



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

## **Record of updates to the Appendices of the OPPs approved by the Board of Trustees**

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## **Appendix A: Equal Opportunities & Personal Harassment Policy**

### **Equal Opportunities Policy**

St Aidan's College JCR is opposed to all forms of discrimination on the grounds of: Age, Appearance, Caring Responsibilities, Caste, Class, Educational Background or Current Educational Status, Gender, HIV Status, Immigration Status, Irrelevant Criminal Conviction, Long-Term Illness, Marital or Family Status, Nationality, Physical or Mental Ability, Political Beliefs, Race/Ethnicity, Religion, Sexuality, or Trade Union Affiliation.

This JCR will take all reasonable steps to combat all forms of direct or indirect discrimination within the college environment. 'Discrimination' shall include all, but shall not be limited to:

- Verbal Discrimination
- Physical Discrimination
- Discrimination by Exclusion

Whilst the JCR does not wish to determine or undermine individuals' ideas or beliefs, it asks all college members and those on college property to respect the guidelines for behaviour set out below:

- 1 . Refraining from the use of directed discriminatory language towards others, whether or not intentionally abusive. 'Discriminatory' language is defined as anything that makes an individual feel uncomfortable, or offends them on the grounds set out above.
- 2 . Refraining from the use of insulting gestures or physical innuendo towards others.
- 3 . Refraining from uninvited physical contact or being a threatening presence to others.
- 4 . Refraining from the use of discriminatory behaviour in the running of collegiate societies. In all cases membership shall be allowed on the basis of ability, motivation and college commitment and not be any method that discriminates against any specific individuals or groups of individuals in the college society.

'Others' in the above guidelines shall include all college members, college staff, and all those visitors on St Aidan's College grounds and property.

This JCR recognises that some JCR campaigns or events may have a target group among students. The JCR shall make every attempt not to exclude any non-target group from the available information, nor to cause any discomfort or exclusion from the campaign as a whole. Any member of the JCR is able through the appropriate body (for example through the JCR President, Senior Welfare Officer or Campaigns Rep), to make suggestions for college-based campaigns they would like to see run.

Evidence of discriminatory behaviour will be taken very seriously by the JCR. Each case shall be individually assessed, initially through discussion or interviews with, (possibly) members of the JCR Executive. A copy of this policy shall be shown to all parties concerned so that they understand JCR policy on equal opportunities. If necessary, formal allegations/complaints can be made (see below) and appropriate disciplinary action may be taken.

### **Code of Practice relating to Personal Harassment**

Personal harassment involves unwanted, intimidating, embarrassing or demeaning conduct of a personal, sexual or racist kind, ranging from offending remarks or gestures and the displaying of offensive material, to actual physical harassment in any form, whether by a fellow student or by a member of staff. If you feel you have suffered such harassment, do not feel that it is your fault or that you have to tolerate such harassment. Do not hesitate to contact someone, even when an incident occurs only once, if you are concerned about it.

You can seek advice and help in a number of ways.

Talk about the problem with a friend or any College Officer, Tutor, or the Chaplain – all of whom are willing to discuss incidents or problems however large or small they may seem. Alternatively, you may prefer to talk to someone in Union Welfare, in the Student Health Service, or in the University Counselling Service. They would be pleased to advise you on a course of action or take up the matter up on your behalf. They may suggest a way of resolving the problem which you have not thought of. Any discussion will be confidential and further action involving you will not normally be taken without your express permission; in particular, the person about whom you are complaining will not be given your name as a complainant without your express permission. If you feel able to make it clear to the person causing you offence that such behaviour on that person's part is unacceptable to you, this may in some instances be sufficient to stop it. If you feel unable to tackle the person concerned, this does not constitute consent to the harassment, nor will it prejudice any complaining you may wish to bring. If the harassment continues, you are advised to seek a confidential interview with whoever you think can help you best. You may wish to be accompanied at such an interview by a friend or adviser and this wish will be respected. The purpose of the interview will be to discuss the nature of the problem and to arrive at a solution which is acceptable to all parties. Strict confidentiality will be preserved at all stages.

If the problem has not been resolved by the above means, you or someone acting on your behalf may make a formal allegation/complaint (see below), which may lead to initiation of the appropriate disciplinary procedures.

It may be useful for you to keep a note of details and dates of any relevant incidents which distress you, including a note of the ways in which the incidents cause you to change the pattern of your work or social life. The University of Durham has established formal codes relating to the personal harassment of students by staff, and the personal harassment of employees by employers, or other employees.

### **Anti-Bullying Policy**

We are committed to providing a caring, friendly and safe environment for all our students, so they may learn and socialise in a relaxed and secure atmosphere. Bullying and harassment of any kind is unacceptable in our College and will not be tolerated. If bullying does occur all students should be able to tell someone and know that the incidents will be dealt with promptly and effectively. Our College is a **telling** College and anyone who knows that bullying is happening, or has happened, is expected to tell someone suitable who will try to resolve the matter.

### **Declarations of Commitment**

All Shop supervisors, Captains of Sports Teams and Heads of JCR Committees and Societies are obliged to sign a declaration of commitment to the policies outlined in this Appendix in the form attached as an Annex below, in order to ensure that their respective organisations adhere to the codes of practice specified. As is outlined below, investigations and disciplinary action will be taken accordingly, should any breach of such commitment occur.

### **Animal Welfare Policy**

No animals will be brought to high capacity/loud events nor to events where it is expected that attendees will have consumed alcohol (with support animals being exempt e.g. guide dogs). As such, the presence of animals at any event supported by the JCR will, in future, be limited to activities for educational purposes or those improving the welfare of animals.

### **Investigation of Allegations**

If any of the above policies are breached the person affected or someone acting on their

behalf may make a formal allegation/ complaint under the procedure contained in the Associate Member Code of Conduct/Behaviour, which may lead to initiation of the appropriate disciplinary procedures. In addition, where such conduct is deemed serious enough to be classed as a major offence under University Regulations it may be referred to the Senate Disciplinary Committee for further action.

### **Annex 1: Sports Teams, Clubs and Societies Equalities Declaration**

1. As a part of St Aidan's JCR my Sports Team, Club or Society believes that it needs to play its part in acknowledging the equal value of all Members of the JCR, the University community and wider society.

2. We therefore intend to play, practice, perform, participate, and party in a way which respects and values everyone. We will be supportive, accessible and inclusive for all Members and potential Members regardless of disability, race, ethnicity, gender, sexuality, age, ability or social or economic standing. We wish to show that we should be judged by our achievements, efforts and behaviour as Members of the JCR and the University community.

3. We therefore make a commitment to:

(a) Rid our sports teams, clubs, and societies of disrespect in any form and promote a culture of mutual respect. This includes, but is not limited to all exclusion or unfair treatment of any individual based on disability, race, ethnicity, gender, sexuality, age, ability, social or economic standing.

(b) Ensure our sports teams, clubs and societies are run democratically where everyone has the opportunity to participate.

(c) Promote equal opportunity where all can participate as equals and where those who consider themselves disenfranchised, excluded or a minority may participate in the same way as those who do not.

(d) Be judged by our actions both in and outside performances by showing respect during matches, training, rehearsals, performances, competitions, meetings and socials.

(e) Contribute to the wider community by acknowledging and acting on our responsibilities to interact positively with and influence the actions of others.

(f) Listen considerately where it is suggested that our sports team, club or society is not meeting the aims of this Declaration and react positively to improve matters where appropriate.

(g) Be diligent in challenging others who are not meeting the aims of this Declaration.

4. I am signing this Declaration on behalf of myself as an individual and on behalf of my sports team, club or society to confirm our commitment and support for inclusion, equality and respect in our sports team, club or society.

Signed.....

Position.....

Sports Team/Club/ Society.....

Date.....



## Appendix B: Honorary Life Members

A record of the known Honorary Life Members (HLMs) of St Aidan's College JCR and St Aidan's JCR CIO. HLMs of St Aidan's College JCR shall be considered HLMs of St Aidan's JCR CIO.

### JCR Honorary Life Memberships

2025

- Joe Kelly (Contribution to College Sport, Identity Charity Fashion Show and the JCR as President)
- Lottie Aulton (Contribution to the JCR, as Head Frep, and College Sport)
- Jamie Wildman (Contribution to the JCR and College Sport)
- Ben Rouse (Contribution to the JCR as Treasurer, and College Sport)
- Vidipt Dhasmana (Contribution to College Sport, and the JCR - including the Shop)

2024

- Ffion Rees (Contribution to the JCR as socials chair and college sport)
- Natalie Gaunt (Commitment to welfare committee and college sport)
- Isabel Young (Commitment to the JCR as socials chair and ongoing mentoring)
- John Loudon (Contributions to the JCR as JCR Chair, contributions to college sport and Identity Charity Fashion Show)
- Harry Trice (Commitment to the JCR as a remarkable JCR President alongside admirable involvement in college sports)

2023

- Joseph Eaton (A passionate and committed JCR President, Compliance Officer, SACHC Hockey Team Goal Keeper, SACAFAC E Team Football)
- Samantha Perry (Contribution to the Bar and its community, a devoted Bar Sabbatical, contribution to Identity Fashion Show, G team darts)
- Fern Kennard (Services and Contributions to Welfare as Senior Welfare Officer, Establishment and dedication to Van Maidans Women's Rugby Team, an active and dedicated member of the JCR)
- Joshua Braithewait (A devoted member of Welfare, SACRFC regular player and member, a dependable Frep for two years)
- Edward Vickery (SACHC Hockey Team Captain, JCR Chair for one term, general overall contribution to the JCR and its community)

2022

- Joseph McGarry (An inspiring JCR President, Senior Frep for two terms, SACAFAC E Team football,
- Saoirse Ellis (Contribution to the Bar and community, JCR Secretary, Welfare Officer, darts captain)
- Conrad Staroscik (Helped with tech at college events, Pool A team, darts club captain, organised Ally Pally)
- Robert Smith (Two terms as PFO, independence negotiator, SACHC)
- Thaddaeus Dominic (President of the International Society, JCR Treasurer)
- Jess Madden (Senior Frep, LGBT+ Society)

2021

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2020

- Ammiya Chugh (Badminton Captain, Int. Welfare Rep, Frep, Shop, lots of sports)

- Molly Briscoe (Socials Chair, Disabilities Welfare Rep, Coffe, Cake and Consent, Pub Quiz, Open Days', Frep, Ripped Off).
- Ed Cook (Drama Coordinator, Union Rep and publicity, Panto x3, Frep)
- Nanki Kuckreja (Welfare – POC, Stressless, int. week – formals, int. soc President and Secretary)
- Mikey Godsmark (Open Days, Frep, SSO, many many sports, Bar)
- Ed Galagher (Treasurer, Fin Comm – OM, small projects – Frep, frisbee)

## 2019

- Ryan Collins (Eternally committed techy: Tech Chair and IT Officer, Frep, general ray of sunshine, disney soc)
- Becky Mingard (Fabulous Art coordinator for two years, started the MH art exhibition, LGBT+ welfare Rep, women's rugby)
- SP?
- Sarah Schenk (Incredibly compassionate Senior Welfare Officer, Ass. Welfare Officer and 1<sup>st</sup> year welfare rep, Shop comm Secretary)
- Clara Ohayon (Passionate JCR President, Shop Chair)

## 2018

- Arabeth Lecuyer (Committed Senior Welfare Officer, Frep, Veg Soc Co-Founder)
- Brodie Wood (Dedicated JCR Treasurer, Frep, Bar Supervisor and later sabbatical, Women's Rugby & Weightlifting)
- Eliana Coschignano (Communities Officer, Welfare Comm, Shop Comm, International Society)
- Felix Culas (Frep, International Society, Welfare)
- Luke Hollander (Selfless JCR President, active Union Officer)
- Stefano Cattaneo (Instrumental in increasing the importance of Tech as Tech Chair)

## 2017

- Alex Tarrant-Anderson (Full JCR commitment for 4 years, pioneered Live Lounge, JCR President)
- Amy Campo McEvoy (Communities Committee – charity work, volunteering, International Society)
- Jaisal Patel (Shop Chair, IT Officer, JCR handyman)
- Justin Beese (Gym Officer, Sports and Societies Officer, Aidans-Mildert Varsity pioneer, Graidan's coach)
- Liam Forsyth (Going above and beyond as Bar Supervisor, Summer Festival, sporting achievement)
- Mia Pereira (Formals Committee – 3 years, going above and beyond as Formals Officer)

## 2016

- Abi Holmes (Thrice Open Day Rep, Shop Events, Social Chair, Formals Officer, Hockey Social Sec)
- Alice Dee (Students' Union, Shop Comm, JCR President)
- Heather Mitchell (Bar Supervisor, Boat Club, JournoComm)
- Lauren Polson (Social Treasurer, Vice Treasurer, Treasurer, Boat Club Social Sec, 4 years Boat Club, Women's Football, Women's Rugby)
- Rose Malleson; (JournoComm, Female Welfare, Campaigns Comm, Senior Welfare, Women's Football, Pool, Darts)

## 2015

- Alicia Kenshole (Welfare Committee – 3 years, contributions to Union’s WED Comm as Welfare Officer)
- Frankie Humphreys (Shop Comm, Campaigns Officer, JCR Secretary)
- Mark ‘Sharky’ Barratt (Shop Comm, VP Comm, Team Bar, Men’s Hockey & Table Tennis Captain, JCR President)
- Nick Sidwell (Shop Comm, VP Comm, Bar Committee – 3 years, Rugby Club – 4 years, endeavours towards creating a conducive college community)
- Oliver ‘Ollie Rollie’ Rollinson (Shop Comm – 3 years inc. Shop Treasurer and 4 terms as Shop Chair)
- Sabinder ‘Sabs’ Sandhu (SocComm – 3 years, going above and beyond as Social Chair)

## 2014

- Elgan Alderman (Widespread commitments to college sport, Sports Officer, JCR Chair, endeavours towards creating a conducive college community)
- Katy Gooding (Arts Coordinator, JCR Secretary)
- Les Goodyer (24 years as a College Porter)
- Maddie Daniels (Social Treasurer, Vice Treasurer – 2 years) Shehaab Lauloo (International Rep – 2 years, outstanding commitment to International Community)
- Will Macleod (Journo Comm, Social Treasurer, JCR Treasurer – 2 years)

## 2013

- Andrew Dwyer (DSU Rep, outstanding external commitment to DSU)
- Carla Glass (Senior Freshers’ Representative, Rowing Captain, Bar Steward)
- George Thomas (Shop Comm, Welfare Committee – 3 years inc. Welfare Officer, JCR President-elect)
- Will Rudd (Widespread commitments to college sport, Sports Captain, Vice-President)

## 2012

- Becky Smethurst (Social Chair, JCR Secretary)
- Ben Conti (Shop Treasurer, JCR Treasurer – 2 years)
- Ben ‘Yorkshire’ Richardson (Services Committee, DUCK Committee, Senior Freshers’ Rep, Vice-President)
- Jonny Johnson (Shop Chair, JCR President-elect)
- Lotty Ellicott (Social Treasurer, Social Chair)
- Rich Hall (IT Officer, outstanding commitment to tech preparation/management)

## 2011

- Chris Waddell (Shop Comm, Shop Chair – 2 years)
- David Howe (Bar Comm, Rugby Club Captain)
- David ‘Dorris’ Morris (Shop Comm, Senior DSU Rep, JCR President-elect)
- Doug/Scott Long (Social Chair, Services Officer)
- Genevieve Lowles (SocComm, Services Committee, JCR Secretary)
- Helen Jones (Welfare Committee, Welfare Officer) arC
- Jack Caswell (Widespread commitments to college sport, Sports Captain, Vice-President)

