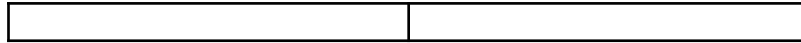




**The Operating Policies and Procedures
(Associate Members) of the St Aidan's
Junior Common Room Charitable
Incorporated Organisation**



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1. Introduction

1.1 Background and Constitution

1.1.1 The St. Aidan's Junior Common Room Charitable Incorporated Organisation ("St. Aidan's JCR CIO") is a charity established to support and assist students at St Aidan's College at the University of Durham. The object (purpose) of the Charity is the advancement of education of Students at St Aidan's College for the public benefit by:

- (a) promoting the interests and welfare of Students at St Aidan's College during the course of study and representing, supporting and advising Students;
- (b) being the recognised representative channel between Students and St Aidan's College and any other external bodies; and
- (c) providing social, sporting, cultural and recreational activities and forums for discussions and debate for the personal development of its Students.

1.1.2 The Charity is governed by a Constitution and controlled by a Board of Trustees who make all major decisions about the Charity's operation. The Trustees are also the Members of the Charity.

1.1.3 The Constitution of the Charity allows the Trustees to create a class of Associate Members (non-voting). The Trustees have resolved to create two classes of Associate Members which will be open to those studying at or with a connection to St Aidan's College. The two classes of Associate Members are:

JCR Associate Members, and

JCR Postgraduate and Mature Students Committee Associate Members.

The JCR Associate Members and the JCR Postgraduate and Mature Students Committee Associate Members are known collectively as the Associate Members of the CIO/JCR. The JCR Executive shall maintain records of which Associate Members belong to which class of Associate Member. Eligibility, obligations, and rights relating to Associate Membership are contained in Section 2 of these OPPs.

1.1.4 The Constitution also allows the Trustees to delegate the functions of

the Charity. The Trustees have resolved to delegate some of the day to day running of the Charity to the Associate Members through their elected Officers, Executive and Committees.

1.1.5 The Associate Members may propose changes to the Constitution. Any proposed changes must be:

- i) Submitted to the Executive Committee for discussion and review.
- ii) A final version of any amendments shall be put forward in a motion at a JCR Meeting. Such a motion may only be voted on in a quorate referendum and must attain a two-thirds majority.
- iii) If a two-thirds majority is reached, the proposed amendment must be presented to the Board of Trustees who will vote upon the proposed amendment. Only when the Trustees vote in favour of an amendment, can it be ratified.

1.2 The Associate Members (JCR) Operating Policies and Procedures

1.2.1 These Operating Policies and Procedures (“OPP”) have been approved by the Trustees to govern eligibility to be an Associate Member, the conditions of admission to, and termination of membership, and the rights and obligations of membership, together with provisions relating to levies for membership.

1.2.2 The OPP also set out how the day-to-day democratic processes and operation of the Charity will be run by the Associate Members through their elected Officers, Executive and Committees.

1.2.3 Throughout the OPP there may be references to the “JCR” or “Junior Common Room “. Any reference to JCR or Junior Common Room shall be read as a reference to the Associate Members as a whole and any references to membership of the JCR or Junior Common Room shall be read as references to the Associate Members of the Charity.

1.2.4 Minor changes to the OPP may be approved by the Chair of Trustees. Other changes to the OPP may only be made by the Board of Trustees. The Associate Members (JCR) may make recommendations to the Chair of Trustees or the Board of Trustees for changes to the OPP. Any proposed

changes to the OPPs may be submitted and voted upon in a quorate JCR Meeting. Such motions shall require a simple majority to take effect.

1.2.5 Any question of the interpretation of the OPP should in the first instance be referred to the JCR Chair. Once the JCR Chair has given a view, any question of the interpretation of the OPP may be referred to the Trustees in writing by the JCR President, the JCR Chair or at least 5 Associate Members. The view of the Trustees on the interpretation of the OPP shall be final.

1.2.6 The OPPs shall be reviewed every term by Steering Committee and suggested amendments put to a JCR meeting.

1.2.7 Parts of the OPPs may be suspended at a quorate JCR Meeting for the duration of the meeting or part of the meeting upon approval of a two-thirds majority.

2. Associate Membership of the Charity

2.1. Eligibility, Obligations and Rights

2.1.1 The following are eligible to be JCR Associate Members of the Charity:

- i) All undergraduates who are members of St Aidan's College and have paid their Membership levy either to the former St. Aidan's JCR Durham Student Organisation or to the St. Aidan's JCR CIO.
- ii) Any former Associate Member working in a sabbatical position for the Charity.
- iii) All members of Teikyo University affiliated to St Aidan's College who have paid their Membership levy.
- iv) Those JCR Honorary Life Members of the JCR listed in Appendix B and others elected in accordance with Clause 2.1.3.1 below.

2.1. The following are eligible to be JCR Postgraduate and Mature Students Committee Associate Members of the Charity:

- i) All postgraduates and students identifying as "mature students" as defined by the JCR Executive who are members of St. Aidan's College and have paid their Membership levy either to the former St. Aidan's JCR Durham Student Organisation or to the St. Aidan's JCR CIO.
- ii) Graduated students of St Aidan's College working in sabbatical roles at Durham University.
- iii) Those JCR Postgraduate and Mature Students Committee Honorary

Life Members of the JCR listed in Appendix B and others elected in accordance with Clause 2.1.3.2 below.

2.1.3 Honorary Life Memberships of the JCR may be granted as follows:

2.1.3.1 JCR Life Memberships may only be given to final year members of the JCR and shall be awarded at the final JCR Meeting of the academic year after consideration of the recommendations of an awards committee. The awards committee shall consist of the JCR President, and any non-graduating members of the JCR who have served at least two terms on the Executive Committee. Honorary Life Members shall have limited membership rights, as outlined in the OPP.

2.1.3.2 JCR Postgraduate and Mature Students Committee Life Memberships may be granted by the JCR Postgraduate and Mature Students Committee Executive to graduating JCR Postgraduate and Mature Student Associate Members. Up to three Life Memberships may be granted each academic year.

2.1.4 Honorary Life Members shall have limited membership rights, as outlined in these OPPs. All Honorary Life Members are entitled to attend and speak at JCR Meetings after their graduation. However, they may not hold office, vote, or propose motions. JCR Postgraduate and Mature Students Committee Honorary Life Members may attend and speak at JCR Postgraduate and Mature Students Committee meetings, but may not hold office, vote, or propose motions.

2.1.5 Associate Members may access the services, facilities, and events of the Charity in accordance with any rules or procedures approved by the Executive or a relevant Committee.

2.1.6 Members of St Aidan's College who are not Associate Members lose the right to access JCR services, facilities, or events of the Charity.

2.1.7 Members will cease to be Members if:

2.1.7.1 they cease to fulfil at least one of the criteria in paragraph 2.1.1 or 2.1.2 above;

2.1.7.2 they opt out of paying the JCR Levy in accordance with paragraph 2.2.3 below;

2.1.7.3 they are removed from membership by the Executive for breaching any Code of Conduct or other policy or procedure adopted

by the Charity/JCR for its Associate Members or for any other behaviour considered by the Executive to be unreasonable, dangerous, or inappropriate.

2.1.8 Any JCR Postgraduate and Mature Students Committee Associate Member is free to join the Senior Common Room.

2.1.9 All Members of the JCR shall comply with the Associate Member Code of Conduct/Behaviour in Appendix M and all other policies and procedures of the JCR. Any allegations of breaches of the Code of Conduct may be investigated in accordance with the Annex to the Code and if a breach is identified then sanctions may be applied.

2.2. Levies

2.2.1 The JCR shall charge a levy of £180 to all first-year Undergraduate students, and £60/year for Postgraduates and in return they shall become Associate Members of the JCR. The levy shall be sold during freshers week and the beginning of Michaelmas Term, sold through either the JCR President or JCR Treasurer.

2.2.2 The levy for Undergraduates entitles them to retain membership for the entirety of their undergraduate course and includes the cost of Freshers' Week and Freshers' T-Shirt. Also, students who have already paid an undergraduate levy will not need to pay an additional levy in their fourth year, regardless of whether it's an integrated or one-year Masters, so long as they opt to remain a student at St Aidan's College. If a student remains part of St Aidan's College beyond four years e.g. if a student studies a PhD at St Aidan's after their Masters, they will opt in/out to pay the post-graduate levy on a yearly basis from that point onwards.

2.2.3. A staggered payment may be granted from the JCR President with agreement from the JCR Treasurer in cases of financial hardship or other appropriate circumstances.

3. Associate Members (JCR) Meetings

3.1. General

3.1.1 All members of the JCR have a right to attend, vote and speak at JCR Meetings. Honorary Life Members may attend and speak but may not vote. Executive Committee members may vote in a JCR Meeting election, however the President and Compliance Officer can only do so through a secret ballot,

so as not to influence other JCR members. Non-members may not attend JCR Meetings unless invited by the Executive Committee. Trustees of the Charity may attend JCR Meetings.

3.1.2. Executive Committee members may vote in a JCR Meeting election via a show of hands like other JCR members. However, the JCR President and Compliance Officer are exceptions to this rule; they shall vote via secret ballot because they are seated at the front with the JCR Chair. The relevant Committee Head shall also vote via secret ballot, to prevent the potential to influence other members. Their ballots will be collected and counted by the relevant members of the Steering Committee and added to the overall tally.

3.1.3. Minutes shall be recorded of all JCR Meetings and be available to view to all JCR members within 48 hours of the meeting's conclusion, usually by being displayed on the Charity website.

3.1.4. Elected and appointed officers of the JCR who fail to attend more than two JCR Meetings and submit apologies in a single term may be removed from office upon unanimous agreement of the head of the committee of which they are a member, JCR President and JCR Chair.

3.1.5 Members are encouraged to participate fully in JCR CIO meetings. In order for the JCR CIO to continue as an engaged community, members should feel free to ask questions of Executive Committee officers and request a discussion of any matters they feel important to them. Members should not be dissuaded by the hustings process and should stand for positions they have an interest in and feel they would be able to fulfil well. Competition in elections is encouraged.

3.2. Meetings, Notice and Quorums

Purpose

JCR meetings are the basis of the day-to-day operations of the JCR, ensuring that the JCR is run democratically by its membership. Meetings are an opportunity for members of the JCR to speak their mind about how the JCR is run, and to collectively steer the direction of the JCR in a way they see fit. JCR Meetings are also where elections and hustings take place, and where questions can be asked publicly of Executive Committee members and other officers.

