Ensure that students have access to supplies such as personal alarms, condoms, pregnancy testing and STI testing.
- l) Must ensure their work will comply with Hatfield's confidentiality agreement and where appropriate make students aware of said agreement.

Any Ordinary Member, of the JCR who will remain an Ordinary Member of the JCR in their year of office, shall only be eligible to apply if they have attended a Nightline training weekend prior to the submission of a manifesto.

## 2. Senior Welfare Representatives

- a) There shall be three Senior Welfare Representatives. Where possible: of two different genders and a Livers'-Out Welfare Representative of any gender.
- b) They will assist with welfare campaigns in College and provide weekly drop-in hours (The Livers'-Out Welfare Representative may do this using any platform deemed appropriate by the Welfare Officer, such as Skype).
- c) The Welfare Livers'-Out Representative, in conjunction with the Welfare Officer and Assistant Welfare Officer will be responsible for the running and designing of welfare campaigns specifically tailored towards Livers'-Out.
- d) The Senior Welfare Representatives shall report to every General Meeting
- e) They shall be appointed subject to submission of a manifesto, interview by the Welfare Officer and Assistant Welfare Officer after the examination period in Easter Term. Applicants must have completed a Nightline training weekend prior to the submission of a manifesto.

## 3. Junior Welfare Representatives

- a) There shall be Junior Welfare Representatives, the number of which shall be determined by the Welfare Officer and Assistant Welfare Officer; however, there shall be a minimum of four, of whom no more than two are of the same gender.
- b) They will assist in organising and running campaigns within the College, raising the awareness of assistance available and in the providence of welfare provisions to the JCR.
- c) The Junior Welfare Representatives shall attend every General Meeting.

- d) They shall be appointed subject to submission of a manifesto, interview by the Welfare Officer and Assistant Welfare Officer within the first three weeks of Michaelmas Term.

4. Mature Students Representative shall:

- a) Represent mature students' interests and working for positive change within the college on their behalf.
- b) Liaise with the DUMSA Executive with regard to any events or actions taken in the name of DUMSA.
- c) Liaise with the college MCR regarding social events
- d) Raise awareness of issues and barriers that prevent mature students' full participation in college life.
- e) Communicate with the DUMSA executive regarding any issues or situations that the association can learn from or need to be aware of.
- f) Be a point of contact for mature students within their college.
- g) Work to ensure that undergraduate and postgraduate needs are catered for as best possible within their college.
- h) Attend regular DUMSA meetings.
- i) The Mature Students' Representative shall be appointed subject to submission of a manifesto and interview by the Senior Man, Communities Representative, the Welfare Officer and the Senior Tutor during the Michaelmas Term.

5. International Students' Representatives

- a) There shall be four International Students' Representatives, one of whom is appointed Senior, who promote the inclusion of international students into College life throughout the year.

International Students' Representatives shall:

- b) Be affiliated to the Communities Representative and will work alongside them to design a range of events and campaigns to encourage the integration of international students in College life.
- c) Design a range of events in the days preceding Freshers' Week to welcome international students in Freshers' Week and will work alongside the Freshers' Reps during Freshers' week to continue this work.
- d) The International Students' Representatives shall be appointed subject to submission of a manifesto and interview and selections by the Senior Man, the Welfare Officer, Communities Officer, the Senior Tutor and the Senior Freshers' Representatives. This will occur in Easter Term.

6. LGBTQ+ Representatives

- a) There shall be a minimum of 2 LGBTQ+ Representatives in the JCR, ideally of two different genders who represent the JCR's views to the LGBT Association and publicise activities to Members

- b)** The Representatives shall work in partnership with the Communities Officer and be appointed in the Easter Term by the Vice President Discipline, Welfare Officer and Communities Officer
- c)** They are required to make themselves known to the Association and to attend the LGBT Association College Representative Committee unless absent through illness or urgent cause
- d)** They are required to promote both the Association and the interests of LGBTQ+ students at a College level, to make the College more accessible
- e)** LGBTQ+ students include, but are not limited to: gay, lesbian, bisexual, transgender, pansexual, asexual, inter-sex, non-binary and sexuality/gender questioning individuals. This is regardless of ethnicity, gender identity, political affiliation or religion
- f)** They are required to feedback any issues effecting LGBTQ+ students to the Association Executive Committee
- g)** Preferably identify as LGBTQ+, though this is not a requirement and will not be taken into account during the selection process
- h)** Provide an effective handover document for successors
- i)** Where possible, be a presence at LGBT Association socials and facilitate participation for Members to attend University events
- j)** Organise Hatfield LGBTQ+ events, which may include but are not limited to: film nights, socials, formals and campaigns and promote these to Members
- k)** Run a stall at Hatfield Freshers' Fair to promote the Hatfield LGBTQ+ Association to new Members
- l)** The LGBTQ+ Representatives shall attend unless absent through illness or urgent cause and any meetings or Committees they are invited on to discuss LGBTQ+ issues.