## 2010

- Catherine Peach (Arts Chair, Vice-President)
- James Dickie (Senior DSU Rep) Jonathan Viccary (JCR Treasurer)
- Kerrie Gordon (Shop Comm, Welfare Officer)
- Mike Lehan (IT Officer, Services Officer)
- Richard James (Bar Comm, Bar Steward)
- Tom ‘Pinski’ Filipinski (Shop Comm, JCR Chair, JCR President-elect)

- Tyrone Rees-Davies (Welfare Committee, JCR Secretary)

**2009**

- Matt Bennett (Vice-President)
- Rakesh Mistry (Vice-President, JCR Chair)
- Thomas Hall (Shop Chair, Boat Club, JCR President-elect)

**JCR Postgraduate and Mature Students Committee Honorary Life Memberships**

## Appendix C: Electoral Calendar

	Meeting 1	Meeting 2	Meeting 3
<b>Michaelmas</b>	<p><b>Elections:</b> Welfare – First Year Rep Sports &amp; Societies – Sports Journalist</p> <p><b>Hustings:</b> Exec - Eco Chair Exec - Publicity Officer</p> <p><b>Interviews:</b> Social – 1x Arts Director Social – Technical Director Socials - 6x Ordinary Members Journalism – 5x Ordinary Members Social - 1x Ordinary Member Welfare - 6x Ordinary Member</p>	<p><b>Elections:</b> Social – Sponsorship Rep Outreach – Publicity Officer</p> <p><b>Hustings:</b> Outreach - Vice Chair Eco - 2x Vice Chairs</p> <p><b>Interviews:</b> Sports &amp; Societies - Vice Sports &amp; Societies Officer</p> <p><b>Hustings:</b> Exec - Senior PG Rep ICFS - President</p> <p><b>Interviews:</b> Social – Secretary Sports &amp; Societies – Events Officer Journalism - 2x Ordinary Members Finance - 2x Ordinary Members Welfare – Media Rep Welfare - PG Rep Tech - College Marketing &amp; Photography</p>	<p><b>Elections:</b> Social – Entertainment Rep</p> <p><b>Hustings:</b> Exec - Head Freshers' Rep Exec - Shop Chair</p> <p><b>Interviews:</b> Social – 1x Arts Director</p>
<b>Epiphany</b>	<p><b>Elections:</b> -</p> <p><b>Hustings:</b> Exec – Tech Chair Exec - Outreach Chair Shop - Treasurer Social – Treasurer Socials - Vice</p> <p><b>Interviews:</b> Social – 2x Ordinary Members Welfare - 2x Ordinary Members Outreach – Volunteering Coordinator</p>	<p><b>Elections:</b> Shop – Stocking Officer</p> <p><b>Hustings:</b> Social – Marketing Rep</p> <p><b>Interviews:</b> Finance/Outreach – Outreach Treasurer Shop – Tech Officer</p>	<p><b>Hustings:</b> EXEC - JCR President</p> <p><b>Elections:</b> Steering – 2x Vice Chairs Shop - Marketing Student Trustee</p> <p><b>Hustings:</b> Exec – Senior Welfare Officer</p> <p><b>Interviews:</b> Finance – Vice Treasurer (General) Finance – Vice Treasurer (Growth and Strategies)</p> <p><b>Hustings:</b> Exec – JCR Treasurer Wellbeing and Campaigns Welfare Officer x2</p> <p><b>Interviews:</b> Senior Frep</p>

			Committee Sports & Societies – Treasurer Outreach – Fundraising Coordinator
<b>Easter</b>	<p><b>Elections:</b> Shop – Health &amp; Safety Officer</p> <p><b>Hustings:</b> EXEC - JCR Chair MAD – Music Coordinator MAD – Arts Coordinator Tech - Vice Chair</p> <p><b>Interviews:</b> Environment – 4x Environment Reps Finance – Secretary Finance – Small Projects' Officer Socials – 3x Ordinary Members Welfare – International Students' Rep Welfare – Mature Students' Rep Welfare – LGBTa Rep Welfare – POCa Rep Welfare - Disabled Students Rep Tech - IT Officer</p>	<p><b>Elections:</b> Shop – Events Officer</p> <p><b>Hustings:</b> EXEC - Compliance Officer EXEC - Socials Chair MAD – Drama Coordinator</p> <p><b>Presidential Speech</b></p> <p><b>'Prep Test' &amp; Interviews:</b> 2x Early Arrivals Freps 2x PG Reps 12x Freshers' Reps</p> <p><b>Interviews:</b> Shop – Secretary Tech – Treasurer</p>	N/a

## Appendix D: Executive Committee Model Agenda

The standard format for Executive Meeting agendas shall be the following:

### **SAC JCR Executive Committee Meeting**

**Date:** Sunday evening

**Time:** 6:00pm – 7:00pm

**Location:** Garden Room

**Apologies:** (names of absent officers)

- 1. Welcome (*General introduction from the Chair*)**
- 2. Officers' Reports (*Each officer individually reports on their respective committees' work*)**
- 2.1. The JCR President's Officer Report shall include the following:**
  - I. Presidents' Business**
  - II. College Officers' Meeting Updates**
  - III. Trustee Board Updates**
  - IV. JCR Presidents' Committee Updates**
  - V. Previous Week's Event(s) Review(s)**
- 3. Agenda Items (*submitted by members to the JCR Chair prior to the meeting, according to a set deadline*)**
- 4. AOB (*other items to be discussed that weren't submitted to the agenda*)**

### **Action Log:**

As well as circulating minutes and agendas, the JCR Compliance Officer shall compile - and continually update - a running log of all action points (both individual and collective) minuted during meetings, and distribute said action log on a regular basis in order to ensure all tasks are carried out efficiently and not forgotten.

## **Appendix E: Finance Committee Terms of Reference**

*This document's purpose is to regulate the practices of the JCR Finance Committee, in order for it to be as an effective committee as possible. They work in conjunction with the sections of the OPP dealing with financial matters (eg the Financial Regulations – see Appendix J below).*

### **1. Objectives of SAC JCR Finance Committee**

- 1.1.** To oversee the sound and secure management of the JCR Finances, and to hold the JCR Treasurer and JCR President to account on financial matters.
- 1.2.** To represent the generality of students in relation to the JCR's budgets, accounts, accounting, purchasing and event management.
- 1.3.** To uphold the objectives of the JCR in relation to financial matters, and to ensure that the financial activity of the JCR best services the needs of students.
- 1.4.** To ensure that best financial practice is maintained from year to year with respects to budgeting and accounting.
- 1.5.** To budget effectively for all major JCR events and to prevent significant losses being made on those events.

### **2. Meetings**

**2.1.** Finance Committee shall meet as mandated in the OPPs. Ideally this shall be a week in advance of each ordinary JCR Meeting. Emergency Meetings may be called by either the JCR Treasurer or JCR President. The JCR Treasurer shall be responsible for organising meeting dates and chairing meetings.

**2.2.** The Finance Committee Secretary shall send an agenda for a meeting to all members at least one day prior to each meeting. The agenda shall be agreed in conjunction with the JCR Treasurer, and is advised to contain the following points:

1. *Apologies*
3. *News from the JCR Treasurer and President*
4. *Other Officer Reports*
5. *Pre-Budgets for Upcoming Events, the Shop & Annual Accounts*
6. *Post-Budgets for Events, the Shop & Annual Accounts*.
7. *Small Projects, Charity Donation and Charity Event Loan Fund Allocations (when appropriate)*
8. *Consideration of Proposed Motions for Upcoming JCR Meetings*
9. *A.O.B.*

**2.3.** The Finance Committee Secretary shall take minutes at meetings in order that decisions made at meetings are recalled for a later date.

**2.4.** Finance Committee may only conduct business when quorate; a meeting shall be quorate when half the members plus one are present, including at least one of the JCR President or JCR Treasurer.

### **3. Budgets and Accounts**

**3.1.** Unless agreed otherwise and accounted for in the yearly budgets, all major JCR events should aim to break even, including VAT.

**3.2.** Budgets for the following events must be prepared in advance of a Finance Committee meeting preceding them by the relevant member responsible for organising them and presented for scrutiny and approval (i.e. Social Treasurer: *Winter Independence Ball, Bops, Summer Ball*; JCR President: *Recent Graduates', Aidan's Day*; Sports & Societies Treasurer: *Van Mildert Varsity, Sports & Societies Formal, Sports & Societies' Dinners/Balls*).

**3.3.** Subsequent to every event, a post-budget should be prepared by the relevant member to compare projected income and expenditure with their actual amounts.

**3.4** Shop takings should be reviewed at least once per term and compared to previous year's takings, as well as the yearly budget.

**3.5.** Finance Committee should discuss the yearly budgets and accounts annually.

#### **4. Small Projects, Charity Donation and Charity Event Loan Fund Allocations**

**4.1.** Submissions for the Small Projects and Charity Donation should be accepted once a term and a termly budget set aside for each.

**4.2.** Finance Committee should discuss each application in turn at the final meeting of each term, and come to a collective consensus on which applications to accept and decline. If necessary, a vote may be taken.

**4.3.** Anyone with a vested interest or conflict of interests in any application shall be required to declare it and leave the meeting for the duration of the discussion of that application.

**4.4.** The Vice-Treasurer (General) shall ensure that approved small project purchases and charity allocations go ahead.

## Appendix F: List of Approved JCR CIO Societies

The following societies have been ratified by the JCR (those in **BOLD** are currently active):

Aidan's Voices	<b>Film Society</b>
Jazz Band	Picnic Society
<b>Christian Union</b>	Book Society
SACCFS (Fashion Show)	Aidan's Badgers (Barbershop)
LGBTQIA+ Society	Climbing Society
International Society	<b>Aidan's College Theatre (ACT)</b>
St Aidan's Music Society	Video Games & E-Sports Society
Psychology Society	Photography Society
Disney Society	Ballet Society
St Aidan's Drone Society	Aidan's Croquet Society
Pub Quiz Society	Quidditch Club
St Aidan's College Softball Club	SACBOS (Bake Off Soc)
<b>Debating Society</b>	Feminist Society (FemSoc)
Aidan's DJ Society (Michaelmas 2018)	Aidan's Chamber Choir
St Aidan's RPG Society (Michaelmas 2018)	St Aidan's Sand & Surf (SASS)
St Aidan's Physics Society (Michaelmas 2018)	Aidan's Accapella
St Aidan's Ripped Off Society (Michaelmas 2018)	Film Making Society
Gingerbread Society (Michaelmas 2018)	Comedy Society
Running Society (Epiphany 2019)	DUCK Society
Fun and Games Society (Epiphany 2019)	Board Games Society
Moving Picture Society (Epiphany 2019)	International Affairs Society
Dodgeball Society (Michaelmas 2020)	Cubing Society
Fußball Society (Michaelmas 2020)	Sigma Alpha Chi Society
Floorball Society (Epiphany 2020)	VegSoc
Classic Film Society (Epiphany 2020)	Aubergine Athletics of Aidans
Intersectional Feminist Society (Epiphany 2020)	Coffee Cake & Consent Society
<b>Law Society</b>	Weightlifting Society
St Aidan's College Dance Society (Michaelmas 2021)	Yoga Society (Michaelmas 2018)
Aidan's Chemistry Society (Easter 2022)	Untalented Society (Michaelmas 2018)
St Aidan's Running Club (Easter 2022)	<b>St Aidan's JCR Wardrobe (Michaelmas 2022)</b>
St Aidan's Casual Chess Club (Michaelmas 2022)	All Saints (St Aidans and St Marys)
	Cheerleading Society (Epiphany 2024)
<b>First Gen Scholar Society</b>	Revival
Fashion Society (Michaelmas 2022)	<b>Paint and Sip Society (Epiphany 2024)</b>
<b>Hill Art Society (Michaelmas 2025)</b>	<b>Finance Society (Michaelmas 2025)</b>
Neurodivergent society (Michaelmas 2024)	<b>St Aidan's Climbing Society</b>
<b>St Aidan's Running Club (Michaelmas 2025)</b>	
	<b>St Aidan's Formula 1 Society</b>



## Appendix G: Sports and Societies Renewal and Sports Budgeting

### Sports and Society Governance

1. The Sports and Societies Officer, with Sports Captains and Society Presidents shall monitor the membership of all clubs and societies. They shall take appropriate action, in cooperation with the Executive Committee, if any of the following terms are breached by a sports club or society.
2. Each sports club and society must have an executive committee.
  - 2.1 The executive committee of a sports club and society must include a named Captain/President and a named treasurer.
  - 2.2 The members of the executive committee of a sports club or society shall be contributing members to that club or society
  - 2.3 The executive committee of a sports club and society must be elected democratically at an Annual General Meeting
  - 2.4 Each sports club and society must hold one Annual General Meeting for the purpose of electing an executive committee for the next academic year
  - 2.5 All members of a sports club or society have the right to attend, contribute to and vote in elections at an Annual General Meeting
3. A sports club or society shall cease to exist when any of the following criteria are met:
  - 3.1 A society renewal form/sports renewal form is not submitted to the Sports and Societies Officer by the end of Easter Term.
  - 3.2 The Executive Committee decide unanimously that the sports club or society has significantly departed from its initial premise and does not provide quantifiable benefit to the JCR.
  - 3.3 A motion is passed to that effect at an Associate Members (JCR) Meeting.
  - 3.4 At the direction of the JCR Treasurer, when a sports club has exhausted its efforts to raise sufficient funds to carry out its activities.
4. No sports club or society, or individual member of them, shall open a separate bank account and all monies received by the club or society shall be paid into the JCR's bank account.
5. Any sports club or society holding equipment or other assets worth more than £100 shall inform the Sports and Societies Officer
6. Any sports club or society receiving funding or support (including sponsorship, donations, grants, ticket sale revenue etc.) from an external source shall inform the Sports and Societies Officer at the earliest opportunity including declaring the total received on their sports or society renewal form.

### Annual society renewal (from 17<sup>th</sup> March 2023)

7. Any society within the JCR that wishes to continue to receive JCR funding and recognition by the JCR, must submit a Society Renewal Form to the Sports and Society Officer before the end of Easter Term. **This is so that it can be accounted for in the following year's budget.**
8. A Society Renewal Form must include at least:
  - 8.1 The name of the society
  - 8.2 The names of the incoming executive committee of the society
  - 8.3 Any JCR assets held by the society

8.4 The total amount of money raised from any other form of self-income (e.g., sponsorship, event ticket sales, donations, grants) in the last academic year.

9. Societies having completed a society renewal form will be eligible to apply for JCR funding from the Societies fund as approved by Finance Committee

#### **Annual sports club renewal (from 17<sup>th</sup> March 2023)**

10. Any sport within the JCR that wishes to continue to receive JCR funding and recognition by the JCR, must submit a Sport Renewal Form to the Sports and Society Officer before the end of Easter Term. **This is so that it can be accounted for in the following year's budget.**

11. A Sports Renewal Form must include at least

- 11.1 The name of the sports club
- 11.2 The names of the incoming executive committee
- 11.3 The expected total expenditure of the Sport for the academic year
- 11.4 The rate at which subs shall be charged per member
- 11.5 The expected number of members paying subs
- 11.6 Any JCR assets held by the sport
- 11.7 The amount of money raised from any other form of self-income (e.g., sponsorship, event ticket sales, donations, grants) in the last academic year.
- 11.8 The requested funding from the JCR.