Members are expected and encouraged to attend as many JCR Meetings as possible. Attendance is compulsory for all committee members, and failure to attend and send apologies on a frequent basis can result in removal from that committee, as stipulated elsewhere in these OPPs. JCR Meetings are generally quite laid-back and relaxed affairs, full of giggles, jokes, and banter. Members are encouraged to contribute to keep up an enjoyable atmosphere.

3.2.1. Ordinary JCR Meetings will be held at least three times in Michaelmas and Epiphany Terms and at least twice in Easter Term. Traditionally they are held on Sunday evenings at 7:00pm in order to avoid clashing with major social events. The JCR Chair may schedule extra meetings if deemed necessary.

3.2.2. At least five days' notice, via email, must be given for Ordinary JCR Meetings, and the JCR Chair shall disseminate a full agenda ahead of the meeting.

3.2.3. An Extraordinary JCR Meeting may be called by either the Executive Committee or by a signed petition of at least 10% of the JCR membership, submitted to the JCR Chair. At least three days' notice must be given for an Extraordinary JCR Meeting.

3.2.4. An Emergency JCR Meeting may be called by the Executive Committee in the case where an urgent decision from the JCR is deemed to be required. At least 24 hours' notice must be given for an Emergency JCR Meeting.

3.2.5 All members of the JCR have a right to attend and speak at JCR Meetings. All members of the JCR are expected to attend JCR Meetings. Attendance at JCR Meetings is compulsory for JCR officers and committee members, who must submit apologies for absence to the JCR Chair if unable to attend.

3.2.6. The quorum for JCR Meetings, elections and referenda shall be 10% of the previous year's membership of the JCR, quorum cannot be a set number due to the nature of levy sales for the academic year. Quorum needs to be re-evaluated annually based on the sales of levies for that year and agreed on between the President, Compliance Officer and JCR Chair.

3.2.7. An in-quorate JCR Meeting may not transact motions but may - at the discretion of the JCR Chair - elect and hear hustings for officer positions. Any elections held at an inquorate JCR Meeting must be noted and ratified by a subsequent quorate JCR Meeting. If the election cannot be ratified by a two-thirds majority, then the election must be re-run.

3.2.8. Any matter arising out of a JCR meeting may be declared confidential to the JCR and College Council by a two-thirds majority of those present and voting. As a result, any such minutes will not be included in the JCR minutes, although the Compliance Officer shall keep a private record which may be seen on request by any Trustee of the Charity, member of the JCR or College Council.

3.3. Agenda

3.3.1. Notice of a JCR Meeting shall be given in the form of an agenda, to be issued and circulated by the JCR Chair. The agenda may only be altered

between it being first circulated and the start of the meeting at the discretion of the JCR Chair.

3.3.2. The agenda must include reports and questions of officers, motions, elections, and hustings. It may include further items at the discretion of the JCR Chair.

3.3.3. Executive Committee members must report to the JCR at every ordinary JCR meeting. Other officers may be asked to report by the JCR Chair.

3.4. Motions

Any member of the JCR may propose a motion about more or less anything, whether it's a change to the OPPs, a new JCR policy, or just a motion stating the JCR's approval, disapproval, or attitude towards almost anything. Members proposing motions are advised to consult the JCR Chair, JCR President and any relevant Executive Committee member whilst writing up their motion, and must submit their motion according to the guidelines:

3.4.1. The full terms of motions to be included in the agenda for any JCR meeting should be submitted to the Chair in writing before the agenda is issued. After this time no alterations to the motion can be made until it is put before the JCR at the JCR Meeting.

3.4.2. Motions submitted too late to go on the agenda may be discussed under 'Any Other Business' at the discretion of the JCR Chair.

3.4.3. All motions, including procedural motions, require a proposer and a seconder. Motions may also be proposed by a JCR committee (such that they do not require a seconder), including the Executive, providing that the motion has unanimous support among committee members.

3.4.4. Motions shall clearly outline their purpose, grounds for being proposed and outcome sought. This usually is achieved by structuring the motion into 3 sections; 'The JCR notes', 'The JCR believes', 'The JCR resolves'.

3.4.5. No motion may be rescinded or altered in the term which it is passed, nor may any motion which has been rejected be moved again in the same term, unless a notice to do so has been signed by no fewer than 10% of the JCR's members. This may only be passed by a two-thirds majority at the next meeting.

3.4.6. Amendments

3.4.6.1. Any member may propose an amendment to a motion whilst it is being discussed - provided that it does not alter the basic substance of the

motion in the view of the JCR Chair. A proposed amendment requires a seconder in order to be discussed.

3.4.6.2. A proposed amendment must be discussed and either carried or rejected before discussion reverts back to the whole motion.

3.4.6.3. An amendment may not be amended. Such amendments must be proposed separately and discussed in turn.

3.4.6.4. Drafting amendments to the spelling, printing or grammar of a motion may be proposed and carried without reference to the meeting. The exact interpretation of a drafting amendment is at the discretion of the JCR Chair.

3.4.7. Debating and Voting on Motions

3.4.7.1. Motions amending the OPPs must adhere to section 4 of the Preface.

3.4.7.2. If there is no formal opposition to a motion it shall be passed on a general 'aye'.

3.4.7.3. If formal opposition to a motion is raised in a meeting the JCR Chair must give time for further even-handed discussion. Upon conclusion of this, and upon agreement of a simple majority of those present, the Chair may either:

i) Put the motion to a vote by a show of hands. Unless stated elsewhere in the OPPs a simple majority is required to carry the motion.

ii) Put the motion to a JCR wide referendum. Unless stated elsewhere in the OPPs a simple majority is required to carry the motion.

iii) Allow the motion to lie on the table until the next meeting.

iv) Call an extra JCR meeting and allow the motion to be exclusively discussed at this extra meeting.

v) Mandate the Executive Committee to discuss the motion further and report to the next JCR Meeting.

3.5. Procedure

3.5.1. Only one matter at a time may be discussed.

3.5.2. Only one member should speak at a time during meetings. The JCR Chair shall be the primary speaker and shall decide who has the floor at any one time. The Vice Chairs should remain alert in order to efficiently count votes and shuffle candidates in and out of the room in the quickest time possible so that time is not wasted.

3.5.3 Any member of the JCR may raise a 'Point of Order' which shall take precedence over all other business except when a speech is being delivered and must relate to the conduct of the meeting at that time.

3.5.4. Any member of the JCR may raise a 'Point of Information' in order to offer strictly factual information. The JCR Chair shall rule out of order any point of information that takes the form of a speech to a motion, or a question of a speaker. The speaker has the right to accept or refuse points of information, to refuse to accept any further points of information, or to ask to take points of information at the end of the speech.

3.5.5. For all motions, including procedural motions (see below), there shall be one speech for the motion and, if offered by the floor, one speech against the motion. Discussion of the motion will follow and take the form of comments and questions from the floor. If required, a speech of summation for the motion and a speech of summation against the motion shall conclude the debate. A vote on the motion shall then take place.

3.5.6. There are no time limits to speeches, but the Chair shall - at their discretion - ask for a speech to be concluded.

3.5.7. The Chair shall give preference to those who have not spoken on the matter under debate.

3.5.8. Minutes should be taken by the Compliance Officer in order for a proper and accurate record of the meeting is kept. This does not have to be a word-by-word account, but minutes should be clear, understandable and keep a record of all major points raised at the meeting. Motions should be copied in full into the minutes in order to be taken on board by Steering Committee when reviewing the OPPs.

3.6. Procedural Motions

3.6.1. Any member of the JCR may propose a procedural motion, which must be seconded by another member of the JCR.

3.6.2. Procedural motions may deal only with the manner in which a matter is being debated.

3.6.3. If more than one procedural motion is brought before the meeting they shall hold the following order of preference:

- i)** A challenge to the Chair's ruling.
- ii)** To suspend the OPP for the duration of the motion. This requires a two-thirds majority to be carried.
- iii)** To remove an item from the agenda.
- iv)** To hold an item over to the next meeting.
- v)** To refer an item back to a committee or officer.
- vi)** To move to vote (if carried, the mover of the motion before the meeting shall have the right of summation).
- vii)** To take the motion in parts.
- viii)** To hold a referendum (if passed, the meeting shall decide on the options to be available in the referendum, which shall be conducted in accordance with the OPP).
- ix)** To introduce a motion.
- x)** To re-arrange the agenda.

3.6.4. Other procedural motions shall be admitted at the discretion of the Chair but shall cede precedence to those outlined above.

3.7. Authority of the Chair

3.7.1. The JCR Chair shall chair all JCR Meetings and be the Returning Officer for all JCR elections (assisted by the Steering Committee). They shall have responsibility for ensuring adherence to the OPPs. JCR Meetings must be effectively chaired in order to run smoothly. Conducting business swiftly, efficiently, and clearly should be a priority of the JCR Chair, who should conduct themselves in a strict, impartial and serious manner. All business should run through the JCR Chair in order for meetings to be kept in control.

3.7.2. If the JCR Chair is absent, standing in an election or otherwise unable to perform their duties then a Vice-Chair shall take on the role of JCR Chair and a temporary Vice Chair will be elected at the start of the meeting. If neither Vice-Chair is able to, the JCR President shall take on the responsibility of Chair. If the JCR President is similarly unable to perform these tasks a member of the Executive Committee shall be nominated to perform them. If this is also not possible a chair may be elected by the meeting.

3.7.3. The JCR Chair shall be officially impartial on all JCR matters and in all elections. In the event of a tied vote, they shall have the casting vote, taking

into consideration all matters and making a decision in the best interests of the JCR. This does not apply to STV elections.

3.7.4. The Chair of the meeting shall take precedence over all other speakers.

3.7.5. The Chair shall stand down as chair during any item of business in which they have a personal interest.

3.7.6. The practice for a procedural motion of challenge to the Chair shall be as follows:

i) Any member of the JCR may challenge a ruling by the Chair. The challenge must occur while the matter to which the ruling relates is still on the floor.

ii) The Chair shall stand down and be replaced as stated in paragraph 3.7.2 above.

iii) The challenger shall speak, and the previous Chair shall answer.

iv) The JCR shall then vote on the challenge/ruling, which shall be overturned if a two-thirds majority of the meeting so decides.

v) If the challenge is defeated the deposed Chair shall resume their position. If the challenge is upheld the disposed Chair shall remain deposed for the duration of the discussion of the matter on the floor.

3.8. Referenda

3.8.1. Motions referred to referenda shall be voted on electronically through the Charity/JCR website. The Single Transferable Vote shall be used as outlined in section 10.3.4 of the OPP.