## 7. Assistant Students' Union Representatives

- a)** All Students' Union Representatives who are Members shall attend every General Meeting. The Students' Union Representative for the MCR may attend a JCR meeting in order to provide a report, subject to prior approval by the Executive Committee.
- b)** Assistant Students' Union Representatives shall be appointed subject to submission of a manifesto and success of interview by the Communities Officer in Michaelmas Term.
- c)** The number of Assistant Students' Union Representatives shall be determined by the Communities Officer in accordance with these Standing Orders and the Standing Orders of The Students' Union. The Communities Officer shall endeavour to ensure that within the Assistant Students' Union Representatives, Livers in, Livers-Out, Postgraduates, and Freshers are represented.
- d)** Assistant Students' Union Representatives shall meet regularly with the Communities Officer to discuss issues that affect the JCR and the Students' Union, and shall attend Zone Committees where relevant.
- e)** Assistant Students' Union Representatives shall, when asked by the Communities Officer, conduct research on student opinion.

## 8. DUAU Representatives

- a) It is recommended there shall be two DUAU Representatives, of two different genders, who shall represent the JCR's views to the DUAU and publicise activities to the Members.
- b) The DUAU Representatives shall work in partnership with the Communities Officer for the responsibility of sports clubs and societies of the JCR.
- c) The DUAU Representatives shall attend all relevant meetings as organised by Team Durham.
- d) The DUAU Representatives shall organise and co-ordinate the Hatfield-Castle Challenge.
- e) The DUAU Representatives shall report to every General Meeting.
- f) The DUAU Representatives shall present a report to College Meeting.
- g) The College shall have the right to oversee all decisions taken by the DUAU Representatives.
- h) The DUAU Representatives shall be appointed subject to submission of a manifesto and interview by the Communities Officer and approval by the Executive Committee after the examination period in Easter Term.
- i) The DUAU Representatives shall attend, unless absent through illness or urgent cause, the following committee meetings
  - i. Clubs and Societies Committee
  - ii. Hatfield College Meeting
  - iii. JCR Treasury Committee
  - iv. Colours Committee

## 2. Senior Events' Representatives (Ents' Reps)

- a) All Reps shall be required to assist the Social Secretary in the planning, execution and coordination of events of the JCR.
- b) The Ents' Reps shall attend every General Meeting.
- c) Ents' Reps shall be appointed subject to submission of a manifesto and interview by the newly elected Social Secretary during Easter Term before the examination period.
- d) It is recommended all Reps attend the DST's Technical Training Course in the first term of their office.

## 3. Junior Events' Representatives (Junior Ents' Reps)

- a) There shall be Junior Ents' Reps (the number of which shall be determined by the Social Secretary).
- b) Junior Ents' Reps shall assist with the running of all events of the JCR, in particular the construction and erection of decorations, for such events.
- c) Junior Ents' Reps shall be appointed subject to submission of a manifesto and interview by the Social Secretary before the end of the third week in Michaelmas Term.
- d) It is recommended all Reps attend the DST's Technical Training Course in the first term of their office.

#### 4. Hatfield Sessions Chair

- a) There shall be an event Chair(s) who shall organise the annual Hatfield Sessions (to be held in Michaelmas Term).
- b) The event Chair(s) may convene an event committee, which any Member is eligible to join.
- c) Both the College and the Executive Committee shall have the right to oversee all decisions taken by the Hatfield Sessions Chair(s), particularly with regard to finance and safety.
- d) Before vacating the position, the event Chair(s) shall, in consultation with the Executive Committee, confirm a date for the subsequent years' event on behalf of the incumbent officers, subject to approval by the College.
- e) The event Chair(s) shall be appointed subject to submission of a manifesto and interview by the Senior Man, JCR Treasurer and the outgoing event Chair(s) after the examination period in Easter Term.

#### 5. Lumley Ball Chair

- a) There shall be a Ball Chair(s) who shall organise the annual Lumley Castle Ball (to be held in Michaelmas Term).
- b) The Ball Chair(s) may convene a Ball committee, which any Member is eligible to join.
- c) Ball tickets shall be distributed with finalist priority, the price of which shall be decided by the Ball Chair(s) in conjunction with the JCR Treasurer.
- d) The Executive Committee shall have the right to oversee all decisions taken by the Ball Chair(s), particularly with regard to finance and safety.
- e) Before vacating the position, the Ball Chair(s) shall confirm a date and venue for the subsequent years' ball on behalf of the incumbent officers, subject to approval by the Executive Committee.
- f) The Ball Chair(s) shall be appointed subject to submission of a manifesto and interview by the Senior Man, Vice-President (Discipline), Treasurer, the Social Secretary and the outgoing Ball Chair(s) after the examination period in Easter Term.

#### 6. Lion in Winter Ball Chair and Treasurer

- a) There shall be a Ball Chair and a Ball Treasurer, who shall organise the annual Lion in Winter Ball (to be held in Epiphany Term).
- b) The Ball Chair and Treasurer shall convene a Ball Committee, which any Ordinary Member is eligible to join.
- c) The College shall have the right to oversee all decisions taken by the Ball Chair and Treasurer, particularly with regard to finance and safety.
- d) The Ball Chair and Treasurer shall be appointed subject to submission of a manifesto and selection by a committee comprising the Master, the College Bursar, the Senior Man, the Social Secretary, the outgoing Social Secretary, and the outgoing Ball Chair (the JCR Treasurer and outgoing Ball Treasurer shall also be present for Ball Treasurer interviews) during the preceding Easter Term.