#### **Sports funding (from 1<sup>st</sup> August 2022)**

12. Once a club has completed its initial recruitment, the Club Captain must submit a list of members of the sport to the JCR Treasurer and SSO. Only JCR Members are permitted to participate in JCR Sports.

13. The Sports and Societies Treasurer, JCR Treasurer and Club Treasurer will decide the amount needed for the base participation of the sport.

14. The JCR will allocate a “total to be matched up to”, which is not less than half of the amount needed for base participation and inform the Club Captain and Treasurer of this number.

15. During Michaelmas term, the club will raise money in the form of subs or other forms of fundraising, which shall be paid into the JCR bank. The JCR Treasurer will keep records of this and produce the sport's total upon request within 3 working days.

16. Upon the club raising the required funds, the JCR Treasurer will allocate a portion of the reserves to be spent on the sport. This will match the amount raised by the sport, up to but not exceeding the “total to be matched up to”.

17. Should a sport club not be able to raise the required funds by the end of Michaelmas Term, the following actions will take place:

- 17.1 The JCR Treasurer shall reopen the deadline to the 1<sup>st</sup> day of Epiphany Term, the JCR Treasurer shall enter into discussions with the club treasurer to discuss whether any costs can be reasonably cut, or any supplementary external funding can be applied for.

- 17.2 Should a sport club not be able to raise the remaining funds by the 1<sup>st</sup> day of Epiphany Term, the JCR Treasurer shall mandate the Sports and Societies Officer to remove the sports club from any competitions.
18. The matched total can only be spent on things necessary for participation - to be agreed upon by the SSO, Club Captain and JCR Treasurer.
19. Club Captains and Treasurers can apply to Finance Committee to access additional funding from the designated Sports Equipment Fund to upgrade or invest in equipment necessary to compete.

## **Annex 1: Fashion Society Terms of Reference otherwise known as: “The Fashion Society Constitution”**

### **1. Objectives**

- 1.1. The objectives of Fashion Society are:
  - 1.1.1. To provide a forum for students at St Aidan’s College to discuss fashion
  - 1.1.2. To promote ethical and sustainable fashion
  - 1.1.3. To hold a student-ran charity fashion show to raise money for a beneficiary charity

### **2. Executive Committee Composition, Election and Appointment**

- 2.1. The Executive Committee shall consist of a ‘Core Exec’ and other members
  - 2.1.1. As a Type B Society, the Core Exec shall be elected/appointed according to the conditions set out in the OPPs
  - 2.1.2. Other Executive Committee members shall be appointed by interview panel according to the conditions set out in the OPPs
- 2.2. The Core Exec shall consist of the following positions:
  - 2.2.1. The elected Fashion Society President
  - 2.2.2. The elected Fashion Society Treasurer
  - 2.2.3. A JCR Vice Treasurer as nominated by Finance Committee
- 2.3 Other members of the executive committee shall consist of:
  - 2.3.1 Those positions deemed necessary to the running of the fashion show by the Core Exec

### **3. Executive Committee Responsibilities**

- 3.1. The responsibilities of the Fashion Society President shall include:
  - 3.1.1. Overseeing the planning of the annual charity fashion show including connected fundraising events
  - 3.1.2. Managing the society’s executive committee
  - 3.1.3. Being a regular point of contact between the Fashion Society Executive Committee, JCR Executive Committee and Finance Committee

- 3.1.3.1. Providing regular updates to both the JCR Executive Committee and Finance Committee
- 3.1.3.2. Providing updates, when asked, to the Board of Trustees
- 3.1.4. Preventing representational damage
- 3.1.5. Volunteering on the night of the fashion show for the duration of the fashion show including the clean up
- 3.1.6. Present a post event report and budget to Finance Committee

3.2. The responsibilities of the Fashion Society Treasurer shall include:

- 3.2.1. Working closely with the nominated JCR Vice Treasurer
- 3.2.2. Producing a budget for the fashion show
- 3.2.3. Overseeing the finances of the fashion show
- 3.2.4. Ensuring that all donations are paid into the JCR bank account
- 3.2.5. Following JCR Financial Regulations as set out in the OPPs
- 3.2.6. Volunteering on the night of the fashion show for the duration of the fashion show including the clean up
- 3.2.7. Present a post event report and budget to Finance Committee

3.3. As a Type B Society, The Fashion Society President and Treasurer shall sign a contract consisting of the appropriate schedule attached to Annex C of Appendix H of the OPPs

3.4 The Society's Executive Committee are associate members of St Aidan's JCR CIO and are representatives of the CIO to third parties including its partners such as Durham University.

3.5. All members of Society's Executive Committee shall work to reduce the risk of representational damage to the CIO.

3.6. The responsibilities of the nominated JCR Vice Treasurer, beyond their own responsibilities set out elsewhere in the OPPs, shall include:

- 3.6.1. Working closely with the elected Fashion Society Treasurer to support them in navigating JCR Financial regulations
- 3.6.2. Supporting the Fashion Society President and Treasurer to produce a post event report and budget to Finance Committee

#### **4. Annual Charity Fashion Show beneficiary**

4.1 The beneficiary shall be decided using Single Transferable Vote using the University online voting system. The voting will be done after the final meeting of Michaelmas term with the Society's Executive Committee being responsible for presenting five options for charities. The five options will be entered into the system as individuals, with an attached description of the work they do.

- 4.1.1 The beneficiary must:
  - 4.1.1.1. Be approved by the JCR's Executive Committee.
  - 4.1.1.2. Be a registered charity
  - 4.1.1.3. Have a UK bank account

4.2 All communications to the beneficiary or other partners must be conducted through a JCR email account

4.2.1. President: [fashion.president@st-aidans.com](mailto:fashion.president@st-aidans.com)

4.2.2. Treasurer: [fashion.treasurer@st-aidans.com](mailto:fashion.treasurer@st-aidans.com)

## **5. Financial Regulations**

5.1. The Fashion Society shall follow all of the financial regulations set out in the OPPs.



## **Appendix H: Conditions of Volunteering for Freshers' & Open Day Teams and other JCR Volunteers and Paid Employees**

1. This document is intended to give a clear picture as to what is expected from volunteers and paid employees of the JCR. It is expected that all volunteers and paid employees act responsibly and in the best interests of the JCR at all times as ambassadors of the JCR.

### **2. Freshers Representatives**

All freps, including those frepping ex-officio of other JCR offices, are required to sign an agreement with the JCR that outlines their responsibilities and the conditions of their volunteering. The form of Agreement will be largely in the form attached as Annex 1 to this Appendix and must be signed at the beginning of prep training.

2.1. Freps choosing not to sign the prep agreement will not be allowed to be a Prep.

2.2. The Head Prep must ensure that all freps sign the agreement before the start of Freshers' Week

2.3. Any prep that breaks the conditions of their volunteering, may be dismissed as a prep.

2.3.1. Whether to dismiss will be determined during a meeting of the JCR Chair, Head Prep and JCR President

2.3.2. This meeting will be chaired by the JCR Chair

2.3.3. Dismissed freps are not to be involved in Freshers' Week events and should return their prep top.

### **3. The Freshers Representative Agreement**

3.1 A prep agreement should be provided by the JCR.

3.2 A copy of the signed prep agreement should be held by the JCR.

3.3 A copy of a signed prep agreement should be given to the volunteer.

### **4. Open Days Representatives**

4.1 All Open Day Reps, including those frepping ex-officio of other JCR offices, are required to sign an agreement with the JCR that outlines their responsibilities and the conditions of their volunteering. The form of Agreement will be largely in the form attached as Annex 2 to this Appendix.

4.1.1 Open Day Reps choosing not to sign the agreement will not be allowed to be an Open Day rep.

4.2 Any Open day rep that breaks the conditions of their volunteering, may be dismissed as an open day rep.

4.2.1 Whether to dismiss will be determined during a meeting of the JCR Chair, Head Prep and JCR President.

4.2.2 This meeting will be chaired by the JCR Chair

4.2.3 Dismissed freps are not to be involved in the open days and should return their open day top.

## **5. Open Day Representative Agreement**

5.1 An Open Day Rep contract should be provided by the JCR.

5.2 A copy of the Signed Open Day Rep agreement should be held by the JCR.

5.3 A copy of a signed Open Day Rep contract should be given to the Volunteer.

## **6. Other volunteers and paid employees**

All other volunteers and paid employees of the JCR should sign an agreement with the JCR that outlines their responsibilities and the conditions of their volunteering or employment.

These include:

- Members of Team Tech
- Shop workers
- Any associate member engaging in manual handling on behalf of the JCR

6.1 Any volunteer or paid employee that breaks the conditions of their volunteering or employment, may be dismissed.

6.1.1 Whether a volunteer will be dismissed will be determined by a meeting of the JCR Chair, JCR President and a member of the Executive Committee.

6.1.2 This meeting will be chaired by the Chair.

6.1.3 Any employee will be dealt with under established ACAS employment disciplinary practices.

## **7. Volunteering or Employment Agreement**

7.1 A Volunteering or Employment agreement should be provided by the JCR. The forms of Agreement will be largely in the forms contained in the Annexes.

7.2 A copy of the Signed Volunteering or Employment contract should be held by the JCR.

7.3 A copy of a signed Volunteering or Employment contract should be given to the volunteer or employee.

### **Annex 1: The Freshers' Representative (Rep) Volunteering Agreement**

#### **Schedule 1**

##### **Agreement between:**

St Aidan's Junior Common Room CIO ("the JCR")

and

(“ the Volunteer”)

**Position to be Held by Volunteer:**

Freshers Representative (“FreP”)

**Period of Volunteering:**

**From:** 23/09/2023

**Until:** 30/09/2023 at 12pm / terminated by either party giving 7 days written notice to the other party.

**Supervisor of the Volunteer:**

Head Freshers Representative (“Head FreP”).

**Place of Volunteering:**

St Aidan’s College (“the College”), University of Durham (“the University”) or such other reasonable location as requested by the Line Manager/Supervisor.

**Remuneration for Volunteering:**

Unpaid

**Personal Details of Volunteer:**

Full Name:

Tel No :

Email:

Address:

Next of Kin:

Tel No:

Any long term health issues/disabilities \* :

\*This is required so that the JCR can make any reasonable adjustments necessary to enable the Volunteer to carry out their duties.

**Responsibilities of the Volunteer:**

1. To carry out the functions in the attached Schedule.
2. To be punctual and organised.
3. To follow the reasonable instructions of the Supervisor.
4. To undertake all necessary training connected with the position.
5. To comply with all Health and Safety requirements of the JCR, the College or the University.
6. To be a good ambassador for the JCR and promote a positive image of the JCR.
7. To comply with all data protection requirements of the JCR and not mis-use personal data.
8. To comply with any Code of Practice or Code of Conduct attached to this Agreement.
9. To co-operate with any vetting procedure required for the position including a DBS check if necessary.

#### **Conditions of Volunteering :**

1. Freps must not consume alcohol or any other recreational drug during Freshers' Week
2. Freps must not enter into romantic or inappropriate personal relationships with freshers during Freshers' Week
3. Freps must not give welfare advice
4. Freps must inform the Head Rep, at the earliest opportunity, if they cannot attend any activities as schedules by the JCR during Prep Week and Freshers' Week.
5. Freps consent to the JCR taking photographs or videos of them during Frep Week/Induction Week and all events leading up to and publicising Frep Week/Induction Week and to the use of the images by the JCR on its website, social media platforms and in publicity before or after the Frep Week/Induction Week . The JCR will use its best endeavours to delete or remove all images from its website and its social media platforms within 18 months of the date of the Frep Week/Induction Week. The JCR will not retain or use the images after 18 months from the date of the Frep Week/Induction Week and will delete or remove the images from its records.
6. Freps consent to their personal data being held by the JCR for the purpose of record keeping and administering their activities as Freps. The JCR will hold the

personal data for various purposes to do with being a Frep such as communicating the Frep. The JCR's use of personal data is governed by its Data Protection Policy which can be obtained from the Compliance Officer .

**Non-Compliance with Agreement :**

If Freps do not adhere to the requirements of this Agreement they may face dismissal in a process as outlined in Appendix H of the Associate Members Operating Policies and Procedures.

**Signed:** on behalf of the JCR.

Full Name: Position:

Date:

**Annex 2: The Open Day Representative Volunteering Agreement**

**Schedule 1**

**Agreement between:**

St Aidan's Junior Common Room CIO ("the JCR")  
and (" the Volunteer")

**Position to be Held by Volunteer:**

Open Day Representative

**Period of Volunteering:**

From: 202  
Until: 202 / terminated by either party giving 7 days written notice to the other party.

**Supervisor of the Volunteer:**

Head Freshers Representative (“Head Frep”)

**Place of Volunteering:**

St Aidan’s College (“the College”), University of Durham (“the University”) or such other reasonable location as requested by the Supervisor.

**Remuneration for Volunteering:**

Unpaid

**Personal Details of Volunteer:**

Full Name:

Tel No:

Email:

Address:

Next of Kin:

Tel No:

Any long term health issues/disabilities \* :

\*This is required so that the JCR can make any reasonable adjustments necessary to enable the Volunteer to carry out their duties.

**Responsibilities of the Volunteer:**

1. To carry out the functions in the attached Schedule.
2. To be punctual and organised.
3. To follow the reasonable instructions of the Supervisor.
4. To undertake all necessary training connected with the position.
5. To comply with all Health and Safety requirements of the JCR, the College or the University.
6. To be an ambassador for the JCR and promote a positive image of the JCR.
7. To comply with all data protection requirements of the JCR and not mis-use personal data.
8. To comply with any Code of Practice or Code of Conduct attached to this Agreement.
9. To co-operate with any vetting procedure required for the position including a

DBS check if necessary.

**Conditions of Volunteering:**

1. Open Day Reps must not enter into romantic or inappropriate personal relationships with attendees during Open Days
3. Open Day Reps must not give welfare advice
4. Open Day Reps must inform the Head Frep, at the earliest opportunity, if they cannot attend any activities as scheduled by the JCR during Open Days.
5. Open Day Reps consent to the JCR taking photographs or videos of them during Open Days and all events leading up to and publicising Open Days and to the use of the images by the JCR on its website, social media platforms and in publicity before or after the Open Days . The JCR will use its best endeavours to delete or remove all images from its website and its social media platforms within 18 months of the date of the Open Days. The JCR will not retain or use the images after 18 months from the date of the Open Days and will delete or remove the images from its records.
6. Open Day Reps consent to their personal data being held by the JCR for the purpose of record keeping and administering their activities as Freps. The JCR will hold the personal data for various purposes to do with being an Open Day Rep such as communicating with the Open Day rep. The JCR's use of personal data is governed by its Data Protection Policy which can be obtained from the Compliance Officer .

**Non-Compliance with Agreement:**

If Open Day Reps do not adhere to the requirements of this Agreement they may face dismissal in a process as outlined in Appendix H of the Associate Members Operating Policies and Procedures.

**Signed:**

Full Name:

Date:

**Signed:**

Full Name:

on behalf of the JCR.

Position:

Volunteer

Date:

### **Annex 3: Volunteering Agreement**

#### **Agreement between:**

St Aidan's Junior Common Room CIO ("the JCR")

and (" the Volunteer")

#### **Position to be Held by Volunteer:**

#### **Period of Volunteering:**

From: 202

Until: 202 / terminated by either party giving 7 days written notice to the other party.