3.8.2. Referenda shall be publicised to the JCR by the JCR Chair via email when voting opens.

3.9. Preparing for a Meeting

3.9.1 It is the responsibility of the Executive Committee and Steering Committee to set up the JCR or Bar area in good time before the start of a JCR Meeting, ensuring that adequate seating is provided, and that agendas and motions are distributed. The Executive Committee will sit towards the front of the meeting to ensure they are able to lead any business and answer questions from the membership effectively.

4. JCR Officers, Executive and Committees

4.1. General and Terms of Office

4.1.1. Anyone elected to a position in a JCR Meeting or appointed by an interview shall be defined as a JCR officer and shall conduct themselves appropriately when carrying out their duties on behalf of the JCR. Elections shall take place in accordance with the Electoral Calendar at Appendix C.

4.1.2 All Executive Committee members and heads of JCR Committees are required to sign a declaration of commitment to the Equal Opportunities and Personal Harassment Policy in Appendix A as well as the code of conduct in Appendix K.

4.1.3. All JCR officers are accountable to JCR Meetings.

4.1.4. Attendance at JCR Meetings is compulsory for JCR officers. Apologies must be given to the JCR Chair if officers are unable to attend.

4.1.5. JCR offices shall be held for 1 year from when they commence should they be elected as set out in the JCR Election timetable, if positions are elected outside of the timetable, the position is only held until the timetabled term is over. Officers may re-stand for consecutive terms of office. No person may hold sabbatical positions in St Aidan's JCR for more than two terms of office.

4.1.6. Terms of office shall commence immediately from election or appointment and elected or appointed candidates shall immediately assume the role from their predecessor. The exceptions shall be:

i) The terms of office of the JCR President and Compliance Officer shall commence on the 1st August following their election.

ii) The terms of office of the Senior Welfare Officer, Publicity Officer and Social Chair, Social Committee Treasurer, Wellbeing Officer, Event Welfare Officers, Music, Art and Drama Coordinators shall commence on the last day of Easter Term.

iii) The terms of office of the Shop Chair, Sports & Societies Officer, Outreach Officer, JCR Chair, JCR Treasurer, Shop Treasurer, Sports and Societies Treasurer shall commence at the conclusion of Epiphany Term.

4.1.7. Executive Committee members may not hold any other JCR offices during their term of office. They may not stand for Executive Committee positions whose term of office overlaps with their current term of office unless they plan to resign from the current office once elected to the new office.

4.1.8. PG members of the JCR are entitled to run for Executive positions, provided they are able to fulfil their term of office.

4.1.9. No member may hold more than one office on the same committee.

4.1.10. No non-executive member may hold more than two of the following offices or committee positions: Outreach Committee, Environment Committee, Journalism Committee, Shop Committee, Social Committee, Sports & Societies Committee and Welfare Committee.

4.1.11. Members of either the Finance Committee or Steering Committee may not hold any other JCR offices during their term of office.

4.1.12 Minutes from a prearranged officer are the only permitted record of committee meetings.

- a) No member should film or audio record meetings without express permission from the rest of the committee members present at the meeting.
- b) Committees can unanimously agree to record meetings using an alternative method, but this must be stored confidentially by the JCR.

4.2. Vacant Offices

4.2.1. In the case that an office falls vacant and it is required that this office is filled with the utmost urgency, then the JCR Executive - under the supervision of the JCR Chair - may nominate a member of the JCR to hold this office until the next meeting of the JCR. The decision of the Executive must be unanimous. At the next meeting of the JCR the position will be elected as normal.

4.2.2. Officers elected in the aftermath of an office falling vacant prematurely shall only serve out the remainder of that position's term of office until it is due for re-election as outlined in the electoral calendar (Appendix C).

4.2.3. In the event of the office of JCR President falling vacant, the JCR Chair shall equally and impartially divide the tasks of JCR President between the members of the Executive Committee (who will remain as students and will not become sabbatical officers). They will have a 'Contingency Plan' document, written by the JCR President, to consult in the event that this happens.

4.3. Censure and Removal from Office

4.3.1. Motions of Censure and No-Confidence may be brought against any elected or appointed JCR officer or committee for serious non-fulfilment of

duties. A motion of Censure shall equate to a warning against the officer or the committee. A motion of No-Confidence shall require resignation from office by the officer or committee (other than the JCR President) and should be seen as a last-resort.

4.3.2. Motions of No-Confidence require a petition of 5% of the JCR membership to be submitted to the JCR Chair along with the motion at least a week in advance of the JCR meeting in which it is to be discussed.

4.3.3. Motions of Censure and No-Confidence may only be discussed at a quorate JCR meeting, and require a two-thirds majority to pass.

4.3.4. Two motions of Censure passed against an officer shall equate to a motion of No-Confidence and shall require resignation (other than the JCR President).

4.3.5. 'Serious non-fulfilment of duties' may include, but is not limited to, abusing their position for their own personal gain, not carrying out their duties, being in breach of the Equal Opportunities and/or the Harassment and Anti-Bullying Policy in Appendix A, theft from the JCR or other members of the JCR, unjustified aggressive or violent behaviour and any other actions or behaviour deemed inappropriate.

4.3.6. Any motion of Censure or No-Confidence in the JCR President (whether successful or unsuccessful) shall be reported to the Chair of the Board of Trustees. The Board of Trustees shall determine if any further action is to be taken in the matter. Until a decision is taken by the Board of Trustees the JCR President shall remain in position.

4.3.7. Any matter which may represent a criminal act, or a breach of College or University regulations shall be reported by the JCR President or JCR Chair to the Chair of the Board of Trustees and the College Principal immediately.

4.3.8. Following informal discussions, if a member of the JCR remains dissatisfied and wishes to appeal against a decision of the JCR (or one of its committees or officers) they may by writing to the JCR Chair request the decision be considered at a JCR meeting. If following consideration by the JCR a member considers that the final decision of the JCR unfairly disadvantages a member or group of members, they may raise the matter in writing with the Chair of the Board of Trustees and the Board of Trustees will determine if any further action is to be taken in the matter.

4.4 Committees during holidays

4.4.1. JCR committees have the ability to meet within academic holidays, and are expected to continue to oversee their objectives as set out by the OPPs during all academic holidays.

4.4.2. Each committee's chair- to the best of their ability- should agree set dates before the end of each term for committee meetings, in order to work around officers' personal commitments.

- a) Under exceptional circumstances, committees may meet in an ad hoc manner during the holidays to deal with emergencies.

4.4.3. JCR officers are expected to undertake their role to the best of their ability for the duration of their term regardless of academic holidays.

5. The Executive Committee

5.1. General

5.1.1. The Executive Committee shall have responsibility for overseeing the day-to-day business of the JCR.

5.1.2. Executive Committee members shall have the right to temporarily stand down as an Executive member at a JCR Meeting and speak as an ordinary member to oppose a motion of the Executive.

5.1.3 Executive Committee members shall show no preference for any candidates in any JCR elections.

5.1.4. Executive Committee members must aim to attend all major JCR run events.

5.1.5 The JCR President shall be required to live in college for at least two academic terms of their time in office.

5.1.6. All members of the Executive shall comply with the Code of Conduct in Appendix K.

5.1.7 The JCR President, Treasurer, Compliance Officer and one other Student Trustee will act as student Trustees of the Charity if appointed by the Board of Trustees. The responsibilities of the Trustees are:

- i) Making sure that the charity is carrying out the purposes for which it is set up, and no other purpose.

- ii) Making sure that the charity complies with its Constitution and complies with charity law requirements and other laws that apply to the Charity

- iii) Overseeing long term strategy and scrutinising performance against plans

- iv) Making sure the Charity's assets are only used to support or carry out its purposes

v) Safeguarding the Charity's assets, beneficiaries or reputation from undue risk

vi) Putting appropriate procedures and safeguards in place to minimise the risk of fraud, theft or abuse to staff, volunteers or beneficiaries

vii) Ensuring compliance with statutory accounting and reporting requirements.

viii) Ensuring that the Charity has competent staff and volunteers

5.2. JCR President

5.2.1. The responsibilities of the JCR President are as follows:

i) To perform the duties outlined for the JCR President in Section 7 of the Board of Trustees Operating Policies and Procedures, subject to the General Conditions applying to delegated powers, and the Job Description contained in Appendix N.

ii) The JCR President is a paid employee (sabbatical) on a one year contract, subject to approval by the Board of Trustees.

iii) To oversee the financial status of the JCR (and act as a signatory on the JCR account).

iv) To update and maintain the JCR website in conjunction with the IT Officer.

v) To organise the annual Recent Graduate 'Old Boys' weekend in Michaelmas term

vi) To allocate Honorary Life Memberships (HLMs) via the processes stipulated in the Operating Policies and Procedures.

vii) To liaise with Durham Student's Union (and other Durham common rooms) and to attend both JCR Presidents' Committee and Union Assembly.

viii) To liaise with St Aidan's College Senior Common Room (SCR) and the Postgraduate and Mature Students Committee.

ix) To be an *ex-officio* member of all JCR committees. Where the JCR President is explicitly listed as a member of a committee in this

document, they are expected to take an active and leading role in that committee.

- x) To act as the 'Keeper of College Pool Tables'.
- xi) To act as a student Trustee if appointed by the Board of Trustees.

5.3. JCR Treasurer

5.3.1. The responsibilities of the JCR Treasurer are as follows:

- i) To manage the JCR's finances in accordance with the Financial Regulations and in particular organise the bank account, insurances and independent examination of the accounts.
- ii) To advise the JCR Executive and Board of Trustees on financial matters.
- iii) To liaise with, advise and oversee the treasurers of JCR Committees, and assist them - and other JCR officers - in the preparation of budgets for major events.
- iv) To be a signatory on the JCR account.
- v) To convene and chair the Finance Committee.
- vi) To attend, where possible, all relevant training programmes.
- vii) To produce JCR budgets, management accounts and year end accounts for approval by the Board of Trustees .
- viii) To be a student Trustee if appointed by the Board of Trustees.

5.4. Senior Welfare Officer

5.4.1. The responsibilities of the Senior Welfare Officer are as follows:

- i) To convene and chair Welfare Committee.
- ii) To attend the Durham Students' Union's Welfare, Equality & Diversity Committee, to maintain regular contact with the Union and University support services, and to publicise Union welfare campaigns.
- iii) To attend relevant training courses.

iv) To provide a confidential listening service for students, usually by providing welfare hours. The Senior Welfare Officer is *not* expected to provide a counselling service or be on call at all times.

v) To meet regularly with college welfare staff, including the Senior Tutor, and to refer welfare issues to them where appropriate within the bounds of confidentiality.

vi) To provide (regularly replenish stocks of) welfare supplies including - but not limited to - condoms and pregnancy tests.

vii) To maintain and update regularly a list of contacts and support services for signposting, in conjunction with the Students' Union Advice and Help Service and the College Staff

viii) To work with the relevant Committee members in order to deliver appropriate, effective and impacting campaigns.