#### 7. Fashion Show Chair(s)

- a) There shall be (a) Fashion Show Chair(s) & Treasurer, who(m) shall organise the annual Fashion Show (to be held in the Epiphany Term).
- b) There shall be no more than two Chairs, who may either apply individually or as a pair, and one Treasurer who shall apply individually.
- c) The Fashion Show Chair(s) & Treasurer shall convene a Fashion Show Committee, which any Member is eligible to join.
- d) The College shall have the right to oversee all decisions taken by the Fashion Show Chair(s), particularly with regard to finance and safety.
- e) The Fashion Show Chair(s) & Treasurer shall be appointed subject to submission of (a) manifesto(s) and interview by a committee comprising the Master, the College Bursar, the Senior Man, the Treasurer, the Social Secretary, and the outgoing Fashion Show Chair(s) in Easter Term.
- f) DUCK will hold an online poll outlining potential charities to support. The Members will elect one charity accordingly. Members of the JCR will have an opportunity to suggest charities to the Senior DUCK Reps.
- g) All profits raised will be passed to the elected charity through DUCK.

#### 8. Graduands' Dinner Chair

- a) There shall be a Ball Chair(s), who shall organise the annual Graduands' Ball (to be held in Easter Term).
- b) It is recommended that The Ball Chair(s) be graduand themself.
- c) Both the College and the Executive Committee shall have the right to oversee all decisions taken by the Ball Chair(s), particularly with regard to finance and safety.
- d) The Ball Chair(s) shall be appointed subject to submission of a manifesto and selection by the Senior Man, Treasurer and Social Secretary in Michaelmas Term in the academic year of the Ball they are to Chair.

#### 9. Senior Environment Officers

- a) There shall be Two Environment Officers, who will actively promote and implement College Environmental Policy and 'green issues' within the College.
- b) The Senior Environment Officers shall attend all Greenspace Student Environment Group meetings run by the Greenspace Student Environment Co-ordinator, unless absent through illness or urgent cause.
- c) The Senior Environment Officers shall both attend and prepare a report for all Environment Team Meetings and report to every General Meeting.
- d) The Senior Environment Officers shall prepare a report for the Senior Man to present to College Meeting.
- e) The Senior Environment Officers shall be appointed subject to submission of a manifesto and interview by the Livers'-Out Rep, and the outgoing Officer(s) after the examination period in Easter Term.
- f) Appoint and work with the Junior Environment Officers, alongside the Livers'-Out Officer.

#### 10. Junior Environment Officers

- a) There shall be Junior Environment Officers, the number of which shall be determined by the Senior Environment Officers

- b) The Junior Environment Officers will help the Senior Environment Officers promote and implement College Environmental Policy and ‘green issues’ within the college
- c) The Junior Environment Officers will attend regular meetings with the Senior Environment Officers
- d) The Junior Environment Officers may attend Greenspace Student Environment Group meetings, run by the Greenspace Student Environment Co-ordinator, should a Junior Environment Officer be absent through illness or urgent cause
- e) The Junior Environment Officers shall be appointed subject to a submission of a manifesto and interview by the Livers’-Out Rep and Senior Environment Officers, during the Michaelmas Term.

## 11. Technical Representatives

- a) There shall be Technical Representatives who shall ensure the correct administration of technical facilities of the JCR (including computers, PA systems, lighting and other audio-visual equipment) in conjunction with the Facilities Officer and Social Secretary. Vice-President (Discipline).
- b) The number of Technical Representative(s) appointed are at the discretion of the Facilities Officer and Social Secretary. Vice-President (Discipline).
- c) The Technical Representative(s) shall assist the Secretary with the maintenance and updates of the JCR Website on a regular basis. This includes information, re-design, maintenance of underlying infrastructure and the updating of dependant software for the website.
- d) The Technical Representative(s) shall work with the Secretary to film, produce and edit a video for the JCR Executive Officer Formal Hustings. The videos shall be made available for the JCR before voting opens.
- e) Technical Representative(s) shall be forewarned that an event will require JCR technical equipment. Technical Representative(s) will be informed the event’s date and requirements before the event. Failure to comply removes the obligation of the Technical Representative(s) to assist the running of the event.
- f) Technical Representative(s) are obliged to advise, set up and run the technical requirements of JCR events, however, should not Technical Representative(s) be able to attend the event, they must use all reasonable means to find adequate cover.
- g) All Technical Representative(s) will receive professional training in handling sound and lighting equipment from either an external source or training affiliated with Durham Students’ Union and are encouraged to take the DST’s Technical Training Course in the first term of their office.
- h) The Technical Representative(s) shall report to every General Meeting.
- i) The Technical Representatives shall be appointed subject to submission of a manifesto and interview by the Vice-President (Discipline) Social Secretary, the Facilities Officer and outgoing Officers and approval by the Executive Committee after the examination period in Easter Term.

## 12. Food Representatives

- a) There shall be three Food Representatives who shall attend all meetings of the College Catering Working Group to represent the dietary interests of the JCR to the College.
- b) The Food Representatives shall report to the Facilities Officer as required.
- c) There will be at least one vegetarian, one sport representative and an additional first year representative.
- d) The Food Representatives shall report to every General Meeting.
- e) The Food Representatives shall be appointed subject to submission of a manifesto, interview by the Facilities Officer within the first three weeks of the Michaelmas Term.

### 13. Gym Representatives

- a) There shall be two Gym Representatives, of two different genders, who shall organise the day-to-day running of the College gyms in conjunction with the Facilities Officer unless he/she has assumed the role of Gym Representative.
- b) The Gym Representatives shall be responsible for overseeing gym inductions in conjunction with the Facilities Officer
- c) The Gym Representatives shall report to every General Meeting.
- d) The Gym Representatives shall be appointed subject to submission of a manifesto and interview by the Facilities Officer in Easter Term.