#### **Supervisor of the Volunteer:**

#### **Place of Volunteering:**

St Aidan's College ("the College"), University of Durham ("the University") or such other reasonable location as requested by the Line Manager/Supervisor.

#### **Remuneration for Volunteering:**

Unpaid

**Personal Details of Volunteer:**

Full Name:

Tel No :

Email:

Address:

Next of Kin:

Tel No :

Any long term health issues/disabilities \* :

\*This is required so that the JCR can make any reasonable adjustments necessary to enable the Volunteer to carry out their duties.

**Responsibilities of the Volunteer:**

1. To carry out the functions in the attached Schedule.
2. To be punctual and organised.
3. To follow the reasonable instructions of the Supervisor.
4. To undertake all necessary training connected with the position.
5. To comply with all Health and Safety requirements of the JCR, the College or the University.
6. To be a good ambassador for the JCR and promote a positive image of the JCR.
7. To comply with all data protection requirements of the JCR and not mis-use personal data.
8. To comply with any Code of Practice or Code of Conduct attached to this Agreement.
9. To co-operate with any vetting procedure required for the position including a

DBS check if necessary.

**Non-Compliance with Agreement :**

If Volunteers do not adhere to the requirements of this Agreement they may face dismissal in a process as outlined in Appendix H of the Associate Members Operating Policies and Procedures.

**Signed:** on behalf of the JCR.

Full Name: Position :

Date:

**Signed:** Volunteer

Full Name:

Date:

**Annex 4: Employment Agreement**

Agreement between:

St Aidan's Junior Common Room CIO ("the JCR")

and (" the Employee")

**Position to be Held by Employee:**

**Period of Employment:**

From: 202

Until: 202 / terminated by either party giving 7 days written notice to the other party.

**Line Manager of the Employee:**

**Place of Employment for Employment:**

St Aidan's College ("the College"), University of Durham ("the University") or such other reasonable location as requested by the Line Manager.

**Payment/ Remuneration for Employment:**

£ per hour / Other (e.g. x free tickets to the Summer Ball)

**Personal Details of Employee:**

Full Name: Tel No:

Email:

Address:

Next of Kin: Tel No:

Any long term health issues/disabilities \* :

\*This is required so that the JCR can make any reasonable adjustments necessary to enable the Employee to carry out their duties.

**Responsibilities of the Employee:**

1. To carry out the functions in the attached Schedule.
2. To be punctual and organised.
3. To follow the reasonable instructions of the Line Manager.
4. To undertake all necessary training connected with the position.
5. To comply with all Health and Safety requirements of the JCR, the College or the University.
6. To be a good ambassador for the JCR and promote a positive image of the JCR.
7. To comply with all data protection requirements of the JCR and not mis-use personal data.
8. To comply with any Code of Practice or Code of Conduct attached to this Agreement.
9. To co-operate with any vetting procedure required for the position including a DBS check if necessary.

**Non-Compliance with Agreement:**

If employees do not adhere to the requirements of this Agreement they may face dismissal in a process which will follow accepted ACAS disciplinary practices.

**Signed:** on behalf of the JCR.

Full Name: Position:

Date:

**Signed:** Employee

Full Name:

Date:

## **Schedule 1 (Shop Workers)**

### **1. Shop workers should expect:**

- a) To be paid for their shifts.
- b) To receive a schedule of the days and hours they are expected to work at the shop in advance
- c) To attend required online as well as in-person training on how to operate the shop during shifts as determined by the Shop Committee 'The Shop Exec'
- d) To enter their shifts on the payroll spreadsheet
- e) To be treated with respect and equal to all other members of Team Shop
- f) To receive a strike alongside their name for not cleaning the shop, utensils, and/or hot food machines at the end of their shift
- g) To receive one free toastie on shift per shift.
- h) To be sent home from a shift early at the direction of the Shop Chair or JCR President if the shop is quiet and expected to remain so.

### **2. Shop workers must:**

- a) Abstain from drinking alcohol to the point of inebriation, or taking other recreational drugs whilst on shift
- b) Not steal from the shop. Theft will result in being fired from the shop, and might be subject to legal action
- c) Abide by all rules and regulations displayed behind the shop and follow the instructions given by the Shop Committee
- d) Inform the Shop Chair and Shop Messenger Chat at the earliest opportunity if they cannot make a shift and try to get someone else to cover for them.

### **3. Dismissal**

- a) Shop Workers disregarding the conditions set out in this annex and schedule may not be allowed to continue with their employment following the processes set out below.
- b) Employment is subject to a 3-strike system. A Shop worker can receive a strike for:
  - I. Not turning up for a shift without informing the Shop Chair or other member of Shop Committee without a reasonable excuse.

- II. Not cleaning the shop, utensils, and/or hot food machines at the end of their shift as taught during training.
  
- c) A strike can only be administered by the JCR President on the advice of Shop Committee.
- d) Shop workers receiving 3 strikes will not be eligible for a shift and will be notified by the JCR President that their employment will be terminated in line with the conditions stipulated in their contract.
- e) A shop worker's strike count refreshes every academic year.

## **Appendix I: Further Information on JCR Officers & Committees**

*This document gives a brief introduction to what each committee does, the expectations of committee members, and some desired qualities that would be appropriate for each position. Also explained is how to get onto each committee.*

**Tips for interviews/applications:** Go into as much detail as possible when referencing qualities and past experiences. Make it obvious why what you are saying is relevant and take some time to answer the questions you are asked fully. The most impressive interviews at least adhere to these rough guidelines. (**N.B.** – *A candidate for any role must be present for two consecutive terms unless they can demonstrate to an interview panel, or to the JCR, that they will be able to fulfil their role despite being absent for longer.*)

### **1. Executive Committee**

#### **General Committee**

1.1 The Executive Committee are in charge of the day-to-day running of the JCR. They make decisions on behalf of the JCR and are elected to represent the views of as many members of the JCR as possible.

1.2 The Exec are also the faces of college and are expected to uphold college spirit and engagement in all matters, by attending events, helping out as much as possible with every facet of JCR life, and leading the JCR in its strategic outlook and direction.

1.3 The responsibilities of the members of the Executive Committee are listed in Appendix J

1.4 All Exec members will receive both a verbal and an electronic handover from their predecessor and will continue to review and update this in order to maintain a consistent handover process.

**1.5 Any member of the JCR can stand for the Exec.**

1.6 Members of the Exec cannot hold any other committee positions simultaneously and resign them upon assuming office. Exec members are elected across the three JCR Meetings of Epiphany Term by STV vote, according to the Electoral Calendar (Appendix C). This requires candidates to submit a manifesto to the JCR Chair, the details deadlines for which will be publicised by the JCR Chair at the appropriate time and can be found out on

enquiry.

1.7 Members of the Executive Committee will sometimes be privy to confidential information as a part of their role where appropriate. Members must keep this information confidential.

## **2. Finance Committee**

### **General Committee**

2.1 Finance Committee is the second most important committee after the Executive, where the finances of the JCR and their management by the treasurers are open to wider scrutiny and discussion. This often means that a number of key decisions about the JCR's strategic direction are made at Finance Committee.

2.2 Finance Committee also has the final say on allocations of the JCR's charitable funds and also whether the money goes towards small projects applications by members.

2.3 Finance Committee members generally learn how to pick apart and oversee complex spread-sheets and accounts, and how to consider important strategic financial decisions for the JCR, and any experience in such matters is welcomed but non-essential. Being organised is a very important quality however, as many members of Finance Committee handle substantial amounts of cash, and have to work very closely with other members of the committee. Time commitments on Finance Committee vary quite substantially depending on position, but all members are expected to attend committee meetings in the week preceding each JCR Meeting (i.e. three times in Michaelmas and Epiphany terms, and twice in Easter term).

#### **2.4 Position Specific**

2.4.1 **JCR Treasurer** - See Executive Committee.

2.4.2 **President** - See Executive Committee.

2.4.3 **Vice-Treasurer (General)** – One of the deputies to the JCR Treasurer, the specific tasks of the Vice-Treasurer will vary from year to year depending on the division of tasks between the three. It is likely to include filing reimbursements, counting cash and assessment of the budgets and accounts. As such, it is a good introduction to the role of a treasurer or accountant. The Vice-Treasurer also has a specific responsibility for maintaining and updating the debtors list in accordance with the protocol specified in the Operating Procedures.

2.4.4 **Vice-Treasurer (Growth and Strategies)** – One of the deputies to the JCR Treasurer, the specific tasks of the Vice-Treasurer will vary from year to year depending on the division of tasks between the three. It is likely to include similar things to the General Vice Treasurer, as well as having the responsibility for exploring the ways in which Finance Committee can be more productive, how to improve and update process and increase transparency. As such, it is a good introduction to the role of a treasurer or accountant. The Vice-Treasurer also has a specific responsibility for maintaining and updating the debtors list in accordance with the protocol specified in the Operating Procedures.

2.4.5 **Sports and Societies Treasurer** - Responsible for the Sports & Societies budget. Liaises with sports team and society treasurers accordingly.

2.4.6 **Secretary** - The Secretary ensures that Finance Committee runs smoothly. They work with the JCR Treasurer on preparing agendas for meetings, and during meetings take minutes so that decisions are recorded. They also assist the JCR Treasurer and Vice-Treasurer where necessary. They are also responsible for the upkeep of the monthly college calendar on the JCR board outside the JCR President & JCR Treasurer's office (including the events of the JCR, the Union and its major societies).

2.4.7 **Shop Treasurer** - See Shop Committee.

2.4.8 **Social Treasurer** - See Social Committee.

**2.4.9 Outreach Treasurer** – See Outreach Committee.

**2.4.10 Small Projects Officer** - A general member of Finance Committee, with specific oversight of small projects applications, for which there is an annual budgeted allocation of college treasure.

**2.4.11 Finance Frep**- See Fresher's team.

**2.4.12 2x Ordinary Members** - To assist with general finance committee workload.

**2.5** There are a variety of ways of getting on Finance Committee. Those members on the Executive Committee, plus the Shop, Social, and Sports and Societies Treasurers, are elected by STV online vote after husts held during Epiphany Term. The rest of the committee is appointed by interviews (see Appendix C, Electoral Calendar), which will be advertised by the JCR Chair.

## **4. Freshers' Team**

### **General Committee**

**4.1** The Freshers' Team is a wide-ranging group of students, poised to welcome the new intake of Freshers and make it the best week possible for them.

**4.2** This is a position of great responsibility, with the JCR placing a lot of trust in the team to advance and shape its reputation, run the week with dedication and excellence. As such, the full responsibilities are set out in Appendix H.

**4.3** Senior Frep Subcommittee- to undertake some of the planning and responsibilities of Freshers' week. It will consist of the following interview roles: Finance Frep, Publicity Frep, Events Frep, Early Arrivals Frep.

**4.4** The Freshers' Team will consist of a Senior Frep Subcommittee and Ordinary Frep team.

### **4.5 Position Specific**

**4.5.1. Head Freshers' Rep** - The co-boss of the team alongside the JCR President. The main creative drive behind the week's itinerary, the Head Frep needs to organise a fun, varied and extensive plan of events, sourcing ideas from the wider team. Free time in the summer is particularly useful, in order to book events, liaise with clubs and other colleges, arrange sponsorship and engage in the inevitable back-and-forth communications with the JCR President. This role is particularly suited to strong and enthusiastic characters who wish to develop leadership skills.

**4.5.2. Publicity Frep**- To design publications for Freshers' Week Events and to publish information before the Summer Holidays on Aidan's for prospective students, e.g., information on sports and societies, and packing lists, To Sit on Journalism Committee.

**4.5.3. Events Frep**- To produce Event Plans and Risk assessments for all Freshers' Week events and club nights, as directed by the Head Frep. To work with the Head Frep to produce guidelines for Ordinary Freps on how to run specific events (e.g., corridor games, bongos bingo, etc.).

**4.5.4 2x Early Arrivals Frep**- To lead move-ins and plan events for Early Arrivals Week and to coordinate with the international society and disability support groups for the events.

**4.5.5. 12x Freps as a minimum** - The main qualities required are listed above. It is exceptionally important for the Freshers' Week Team to be as varied as possible and have a

wide range of personalities, skill-sets, interests and hobbies. All this means that if you're interested, go for it! All are encouraged to apply.

4.5.6. Subject to a successful interview: **Exec, MAD Coordinators, IT Officer, the 3 other Welfare Officers, and the respective LGBTa, International Students', People of Colour, Mature Students'** points of contact- See respective entries elsewhere in this document.

4.5.7. **2x PG and Mature Students Freps** - Run smaller events such as pizza nights, bar crawls, and game nights geared towards PGs.

4.6. Prep tests take place in Easter term each year, followed by interviews.

4.7. The selection panel for Ordinary Freps in the summer term will consist of: The present Head Prep, the previous Head Prep, the current President, the JCR president elect, a representative from Steering committee.

## **5. Environment Committee**

### **General Committee**

5.1 Environment Committee aims to promote and publicise environmentally-friendly behaviour within college. The University has set exceptionally ambitious energy, wastage and recycling targets and as such needs keen students to encourage others to live in as an environmentally friendly as possible.

5.2 Environment Committee aims to work in close conjunction with college staff to increase recycling and reduce energy usage, without annoying people (too much...) in the process. Members of the committee need to be able to make their enthusiasm rub off onto others and with creative publicity skills in particular.

5.3 The committee meets with staff once a term with the JCR President.

### **5.4 Position Specific**

**5.4.1** See section 7.1 of OPPs, This committee is headed by the Eco Chair, whom should be ensuring all JCR events and day to day operations are environmentally friendly and efficient.

**5.5** Anyone can help out on Environment Committee and be an environment officer simply by emailing the JCR President, the JCR Chair, and the Eco Chair.

## **6. Journalism Committee**

### **General Committee**

6.1 Journalism Committee has both a General Team and a Yearbook Subcommittee. Writers - Journalism Committee needs engaging and readable writers! Other skills are also welcome, such as an ability to set puzzles, take photographs, write quizzes/trivia, and anything else that you may feel our magazine is lacking...

### **6.2 Position Specific**

**6.2.1 JCR Publicity Officer** – See Executive Committee.

**6.2.2 Publicity Prep**- see Fresher's team.

**6.2.3 7x Ordinary Members** –Regularly contribute to the aforementioned magazine (i.e. a minimum of three articles per term), attend committee meetings and distribute the Bog Roll

around the college toilets.

6.2.4 **Yearbook Chair** - responsible for overseeing the process of creating a Yearbook for Students in their final year at St Aidan's.

6.2.5 **Socials Rep** - see section 7.4.5 of OPPs

6.2.6 **Stash Rep** - see section 7.4.5 of OPPs

6.2.7 **Sports and Societies Rep** - see section 7.4.5 of OPPs

6.3 All are welcome to submit articles for the magazine. Those wishing to join Journalism Committee and have a say in its content and direction may apply for interviews, as shown in electoral calendar.

## **7. Open Days' Team**

### **General Committee**

7.1 The experience of being an Open Day rep is fun and intense, and comparable to a slightly shorter version of Freshers' Week. The level of responsibility is high, as you are dealing with enhancing the reputation of the University in front of those potentially not committed to it. Reps need to be energetic, articulate (for giving tours of the college), engaging, excited about college, dedicated, responsible and willing to work in a close team.