5.5. Social Chair

5.5.1. The responsibilities of the Social Chair are as follows:

i) To convene, chair and lead the Social Committee.

ii) To have overall responsibility for events organised by the Social Committee.

iii) To run at least two major social events per year (inc. Independence Ball, Summer Ball).

iv) To organise one Newcastle Night for the year.

v) To assist the Senior Frep in running Refreshers' Week, representing an Epiphany Term event, but does not preclude any other additional Epiphany Term Events.

vi) To liaise with College operations staff on matters of health and safety related to events.

vii) To liaise with entertainment venues in town to provide the best possible deals for Aidan's students.

5.6. JCR Publicity Officer

5.6.1. The responsibilities of the JCR Publicity Officer are as follows:

i) To lead the JCR's communications strategy in cooperation with other JCR officers and the college and SCR's social media officers

ii) To chair the Journalism Committee as the Editor in Chief of JCR publications.

iii) To edit and publish a regular JCR publication.

iv) To be the Editor of a termly alumni publication.

v) To edit and produce over the summer preceding their term, the JCR Freshers' Handbook, and to work with the JCR President to ensure its distribution.

5.7. Outreach Chair

5.7.1. The responsibilities of the Outreach Chair are as follows:

i) To convene and chair Outreach Committee.

ii) To run for student representative of St Aidan's College in the Durham Student Union elections.

iii) If elected, they are responsible for liaising with representatives from other Durham colleges.

iv) To organise termly 'livers' out events in collaboration with The Livers Out Society

v) To publicise Durham Students' Union events, campaigns, elections, referenda, and other activities to Associate Members.

vi) To liaise with charity and community groups in Durham.

vii) To act as 'Keeper of College Spirit'.

5.8. Shop Chair

5.8.1. The responsibilities of the Shop Chair are as follows:

i) To convene and chair the Shop Committee, and to oversee the responsibilities of its members.

ii) To manage the day-to-day running of the shop as a service for students and ensure - in conjunction with the Shop Treasurer - its financial stability.

viii) To administer the hiring of workers for the shop (liaising with the JCR President) and manage staff, rotas, etc. accordingly.

iv) To oversee and maintain the use of the JCR as a social space, with the assistance of the Shop Committee and JCR President.

5.9. Sports & Societies Officer

5.9.1. The responsibilities of the Sports & Societies Officer are as follows:

- i) To convene and chair Sports & Societies Committee.
- ii) To liaise regularly with college sports team captains on behalf of the JCR Executive.
- iv) To publish the results of matches played by Aidan's teams, as well as league tables.
- v) To act as JCR societies' representative on the Executive Committee by liaising with the Vice Sports and Societies Officer prior to Executive Committee meetings.
- vi) To liaise with, advise and assist in the ratification of all JCR societies and to help JCR societies publicise their activities.
- vii) To help contribute to the creation and continuation of JCR societies including the organisation of the Freshers' Fair during Freshers' Week (to advertise all sports teams, societies and committees) and the Sports, Societies, Committees & Finalists' photos in Easter Term.
- viii) To ensure all sports captains and society presidents are aware of the conditions stipulated in Appendix G.

5.10 Head Freshers' Representative

5.10.1 The responsibilities of the Head Freshers' Representative are as follows:

- i) To be primarily responsible for organising the activities of Freshers' Week (including the Freshers' Photo) and to lead the team of Freshers' Reps.
- ii) To organise a variety of events for Freshers' Week, and to take into account a broad range of tastes.
- iii) To select and lead the Senior Frep Subcommittee, ideally before the end of Epiphany Term, which will assist the Head Frep in selecting ordinary freps in the summer term.

5.11. JCR Chair

5.11.1. The responsibilities of the JCR Chair are as follows:

- i) To be an *ex-officio* member of the JCR Executive.
- ii) To chair JCR Meetings and be the JCR's returning officer. The JCR Chair is responsible for all administrative duties required for the smooth running of JCR Meetings and elections.
- iii) To keep the OPP under review and submit recommended changes to the Board of Trustees.
- iv) To interpret the OPP in the event of an initial dispute and refer any unresolved dispute to the Board of Trustees under Section 1.2.4 of these OPP.
- v) To keep an up-to-date record of all JCR officers and committee members and ensure the Charity/JCR website is updated in accordance with this.
- vi) To remain impartial throughout JCR Meetings.
- vii) In the event of the absence or resignation of the JCR President, to delegate the tasks of the President equally and impartially amongst the Executive Committee (liaising with College Officers where necessary).
- vii) To allocate college parents prior to the start of Michaelmas term.

5.12 Tech Chair

5.12.1. The responsibilities of the Tech Chair are as follows:

- i) To head Technology Committee and recruit new members to it.
- ii) To manage the necessary tech provisions for all JCR events, liaising with the college operations team where necessary, to ensure health and safety guidelines are adhered to.
- iii) To manage the rental of all sound, lighting and other tech equipment owned by the JCR, ensuring it is kept tidily and safely in JCR storage spaces.

5.13. JCR Compliance Officer

5.13.1. The responsibilities of the Compliance Officer-are as follows:

- i) To be a trustee of St Aidan's JCR CIO and sit on the Trustee Board if appointed by the Board.
- ii) To cultivate and maintain a JCR Alumni network.
- iii) To be responsible for managing the governance and policy documents of the Charity.
- iv) To be responsible for organising the recruitment of external trustees.
- v) To minute Executive Committee and JCR meetings.
- vi) To undertake the role of Health and Safety Officer.

5.14. JCR Postgraduate and Mature Students Committee President

5.14.1 The responsibilities of the JCR Postgraduate and Mature Students Committee President are as follows:

- i) To convene and chair JCR Postgraduate and Mature Students Committee Executive Committee.
- ii) To convene and chair JCR Postgraduate and Mature Students Committee Meetings.
- iii) To attend JCR Postgraduate and Mature Students Committee Presidents' Committee.
- iv) To attend Presidents' Forum.
- v) To attend College Officer meetings.
- vi) To take the lead on the planning of JCR Postgraduate and Mature Students Committee academic events including academic talks, research discussions, networking events and guest speakers as agreed by the JCR Postgraduate and Mature Students Committee Executive Committee.
- vii) To liaise with the SCR.
- viii) To award a research prize each year.

5.15. Environment 'Eco' Chair

5.15.1 The responsibilities of the Eco Chair are as follows:

- i)** To convene and chair the Eco Committee.
- ii)** To run environmental campaigns throughout the year, with the help of Eco Committee and Team Eco, to promote the JCRs commitment to caring for the environment – both local and global impacts should be considered here.
- iii)** To liaise with College to create initiatives that make the running of College, SCR and JCR as 'green' as possible.
- iv)** Responsible for publishing environmental impact assessments for large scale JCR events, in order to improve events each year with regards to sustainability.

6. Non-Executive Officers

6.1. IT Officer

6.1.1. The responsibilities of the IT Officer are as follows:

- i)** To oversee and assist in the maintenance of the Charity/JCR website.
- ii)** To assist first years with personal IT problems during the first two weeks of Michaelmas term.

6.2. Music Coordinator

6.2.1. The responsibilities of the Music Coordinator are as follows:

- i)** To oversee the provision of musical equipment in college.
- ii)** To make Aidan's students aware of University wide musical opportunities and events.
- iii)** To encourage musical collaboration between Aidanites, particularly by setting up societies.
- iv)** To head 'Team Music and recruit new members to it.

6.3. Arts Coordinator

6.3.1. The responsibilities of the Arts Coordinator are as follows:

- i) The maintenance and provision of artistic materials in college, and ensuring they are kept tidily and safely in JCR storage spaces.
- ii) To run existing, and set up new, artistic societies in Aidan's.
- iii) To make Aidan's students aware of University wide artistic opportunities and events.
- iv) To head 'Team Art' and recruit new members to it.

6.4. Drama Coordinator

6.4.1. The responsibilities of the Drama Coordinator are as follows:

- i) To promote and work with Aidan's dramatic societies.
- ii) To make Aidan's students aware of University-wide dramatic opportunities and events.
- iii) To head up ACT – Aidan's College Theatre – The JCR's in-house theatre company and to recruit new members to it.

6.5. Student Trustee

6.5.1. The responsibilities of the Student Trustee are as follows:

- i) To sit on the JCR Trustee board as one of the four student trustees, if appointed by the Board of Trustees,
- ii) To provide administrative support to the Board of Trustees including minuting meetings as directed by the Chair of Trustees.

7. Committees

7.1. Environment Committee

7.1.1. Environment Committee shall consist of Eco Chair, x2 Eco Vice Chairs who will aid the Eco Chair in the running of EcoComm, Eco Secretary who will be responsible for organising the minuting of EcoComm meetings, the Publicity Officer who manages information boards, emails, social media

accounts, along with writing information letters/bulletins and helping the Campaigns Officer with the publication of any campaign material. The Committee shall also consist of Campaigns Officer, who is responsible for overseeing any events or campaigns that are organised by either EcoComm or Greenspace, a Research and Operations Officer who will be responsible for researching topics and fact checking information along with managing and overseeing environmental projects and reaching out to organisations both within and outside the university, EcoDU liaison who will act as an ambassador for St Aidans EcoComm within EcoDU and fostering good relations and cooperation, and a first year representative who will provide freshers and livers-in experience of Aidan's and encourage engagement from first year students whilst also providing assistance to all other members of EcoComm who may request it. All members share responsibilities between themselves, with the Eco Chair leading the group. Eco Chair is elected by STV. Any member of the JCR can join Team Eco by emailing the Eco Chair as an ordinary member.

7.1.2. Environment Committee shall be responsible for promoting environmentally friendly behaviour and awareness within college and the local area. It shall meet at least once a term.

7.1.3. The positions of Secretary, Publicity Officer, Campaigns Officer, Research and Operations Officer and EcoDU Liaison will be filled by an interview panel that consists of a member of steering committee, the Eco Chair, the JCR President and another committee member. The positions of Eco Vice Chair and first year representative will be elected by 1 minute hustles in a JCR meeting.