### 14. Hatfield Nepal Project Chair

- a) There shall be an event Chair(s) who shall organise the annual Hatfield Nepal Project
- b) The event Chair(s) may convene an event committee, which any Member is eligible to join.
- c) Both the College and the Executive Committee shall have the right to oversee all decisions taken by the Hatfield Nepal Project Chair(s), particularly with regard to finance and safety.
- d) The event Chair(s) shall be appointed subject to submission of a manifesto and interview by the Senior Man and the outgoing event Chair(s) in Michaelmas Term.
- e) No money intended for the Hatfield Nepal Project or its charity(ies) shall pass through the JCR finance account at any time.

### 15. SHAPED

- a) There shall be

## II. COMMITTEES OF THE JCR

Committees of The JCR shall report to every General Meeting and be responsible to the General Meeting for the proper conduct of their business.

The Committees of The JCR shall be:

#### 1. Entertainments Committee

- a) The following shall be members of the Entertainments Committee:
  - i. The Social Secretary, who shall (chair)
  - ii. The four Ents' Reps

- iii. All Junior Ents' Reps
- b) The Entertainments Committee shall assist the Social Secretary in the planning, execution and co-ordination of entertainments for the JCR.
- c) The Committee shall meet as often as deemed necessary by the Social Secretary.

## **2. Clubs & Societies Meeting**

- a) The following shall be required to attend the Clubs & Societies Meeting:
  - i. The Communities Officer, who shall be chair
  - ii. The JCR Treasurer
  - iii. The DUAU Representative(s)
  - iv. All Club Captains and Society Chairs
- b) Invitations shall be extended to:
  - i. Senior Man
- c) The Committee shall meet to co-ordinate and co-operate in matters arising that relate to the Sports Clubs and Societies within the College.
- d) The Meeting will convene as often as deemed necessary by the Communities Representative. A Meeting may also be called at the request of any two members of the Meeting.

## **3. General Conditions**

- a) All members of Committees shall be informed at least five days before the relevant committee meets. They shall have access to a copy of the agenda, and any supporting documents, at least twenty-four hours in advance of the meeting.
- b) Each committee shall appoint a Secretary to take the minutes of the proceedings of the committee. Copies of all such minutes shall be sent to the Senior Man and to all members of the Committee.
- c) The JCR may establish Standing Committees at General Meetings answerable to the appropriate committees of the JCR.

# **III. JCR REPRESENTATION ON COLLEGE COMMITTEES**

## **1. College Council**

The following shall be an appointed member of College Council:

- a) The Senior Man
- The following shall be in attendance at College Council:
- b) The Vice-President (Discipline)
  - c) The Welfare Officer
  - d) The JCR Treasurer

## **2. College's Finance Committee**

The following shall be members of the College's Finance Committee, to be chaired by the Master:

- i. The Senior Man
  - ii. The JCR Treasurer
- a) The Finance Committee shall consider all aspects of finance as applied to Hatfield College as part of the University of Durham's Finance Policy

- b) The Finance Committee shall act as a means of co-ordination and communication on financial matters between all members of the College
- c) The Finance Committee shall consider all aspects of finance relating to the college
- d) The Finance Committee shall consider all aspects of best practice in core services to enable the College to run a cost-effective business operation
- e) The Finance Committee shall consider all aspects of Bar Management and finance relating to the College
- f) The Finance Committee shall consider proposals and development opportunities for improving and increasing the range of properties operated by the College
- g) The Finance Committee shall scrutinise the accounts on a termly basis
- h) The Finance Committee shall meet at least termly (more often if the need arises)

### **3. Health & Safety Forum**

- a) The following shall be members of the Health & Safety Forum, to be chaired by the Master:
  - i. The Senior Man
  - ii. The Facilities Officer
  - iii. The Welfare Officer
- b) The Health and Safety Forum shall consider all aspects of Health and Safety as applied to the College as part of the University of Durham's Health and Safety Policy.
- c) The Health and Safety Forum shall also consider Health and Safety Policy and Plans relating to the colleges.
- d) The Forum shall review these Terms of Reference at the first meeting of the Forum each year or on other occasions when appropriate.
- e) The Forum shall meet at least termly (more often if the need arises).
- f) It should be noted the College Bursar is a member of both this Forum and the University Health and Safety Committee and as such can provide a link with this Forum where appropriate.

### **4. General**

- a) Representatives of the JCR on other College committees shall be chosen in accordance with the directions of College Council.
- b) An alternative Executive Officer may be delegated to attend in the absence of an Executive Officer with the approval of the Master.

## **IV. JOINT COMMITTEES OF THE COLLEGE AND THE JCR**

### **1. Hatfield College Meeting**

- a) The following shall be members of College Meeting:
  - i. The Master, who shall be chair
  - ii. The Senior Tutor
  - iii. The College Bursar
  - iv. The Chaplain

- v. The Tutor for Postgraduates
- vi. The Director of the Hatfield Trust
- vii. The College Librarian
- viii. All College Mentors
- ix. The MCR President
- x. The MCR Vice-President
- xi. The Senior Man
- xii. The Vice-President (Discipline)
- xiii. Secretary
- xiv. The Welfare Officer
- xv. The Treasurer
- xvi. Communities Officer
- xvii. The College Durham University Charities Kommittee (DUCK) Representatives\*
- xviii. The DUAU Representatives\*
- xix. The President of the Music Society\*
- xx. The President of the Lion Theatre Company\*
- xxi. The SCA Representative\*

\* Representatives of student bodies are expected to provide, in advance of the meeting, a written report of recent activities to the College Meeting.