7.2 The Open Days take place in the early part of the week following Epiphany Term, and thus reps need to be available from the end of Epiphany term until the day the Open Days end. A diverse range of subjects, interests, and friendship groups is looked for in the team in order to make as many prospective students ('Freshlings') feel at home and welcome.

### **7.3 Position Specific**

7.3.1 **Head Freshers' Rep** - As stipulated in "Freshers' Team" section.

7.3.2 **Open Day Reps** - The main qualities are required are listed above. It is exceptionally important for the Open Days Team to be as varied as possible and have a wide range of personalities, skill-sets, interests and hobbies. All this means that if you're interested, go for it! *All are encouraged to apply.*

7.3.3 **Executive Committee-elect** - See respective entries elsewhere in this document.

7.4 All Open Day Reps are selected purely on the basis of a short application submitted to the JCR President and Head Freshers' Rep followed by an interview of the same officers chaired by the JCR Chair

## **8. Outreach Committee**

### **General Committee**

8.1 Being on Outreach Committee involves reaching out in all senses of the phrase! The various coordinators to plan and manage outreach schemes, volunteering opportunities and campaigns within the JCR and the local community. The work of Outreach also involves representing Aidanites at the Durham Students' Union by taking an active role in the Union's highest democratic and decision-making body, Assembly. Skills developed whilst on Outreach involve forming a balanced opinion as a representative, rhetoric and public-persuasion (both in Assembly when debating motions and when trying to persuade

fellow Aidanites of the importance and value of the Union) and understanding how a large political organisation such as the Union works. Attending Union Assembly also opens up opportunities to get more involved in the Union by standing for specific positions. The committee attracts those of a charitable and outward-facing disposition, who wish to participate in volunteering and get involved in charity work, as well as engaging with the wider community.

## **8.2 Position Specific**

**8.2.1 Outreach Chair** – See Executive Committee.

**8.2.2 Outreach Vice Chair** - To assist the Outreach Chair in their duties.

**8.2.3 Publicity Officer** – To attend Assembly having read the agenda and supporting papers, and to contribute to discussions regarding how the committee should vote. If unable to attend Assembly, the Publicity Officer must inform the Outreach Chair. To create promotional materials for events and elections. To oversee the Aidan's OutreachComm Facebook page, including adding members at the start of every academic year. To develop ways of informing first years about the role of the Outreach Publicity Officer.

**8.2.4 Fundraising Coordinator** – To design, plan and implement any fundraising related events or causes, such as raffles or the naked calendar.

**8.2.5 Volunteering Coordinator** - To arrange and advertise volunteering opportunities in the University, Durham city and the wider community, such as at foodcycle or helping schools with personal statement workshops.

**8.2.6 Campaign Coordinator** – To run the annual Outreach campaigns, such as the Housing campaign and the Anti-Slavery walk and to advertise such events to the wider Aidan's student body.

**8.2.7 Outreach Treasurer** – To be responsible for the accounting and budgeting for any Outreach event and working closely with the outreach Chair and Fundraising Coordinator. To oversee takings for events and manage the monetary side of any fundraising effort. To also sit on Finance Committee and be a full member of both committees.

**8.2.8 EDI Rep** – To attend Assembly at least once throughout the year, having read the agenda and supporting papers, and to contribute to discussions regarding how the committee should vote. To keep themselves updated about the activities of the Association they represent. (Also see Welfare Committee)

**8.2.9 First Year Representative** - To act as a liaison for first year students who may be interested in Outreach campaigns and projects, assisting in the signposting of information.

**8.2.10 Yearbook Stash Rep** - see section 7.4.5 of OPPs

**8.3** The Chair is appointed by an STV election. All the committee coordinators and association reps and treasurer are appointed by interview, while the First Year rep and Publicity Officer are elected at JCR meetings during the year. The Post-Grad Rep is elected by the PG Society

**8.4** Being on Outreach Committee involves facilitating students getting involved in volunteering schemes, assisting the Outreach Chair in putting on small scale events for livers' out and attending Union Assembly meetings (roughly three per term) which last about one to two hours. A little preparation and research before each meeting is usually required in conjunction with the Outreach Officer.

## **9. Shop Committee**

### **General Committee**

**9.1** Shop Committee are responsible for the overall well-being of the shop, and collectively ensure that the shop is clean, tidy and looked after. They work as supervisors on evening shifts, cashing-up takings. Experience in retail, particularly in supervision, is helpful.

Members must be willing to ensure that the shop maintains the highest standards of professionalism possible in order to be an efficient operation and come as close to breaking even as possible. Shifts are four hours in an evening every ten days, and are paid at minimum wage (plus holiday pay). Other commitments depend on the role, and meetings are roughly fortnightly.

## **9. 2 Position Specific**

### **9.2.1 Shop Chair - See Executive Committee.**

**9.2.2 Shop Treasurer** - The job of Treasurer is a fairly large role, overseeing the finances of the shop. The Shop Treasurer is responsible for reimbursements on shop expenses, counting and banking takings at least every fortnight, logging the accounts, and reporting to Finance Committee. The Treasurer should also keep on top of price-margins, and submits the hours worked by staff for the payroll in conjunction with the Chair. The Shop Treasurer needs to be organised, and an interest in accounting and retail management is ideal.

**9.2.3 Catering Officer** - Oversees the supply of bread, cheese and wraps from either the college servery or an external supermarket. They are also responsible for purchasing stock for toasties and any additional stock for events as instructed. They need to regularly check stock levels in order to maintain all ingredients on offer, whilst at the same time nullifying waste. The Catering Officer must purchase stock out of their own account and is reimbursed as soon as possible by the JCR Treasurer.

**9.2.4 Stocking Officer** - Responsible for arranging purchases of sweets and crisps, usually from a cash and carry wholesaler. Like the Catering Officer, the Stocking Officer needs to regularly check stock and minimise wastage. Under instruction from the Shop Chair, the Stocking Officer is responsible for at least a termly stock check.

**9.2.5 Events Officer** - Organises shop events, primarily Jazz Rock and Cocktails. This involves arranging acts, hiring in tech gear, coordinating set up on the day, and advertising the event. The Events Officer is also primarily responsible for liaising with other event organisers to decide on Shop specials, in conjunction with the Shop Chair.

**9.2.6 Health & Safety Officer** – Ensures that the Shop is clean by creating and fulfilling a cleaning rota at least weekly. They are responsible for buying in cleaning supplies and monitoring staff for health and safety standards. They must organise at least one deep-clean per term in conjunction with the rest of the committee. This role is one that requires dedication and is arguably one of the most important on the committee.

**9.2.7 Marketing Officer** - Markets Shop activities within college and regularly publicises new products and lines. A creative flair is necessary to overcome "poster blindness".

**9.2.8 Technical Officer** - Responsible for liaising with the Events Officer to set up tech for Shop Events. They are also responsible for maintaining all technical equipment including the till and the toastie machines. A knowledge of technical equipment is highly desirable.

**9.2.9 Shop Secretary** – Responsible for organising matters of administration for the Shop and being a valuable member of Shop Committee.

**9.3** Aside from the Chair and Treasurer (elected by STV election) Technical Officer and Secretary and the remainder of Shop Committee are interviewed positions throughout the year. They are interviewed by a panel consisting of the Shop Chair, JCR President and this panel is chaired by the JCR Chair.

9.4 Prospective members should speak to the Shop Chair before running, and need to be eligible to work in the UK.

## **10. Social Committee**

### **General Committee**

10.1 Being involved in Social Committee is a big task, but you are part of a great team and are responsible for some of the biggest events in college. Tasks involve a great range of miscellaneous jobs in the run up to events and members need to be dedicated, creative and willing to make a real difference to events. Social Committee aims to incorporate a wide variety of interests and skills in order to put on events that appeal to all aspects of college.

10.2 Commitments involve attending regular meetings, and often a large amount of preparation work in the run up to events, such as preparing ents, tables, sponsorship, stages and tech, decorations and ticket sales. Members are also responsible for working at events (with breaks and some perks) and clearing up afterwards, so being a good team player is essential.

### **10.3 Position Specific**

10.3.1 **Social Chair** - See Executive Committee.

10.3.2 **Social Treasurer** - Prepares budgets for all events, and works very closely with the Social Chair, JCR Treasurer and Vice-Treasurer. Administers expenses and reimbursements and logs them in the cashbook. Oversees takings for events, handling large amounts of cash, and preparing post-event budgets to ensure that expenses and income are kept on track. Good organisation is essential, as this is quite a large and important role. However, in addition to these responsibilities the treasurer should not neglect their general contributions and commitments to the committee as outlined above.

10.3.3 **Secretary** - Takes minutes at meetings and is the effective no. 3 on the committee. The Secretary oversees many administrative aspects of social events, such as committee rotas and clean-up schedules.

10.3.4 **Sponsorship, Marketing & Entertainment Reps** - Responsible for coordinating these aspects of social events.

10.3.5 2x **Tech Director** - Works with the Tech Chair to oversee all tech equipment at Social Committee events (tech for large events can often be extensive and complicated, so specialist knowledge in sound and lighting is ideal).

10.3.6 **3x Arts Directors** - Responsible for coordinating painted and graphic decorations, props, and advertisements. Ideally should have some skill in graphic design or drawing. The Arts Director works with the JCR Arts Coordinator to run Team Art, who provide the man power for painting projects.

10.3.7 **4x Ordinary Members**

10.3.8 **Yearbook Social Rep** - see section 7.4.5 of OPPs

**10.4** There are a great variety of ways to get involved in Social Committee. The Chair and Treasurer are elected by STV vote. The rest of the committee are elected in various JCR Meetings throughout the year, aside from the Ordinary Members, Tech Director & Arts Directors who are appointed by interview.

## **11. Sports & Societies Committee**

### **General Committee**

11.1 Sports & Societies Committee assist the general duties of the Sports & Societies Officer. It requires time to assist with committee events (see below) Interest in the particular positions to complement each other would be ideal, as well as (obviously) an interest and participation in college sporting activities.

### **11.2 Position Specific**

11.2.1 **Sports & Societies Officer** - See Executive Committee.

11.2.2 **Sports & Societies Vice President**

**11.2.3 Sports & Societies Treasurer** – See Finance Committee.

**11.2.4 Events Officer** - Organises the the Sports Awards and the Sports & Societies Formal. New ideas for sports events and challenges, and skill in publicising and selling events, are ideal qualities.

**11.2.5 Sports Journalist** - Will work closely with Journalism Committee to produce regular reports of Aidan's sporting success in the JCR magazine, roughly once every three weeks. A more time consuming role, requiring liaison with captains for reports of matches, and perhaps attendance of some matches also. A certain flair with the pen is useful.

**11.2.6 Yearbook Sports and Societies Rep** - see section 7.4.5 of OPPs.

**11.3** Sports and Societies Officer is elected in a JCR Meeting. Sports and Societies Treasurer, and Sports Journalist are hustled positions in a JCR Meeting, and all other positions are interviewed.

## **12. Steering Committee**

### **General Committee**

12.1 Those with an interest in gaining skills in digesting large amounts of documentation (such as in a legal career) and helping the JCR become a more effective, fair and democratic body. Steering Committee must be fair and impartial to prevent cliques emerging on committees and favouritism being shown. All this is a massive - though sometimes unseen - responsibility, and requires fortitude, seriousness, and a good sense of fairness.

### **12.2 Position Specific**

**12.2.1 JCR Chair** - See Executive Committee

**12.2.2 2x Vice-Chairs** – Help the Chair with all their duties including: counting votes and escorting candidates to and from JCR meetings as necessary (and maintaining order during said meetings), chairing JCR interviews, updating the OPPs.

**12.3** The JCR Chair is elected by STV election in Easter Term. The Vice-Chairs are elected in a JCR Meeting.

## **13. Team Art**

Are you interested or skilled in any of the visual arts? Team Art is responsible for getting together and enhancing arty goings on at Aidan's, particularly in relation to JCR events. Those who assist committees organising events on a regular basis will be considered for discounts for JCR events. Time commitment is flexible, but those who sign up by contacting the Arts Coordinator will be expected to work for at least one event per term in preparing decorations and painting banners and posters.

## **14. Team Tech**

### **General Committee**

**14.1** Tech Comm is responsible for getting together and enhancing "Techie" goings on at Aidan's, particularly in relation to JCR events. Those who assist committees organising events on a regular basis will be considered for discounts for JCR events. Time commitment is flexible, but those who sign up by contacting the Tech Chair will be expected to work for at least one event per term in preparing decorations and painting banners and posters.

### **14.2 Positions Specific:**

**14.2.1 Tech Chair** – Responsible for encouraging individuals with an interest in tech to get involved and help the Music Coordinator, Shop and Social Technical Officers at their major

events. Responsible for maintaining, updating and keeping clear the tech cupboard and for the rental of JCR technical equipment. Also responsible for liaising with the other three officers over issues such as PAT testing, rental of equipment and sorting out lists of equipment needed for events with committee heads. Relevant technical knowledge (PAT, PA, set up) is an essential quality. Also an *ex-officio*, non-voting, advisory member of the Exec.

**14.2.2 IT Officer** - To oversee and assist in the maintenance of the JCR website. To assist first years with personal IT problems during the first two weeks of Michaelmas term.

**14.2.3 Tech Vice-Chair** - Responsible for managing a list of technicians and their availability. In particular, responsible for assigning an equitable distribution of shifts to all interested technicians. Responsible for committee outreach and engaging new members. Works in conjunction with the Tech Chair to organise termly workshops and training sessions which are open to all members of the JCR.

**14.2.4 Tech Treasurer** – Sits on and reports to Finance Committee. Responsible for the Tech budget and works with the Tech Chair to purchase any new equipment.

**14.2.5 Social Technical Director** – Committee Rep

**14.2.6 Shop Tech Officer** – Committee Rep

**14.2.7 Music Coordinator** – *Ex-Officio* Member

**14.2.8 Drama Coordinator** – *Ex-Officio* Member

**14.2.9 College Marketing & Photography Officer** – Responsible for the maintenance of the JCR's social media outlets, leading a team of volunteer Photographers within Team Tech, photographing events.

**14.2.10 Tech Hires Officer** – **preferably a liver in or other person who can easily get to college regularly, responsible for managing Team Tech's tech hires.**

**14.2.11 PAT Testing Officer** – **oversee the JCR's PAT testing requirements.**

**14.2.12 Technicians** - Work on a strictly voluntary basis and after providing their availability, will work on shifts assigned to them by the Vice Chair. Will usually be assisting/assisted by a member of Technology Committee for any show/event

**14.3** There are a variety of ways of getting on Tech Committee. Tech Officer and IT Officer and Tech Hires Officer are elected by STV online vote after husts (see Appendix C, Electoral Calendar). The rest of the committee is appointed by interviews (see Appendix C, Electoral Calendar), which will be advertised by the JCR Chair.

Non-officer positions are open to all, and there are no limits as to how many students can be on Team Tech.

## **15. Welfare Committee**

### **General Committee**

**15.1** The Senior Welfare Officer, provide a confidential listening and sign-posting service. These members of the committee directly deal with student welfare and get a wide range of training similar to that provided by Nightline. You learn to use these skills to listen to people and signpost them to appropriate services should they need specific advice/assistance. No experience is required for the role but empathy, resilience, good teamwork and organisational skills are vital qualities for this committee.

**15.2** The other roles on the committee involve representing their respective communities on the committee. It is also a great opportunity to find out more about the various things we run campaigns about and also how to throw small-scale events and raise money for charity. This is the more creative side of the committee so it helps to be more imaginative and artistic. A passion for making a difference and wanting to raise awareness of certain issues is vital.