7.2. Finance Committee

7.2.1. Finance Committee shall be chaired by the JCR Treasurer, and shall consist of the JCR President, Vice-Treasurer, Shop Treasurer, Social Treasurer, Sports & Societies Treasurer, Tech Treasurer, Secretary, First Year Rep, Charities Rep, Small Projects Officer, Finance Frep and 2x Ordinary Members.

7.2.2 Finance Committee shall be responsible for the day-to-day scrutiny of JCR finances, including all budgets and accounts. Any discrepancies shall be reported to the Board of Trustees.

7.2.3 The Finance Committee terms of reference shall be found in Appendix E.

7.2.4 The JCR Treasurer, JCR President, Shop Treasurer, Formals Treasurer and Social Treasurer shall be elected as stipulated in the OPP. The remainder of the committee shall be appointed by interview.

7.3. Freshers' Team

7.3.1. The Freshers' Team will consist of a Senior Frep Subcommittee and Ordinary Frep team. The Senior Frep Subcommittee will consist of: Finance Frep, who will sit on Finance Committee and will work with the head frep to allocate the Freshers' week budget along with administering reimbursement paperwork for Freshers Week and source the prizes and supplies for events. Publicity frep who will design publications for the Freshers' week events and publish information on Aidan's before the Summer Holidays on Aidan's for prospective students and sit on Journalism Committee. Events frep, who will produce events plans and risk assessments for all Freshers' Week events and club nights as directed by the Head frep, and to work with the Head Frep to produce guidelines for Ordinary Freps on how to run specific events (e.g., corridor games etc.) Early Arrivals frep who will lead move-ins and plan events for Early Arrivals Week and coordinate with the international society and disability support groups for the events.

7.3.2. The Freshers' Team shall be headed jointly by the Head Freshers' Representative and JCR President, and shall consist of the Executive Committee, MAD Coordinators, 3 Welfare Officers, 2x Early Arrivals Frep, Mature Students' Representative, LGBT+ Representative, IT Officer, 2x International Freshers' Representatives, 12x Freshers' Representatives, 2x PG Freps.

7.3.3. The Freshers' Team shall be responsible for welcoming incoming Freshers in Freshers' Week and early arrivals the week before. It shall provide a wide range of activities to help new students settle into college and encourage involvement in all facets of all college life.

7.3.4. The 2x Early Arrivals Freps, 12x Ordinary Freshers' Representatives and shall be elected through a standard interview based process alongside the Senior Frep Subcommittee. The remainder of the committee shall be elected as stipulated elsewhere in the OPP.

7.3.5. All members of the Freshers' Team shall abide by the responsibilities entrusted with them as stipulated in Appendix H. This shall be of particular importance with regards to physical intimacy with Freshers and personal alcohol consumption.

7.3.6. The appointment of the Senior Frep Subcommittee will be done via interview conducted by the Head Frep, the JCR Chair. Ordinary freps must be appointed by a panel consisting of the present head frep, previous head frep, a single delegate from the Senior Frep Subcommittee, the current JCR President, the JCR President elect and a representative of the Steering Committee.

7.4. Journalism Committee

7.4.1. Journalism Committee shall be chaired by the JCR Publicity Officer and shall consist of JCR Editor, Publicity Frep and 7x Ordinary Members.

7.4.2. Journalism Committee shall be responsible for the material of the regular JCR publication, and each Ordinary Member shall write at least one article per issue. Journalism Committee shall also assist the JCR Publicity Officer in preparing the yearbook as well as producing and distributing the Bog Roll. It shall meet at least twice a term.

7.4.3. The JCR Editor shall be responsible for editing the JCR's internal publications (i.e., the Badger and Bogroll).

7.4.4. The JCR Publicity Officer shall be elected as stipulated in the OPP. The JCR Editor and Ordinary Members shall be appointed by interview.

7.5. JCR Postgraduate and Mature Students Executive Committee

7.5.1. JCR Postgraduate and Mature Students Associate Members shall elect an Executive Committee responsible for organising events and representing JCR Postgraduate and Mature Students Associate Members.

7.5.2. The JCR Postgraduate and Mature Students Executive Committee shall consist of an elected JCR Postgraduate and Mature Students Committee President, JCR Postgraduate and Mature Students Committee Vice President, JCR Postgraduate and Mature Students Committee Treasurer, JCR Postgraduate and Mature Students Committee Welfare Officer on one-year terms to be elected in Michaelmas term (more information on the roles can be found in Appendix I).

7.5.3 The JCR Treasurer shall allocate a budget for the JCR Postgraduate and Mature Students Committee in the JCR budget to hold social events, campaigns, and other activities.

7.5.4. The JCR Postgraduate and Mature Students Executive Committee shall meet at regular intervals as determined by the committee and hold at least one termly JCR Postgraduate and Mature Students Committee drop-in session in the JCR or other public place for postgraduate and mature students to provide feedback and ask questions to JCR Postgraduate and Mature Students Committee Executive Committee.

7.6. Open Days Team

7.6.1. Post-Application Open Days

7.6.1.1. The Post Application Open Days are lead by College Staff, with assistance from the JCR President and the Senior Frep Sub-Committee.

7.6.1.2. The JCR President, Senior Freshers' Representative and Executive Committee-elect shall be elected as stipulated in the Operating Procedures. The Open Day Representatives shall be selected by the JCR President and Senior Freshers' Representative after a round of written applications.

7.6.1.3. The Post-Application Open Days Team shall abide by the responsibilities entrusted to them as stipulated in Appendix H. This shall be of particular importance with regards to physical intimacy with Freshers and personal alcohol consumption. The JCR President and Senior Freshers' Representative shall have the right to remove any member of the Team if they are adjudged to have behaved irresponsibly, ban them from the remaining Open Day activities, and ban them from participating in the following academic year's Freshers' Team if necessary.

7.7. Outreach Committee

7.7.1. Outreach Committee shall be chaired by the Outreach Chair and shall consist of a Vice Chair, First Year Rep, Fundraising Coordinator, Campaigns Coordinator, Volunteering Coordinator, Publicity Officer, Outreach Treasurer, and three Equality Diversity and Inclusion officers.

7.7.2. Outreach Committee shall encourage continued engagement with the JCR from livers' out. It shall be the Outreach Chair's task to organise regular events for livers' out. It shall meet at least twice a term.

7.7.3. The Outreach Chair shall be elected as stipulated in the OPP. The other committee reps shall be appointed by interview, with the exception of the First Year Rep, Vice Outreach Chair and Publicity Officer, who will be appointed via election.

7.7.4. The Outreach Chair shall attend Students' Union Assembly and represent Aidanites and their views accordingly.

7.7.5. The Outreach Chair is responsible for working with College Officers, the Treasurer and President to ensure the Transgender Fund is set up each year and is promoted to the community of St Aidans Students.

7.8. Shop Committee

7.8.1. Shop Committee shall be chaired by the Shop Chair, and shall consist of the Shop Treasurer, Catering Officer, Stocking Officer, Events Officer, Health & Safety Officer, Marketing Officer, Secretary and Technical Officer.

7.8.2. Shop Committee shall be responsible for the efficient and stable running of the shop, and members shall work and supervise evening shifts. It shall meet at least three times a term.

7.8.3. The Shop Chair and Shop Treasurer shall be elected as stipulated in the OPP. The remainder of the committee shall be elected at JCR Meetings, except for the Shop Technical Officer & Secretary, whose positions will be decided upon interview.

7.8.3.1 All other members of the committee are selected by interview.

7.9. Social Committee

7.9.1. Social Committee shall be chaired by the Social Chair, and shall consist of the Vice Chair, Social Treasurer, Secretary, Sponsorship Rep, Social Media Rep, 3x Arts Directors, 2x Tech Director and 4x Ordinary Members, JCR Photographer.

7.9.2. Social Committee shall be responsible for organising Independence Ball and Summer Ball. Members shall be responsible for planning, preparing and running these events. It shall meet at least four times a term.

7.9.3. The Social Chair, Vice Social Chair and Social Treasurer shall be elected as stipulated in the OPPs. The Secretary, Social Media Rep, Sponsorship Rep, 2x Technical Director, 4x Ordinary Members and 3x Arts Directors shall be appointed by interview.

7.10. Sports & Societies Committee

7.10.1. Sports and Societies Committee shall be chaired by the Sports & Societies Officer, and shall consist of a Vice Sports and Societies Officer, Sports Journalist and Sports & Societies Treasurer.

7.10.1.1 Vice Sports and Societies Officer's responsibilities are as follows:

i) To liaise with, advise and assist in the ratification of all JCR societies and to help JCR societies publicise their activities.

ii) To be the primary point of contact for JCR societies, and to liaise with the Sports and Societies Officer when dealing with them.

7.10.2. Sports & Societies Committee shall assist the Sports & Societies Officer in their general duties. It shall meet as required.

7.10.3. The Sports & Societies Officer and Treasurer shall be elected as stipulated in the OPP. The Vice Sports and Societies Officer, Sports Journalist shall be elected by a 1-minute hust. The remainder of the committee shall be appointed by interview.

7.11. Steering Committee

7.11.1. Steering Committee shall be chaired by the JCR Chair, and shall consist of the JCR President and 2x Vice-Chairs.

7.11.2. Steering Committee shall be responsible for JCR Democracy. It shall meet periodically to review the OPP and make recommendations for change to the Board of Trustees. It will ensure that democratic procedure is followed correctly in JCR Meetings (counting votes, ushering candidates out of earshot during others' husts etc.). It shall also be responsible for the setting up and undertaking of interviews for relevant JCR positions.

7.11.3. Steering Committee shall be responsible for reviewing all motions and election materials submitted for discussion in JCR meetings.

7.11.3.1 Inappropriate motions and election materials shall be defined as any content that would contravene the law, the constitution, charity commission official guidance or the safety of any person.

7.11.3.2 The process for dismissing an inappropriate motion shall include:

7.11.3.2.1. Steering Committee shall be convened in advance of a JCR meeting and in advance of the distribution of the agenda. The authors of any motions shall be invited to this meeting.

7.11.3.2.2 Any member of Steering Committee, acting on their own behalf or on behalf of any member of the JCR, may identify a motion as an inappropriate motion and provide a statement to the committee explaining their thinking.

7.11.3.2.3 The author of the motion shall be invited to provide a statement on behalf of their motion

7.11.3.2.4 Steering Committee shall take a vote to confirm or reject the motion's status as an 'unwanted motion'

7.11.3.2.5 Authors of rejected motions shall be able to appeal the status of their motion to the Executive Committee who shall vote to uphold the status of the motion or overturn it.