- b) College Meeting shall meet once every term.

## **2. Bar Management Committee**

- a) There shall be a Bar Management Committee that shall be convened and chaired by the Facilities Officer or delegate thereof, at least once every term.
- b) The Bar Management Committee shall consider all aspects and developments of the college bar relating to its success.
- c) The following shall be members of the Bar Management Committee:
  - i. The Food and Beverage Services Manager
  - ii. The Services Coordinator
  - iii. The Head of the College bar staff
  - iv. The Head of the College door staff
  - v. The MCR President
  - vi. The MCR Social Secretary
  - vii. The Senior Man
  - viii. The Facilities Officer
  - ix. The Social Secretary
  - x. Senior DUCK Representative
- d) Invitations shall also be extended to:
  - i. The Bursar
  - ii. A Resident Mentor or College Warden (as representative of the SCR)
  - iii. The Bar Supervisors
  - iv. The Vice-President (Discipline)

- v. Members of the College door staff
- e) Minutes of the meeting shall be provided to all members within seven days of the conclusion of the meeting and submitted to College Finance Committee

### **3. Catering Working Group**

- a) The following shall be members of the Catering Working Group:
  - i. The College Bursar
  - ii. The Food & Beverage Services Manager
  - iii. The Head Chef
  - iv. The MCR Representative
  - v. The Facilities Officer, who shall be chair
  - vi. Secretary
  - vii. The Food Representatives, including Sport and Vegetarian reps
  - viii. SCR Representative
  - ix. Other committee members of the JCR, who may apply through manifesto to the Facilities Officer.
- b) The Catering Working Group will meet once every term, on a date set by the Facilities Officer in consultation with the College Bursar and the Food & Beverage Services Manager.
- c) The Catering Working Group shall seek to facilitate dialogue between the College Staff, the MCR and the JCR on catering issues.
- d) The Catering Working Group will hear of suggestions brought forth by student recommendations to the Facilities Officer.

### **4. Environment Team Meeting**

- a) The following shall be members of the Environment Team Meeting:
  - i. The Master, who shall be chair
  - ii. The College Bursar,
  - iii. The Food & Beverage Services Manager
  - iv. The Head of Housekeeping
  - v. The Services Co-ordinator or Porter
  - vi. A representative of the MCR (Environment Rep)
  - vii. 3 representatives of the JCR (one of which must be a Student Environment Rep)
  - viii. The Facilities Officer
  - ix. The Environment Champion
  - x. A representative from the Catering Staff
  - xi. Minutes Secretary
- b) The Environment Team shall meet once every term, on a date set by the Master in consultation with the Environment Team.

### **5. JCR Treasury Committee**

- a) The following shall be members of The JCR Finance Committee:
  - i. The Finance Officer
  - ii. The Director of the Hatfield Trust
  - iii. The Senior Man and/or The Vice-President (Discipline)

- iv. The JCR Treasurer, who shall be chair
- v. The JCR Chair
- vi. The Assistant Treasurer(s)
- vii. Communities Officer
- viii. The DUAU Representative(s)
- b)** The JCR Treasury Committee shall act in accordance with all statutes of the University, the DSO framework and any regulations imposed by the College.
- c)** The JCR Treasury Committee shall meet within the first twenty-one days of each term and shall meet at least three times each academic year.
- d)** Decisions of the JCR Treasury Committee shall stay private until the JCR Treasurer informs the applicants of the outcome of their application.

## **6. Colours Committee**

- a)** The following shall be members of the Colours Committee:
  - i. The Master or a delegated representative
  - ii. The Senior Man
  - iii. The Communities Officer who shall be chair
  - iv. The Vice-President (Discipline)
  - v. The Secretary
  - vi. The outgoing Communities Officer
  - vii. The DUAU Representative(s)
  - viii. Any other relevant members chosen at the discretion of the Communities Officer.
- b)** The Colours Committee shall consider the recommendations made by Captains of Clubs and Presidents of Societies of the College during the Easter Term for the award of full colours, half colours and special recommendations to members of those Clubs and Societies. The Colours Committee shall, if it believes the recommendations justified, make the award to those members of Clubs and Societies at the Floreat Dinner.
- c)** The Colours Committee may make additional awards which have not been recommended by a Club Captain.
- d)** The Communities Rep shall call as many meetings of the Colours Committee as he/she deems necessary, provided there shall be at least one meeting of the Colours Committee in each year.

## **V. REPRESENTATION AT STUDENTS' UNION ASSEMBLY**

1. The Students' Union Assembly shall act as laid out in the Standing Orders of the Students' Union
2. Any Member is entitled to attend and speak at a meeting of the Students' Union Assembly
3. The Communities Officer shall have full voting privileges as to fill the College's voting quota, as laid out in the Standing Orders of the Students' Union.
4. This vote is non-transferable and cannot be delegated

## **VI. THE STRATEGIC PLAN**

1. The Strategic Plan, as set out below (see end of document), should be reviewed termly and updated by the Executive Committee.
2. The Senior Man should liaise with the DSO Strategic Planning Unit and the Master of College for advice and support where necessary.