**15.3** Time commitments on Welfare Committee vary quite substantially depending on

position, but all members are expected to general committee meetings approximately once a fortnight. The Officer positions are a large time commitment with a minimum of 2 hours' worth of contact hours expected each week, on top of a large amount of training and sitting on the Union's Welfare Equality & Diversity Committee (WED Comm).

## **15.4 Position Specific**

**15.4.1 Senior Welfare Officer** - See Executive Committee.

**15.4.2 Wellbeing Welfare Officer**- Must attend Welfare training. They must help with the co-ordination and implementation of welfare hours in college. Alongside the Senior Welfare Officer and other trained members of the welfare team, the Wellbeing Officer must provide weekly drop in times to provide a confidential listening and signposting service to students. The wellbeing officer is in charge of the stocking of the welfare room and organizing the smooth running of welfare hours. The Welfare Officers may - but are not required to - meet students outside the drop-in times, by appointment. The Wellbeing Officer are not to provide a counselling service nor be on call at all times. They must adhere to the welfare confidentiality agreement. The Wellbeing Officer is also part of the Freshers' Week Team which requires them to be available during Pre-Freshers' and Freshers' Week with the aim to provide support to the new intake of first years.

**15.4.3 Campaigns Welfare Officer**- Two individuals must fill this role, equally sharing the workload. Must attend Welfare training. They must help with the co-ordination and implementation of welfare campaigns and one of events in college, in association with the Students' Union. The Events Officer is not to provide a counselling service nor be on call at all times. They must adhere to the welfare confidentiality agreement. The Events Officers are also part of the Freshers' Week Team which requires them to be available during Pre-Freshers' and Freshers' Week with the aim to provide support to the new intake of first years.

**15.4.4 PG and Mature Students Welfare Rep** - Also Welfare trained. Will hold contact hours, as well as being responsible for advertising welfare supplies, and promoting Welfare campaigns to PG members. Also a member of PG Society Exec.

**15.4.5 International Students' Rep** –The International Rep sits on the committee as a representative of the large international community in college. They endeavour to stress that welfare is a service also available to the international community, who are far from home and do not necessarily know all the services available to them. The international rep is in charge of running International Awareness Week, raising awareness about different cultures and the problems affecting them. They are also responsible for running inclusivity events such as an International Food Fair to aid with integration. They are required to be part of the Union's International Association and will act as a bridge between this Association and the JCR, feeding back details of events, campaigns and other relevant information. They will, with the help of the Senior Welfare Officer and Senior Tutor, help students access appropriate resources and services. They are also part of the Freshers' Week Team which means they must be available in Pre-Freshers' and Freshers' Week as international students often arrive a week early and the international rep is needed to coordinate the international rep team, as well as welcome the new students. Also on Union Comm.

**15.4.6 LGBTa Rep** – The LGBT (Lesbian, Gay, Bisexual & Transgender Association) Rep sits on the committee as a representative of the LGBT community in college. They endeavour to communicate the needs of the community and to aid in raising awareness of issues affecting them. They will, with the help of the Senior Welfare Officer and Senior Tutor, help students to access appropriate resources and services. They are responsible for co-ordinating, with the assistance of Campaigns Committee, Pride Week and also regular small awareness campaigns throughout the year with the aim of creating sustainable change and tackling the deep-rooted problems facing the community. They are required to be part of the Union's LGBT Association and will act as a bridge between the Association and the college, feeding back details of events, campaigns and other relevant information. Also on Union Comm. A prep role, responsible for welcoming LGBT+ freshers, as well as letting them know about the college's own LGBTQIA+ Society and the wider Durham LGBT+

Association.

**15.4.7 Disabled Students Rep** – The DS (Disabled Students Association) Rep sits on the committee as a representative of the SWD community in college. They endeavour to communicate the needs of the community and to aid in raising awareness of issues affecting them. They will, with the help of the Senior Welfare Officer and Senior Tutor, help students to access appropriate resources and services. They are responsible for co-ordinating, with the assistance of Campaigns Committee, Disability Awareness week as well as regular small awareness campaigns throughout the year with the aim of creating sustainable change and tackling the deep-rooted problems facing the community. They are required to be part of the Union's DS Association and will act as a bridge between the Association and college, feeding back details of events, campaigns and other relevant information. Also on Union Comm.

**15.4.8 First Year Rep** - As First Year Rep they are responsible for representing the needs of the first year community to the committee. They must collect feedback from students on Welfare Committee's performance (e.g. using word doc surveys, etc.). They will recruit student helpers for Welfare events (Ask the first years if they're willing to join event committees e.g. for Mental Health Awareness Week). They are also to take responsibility for helping maintain Welfare presence through social media (The Welfare Facebook page, Instagram etc.) through the regular dissemination of information relevant to on-going campaigns with the aim of creating sustainable change.

**15.4.9 POCa Rep** – The POCa Rep exists to further help to represent the interests of students of colour within college and work towards a stronger relationship between the JCR and the POCa. The People of Colour Rep will be able to act as another point of contact for students in College. Also on Union Comm.

**15.4.10 Media Rep** - Focus on creating and maintaining Welfare Comms presence on social media. Responsible for advertising activities events online and via posters.

**15.4.11 Working Class Rep- Represents the views of Working Class students.**

**15.4.12 8x Ordinary Members** – Facilitate the running of campaigns in college, such as self-love and SHAG week.

**15.5** There are a variety of ways of getting on Welfare Committee. Welfare Officers are elected by STV online vote after husts, held during Epiphany Term. An informal interview with the current Senior Welfare Officer must take place before people are allowed to stand. PG Welfare Rep is interviewed in Michaelmas. The First Year Rep is elected in the first JCR Meeting of the academic year, and Media Rep at the second. The rest of the committee is appointed by interviews (see Appendix C, Electoral Calendar), which will be advertised by the JCR Chair, however St Aidan's College LGBTIQ+ society and St Aidan's College International society can offer a representative of their choice to also sit on the interview panel with welfare committee for the appointment of the relevant reps. 4 Team welfare positions are appointed by interview at the first meeting of Michaelmas and Epiphany term.

## **16. JCR Postgraduate and Mature Students Committee Position Specific**

### **16.1 JCR Postgraduate and Mature Students Committee President**

16.1.1 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 be a member of the JCR's Executive Committee
- iv) To attend JCR Postgraduate and Mature Students Committee Presidents' Committee
- v) To attend Presidents' Forum
- vi) To attend College Officer meetings
- vii) 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
- viii) To liaise with the SCR
- ix) To award a research prize each year

## **16.2 JCR Postgraduate and Mature Students Committee Vice President**

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

- i) To attend JCR Postgraduate and Mature Students Committee Executive Committee
- ii) To take and distribute minutes of JCR Postgraduate and Mature Students Committee Executive Committee meetings and JCR Postgraduate and Mature Students Committee meetings
- ii) To attend JCR Social Committee
- iii) To deputise for the JCR Postgraduate and Mature Students Committee President when necessary
- iv) To take the lead on the planning of JCR Postgraduate and Mature Students Committee social events such as film nights, bar nights, dinners, festival celebrations, inter-JCR Postgraduate and Mature Students Committee formals and other events as agreed by the JCR Postgraduate and Mature Students Committee Executive Committee

## **16.3 JCR Postgraduate and Mature Students Committee Treasurer**

16.3.1 The responsibilities of the JCR Postgraduate and Mature Students Committee Treasurer are as follows:

- i) To attend JCR Postgraduate and Mature Students Committee Executive Committee
- ii) To attend JCR Finance Committee
- ii) To oversee the JCR Postgraduate and Mature Students Committee Executive Committee's spending of the JCR Postgraduate and Mature Students Committee budget

## **16.4 JCR Postgraduate and Mature Students Committee Welfare Officer**

16.4.1 The responsibilities of the JCR Postgraduate and Mature Students Committee Welfare Officer are as follows:

- i) To attend JCR Postgraduate and Mature Students Committee Executive Committee
- ii) To attend JCR Welfare Committee
- iii) To take the lead on planning welfare campaigns targeted at postgraduates and mature students in coordination with the JCR Senior Welfare Officer

## **16.5 Executive Committee Terms of Reference**

16.5.1. The JCR Postgraduate and Mature Students Committee Executive Committee is responsible for coordinating representation, welfare support and social events for JCR Postgraduate and Mature Students Committee Associate Members.

16.5.2. The JCR Postgraduate and Mature Students Committee Executive Committee shall meet at regular intervals throughout the year as deemed necessary

16.5.3. All meetings of the JCR Postgraduate and Mature Students Committee Executive Committee shall be minuted following the conventions of the JCR and be distributed to JCR Postgraduate and Mature Students Committee Associate Members

16.5.4. All meetings of the JCR Postgraduate and Mature Students Committee Executive Committee shall follow the executive committee model agenda as outlined in Appendix D of the OPPs

16.5.5. The JCR Postgraduate and Mature Students Committee Committee shall be elected from amongst the JCR Postgraduate and Mature Students Committee Associate Members

16.5.6. The JCR Postgraduate and Mature Students Committee Executive Committee shall hold the following devolved powers:

16.5.6.1. The running of academic events for JCR Postgraduate and Mature Students Committee Associate members only

16.5.6.2. The running of social events for JCR Postgraduate and Mature Students Committee Associate members only

16.5.6.3. The convening of JCR Postgraduate and Mature Students Committee Associate Member meetings

16.5.6.4. Expenditure within the allotted JCR Postgraduate and Mature Students Committee Committee budget

16.5.6.5. The awarding of a research prizes each year

16.5.6.6. The awarding of 3x JCR Postgraduate and Mature Students Committee Honorary Life Memberships each year

16.5.6.7. The consideration of JCR Postgraduate and Mature Students Committee Meeting policy position recommendations which have reached a simple majority

16.5.6.8 The adopting of JCR Postgraduate and Mature Students Committee policy positions following recommendations from JCR Postgraduate and Mature Students Committee Associate Member Meetings

16.5.7. Members of the JCR Postgraduate and Mature Students Committee Executive Committee shall be removed from office by a majority vote at an JCR Postgraduate and Mature Students Committee Associate Member Meeting or by any other manner as specified in the JCR OPPs

## **16.6 JCR Postgraduate and Mature Students Committee Meetings Terms of Reference**

### **Attendance**

16.6.1. All members of the JCR Postgraduate and Mature Students Committee have the right to attend, vote and speak at meetings of the JCR Postgraduate and Mature Students Committee Associate Members ("JCR Postgraduate and Mature Students Committee Meetings"). However, members of the JCR Postgraduate and Mature Students Committee Executive Committee may only vote by secret ballot as not to influence JCR Postgraduate and Mature Students Committee Associate members.

16.6.2. JCR Postgraduate and Mature Students Committee Honorary Life Members may attend and speak but not vote.

16.6.3. JCR members, except for those eligible for JCR Postgraduate and Mature Students Committee membership, may not attend JCR Postgraduate and Mature Students Committee Meetings unless invited to do so by a vote of the JCR Postgraduate and Mature Students Committee Executive Committee

16.6.4. Non-members may not attend JCR Postgraduate and Mature Students Committee meetings unless invited to do so by a vote of the JCR Postgraduate and Mature Students Committee Executive Committee

### **Minutes**

16.6.5. All meetings shall be minuted following the conventions of the JCR and be distributed to JCR Postgraduate and Mature Students Committee members

### **Purpose**

16.6.6. The purpose of JCR Postgraduate and Mature Students Committee meetings is to provide a chance for all members of the JCR Postgraduate and Mature Students Committee to come together and hold the JCR Postgraduate and Mature Students Committee Executive by the holding of question and answers sessions to the JCR Postgraduate and Mature Students Committee executive committee

16.6.7. Each member of the JCR Postgraduate and Mature Students Committee Executive Committee shall be required to update the JCR Postgraduate and Mature Students Committee Associate membership of the work that they have been doing on their behalf.

16.6.8. JCR Postgraduate and Mature Students Committee meetings shall be a forum in which JCR Postgraduate and Mature Students Committee Associate members, by means of voting, shall make recommendations to the JCR Postgraduate and Mature Students Committee Executive Committee to adopt JCR Postgraduate and Mature Students Committee policy positions

16.6.9. The JCR Postgraduate and Mature Students Committee Executive Committee must consider all policy position recommendations that have reached a simple majority in JCR Postgraduate and Mature Students Committee Meetings

16.6.10. JCR Postgraduate and Mature Students Committee Policy Positions consented to by both JCR Postgraduate and Mature Students Committee Meetings and the JCR Postgraduate and Mature Students Committee Executive Committee shall become the policy of the JCR Postgraduate and Mature Students Committee Committee and be referred where appropriate to the JCR Executive Committee, other JCR committee, JCR Trustee Board, college officers or other body.

16.6.11. No JCR Postgraduate and Mature Students Committee Policy Position can contradict anything in the JCR Associate Member OPPs. JCR Postgraduate and Mature Students Committee Policy position recommendations that do contradict the JCR Associate Member OPPs shall be taken to a JCR Associate Member Meeting.

### **Conventions**

16.6.12. JCR Postgraduate and Mature Students Committee meetings shall be held at least once per term

16.6.13. JCR Postgraduate and Mature Students Committee meetings shall be held in a public place and the date and time advertised at least 7 days in advance

16.6.14. JCR Postgraduate and Mature Students Committee Meetings shall be more relaxed than JCR meetings.

## **17. Participation Committee**

### **17.1 SOP for awarding funds from the Participation Fund**

17.1.1 There shall be a quorum check.

17.1.2 There shall be a declaration of conflicts of interest

17.1.2.1 Members presenting a conflict of interest will be asked to leave where appropriate.

17.1.3. The President and SWO, having access to the applicants' submissions shall introduce each application. The identity of the applicant will be kept anonymous to other members present.

17.1.4 The committee shall consider the case.

17.1.5 The committee shall vote by simple majority to award either:

- i) the full amount
- ii) a partial amount
- iii) nothing

17.1.6 The SWO shall notify all applicants of the outcome of their application within 24 hours of the meeting.

17.1.7 The JCR Treasurer or Vice Treasurer shall prepare a report summarising the outcomes to present at the next Finance Committee meeting.

## **17.2 Grounds for awarding funds from the Participation Fund**

17.2.1 The application is for a specific amount

17.2.2 The claim is reimbursable

17.2.2.1 Claims that aren't reimbursable shall be paid by the JCR

17.2.3 The application is for the advancement of the education of member of student through participation in WSE or access to developmental opportunities.

## **17.3 Concluding Cases**

17.3 The 'Awards Tracker' shall be updated and anonymised.

## **Appendix J: Financial Regulations**

### **St Aidan's JCR CIO**

#### **Financial Regulations**

- 1. Background**
- 2. Role of JCR Officers**
- 3. Financial Planning**
- 4. Financial Control**
- 5. Accounting**
- 6. Banking**
- 7. Income**
- 8. Expenditure**
- 9. Pay**
- 10. Physical Assets**
- 11. Insurance**
- 12. External Examination**

#### **1. Background**

**1.1.** St Aidan's Junior Common Room Charitable Incorporated Organisation is a charity which supports students and others connected to St Aidan's College in the University of Durham.

**1.2** Overall control of the Charity rests with its Board of Trustees. The Board of Trustees has delegated some of the day to day operations of the Charity to its Associate Members (JCR). This includes financial functions.