7.11.3.4. The process for dismissing inappropriate election materials shall include:

7.11.3.3.1. Steering Committee shall be convened in advance of a JCR meeting and in advance of the distribution of the agenda. Candidates shall be invited to this meeting.

7.11.3.3.2 Any member of Steering Committee, acting on their own behalf or on behalf of any member of the JCR, may identify a Candidate as publicising inappropriate election materials and provide a statement to the committee and candidate explaining their thinking.

7.11.3.3.3 The candidate shall be invited to provide a statement on behalf of their election materials

7.11.3.3.4 Steering Committee shall take a vote to confirm or reject the election material's status as an 'inappropriate election material'

7.11.3.3.5 Candidates with inappropriate election materials shall be able to appeal the status of their motion to the Executive Committee who shall vote to uphold the status of the election materials or overturn it.

7.11.4. The JCR Chair and JCR President shall be elected as stipulated in the OPP. The Vice-Chairs shall be elected in JCR Meetings.

7.12. Team Art

7.12.1 Team Art shall be the group responsible for decoration at the projects, events and opportunities related to JCR Art & events. It shall be headed by the Arts Coordinator and will include Social Committee's Arts Reps.

7.12.2. Team Art will be headed by the Arts Coordinator and shall include the Social Committee's Art Reps, a Social Media Manager and an Events Officer, as well as ordinary members.

7.13. Technology Committee

7.13.1 Tech Comm shall be headed by the Tech Chair, and shall consist of; IT Officer, Vice Chair, Tech Treasurer, the Shop Technical Officer, the Social Technical Officer, JCR Marketing & Photography Officer, PAT Testing Officer, Tech Hires Officer.

7.13.2. It is responsible for all things tech at Aidan's events and is also responsible for the management of tech equipment (i.e. keeping the music room and tech store free from clutter).

7.13.3 It is responsible for ensuring that the JCR meets its PAT testing requirements.

7.13.4 It is responsible for taking photos and videos at all of Aidan's events and keeping a digital library of them for JCR use. It shall be responsible for the maintenance and upkeep of the Aidan's Charity/JCR YouTube, Facebook and Twitter accounts, and the Charity/JCR Website in collaboration with the Publicity Officer.

7.13.5. Team Tech is an open committee which may be joined by e-mailing the Tech Chair.

7.14. Welfare Committee

7.14.1. Welfare Committee shall consist of the Senior Welfare Officer, Wellbeing officer, X2 Campaigns Officer, a Working Class Rep, a First Year Rep, an International Students' Rep, a Mature Students' and Postgraduates Rep, an LGBTa Rep, a POCa Rep, an Disabled Students Rep and a Media Rep, as well as an 8 Ordinary Members.

7.14.1.1 Wellbeing Officer's role will include: signposting, training, welfare hours, information and stocking the welfare room.

7.14.1.2 Campaigns Officers' role will include: campaign and engagement weeks such as (but neither limited to nor demanding) SHAG (sexual health and guidance) week and Masculinity week, and Aidan's Pride (at the discretion of the welfare team on a year-by-year basis).

7.14.2. Welfare Committee shall be responsible for promoting the general wellbeing of Aidan's students by generating awareness campaigns and holding contact hours offering an active listening and signposting service.

7.14.3 The Welfare Officers shall be elected as stipulated in the OPP. The First Year Rep shall be elected at the first JCR Meeting of Michaelmas Term. The remainder of the committee shall be appointed by interview, with St Aidan's College LGBTIQ+ society and St Aidan's College International society allowed to offer a representative of their choice to also sit on the interview panel with the welfare committee for the relevant reps' interviews. Welfare Ordinary Members are appointed by interview.

7.14.4 All Society Welfare roles should also stand as the corresponding rep on Welfare Committee, who can ensure they undergo appropriate training.

7.14.4.1 This will mean interviewing for the role, with the welfare rep (SWO), appropriate society rep (President), and JCR Chair (or Vice Chair).

7.15. Participation Committee

General

7.15.1 Participation Committee is an ad-hoc committee for the awarding of funds from the participation fund to JCR and JCR Postgraduate and Mature Students Committee members.

7.15.2 Participation Committee shall be convened by any member of the committee at regular intervals.

7.15.3 Participation Committee shall consist of the JCR President, Senior Welfare Officer, JCR treasurer, and the JCR Chair with a quorum of those members.

- i) The JCR Treasurer shall nominate a Vice Treasurer to deputise for them if they cannot attend,
- ii) The JCR Chair shall nominate a Vice Chair to deputise for them if they cannot attend,
- iii) The JCR Chair shall chair the committee.

7.15.4 Participation Committee shall be minuted and those minutes shall be secured securely in compliance with data protection regulations.

8. JCR Societies and Sports Teams

8.1. Societies

8.1.1. Any member of the JCR is entitled to start a society, club or sports team ("Society") affiliated to the JCR, meaning that it will be able to use the college name, and apply for funding from the JCR (see paragraphs 8.1.6, 9.6.1 and 9.6.2 below).

8.1.2. A Society may be set up by submitting the prescribed information and any proposed Society constitution/rules to the Sports & Societies Officer for feedback and review. A motion must then be passed by a JCR Meeting approving the foundation of the Society, its affiliation to the JCR and its aims and objectives. The prescribed information is : Name of Society, Name of JCR Member creating Society, Telephone No. of Member, Email Address of Member, Aim of society, List of Initial Members.

8.1.3. All Societies shall be part of the JCR and Society constitutions must abide by the OPP of the JCR. The JCR Chair shall be the final authority on matters of interpretation of Society constitutions or OPPs.

8.1.4. All Societies must have a President, who shall be accountable to the JCR Executive Committee on matters concerning the Society. Societies must elect all officers in a free and fair manner open to the JCR.

8.1.5. All Presidents of JCR societies are required to sign a declaration of commitment to the Equal Opportunities and Personal Harassment Policy in Appendix A.

8.1.6. There is a deadline for incoming heads of Societies to contact the Sports and Societies Officer by 31st August, to enable the JCR Treasurer to complete the budget in line with JCR and University deadlines. Any Society which fails to meet this deadline without valid reason will be de-ratified and will not receive funding for that academic year. Money previously budgeted for inactive societies will return to the JCR reserves.

8.1.6 All Presidents of JCR societies must submit a Sports and Societies renewal form by the 30th July as outlined in Appendix G.

8.1.7 All societies shall be categorised by the Executive as Type A or Type B. Unless specified otherwise, the requirements of Appendix G will apply to all societies and sports Clubs. Specific operating requirements for Type B Societies are set out in Appendix G.

8.2. Sport Teams

8.2.1. Sports teams shall elect their own captains in a free and fair manner as outlined in Appendix G. They may compete under the college name and be financed by the JCR subject to complying with University and Team Durham regulations and running their finances through the JCR accounts as outlined in Appendix G and elsewhere in this document.

9. JCR Financial Management

9.1. General

9.1.1. JCR finances shall be managed by the JCR President, JCR Treasurer and other JCR Officers in accordance with the Financial Regulations approved by the Board of Trustees.

9.1.2. JCR expenses must be planned for in the Annual Budget as required by the Financial Regulations. Unplanned expenses under £250 may be agreed between the JCR President and JCR Treasurer and subsequently approved by Finance Committee. Unplanned expenses over £250 must be passed in a motion at a JCR Meeting.

9.2. General Management

9.2.1. JCR President and JCR Treasurer

9.2.1.1. The JCR President and JCR Treasurer shall have joint responsibility for the day-to-day management of the JCR's finances. They shall report on all continuing and arising financial matters at every Executive and Finance Committee meeting and at Board of Trustee meetings.

9.2.1.2. The JCR President and JCR Treasurer shall be authorised signatories for cheques. All cheques shall be issued in accordance with the Financial Regulations.

9.2.1.3. The JCR President and JCR Treasurer shall have access to the Charity/JCR account's online banking. They shall be permitted to make online transfers/payments in accordance with the Financial Regulations.

9.2.1.4. The JCR President and JCR Treasurer shall meet regularly with the Chair of Trustees and/or any other designated Trustee to discuss financial matters.

9.2.2. Finance Committee

9.2.2.1. Finance Committee shall meet at least three times in Michaelmas and Epiphany terms, and at least twice in Easter term. It shall meet within the week prior to every non-extraordinary JCR Meeting.

9.2.2.2. Finance Committee shall be jointly responsible for presenting all JCR budgets and accounts. Budgets and accounts must be approved by Finance Committee in order to be presented to the JCR and the Board of Trustees.

9.2.2.3. Non-Executive Committee members of Finance Committee shall represent the generality of the JCR on financial matters.

9.2.2.4. Finance Committee shall be responsible for reviewing Small Project, Societies, Charity Donation and Charity Event Loan Fund applications and allocating the Small Projects, Societies, Charity Donation and Charity Event Loan funds, as well as allocating funds to JCR societies.

9.2.2.5. Finance Committee may prevent a motion from being presented to a JCR Meeting solely if they agree by majority that such a motion would jeopardise the health of the JCR's finances. The reasons for a veto must be fully explained at the JCR Meeting. The JCR Meeting may take a vote on Finance Committee's decision. If the Meeting does vote against Finance Committee's decision, the JCR Chair shall decide whether the motion in question may be presented to the JCR Meeting.

9.2.2.6. Finance Committee must have 50% plus one of its members present in order to be quorate and exercise its powers.

9.2.3. JCR Meetings

9.2.3.1. The annual budgets and accounts must be presented to a JCR Meeting for discussion and recommendation to the Board of Trustees.

9.2.3.2. Expenditure not in the annual budget over £250 must be passed by a motion at a JCR meeting with exception of:

- Unbudgeted expenditure relating to a specific ring-fenced 'activity' or 'club' that can be balanced in whole by unbudgeted income already received by and solely intended for said 'activity' or 'club'. This includes the following: MAD and the Boat Club.
- Expenditure that will be covered in whole by insurance so long as the excess is below £250 or within the annual budget.

In these cases, the unbudgeted expenditure must instead be approved by the JCR President, JCR Treasurer and Finance Committee. Furthermore, when this occurs, the JCR Chair and Treasurer should send out a joint email informing the JCR of the unbudgeted funds that have been released to the ring-fenced activity or club.

9.3. Contracts

9.3.1 No associate member, other than the JCR President and Treasurer may complete a contract worth above £50.00 on behalf of the JCR unless so authorised by the JCR President or Treasurer.