## **VII. REMUNERATION OF MEMBERS OF THE EXECUTIVE COMMITTEE**

1. The Executive Officers shall be paid an amount of £250. This amount may be amended by the outgoing JCR Treasurer at the last General Meeting in the Epiphany Term. The approved amounts shall be reported by the new JCR Treasurer to the first meeting of College Council in Easter Term.

## **VIII. APPEALS**

1. Should any Member(s) (the Complainant) be dissatisfied in his/her/their dealings with the JCR or wishes to make a complaint under The Framework for a Durham Student Organisation, College regulations or these Standing Orders, then the Complainant should in the first instance raise the grievance with the relevant Executive Officer(s) in writing, within the first eight weeks of term.
2. If the matter is not resolved in discussion with the relevant Executive Officer(s), the Senior Man should be consulted by the Complainant. If the Senior Man is the subject of the original complaint, the Vice-President (Discipline) should be consulted. If the complaint refers to both the Senior Man and the Vice-President (Discipline), the Complainant should refer the matter to the most senior Executive Officer not concerned in the matter (refer to Section V, Sub-section 4).
3. If the Executive Committee or the Complainant feel that the matter has not been adequately dealt with, then the Senior Man (or relevant Executive Officer, appointed under Section XII, Sub-section 2) and the Complainant shall discuss and attempt to resolve the matter with an independent person, appointed by the Master. The independent party shall act to facilitate mediation between the Complainant and relevant Executive Officer(s) and may express a view on what may be a fair or reasonable resolution, however, the decision to accept resolution shall remain entirely with the Complainant and relevant Executive Officer(s).
4. If the Executive Committee and/or Complainant continue to feel that the matter has not been adequately dealt with, it shall be referred to the Master.
5. If the complaint is referred to the Master, then he/she shall act as an arbiter whose decision shall be binding over both the Complainant and relevant Executive Officer(s). The Master may advise the JCR of the action, if any, he/she feels necessary to resolve the matter and may in addition set aside the result of any election which is the cause of the complaint.

## **IX. ELECTIONS, RESIGNATIONS AND REMOVAL FROM OFFICE**

1. Elections by Secret Ballot
  - a) Elections by Secret Ballot should be conducted by either Single Transferable Vote or Alternative Vote, as appropriate, defined by Students' Union Election Regulations. Election ballots shall list the names of all candidates, together with the options 'Re-Open Nominations' ('RON') and 'no-preference' and shall be conducted by the JCR Chair as Returning Officer.

- b) Prior to the opening of the voting for an election by Secret Ballot there shall be Hustings.
- c) Nominations for elections by Secret Ballot shall be submitted by manifesto to the JCR Chair by noon, at least five days but no more than ten days before Hustings is due to take place. Each Candidate shall have one Proposer and one Secunder, whom shall both be Ordinary Members, except where stated herein.
- d) No person may propose or second more than one candidate in any set of elections. The Proposer may be required to speak about their proposal during Formal Hustings.
- e) No present Executive Officer present may propose or second any Candidate.
- f) The voting shall be open for no less than five days but no more than six days
- g) The result of the election shall be announced within twenty-four hours of voting
- h) The quorum for elections by secret ballot shall be one half of the Ordinary Members, with the exception of the election for the post of Communities Officer, for which quorum shall be one half of the combined total of Ordinary Members and members of the MCR. If quorum in the election of Communities Officer is not met, the result may be taken as valid providing one half of the JCR vote.
- i) In the event of a tie, the election being set aside in accordance with Section XII of these Standing Orders, this Section of these Standing Orders or 'RON' or 'no-preference' being the successful candidate of the election, a fresh election shall be held and different timings will apply. The fresh election shall be held within twenty-one days or before the end of term in which the original election was held, whichever is the sooner. In the case of a fresh election, nominations for elections by Secret Ballot must be given to the JCR Chair by noon, five days before any hustings take place.

## 2. Elections of Executive Officers

- a) Election of Executive Officers shall be conducted by Secret ballot. Executive Officers shall be elected before the commencement of the seventh week of Epiphany Term.
- b) Nominations for Executive Officers shall be by proposal and seconding of an eligible candidate by Ordinary Members (members of the MCR may propose or second any eligible candidate for the post of Communities Officer) accompanied by a manifesto.
- c) Candidacy shall be as an individual only, no joint candidacy between two or more eligible candidates shall be permitted
- d) No Candidate may propose or second another candidate within the same set of elections
- e) No person may propose or second more than one candidate

## 3. Pre-Election Process

- a) Prior to Manifestos being publicised to the members of Hatfield College JCR, a list of the candidates shall be given to College Officers
- b) If the College Officers regard any candidate as wholly unsuitable, they may then express these concerns, without breaching confidentiality, to the Senior Man, Vice-President (Discipline) and the Welfare Officer.
- c) The Senior Man, Vice-President (Discipline) and Welfare Officer may then have a discussion with the candidate in question, stating the College Officers' concerns