**1.3** The functions are undertaken by Officers and Committees of the JCR. These Financial Regulations are intended to ensure that the delegated functions meet certain standards. Any reference to the finances of the JCR in these Regulations shall be taken to include a reference to the finances of the Charity as a whole.

**1.4** The Financial Regulations have been approved by the Board of Trustees and may only be amended or deviated from with the approval of the Board of Trustees.

#### **2. Roles of JCR Officers**

##### **2.1. JCR President**

**2.1.1.** The JCR President is responsible for JCR finances and oversees the activities of other executive officers including the JCR Treasurer. The JCR President remains accountable for the JCR finances.

##### **2.2. JCR Treasurer**

**2.2.1.** The JCR Treasurer is responsible to the President for the conduct of the financial business of the JCR.

## **2.3. Other JCR Officers**

**2.3.1.** There may be other JCR officers who hold financial responsibility delegated by the President or Treasurer.

## **2.4. Training**

**2.4.1.** The JCR President and Treasurer are required to attend training in financial matters as considered appropriate by the Board of Trustees.

## **3. Financial Planning**

**3.1.** Financial planning is the foundation of sound financial management. The JCR Treasurer will prepare a draft annual Financial Plan in conjunction with the Finance Committee and the JCR President. The draft Financial Plan will set out proposed levels of annual income and expenditure in sufficient detail to form an operating budget for the following year. The draft Financial Plan will also include proposals for capital expenditure, where appropriate, and identify their source of funding.

**3.2.** The draft Financial Plan will be presented to the JCR for approval and recommendation (with or without amendment) to the Board of Trustees. The Board of Trustees will approve the Financial Plan with or without amendments and the approved Financial Plan will guide financial planning during the relevant year.

## **4. Financial Control**

### **4.1. Budgetary Control**

**4.1.1.** The JCR Treasurer will be the Budget Officer responsible to the JCR President and the Board of Trustees for control of the JCR budget but may delegate discrete elements of the budget for certain activities to other JCR Officers.

**4.1.2.** The JCR Treasurer will prepare an annual budget to facilitate budgetary control and the preparation of variance analysis. Costs and income relating to discrete activities should be managed separately to facilitate this.

### **4.2. Financial Information**

**4.2.1.** Reports of actual income and expenditure against budget, in an agreed format, will be provided at regular intervals to the JCR President, JCR and Board of Trustees by the JCR Treasurer with explanations of any significant variances and their impact.

**4.2.2.** On a regular basis, an updated forecast of income and expenditure for the year should also be provided to the JCR President, JCR and Board of Trustees.

### **4.3. Virement**

Virement between individual non-staff budget headings within the JCR budget is permitted by the authority of the JCR Treasurer, subject to any limitations in delegated powers or the Associate Members (JCR) Operating Policies and Procedures.

#### **4.4. Year-end Balances**

Income and expenditure should be managed such that a positive balance is maintained at all times. Such balances will be carried forward to the following financial year and made available for expenditure. If, under exceptional circumstances, there is a negative balance, this will be carried forward to the following financial year to be recovered from income. Permission to have a negative balance must have the prior approval of the Chair of the Trustees.

### **5. Accounting**

#### **5.1. Financial Year**

The JCR's first financial year will run from 25<sup>th</sup> August 2020 until 31<sup>st</sup> July 2021 and subsequent financial years will run from 1 August until 31 July the following year.

#### **5.2. Basis of Accounting**

The JCR will prepare financial information in accordance with normal accounting practice.

#### **5.3. Accounting Records**

**5.3.1.** The JCR Treasurer will keep accounting records which are sufficient to show and explain the JCR's transactions and are such as to disclose with reasonable accuracy, at any time, the financial position of the Charity/JCR at that time. The accounting records shall in particular contain entries from day to day of all sums of money received and expended by the JCR and the matters in respect of which the receipt and expenditure takes place and a record of the assets and liabilities of the JCR.

**5.3.2.** JCR transactions will record their VAT impact.

**5.3.3.** The accounting transactions of the JCR will be recorded in a format approved by the Board of Trustees.

#### **5.4. Retention of Records**

**5.4.1** The JCR will retain all accounting records for a period of six years.

### **6. Banking**

**6.1.** The Charity/JCR will have its own bank account.

**6.2.** The account signatories will be the JCR Treasurer, JCR President and Chair of Trustees (or Vice-Chair if authorised by the Chair of Trustees to deputise).

**6.3.** All cheques will be signed by two authorised persons. Any cheque above £5,000 will require Chair of Trustees' signature.

**6.4.** All cheque books will be kept in safe custody by the JCR Treasurer.

**6.5.** The Charity/JCR will have an online banking facility and online payments must be authorised by at least two of the JCR Treasurer, the JCR President and the Chair of Trustees (or Vice-Chair if authorised by the Chair of Trustees to deputise). Any payments above £5,000 will require the Chair of Trustees' approval.

**6.6** The JCR Treasurer is responsible for ensuring that the bank account is subject to monthly reconciliation.

**6.7.** The JCR may not enter into any overdraft, loan, hire purchase or other credit agreement, other than standard credit terms in the normal course of business.

## **7. Income**

**7.1.** The JCR Treasurer is responsible for the prompt collection, security and banking of all income received.

**7.2.** All monies received by the JCR must be recorded on a daily basis and entered in the accounting records.

**7.3.** All monies must be banked intact promptly and should be banked through secure arrangements. All sums received must be paid in and accounted for in full and must not be used to meet miscellaneous expenses.

**7.4.** The JCR will ensure that any funds designated for a specific purpose are utilised for that purpose.

## **8. Expenditure**

**8.1.** The JCR Treasurer is responsible for making payment to suppliers of goods and services to the JCR.

**8.2.** The JCR Treasurer is responsible for authorising the purchase of goods and services for the JCR. When purchasing goods or services alternative quotes shall be obtained to show value for money unless there is a unique provider of the goods or services.

**8.3.** The JCR Treasurer is responsible for nominating other JCR officers authorised to purchase goods or services.

**8.4.** Only goods or services received to a satisfactory standard will be paid for. The JCR President is responsible for ensuring that procedures are in place to determine that such receipt has been evidenced.

**8.5.** Payments will only be made against invoice documents. Where an invoice is not available a signed receipt must be obtained.

**8.6.** Payment for other items will, where necessary, be made on the authority of the JCR Treasurer and the reason for such payment documented.

**8.7.** Payments in cash may be made where this is the most appropriate method. Cash for this purpose will be drawn from the bank account and held in a petty cash float if required. The float will be operated on an imprest basis and will be held securely by the JCR

Treasurer. Payments from the float will be documented in the same way as other payments.

**8.8.** The petty cash balance will be confirmed to the JCR President at least annually at the end of each financial year.

## **9. Pay**

**9.1.** JCR paid staff will be paid through the authorised payroll system.

**9.2.** The JCR President will be responsible for ensuring that JCR staff are paid accurately and on time.

**9.3.** Adequate records will be maintained of the employment and payment of staff.

## **10. Physical Assets**

**10.1.** The JCR Treasurer will maintain a register of assets and equipment owned by the Charity/JCR.

**10.2.** JCR Officers have primary responsibility for the care, custody and security of any assets owned by the JCR.

**10.3** Disposal of any JCR owned assets requires the written authorisation of the JCR President. The proceeds of disposal will remain the property of the JCR.

## **11. Insurance**

**11.1.** The JCR Treasurer will be responsible for ensuring insurance cover is obtained and maintained.

**11.2.** JCR Officers must give prompt notification to the JCR Treasurer of any potential new risks, additional property that may require insurance and any event that may give rise to a claim.

**11.3.** The JCR Treasurer will prepare any claims necessary in conjunction with JCR Officers.

## **12. External Examination**

**12.1.** The JCR Treasurer will be responsible for arranging and facilitating the external examination of the Charity/JCR finances at the year end in accordance with arrangements approved by the Board of Trustees.

## **Appendix K: Code of Conduct and Role Expectations for Executive Committee Members**

*This appendix was created with the intention of specifying and encouraging upmost levels of professionalism, commitment and – where necessary – confidentiality within the Executive Committee (herein referred to as 'the Exec'). It should be read, understood and signed by all Exec members before their respective terms of office commence.*

### **Introduction**

As a member of the Executive Committee one's behaviour and actions are governed by the principles set out in this Code of Conduct. It is the responsibility of members of the Exec to ensure that they are familiar with, and adhere to, all the provisions of this Code.

### **Declaration**

As a member of the Exec, I acknowledge that – together with the other members of the Exec – I have the following collective responsibilities:

#### **1. General**

- i) To fulfil all that is expected of a good committee leader.
- ii) To act fairly and without prejudice towards all JCR members and to treat all members of the JCR with both courtesy and respect.
- iii) To refrain from asking or encouraging any other member of the JCR to act in any way conflicting with their own Code of Conduct.
- iv) To accept collective responsibility for all decisions made by the Exec.
- v) To consider carefully how decisions of the Exec may affect the JCR community.
- vi) To follow exactly the procedures outlined in the JCR Operating Procedures regarding the making of/responding to complaints or criticism.
- vii) To act with integrity, objectivity and honesty in the best interests of the JCR, be open about decisions and prepared to justify said decisions (with the exemption of matters considered to be confidential).
- viii) To take appropriate measures to ensure that the JCR uses resources efficiently, economically and effectively, avoiding waste and extravagance.

#### **2. Commitment**

- i) To acknowledge that being a member of the Exec involves the commitment of significant amounts of time and energy.
- ii) To actively involve oneself in the collective work of the Exec, and accept one's fair share of responsibilities, including participation in additional committees/working groups, undertaking any specific roles allocated.
- iii) To make full efforts to attend all meetings and to send apologies in advance (containing a comprehensive explanation) in instances in which absence is unavoidable.
- iv) To consider seriously the individual and collective needs for training and development, and to undertake any relevant training be it general or role-specific.
- v) To commit to the active support of other members of the Exec, and where necessary, to constructively challenge.

#### **3. Relationships**

- i) To strive to work as a team in which constructive working relationships are actively promoted.
- ii) To express views openly, courteously and respectfully in all our communications with other members of the Exec.
- iii) To support both the JCR President and JCR Chair in their roles of ensuring appropriate conduct at all times for Exec and JCR meetings respectively.
- iv) To be prepared to answer queries and report to other members of the Exec in relation to

any role-specific matters.

v) To seek to develop effective working relationships with others including – but not limited to – the Sub-Exec, other JCR committees and societies, college staff and the local community.

#### **4. Confidentiality**

- i) To observe complete confidentiality in matters deemed to be confidential and those in which specific members of the Exec are concerned.
- ii) To exercise the greatest prudence during all instances in which discussions regarding business of the Exec arise outside of Exec meetings.

#### **5. Role Specific Expectations**

##### **1) JCR Treasurer**

- i) To manage the JCR's finances.
- ii) To advise the JCR Executive 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 put on for JCR Treasurers by the University.
- vii) To publish all JCR budgets and accounts at least once a year for members to view.
- viii) To hold at least 1 office contact hours per week (advertised to the JCR) to carry out their duties.

##### **2) Senior Welfare Officer**

- i) To convene and chair the Welfare Committee.
- ii) To provide a confidential listening service for students, by providing committee led contact hours. *The Senior Welfare Officer is not expected to provide a counselling service or be on call at all times.*
- iii) To attend the Durham Students' Union's Welfare Forums (at the invitation of the SU Welfare & Liberation Officer), to maintain regular contact with the Union and University support services, and to publicise Union welfare campaigns.
- iv) To attend relevant training courses provided by the Union and the University.
- v) To meet regularly with the Student Support and Development team and to refer welfare issues to them where appropriate within the bounds of confidentiality.
- v) To provide (regularly replenish stocks of) welfare supplies including - but not limited to -condoms and pregnancy testing kits.
- vi) To maintain and update annually a list of contacts and support services for signposting, in conjunction with the Students' Union Advice and Help Service and the College Staff.
- vii) To work with the rest of the Welfare Committee in order to deliver appropriate, effective and impacting campaigns.

##### **3) Outreach Chair**

- i) To convene and chair Outreach Committee.
- ii) To be the primary point of contact between Durham Students' Union and the JCR.
- iii) To attend Union Assembly and represent the students of St Aidan's College.
- iv) To organise termly livers' out events (including brunch during Michaelmas term and the Beach trip).
- v) To facilitate student engagement and participation in various community outreach schemes and to publicise volunteering opportunities to JCR members.
- vi) To publicise and promote Durham Students' Union events, campaigns, elections, referenda and other activities in the JCR and to liaise with representatives from other

Durham colleges.

- vii) To act as College Election Coordinator during NUS Delegate Elections and SU Officer and Trustee Elections, in accordance with SU regulations.
- viii) To liaise with charity and community groups in Durham.
- ix) To organise the University Challenge Tryouts for St. Aidan's College.
- x) To act as 'Keeper of College Spirit'.
- xi) To organise and coordinate college 'stash'.

**4) *Socials Chair***

- 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. Winter Independence Ball, Summer Ball).
- iv) To assist the Head Rep in running Refreshers' Week, representing an Epiphany Term event, but does not preclude any other additional Epiphany Term Events.
- v) To liaise with College operations staff on matters of health and safety related to events.
- vi) To liaise with entertainment venues in town to provide the best possible deals for Aidan's students when organising events.

**5) *JCR Publicity Officer:***

- 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.

**6) *Shop Chair***

- 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.
- iii) To ensure - in conjunction with the Shop Treasurer - its financial stability
- iv) To ensure – in conjunction with the Health and Safety Officer – its compliance with Health and Safety regulation.
- v) To administer the hiring of workers for the shop (liaising with the University Human Resources Department to do so) and manage staff, rotas, etc. accordingly.
- vi) To oversee and maintain the use of the JCR as a social space, with the assistance of the Shop Committee and JCR President.

**7) *Sports & Societies Officer***

- i) To convene and chair Sports & Societies Committee.
- ii) To act as JCR societies' representative on the Executive Committee by liaising with the Vice Sports and Societies Officer prior to Executive Committee meetings.
- iii) To organise sport socials at least once a term, culminating in the presentation of college colours at the end of the year.
- iv) To publish the results of matches played by Aidan's teams, as well as league tables.
- v) To be a point of contact for members of any JCR society and act as their representative on the Executive Committee.
- 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.

**8) JCR Chair**

- i) To be an ex-officio member of the JCR Executive.
- ii) To chair JCR Meetings and be the JCR's returning officer in accordance with the operating policies and procedures. The JCR Chair is responsible for all administrative duties required for the smooth running of JCR Meetings and elections, including ensuring sufficient advertisement of meetings.
- iii) To maintain the OPPs and ensure they do not fall into neglect and disrepair.
- iv) To interpret the OPPs in the event of a dispute.
- v) To keep an up-to-date record of all JCR officers and committee members and ensure the JCR website is updated in accordance with this.
- vi) To remain impartial throughout JCR Meetings.
- viii) 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).

**9) Head Freshers' Representative**

- i) To be primarily responsible for organising the activities of Freshers' Week and to lead the team of Freshers' Reps.
- ii) To be primarily responsible for the welfare of the Frep Team, liaising with the Senior Welfare and President where necessary.
- iii) To organise a variety of events for Freshers' Week, and to take into account a broad range of tastes.
- iv) To select and lead the Senior Frep Subcommittee, ideally before the end of Epiphany Term, which will assist the Head Frep in in selecting ordinary freps in the summer term.
- v) To work with the President to ensure appropriate training is completed by the Frep Team. The Frep Team training must include (but is not limited to) Active Bystander Training or other appropriate training as determined by the Head Frep.