9.3.2 Anyone entering into a contract worth £50.00 or less on behalf of the JCR should notify a member of Finance Committee.

9.4. Small Projects Fund

9.4.1. The Small Projects Fund shall be used to make small purchases (below £300) upon application from any JCR member. The JCR Treasurer shall allocate money for the fund in the yearly budget and shall split it up termly.

9.4.2. There shall be no requirement for the money to be fully spent each term. Any leftover money shall rollover.

9.4.3. An application may be made by any member of the JCR.

9.4.4. All applications should be made using the application form and can be submitted at any time.

9.4.5. All applications received since the last meeting will be reviewed by Finance Committee in the meeting in the next meeting of Finance Committee.

9.4.6. The application shall be approved/rejected by a simple majority vote. If the vote is tied the JCR Treasurer shall make the final decision.

9.4.7. All members must declare any conflicts of interest when discussing any particular application. Any members with such a conflict will not be able to vote on that application. If the vote is tied and the JCR Treasurer has been excluded from the voting then final decision shall fall firstly to the Small Projects Officer and secondly to the Finance Committee Secretary.

9.4.8. Past applications to the fund may be considered when approving applications.

9.4.9. All applications for purchases at or above two-thirds of the application limit require the names of four JCR members in support of the application.

9.5. Charity Donation Fund

9.5.1. There shall be a rolling allocation throughout the year of the Charities Money held by the JCR.

9.5.3. Applications may be submitted to the Outreach Chair at any time, using the application form, who will then present them at the next meeting of the Finance Committee.

9.5.3. The majority of the committee must approve any application; if the vote is tied the JCR Treasurer has the casting vote.

9.5.4. Any member with a conflict of interest is required to withdraw from the vote and, in the case of the JCR Treasurer, the casting vote shall fall to the JCR President (and vice-versa).

9.5.5. As a general rule Finance Committee should look to award 10% of applicants' total fundraising.

9.5.6. If the yearly allocation is not made, then further awards are permitted to previous applicants.

9.5.7. The Outreach Treasurer must inform applicants of the outcome of their application and the JCR Treasurer must report donations given at JCR Meetings.

9.5.8. Applicants must be an Associate Member.

9.6. Sport and Society Allocation

9.6.1. The JCR shall fund JCR sport teams, including referee and league fees, pitch/court hire, and first aid training and kit in accordance with the conditions outlined in Appendix G. This shall be subject to sport teams seeking authorisation for any spending through the Finance Committee, submitting invoices to the JCR Treasurer for reimbursement, and to them running their finances through the JCR account.

9.6.2. JCR Societies may apply for a grant from the pooled Societies' budget, to cover expenses deemed essential to their operation, with the support of the Sports and Societies Treasurer. This is subject to approval to by Finance Committee in accordance with the conditions outlined in Appendix G.

9.7. Damages and Unpaid Cheques

9.7.1. Unaccounted for damages charged to the JCR shall be paid by the Damages Fund. If damage is accounted for, the culprit shall be charged for repair.

9.7.2. Leftover funds from the Damages Fund shall be spent elsewhere at the discretion of Finance Committee.

9.7.3. In order to ensure quick debt repayment, Finance Committee are permitted to prevent any JCR member on the debtor's list from attending any paid for college events, until their debt is paid in full.

9.7.4. Finance Committee can impose a late fee of the maximum of either 20% of the event price (capped at £10), or £5. Finance Committee can restrict the payment deadline to no earlier than 3 days prior to the event for online payment, and 2 days prior for cash or cheque. However these late fees can be appealed for any reason, with cases being considered jointly by the JCR President and JCR Treasurer.

9.8. External Affiliations and Donations

9.8.1 All affiliations and donations to external organisations shall be approved by the Finance Committee. A Register of external affiliations and donations shall be maintained and published on the JCR's website. At the end of the financial year the Treasurer shall notify the Board of Trustees of the external affiliations and donations made in the financial year and shall publicise the information so that it comes to the attention of Associate Members.

10. Elections

10.1 General

10.1.1. Any person running for office must be a member of the JCR.

10.1.2. The Senior Returning Officer at all elections shall normally be the JCR Chair or their substitute. They are responsible for ensuring that all elections are conducted fairly.

10.1.3. Only single individuals may be elected to all JCR positions. Dual or cooperative holding of office is not permitted.

10.1.4. Elections shall be conducted as detailed below and shall be open to all members of the JCR unless otherwise stated. Only members of the JCR shall be entitled to vote in an election.

10.1.5. Each member of the JCR shall be entitled to one vote in JCR Meeting and STV elections, including those in which multiple positions are being elected.

10.1.6. As members of the JCR themselves, Executive Committee members may vote in a JCR Meeting election via a show of hands like other JCR members. However, the JCR President and Compliance Officer shall vote via secret ballot due to the fact that they sit at the front during JCR Meetings, and any relevant committee heads will also vote via secret ballot to maintain privacy and avoid undue influence in an election. Ballots will be collected and counted by the relevant members of the Steering Committee and added to the overall tally.

10.1.7. Candidates for STV-elected positions shall be allowed to engage in 'unsolicited mass-communication' on the following grounds only:

i) Candidates must submit manifestos as stipulated in section 10.4 below.

ii) Candidates may change their own personal Facebook page only (i.e. profile photo and cover picture), without tagging any other member of the JCR, to campaign materials.

iii) Candidates may discuss their policies and upcoming elections with individual members of the JCR but this must not be en-masse or at any pre-arranged event.

iv) Candidates may critique fellow candidates' policies, but not their personalities or character. Candidates may not breach the University's equality rules on student conduct.

v) Candidates must be aware of the JCR's continued ban on mailing lists which contain campaign material, unauthorised printed publicity, and personal webpages. Any forms of publicity or campaigning not explicitly mentioned in the OPPs shall also be assumed to be

banned. No direct monetary expense may be made on campaigning or canvassing.

vi) The JCR Chair is the final interpreter of election regulations.

vii) Steering Committee may award penalties, including disqualification from an election, for a breach of any rules. Any complaints must be made within half an hour of voting closing. Members must be referred to the JCR Complaints Procedure if they wish to appeal against a decision of the JCR Chair or Steering Committee.

10.1.8. The result of an election may only be ruled invalid if it is adjudged to have been conducted unfairly by the Trustee Board. Candidates may dispute the Returning Officer's ruling on an election result through the complaints procedure outlined in Section 11 of these OPP.

10.2. Elections and Hustings in JCR Meetings

10.2.1. JCR positions not elected by STV (listed in para. 10.3.1.) shall be elected in JCR Meetings as scheduled in the electoral calendar (Appendix C) and shall be duly noted on the agenda for the JCR Meeting in which they take place.

10.2.2. Hustings shall be heard in JCR Meetings for all positions elected by STV in the JCR Meeting immediately prior to that election taking place as listed in the electoral calendar (Appendix C) and shall be duly noted on the agenda for that JCR Meeting.

10.2.3. Hustings shall take the form of questions from the appropriate head of committee followed by questions from the floor. For the positions below, candidates shall make a speech before taking questions for the appropriate head of committee. During a candidate's speech the other candidates for that position shall be outside of the room. Speeches shall be limited to:

i) JCR President: 5 minutes

ii) Rest of the Executive Committee: 3 minutes

iii) Music, Arts and Drama Coordinators, IT Officer, Wellbeing welfare officer, Welfare Campaigns officer, Shop Committee Treasurer, Social Committee Treasurer, Formals' Committee Treasurer, Sports and Societies Treasurer, and all Committee Vice roles: 2 Minutes. and St. Aidan's Charity Fashion Show Chair: 2 minutes.

10.2.4. Voting in JCR Meetings shall be by show of hands, and the winner shall be decided by a simple majority of the vote. Candidates shall be outside the room whilst the vote is carried out.

10.2.5. Unopposed candidates for all non-exec positions may be taken on a general 'aye' without having to hust. A husting may still be called by any member. If any member objects to an unopposed candidate being taken on a general 'aye' then an election must be held between the candidate and the option to Re-Open Nominations (RON).

10.2.6. It is permitted within an election for a candidate to nominate another member of the JCR to represent them in the hustings, under the following conditions:

i) Any candidate who wishes to have someone hust on their behalf must inform the JCR Chair before the start of the JCR meeting in which the position is elected.

ii) The candidate must have a reason for not attending the JCR meeting that is deemed acceptable by the JCR Chair. If it is not deemed acceptable the candidate will not be allowed to stand.

iii) JCR members are not allowed to hust on behalf of a candidate if they are a member of the committee to which the candidate wishes to be elected, on the Executive Committee, Executive Committee-Elect, JCR Chair or JCR Chair-Elect.

iv) Candidates may submit a video hust if in an adverse situation where meeting attendance is not possible.

10.3. STV Elections

10.3.1. The following positions shall be elected by the Single Transferable Vote: All positions on the Executive Committee, Music, Arts and Drama Coordinators, IT Officer, Senior Freshers' Representative, Wellbeing welfare officer Events welfare officer, Shop Committee Treasurer, Social Committee Treasurer, Sports & Societies Treasurer and Identity Charity Fashion Show President.

10.3.2. STV votes shall be run electronically through the JCR website. The Returning Officer shall notify the JCR of the time during which voting is open in the agenda of the JCR Meeting in which the hustings for the elections take place, and also in an email when voting opens. The results shall be made available to the JCR once all candidates are informed of the results. STV elections shall be complete within the week following the hustings for that position, and shall in normal circumstances be open for at least 48 hours during that week.

10.3.3. In all STV elections there shall be the option to Re-Open Nominations (RON). If RON receives more than 33.3% of the vote in the election, the election shall be reopened. Defeated candidates are permitted to re-run for the position.

10.3.4. Single Transferable Vote

10.3.4.1. The principle of STV is to allow the voter to express second and third choices while giving the first choice greatest weight. It also gives the electorate the option of re-opening nominations in preference to any or all candidates. Therefore, if upon the first count one candidate has an overall majority, they are declared successful. On any count a simple majority of all votes cast shall be gained by the successful candidate. In the following explanation the terms “ballot papers”, “Voting Paper” and “Papers” refers to the electronic voting paper(s) submitted via the JCR website. The stages are as follows:

i) Invalid ballot papers are removed and disregarded in all counts. The voting papers are assigned each to the candidate of the first choice and counted. Should one candidate or RON have gained quota, they shall be declared elected.

ii) With no overall winner, the counting shall proceed to a second stage. The candidate (or RON) with the least votes shall be eliminated, and their papers redistributed according to any second choice indicated upon them. All papers still valid shall be counted again and should any candidate or RON gain quota they shall be declared elected.

iii) Should there still be no winner, the least successful of the remaining candidates shall have their papers redistributed according to any second choice expressed upon them. This may include papers of the candidate eliminated first, which shall now be allocated according to any third choice upon them. All papers still valid shall be counted again, and should any candidate or RON have gained quota they shall be declared elected.

iv) Should there still be no overall winner, the procedure should be repeated until one candidate gains the required majority.