- d)** The Candidate can then either:
  - i. Withdraw their application
  - ii. Discuss with the College Officers
  - iii. Waive Confidentiality so that the Executive Committee and College Officers can openly discuss whether it is appropriate or not that the candidate may continue to run
- e)** If the Candidate chooses to waive confidentiality, and three members of the Executive Committee disagree with College Officers' concerns then the Candidate may be allowed to continue to run.
- f)** However, if the Candidate in question is deemed wholly unsuitable by the College Officers and at least one member of the Executive Committee, yet he/she still does not wish to withdraw their application, the College Officers may then refer the case to the College Council Chairman and seek further action.
  - i. Due to the specialist requirements of the role of JCR Treasurer, applicants shall have their financial capabilities approved subsequent to their nomination to stand for election to the post of JCR Treasurer.
  - ii. This meeting shall not consider any issues about the candidates that are not related to their financial capabilities.
  - iii. This meeting shall take the form of an interview in which the Master, Bursar, Senior Man, JCR Treasurer and JCR Chair shall be in attendance.
  - iv. The candidates shall be questioned to ascertain their current financial abilities and their potential aptitude for the role.
  - v. The Master, Bursar, Senior Man and JCR Treasurer shall deliberate as to whether to allow each candidate to stand for election.
  - vi. Only candidates who are deemed to be unsuitable for the role shall have their candidacy withdrawn.
  - vii. The decision whether to allow a candidate to continue shall be by unanimous agreement between the Master, Bursar, Senior Man and JCR Treasurer.
  - viii. Should the JCR Chair feel a unanimous agreement not be forthcoming within a reasonable time, he/she may request a vote be taken where each vote shall count one. Should a vote be taken, only a majority decision may prevent a candidate from standing for election.
  - ix. All candidates shall be notified in writing by the Senior Man within twenty four hours of the conclusion of the meeting as to whether they have been approved to stand for election.
- g)** If any candidate(s) canvass or are canvassed for, they shall be disqualified from the election.
- h)** Before the election of Executive Officers, The Members have opportunity to pose questions to the candidates. This shall take the form of hustings (both formal and informal). Hustings shall be chaired by the JCR Chair, who shall ensure that they are conducted in a fair and proper manner.
  - i. Formal Hustings

- A) Attendance at Formal Hustings shall be limited to The Members or to The Members and members of the MCR at the Formal Hustings for the post of Communities Officer. If any other individual wishes to attend, he/she must be approved by the Executive Committee. This shall not have an effect on the stipulations of Section XIII, Sub-section 6 of these Standing Orders.
- B) Any Ordinary Member who is unable to attend Formal hustings may submit any question(s) to the JCR Chair such that they may be posed to the candidates on their behalf. Such questions must be submitted at least twenty four hours prior to hustings for approval by the Executive Committee.
- C) After Questions have been taken the candidates shall be given opportunity to make any closing remarks
- D) All comments from both candidates and proposers shall be in order to promote their own candidacy/proposal's candidacy. There shall be no arguments negative to fellow candidates
- E) Hustings shall be conducted in accordance with the College Regulations with regard to the freedom of speech and from harassment.

ii.

#### Informal Hustings

- A) Informal Hustings for the positions of Executive Officers are part of Hatfield tradition.
- B) It is the responsibility of the JCR Chair to ensure that Informal Hustings are fairly and properly conducted and that reasonable decorum is maintained throughout. This specifically means the avoidance of any behaviour which contravenes common decency or the diversity and equality rules of the University.
- C) Questions for candidates for informal hustings must be submitted to the JCR Chair for approval by the Executive Committee at least twenty-four hours before Informal Hustings
- D) Any proposed undertaking by a candidate during informal hustings must be approved by the current holder of the post for which they are applying and the Senior Man. This is particular regard to the safety of both the candidate and the Members present.
- E) No College regulations shall be infringed at any point during the course of informal hustings, especially with regard to safety, fire safety and freedom from harassment.
- F) Attendance at Informal Hustings shall be limited to the Members or to the Members and members of the MCR at the Informal Hustings for the post of Communities Officer. If any other individual wishes to attend, he/she must be approved by the Executive Committee. This shall not have an effect on the stipulations of Section XII, Sub-section 6 of these Standing Orders.

#### 4. Appointment of Other Officers and Committee Members

- a) Application for Non-executive Officers of the JCR shall be by submission of a manifesto as laid out in Section XIII Subsection 5.c.
  - b) Appointments shall be carried out as laid out in Section VI.
- 5. Elections at General Meetings**
- a) Elections at General Meetings shall be by show of hands. Where there are more candidates than there are posts to be elected, those candidates who get the most votes shall be elected.
  - b) Before the election of any Officers, there may, at the discretion of the Executive Committee, be a brief session of hustings immediately prior to the vote. These may take the form of formal questioning, informal hustings (as for Executive Officers) or a combination thereof.
- 6. Nomination Requirements**
- a) Except where otherwise stated herein, any Ordinary Member may stand for any elected post.
  - b) Any Ordinary Member or any member of the MCR shall be entitled to stand for the post of Communities Officer provided the candidate satisfies the conditions for the election contained in these Standing Orders and Standing Orders of the Students' Union.
  - c) Manifestos
    - i. Manifestos shall not exceed two hundred and fifty words. Any words beyond this restriction shall be deleted by the JCR Chair.
    - ii. External to the two hundred and fifty word limit, each manifesto must state the candidate's name, the position they are applying for and if required, the names of their proposer and seconder. Candidates may also be permitted to state their year and degree.
    - iii. If any of the details in Section XIII, Subsection 5.c.ii are included within the main body of text or in prose, they shall be included within two hundred and fifty word limit.
    - iv. Candidates should also include at least one picture of themselves.
    - v. All manifestos shall be submitted to the JCR Chair's pigeon hole before the deadline set forth by the Executive Committee which shall be absolute.
    - vi. The Executive Committee reserve the right to request an electronic copy of each candidate's manifesto to be submitted in addition to the hard copy. In such circumstances, the electronic copy must be emailed to the JCR Chair prior to the deadline.
    - vii. Any candidate who feels they cannot meet the deadline must contact the JCR Chair with sufficient time to decide an appropriate course of action prior to the deadline.
    - viii. Any manifesto which is submitted after the deadline or is submitted incorrectly may be discounted from the appointment process.
- 7. Supervision of Elections**

- a) The Master, or a person nominated by him/her, may investigate the conduct of any election of the JCR. Such person may exercise any powers laid down in the College regulations and may attend the count and any sessions of hustings held in connection with the election. Furthermore, the Master may act in accordance with Section XII Sub-section 5 of these Standing Orders in response to the findings of this investigation.
- b) The Master shall be informed of any elections of the JCR by the latest time as laid down in the College regulations.
- c) Any student who has reason to believe that an election has not been fairly or properly conducted should bring the matter to the attention of the Master at the earliest opportunity. The complaints procedure is laid down in Section XII.

#### 8. Observers

- a) All elections carried out by secret ballot should have any counts related to them made by the JCR Chair in the presence of the Senior Man.
- b) A candidate in a secret ballot election may nominate an independent observer, who need not be a Member, to observe any vote count which takes place in connection with the election.
- c) Any person present at the count of an election shall be bound to silence as to the result of said election until such a time as it is announced to the JCR.

#### 9. Resignation

- a) An Officer or a member of a Committee of the JCR shall be deemed to have resigned when he/she hands a letter of resignation to the Senior Man. Should the Senior Man resign, a letter of notice shall be given to the Vice-President (Discipline).
- b) An Officer or a member of a Committee of the JCR shall also be deemed to have resigned when withdrawn temporarily or permanently from the JCR or the University of Durham.

#### 10. Removal from Office

- a) An Officer or a member of a Committee of the JCR may only be removed from office by the passing of a motion of No Confidence at a General Meeting.
- b) Such a motion shall be submitted in the same way and in accordance with the same rules as other motions and shall set out the reasons advanced for the removal of the Officer or member of the JCR Committee from office.
- c) The Officer or member of a committee concerned shall be informed of the motion and be invited to attend the meeting such that any questioning may be conducted prior to the vote.

## X. INDEMNITY CLAUSE

1. Every Executive or Appointee shall be entitled to be indemnified out of the assets of the JCR against all losses or liability which they may incur in or about the proper execution of their office or otherwise in relation thereto; and no Officer, Appointee or member of Staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the execution of their office thereto; provided that nothing in this clause shall affect their liability for consequences of any negligent action on their part. Officers are expected to act in a responsible manner when acting on the JCR's behalf.

## **XI. DISCIPLINE AND PENALTIES**

1. The Senior Man shall have the power to fine ('sconce') the Members, the MCR, and their guest(s), whose behaviour has brought or has been likely to bring the JCR into disrepute on behalf of the Master. The maximum sconce shall be determined by College Council (the current approved maximum is fifty pounds).
2. This duty will primarily be discharged by the Vice-President (Discipline) on behalf of the Senior Man; however, any member of the Executive Committee may assist in this duty for a given period under instruction the Senior Man. Failure to pay a sconce within forty-eight hours may result in the Member(s) being banned from the bar and/or being deprived of the right to attend events of the JCR and the enjoyment of the JCR's privileges.
3. If desired, the Member(s) must lodge an appeal in writing with the Senior Man within twenty-four hours of the imposition of the fine, upon which, the appeals procedure laid out in Section XII of these Standing Orders shall be employed if required.

## **XII. ALTERATIONS AND REVIEW**

1. These Standing Orders may be altered by submitting a motion to a General Meeting to change them. The motion shall be submitted to the JCR Chair by noon four days before the meeting at which it is to be discussed.
2. The JCR Chair shall publish such motions in at least two public places within the College, at least one of which shall be in a place likely to be visited by Livers'-Out, no less than forty eight hours before the meeting takes place.
3. Such a motion shall take effect if:
  - a) The meeting, being quorate, passes the motion by a two-thirds majority.
  - b) The meeting, being inquorate, refers the motion to the next General Meeting by a two-thirds majority, and the next meeting (quorate or not) passes the motion by a simple majority.
  - c) The meeting, quorate or not, refers the motion to referendum by a two-thirds majority, and the referendum passes the motion.
4. All changes to these Standing Orders shall be notified to College Council for ratification or rejection.
5. Any necessary alterations to these Standing Orders due to typographical errors as well as alterations to reflect changes in the structure of the College, the University or the Students' Union may be made by the Executive Committee. Such alterations need not be passed by a General Meeting, but must still be notified to College Council. Any Member dissatisfied with such alterations should follow the appeals procedure as laid out in Section XII of these Standing Orders.
6. In each year, as required by College regulations, the Senior Man shall present these Standing Orders to College Council for approval. College Council shall recommend to the Senior Man any changes they think necessary or desirable. The Senior Man shall present such recommendations to the first General Meeting after they are made.