10.3.4.2. The quota for a successful candidate shall be 50% of the valid votes cast plus one – provided that RON has received less than 33.3% of the votes in the election. If there are an odd number of votes cast, the quota shall be rounded up to a whole number. Should there be a tie for the election, and other candidates having been eliminated, the election shall be re-run between these candidates only.

10.4. Manifestos

10.4.1. Candidates for all STV elections must create - and put their signature to - a manifesto and submit it to the JCR Chair by a publicised deadline in

order to stand. The JCR must display all manifestos at least three days before hustings and they must remain on display until the election is closed. Manifestos may not be published for any other elections.

10.4.2. All manifestos shall contain a minimum of a photograph of the candidate, their name, subject, and year. For the posts of Shop Treasurer, Social Treasurer, Sports & Societies Treasurer and IT Officer manifestos shall be no larger than A4, and shall contain nothing more than the above details. Manifestos for the positions of JCR Executive, JCR Chair, Wellbeing and Campaigns officers, Music, Arts and Drama Coordinators and Identity Charity Fashion Show President shall be no larger than A2 and may contain additional information (such as experience, eligibility etc.). All candidates for JCR Executive, JCR Chair, Senior Freshers' Representative, the 3 other Welfare Officers, Music, Arts and Drama Coordinators and Identity Charity Fashion Show President will also produce an A4 manifesto, a copy of which shall be displayed on the JCR voting platform.

10.4.3 The Manifestos of the President and the Treasurer shall include a statement which states that the manifesto contains the personal views and intentions of the candidate and the JCR/CIO are not bound by them if the candidate is elected.

10.5. Interview Panel Appointments

10.5.1. Some JCR officers shall be appointed by interview as stated in Section 7 (Committees). Interview Panels shall consist of one of the Vice Chairs of the Steering Committee (who will have the responsibility of presiding over the panel), the relevant committee head, the JCR President, and another committee member (with the latter being replaced by the other committee head for JCR offices which straddle two committees). The JCR Chair may deputise for one of the Steering Committee Vice-Chairs and, if necessary, may nominate a member of the Executive Committee to deputise for the JCR President.

10.5.2. Positions appointed by interview shall be publicised by the JCR Chair at the appropriate time as deemed by the electoral calendar (Appendix C). Interested candidates should contact the JCR Chair to arrange an interview time within a week of the position being publicised.

10.5.3. The panel members shall remain consistent throughout all interviews for the committee.

10.5.4. Preceding the interview(s) each candidate shall be shown the criteria on which the interview panel intends to make their decision. A copy of these can be found in Appendix G.

10.5.5. The interview panel will ask a set number of standard questions which will be put to each candidate. For each standard question the head of

committee can ask one further open question based on the candidate's response. A member of the panel must take minutes.

10.5.6. Candidates who require it may request for interview questions to be given in writing, with any follow up questions also, upon request, written down and presented similarly.

10.5.7. The questions should be designed in such a way that they give the candidates an opportunity to elicit responses that best demonstrate their abilities in respect of the specified criteria. The committee head will propose and agree the questions with the rest of the panel prior to the interview(s). Questions can be deemed inappropriate at the discretion of the Chair.

10.5.8. Discussion will follow the interview(s) for each position and will consist of a comparison of each candidate to the criteria as made evident through the candidate's interview.

10.5.9. Selections will be based only on the interview(s) and subsequent discussion by the interviewing panel. If the discussion is unsuccessful in determining successful candidates, selection may occur through a secret ballot, each member of the interviewing panel having one vote per post.

10.5.10. In the event that the secret ballot fails to determine the successful candidate(s), due to a tie, discussion shall be re-opened concluding with a second secret ballot.

10.5.11. In the event that the second secret ballot fails to determine the successful candidate(s), due to a second tie, discussion shall be re-opened a second time concluding with a third secret ballot.

10.5.12. In the event that the third secret ballot fails to determine the successful candidate(s), due to a third tie, the discussion process has failed and is considered to be over. Those candidates still under discussion shall be invited to a second round of interviews. The second round panel may consist of different members of the recruiting committee, at the discretion of the Chair.

10.5.13. In the event that any positions are not filled after the original interview process then subsequent dates for interviews should be circulated via email.

10.5.14. If there is any improper behaviour or bias toward any candidate, whether immediately apparent to the Chair or reported to them at a later stage, then all previous decisions with regard to that post may be nullified and that position may be reopened for interviews at the discretion of the Chair.

10.5.15. At the discretion of the head of committee and Chair, candidates can be given a small project set by the panel before their interview that is

deemed suitable for the position being interviewed for, and the candidate could be given the opportunity to explain their project in the interview.

10.5.16. For the Positions of International Rep and LGBT Rep, who both sit on the Welfare Committee, the additional member invited on the judging panel shall not be a welfare committee member but an individual sent by the International Society and LGBTIQ+ Society Respectively. The Chair still holds all authority over this individual as it would for an ordinary committee.

10.5.17. Should a position receive an application from only one candidate, the interview panel will discuss among themselves if the appointment is to be approved. If the panel's decision to appoint is not unanimous, an interview will be organised as per the procedure detailed above.

10.6. Pre-requisites and pre-election interviews

10.6.1. Interviews

10.6.1.1. Candidates for the position of JCR President must undertake a preliminary interview to ascertain suitability for the post (including financial competence, knowledge of the student experience, ability to represent the JCR, leadership abilities, attitude to student welfare etc) prior to hustling. The panel for this shall consist of the incumbent JCR President, JCR Treasurer, a Vice-Treasurer, JCR Chair and a Trustee nominated by the Board of Trustees. A unanimous verdict must be reached by the interview panel to prevent a candidate from standing.

10.6.1.2. Candidates for the positions of JCR Treasurer and Socials Chair must pass an interview to ascertain suitability for the post (including financial competence, attitude to probity etc) before being allowed to stand for election. The panel for this shall consist of the incumbent JCR Treasurer, JCR President, another member of the Finance Committee and a Trustee nominated by the Board of Trustees. A unanimous verdict must be reached by the interview panel to prevent a candidate from standing.

10.6.1.3. All candidates for the positions of Shop Committee Treasurer, Social Committee Treasurer, Socials Committee Treasurer and Sports and Societies Treasurer must pass an interview with the JCR Treasurer, JCR President, and previous holder of the position before being allowed to stand for election. A unanimous verdict must be reached by the interview panel to prevent a candidate from standing.

10.6.1.4. Candidates for the roles of Welfare Officers must have an informal chat with the incumbent Senior Welfare Officer before applying.

10.6.1.5. Candidates for the roles of the Early Arrivals Frep, PG Fresher's Representative and the Freshers' Representatives must take part in the Frep Test followed by an interview the morning after. This will take place prior to the

final JCR Meeting of the year. The interview panel will consist of: the JCR President, JCR President-elect, Head Freshers' Representative, previous Head Freshers' Representative and JCR Chair.

10.6.1.6. Candidates for the role of Identity Charity Fashion Show President (ICFS) must pass an interview with the JCR President, previous ICFS President and other members of the past ICFS Exec, with JCR Chair in attendance.

10.6.2. Other prerequisites

10.6.2.1. The JCR President may only take up the role if they are a graduate of Durham University at the date of the commencement of their term of office.

10.6.2.2. Any position which has "First Year" in its title must be held by a First Year, of either an undergraduate or postgraduate course.

10.6.2.3. No one may hold more than one Executive Committee position and no one may stand for a second Executive Committee position if the terms of office overlap. Anyone holding an Executive Committee position must resign from all other JCR committees and officer positions.

10.6.2.4. All Bar Committee members must be over the age of 18.

10.6.2.5. Other prerequisites are as stated in the job descriptions for positions in the Committees and the OPPs.

10.7. Open Committees

10.7.1. Any member of the JCR may join an open committee. They must email the committee head in order to request to join.

10.7.2. Open committee members are accountable to their committee head and may be removed from the committee at the discretion of the committee head in consultation with the JCR President and JCR Chair.

11. Complaints

11.1. The JCR' formal Complaints Policy and Procedure is set out in Appendix L. The Procedure sets out those things about which a complaint can be made and those about which a complaint cannot be made. Appropriate confidentiality will be maintained at all times.

11.2. The JCR is committed to resolving issues without recourse to formal proceedings wherever reasonable. Members of the JCR are therefore

expected in normal circumstances to discuss, and where possible resolve, any issues of dissatisfaction relating to a decision of the JCR (or one of its committees or officers) with the relevant individuals in the first instance. Where this is not possible, or the JCR member remains dissatisfied following such a discussion, members should - where they have not already done so - discuss the matter on an informal basis with the JCR President or the JCR Chair.

11.3. If a Member wishes to make a formal complaint then they should follow the procedure set out in Appendix L . The JCR Chair is the “Complaints Officer” for the purposes of the Complaints Policy and Procedure and shall be responsible for the implementation of the Procedure.

11.4. It is anticipated that complaints will be raised in accordance with 11.1 to 11.3. However, students and staff who are members of the JCR may also follow relevant procedures outlined in the University Regulations and Procedures.

11.5. The “Supervising Trustee” for the purposes of the Complaints Policy and Procedure” is the Chair of Trustees.

12. Appendices

12.1 The Appendices to these OPPs contain:

- i) Appendix A – Equal Opportunities Policy
- ii) Appendix B – Register of Honorary Life Members
- iii) Appendix C – Electoral Calendar
- iv) Appendix D – Executive Committee Model Agenda
- v) Appendix E – Finance Committee Terms of Reference
- vi) Appendix F – Register of JCR Societies
- vii) Appendix G – Sports and Societies Renewal and Sports Budgeting
- viii) Appendix H – Conditions of Volunteering for the Freshers’ and Open Day Teams and other JCR Volunteers and Paid Employees
- ix) Appendix I – Further Information on JCR Officers and Committees
- x) Appendix J – Financial Regulations
- xi) Appendix K – Code of Conduct and Role Expectations for Executive Committee Members
- xii) Appendix L – Complaints Policy and Procedures
- xiii) Appendix M – Associate Member Code of Conduct
- xiv) Appendix N – JCR President’s Job Description