**10) Tech Chair**

- 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.

**11) Compliance Officer**

- i) To act as a student trustee on the trustee board of the independent charity.
- ii) To be responsible for external trustee recruitment and the following selection process.
- iii) To minute Executive Committee and JCR meetings
- iv) To act as the Secretary to the Board of Trustees.
- V) To ensure that the actions of the JCR CIO and the Exec comply with the conditions of the Service Level Agreement, the License to Occupy, and any other memorandums of understanding with any third parties.

**12) Eco Chair**

- 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.

**13) JCR Postgraduate and Mature Students Committee President**

- 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.

**Breach of the Code**

Should this contract be breached in any serious manner, the appropriate action will be taken in accordance with the JCR Operating Policies and Procedures.

**Undertaking**

As a member of the Exec, I hereby agree to abide by this Code of Conduct.

Signed: .....

Printed name: .....

Position: .....

Date: .....

## Appendix L: Complaints Policy and Procedure

### Introduction

This complaints procedure ensures that members of the Common Room who are dissatisfied with services provided can raise a concern and receive an effective remedy. This procedure is consistent with the Common Room's responsibilities under the Education Act (1994).

### Principles

- We will take all complaints seriously and view them as opportunities to learn and improve from feedback.
- We will deal with complaints promptly and sensitively.
- We will act with integrity, consistent with principles of natural justice.

### Establishment and Scope

The Common Room Board of Trustees has appointed the JCR President to be responsible for the execution of this complaints procedure ("Complaints Officer"). Where an allegation is made against the JCR President the Chair of Trustees will determine what action should be taken.

There are separate procedures for addressing specific concerns:

- concerns raised about and by Common Room staff are dealt with using employment policies and procedures;
- complaints about and by candidates, campaigners, and voters in JCR elections not following election rules are dealt with through election policies and procedures in section 10 of the OPPs. Complaints about the conduct of the election by the JCR Chair or the Steering committee (including appeals against decisions of the JCR Chair or steering committee) shall be dealt with under this complaints procedure. Complaints about the personal conduct of anyone during the election process may also be raised as breaches of the JCR's Code of Conduct in Appendix M of the OPPs.

Complaints about the personal conduct of any JCR associate members should be raised as breaches of the JCR's Code of Conduct in Appendix M of the OPPs ;

- student group members and committee members who are dissatisfied about internal group matters should complain using relevant student group regulations;
- disagreement with a political position of the Common Room and the Common Room Officers is not a matter of complaint and should be addressed through the democratic processes.

This complaints procedure:

- is appropriate to consider a complaint that the above procedures have been mismanaged, and such a complaint will be referred directly to stage 4, for independent review by the supervising trustee;
- is not appropriate for matters of student conduct or wellbeing where these are not through dealings with services provided by the Common Room or such that the Common Room cannot affect a remedy. The Complaints Officer will refer concerns of this nature through the procedures contained in the JCR's Associate Member Code of Conduct/ Behaviour and/or

refer the complainant to relevant University procedures and decline to open a complaint investigation;

is not appropriate for handling complaints raised by students who have opted out of membership, by University staff, or by members of the public.

The Common Room welcomes feedback and will try to address concerns raised by those who are not Common Room members.

## **Raising a Complaint**

The Common Room will accept complaints within 30 working days of the incident/action/behaviour raising concern by email to the address to be published on the Common Room website. The Complaints Officer has discretion to accept late complaints in exceptional circumstances. The Complaints Form is the best way to frame a concern.

The Common Room will not accept complaints which are untimely, anonymous, malicious, frivolous, or vexatious. Members are expected to complain personally, and the Complaints Officer has discretion to reject complaints made on behalf of another party, or without probable cause.

The Common Room is unable to assist complainants with procedural or pastoral support due to organisational conflict of interest. At formal stages, students have the right to be accompanied to meetings by a fellow Member to provide support.

### **Stage 1: Informal Discussion**

The Common Room welcomes the opportunity to discuss a complaint informally with a concerned Member, where possible. Not all complainants will take this opportunity, and this is understood and accepted. The Complaints Officer also has discretion to decide that the complaint is inappropriate to consider in informal discussion and may refer the matter straight to Stage 2.

The Common Room will not consider participation in informal discussion as material in subsequent stages of complaint.

### **Stage 2: Formal Complaint**

The Complaint Officer will conduct an investigation within 10 working days in accordance with the following:

they will offer an opportunity to the complainant to discuss their complaint in a face-to-face, but may proceed without one if necessary;

they may conduct further interviews or request correspondence from parties relevant to the complaint, and all Common Room staff and elected student leaders are expected to fully cooperate;

they will determine findings of fact, consider mitigation, review relevant policies and procedures, and decide on the balance of probabilities whether the complaint should be upheld;

if a complaint is upheld, they will also agree an effective remedy;

Remedies may include (but are not limited to):

An apology to the complainant

Action by the JCR which will overcome or minimise any harm caused to the complainant.

Appropriate Changes to the JCR Policies and Procedures.

Training, development or awareness raising for JCR Officers, Staff or volunteers.

- the complainant should be asked their view on an effective remedy, but this is advisory only and not binding upon the Complaints Officer;
- the complainant will be advised as to the outcome of the complaint investigation and the proposed remedy;
- the complainant may only appeal the outcome if they have evidence of either procedural irregularity in the handling of the complaint, or new relevant evidence which was not previously available to the investigator. For the avoidance of doubt, there are no grounds for appeal if the complainant disagrees with the outcome or disagrees with the recommendation of effective remedy.

The Common Room hopes that all complaints will be investigated and resolved at stage 2 within 30 working days. Complex complaints or exceptional circumstances may mean that this target is not met, but the investigator will communicate progress throughout the investigation.

#### Stage 3: Complaint Appeal

The complainant should submit an appeal within 14 working days of receipt of the complaint outcome, making clear the grounds for appeal. The Complaints Officer will appoint another member of the Common Room Executive to consider the appeal, who will not reinvestigate the complaint, but will determine within 10 working days:

- whether there is evidence of procedural irregularity, such that they may at their discretion request a new investigation;
- whether new evidence, in their judgement, means that a different complaint outcome is probable, or a different recommendation of effective remedy is appropriate.

The subject of a complaint may on occasion be a Common Room student group or volunteer. For the avoidance of doubt, the subject of a complaint has no right to appeal a complaint outcome but should be asked to comment on a remedy before this is agreed if this involves their cooperation. A remedy is binding once agreed by the Complaints Officer.

#### Stage 4: Appeal to Chair of Trustees

The complainant may appeal to the Chair of Trustees after a decision of the Stage 3 Complaint Appeal has been issued by notifying the Chair of Trustees in writing within 14 days of issue of the Stage 3 decision.

The Chair of Trustees will consider the appeal and, if they consider it appropriate, re-investigate the complaint. The timescales, procedure and remedies will be the same as in the Stage 2 process.

#### Stage 5: Independent Review

The University Council will appoint a Common Room lay trustee to act as an independent person to review complaints following appeal. Their role is not to undertake an investigation, but to assure the effective operation of the statutory complaints procedure and report on the confidence that can be placed on the outcome and the effective remedy.

A complainant who has completed stage 3 may ask the Complaints Officer to refer their case to the supervising trustee. The supervising trustee may request a conversation with the complainant but may also rely on documentary evidence only.

The supervising trustee will aim to complete their review within 10 working days.

## **Reporting**

The Complaints Officer will maintain records of all complaints undertaken using this procedure until 31 July in the following academic year, which is a reasonable time frame for analysis and review.

The Common Room's general data protection policy will govern the use of these records.

The Common Room Trustee Board will receive an annual report on complaints received under this procedure, which will be copied to the Pro-Vice-Chancellor C&WSE for assurance purposes who will relay appropriate matters to the University Secretary.

## **Review**

This statutory complaints procedure is created with the authority of the Board of Trustees and will be reviewed every 5 years from date of adoption. The University's Council is required to ensure that this procedure exists and is working well; amendments therefore require the agreement of the University.

## **Appendix M: Associate Members Code of Conduct/ Behaviour**

### **St Aidan's JCR CIO**

#### **Associate Members Code of Conduct /Behaviour**

##### **1. Introduction and Scope**

1.1 The Charity's objects include promoting the welfare of students at St Aidan's. The way that students (Associate Members of the JCR) conduct themselves can have an effect on the welfare of fellow students, particularly negative behaviour.

1.2 Student conduct is primarily the responsibility of the University and College authorities. Some inappropriate behaviour may also be against the law and subject to investigation by the Police.

1.3 However, as a significant number of students at the College will be Associate Members of the Charity (JCR) then how its Associate Members are expected to interact can affect behaviour and student welfare, both positively and negatively. This makes some behaviour relevant for the Charity as well.

1.4 This Code is intended to set out the standards of behaviour expected of Associate Members whether they are acting as Officers of the Charity, employees, volunteers, members of sports teams, clubs and societies or simply in their personal capacity as a part of the Charity (JCR). It covers how they interact with other Members of the JCR, but also how they interact with third parties such as other students, University/College staff or members of the public where they are representing the JCR, attending JCR functions or using JCR facilities. It also covers how Members interact with the Charity (JCR) as an organisation, including respecting policies and procedures, treatment of the JCR's property and meeting financial obligations.

1.5 Sports Teams, Clubs and Societies will be held responsible for the actions of their members (whether in matches, practice, meetings or socials) and action may be taken against the Team, Club or Society as well as the individual(s). Team captains and Club/Society Officers will be expected to respond to allegations and co-operate with investigations.

1.6 This Code covers general conduct. There may be specific requirements placed on Members by other parts of the Associate Members (JCR) Operating Policies and Procedures ("OPP") and additional requirements placed on volunteers, employees and those attending JCR functions.

1.7 The Code does not cover the conduct/behaviour of Members when they are not acting as Members of the JCR.

##### **2. Code of Conduct/ Behaviour**

2.1 Associate Members shall :

###### **Compliance with Law**

2.1.1 comply with all laws and regulations applicable to the Charity (JCR).

###### **Compliance with Policies, Procedures and Rules**

2.1.2 comply with all policies and procedures in the OPP and any rules, instructions or guidance issued by the JCR in connection with events or use of facilities.

**Responsibility to Other Associate Members and Third Parties**

2.1.3 treat others with respect, consideration and fairness

2.1.4 not act in an aggressive, abusive, disruptive or violent manner

2.1.5 not discriminate against, demean, harass or bully others

2.1.6 not act in a way which is dangerous to others

2.1.7 comply with all Health and Safety requirements

**Responsibility to the Charity(JCR)**

2.1.8 not make any frivolous or vexatious allegations of breaches of the Code of Conduct/Behaviour

2.1.9 co-operate with any investigations into breaches of the Code of Conduct/Behaviour and, following any final appeal, comply with any remedies/sanctions imposed

2.1.10 not damage or mistreat the JCR's property, equipment and facilities and shall pay for any damage caused by their actions

2.1.11 meet all financial obligations to the Charity (JCR)

2.1.12 not reveal matters which the JCR deems confidential and not reveal the identity of persons granted anonymity by the JCR

2.1.13 not act in a way which brings the Charity(JCR) into disrepute

**3. Investigation of Alleged Breaches and Remedies/Sanctions**

3.1 Alleged breaches of this Code will be investigated in accordance with the procedures set out in the Annex. The remedies/sanctions referred to in the Annex may be imposed.

3.2 Separate disciplinary procedures will be followed for employees if the alleged behaviour affects their employment.

3.3 Information about alleged behaviour may be passed to the University/ College, Police or other third parties if the alleged behaviour comes within their jurisdiction.

**Annex 1: Procedures for Investigating Alleged Breaches of Associate Member Code of Conduct/Behaviour**

**1. Introduction**

1.1 These procedures cover the investigation of allegations that an individual Associate Member or a Sports Team, Club or Society has breached the Code of Conduct/ Behaviour.

1.2 Allegations about an Associate Member acting in the capacity of employee may be dealt with under separate disciplinary procedures.

1.3 Where an allegation is made against the JCR President the Chair of Trustees will determine what action should be taken.

1.4 Complaints about the Charity itself will be dealt with under the separate Complaints Procedure (Appendix L of the OPP).

1.5 Separate investigations may be carried out by the University/ College or other bodies such as the Police.

## **2. Method of Making Allegation, Anonymity and Levels of Investigation/ Determination**

2.1 Allegations should be made in writing to the JCR President unless the JCR President has a potential conflict of interest or is the subject of the complaint. If the JCR President has a potential conflict of interest the allegation should be made to the JCR Chair. If the JCR President is the subject of the allegation, then it should be made to the Chair of Trustees. Allegations must be made within 30 working days of the incident/action/behaviour which is the subject of the allegation. The person receiving the allegation has discretion to accept late allegations in exceptional circumstances.

2.2 Allegations received anonymously will not normally be investigated. However, anyone making an allegation and giving their name may ask to remain anonymous during the investigation and where reasonable this request will be complied with. If a person's request to remain anonymous is approved, then their identity will not be revealed without their permission.

2.3 There are 3 levels of investigation/determination:

2.3.1 JCR President/JCR Chair – potentially non major issues.

2.3.2 JCR Code of Conduct Panel – potentially major issues

2.3.3 Board of Trustees – appeals, exceptional issues and allegations against the JCR President which might amount to an employment disciplinary matter.

2.4 In the first instance the JCR President will decide which level of investigation will be applied. If the allegation involves a potential conflict of interest for the JCR President, then the JCR Chair will decide. If the allegation is about the JCR President, then the Chair of Trustees will decide.

## **3. JCR President/ JCR Chair**

3.1 The JCR President will normally deal with routine, non-major allegations. If there is a potential conflict of interest for the JCR President, then the JCR Chair will investigate the matter. Whoever is carrying out the investigation may at any time refer it to the Code of Conduct Panel.

3.2 Allegations will be investigated through a meeting or meetings with the complainant and/or the person against whom allegations are made. The person making the allegations and the person against whom allegations are made may have a supporter in attendance. Any documents will be shared, and the rules of natural justice will be followed.

3.3 The person investigating may issue the following remedies/sanctions (or lesser remedies/sanctions as appropriate):

Seeking a written apology

Requiring some form of volunteer service

Requiring attendance at awareness raising session(s)

Requesting the College to bar from the JCR Bar (max 2 terms)

Barring from JCR Events (max 2 terms)

Barring from JCR activities - including sports teams, clubs, and societies - (max 2 terms)

Fines up to value of damage done or sums owed

Any other remedy/sanction considered to be no more onerous than the above.

3.4 The person making the determination will confirm the determination in writing together with any other action(s) to be taken. Details of the right of appeal will be included.

#### **4. JCR Code of Conduct Panel**

4.1 The Panel will comprise 3 members – the JCR President, the JCR Chair and Senior Welfare Officer. If hearing an appeal from a determination by the JCR President or if there is a potential conflict of interest for the JCR President, the JCR President will be replaced by an Officer appointed by the JCR Chair. If any other member is unavailable or has a potential conflict of interest, they will be replaced by an Officer appointed by the JCR President or, in their absence, by whoever is to preside at the hearing.

4.2 The Panel will be chaired by the JCR President or, in the absence of the JCR President, by the JCR Chair. In the absence of the JCR President and the JCR Chair the Panel shall be chaired by an Officer selected by the Executive.

4.3 The Panel will consider major, complex and/or contentious allegations. If it considers a matter to be exceptional it will ask the Board of Trustees to deal with it.

4.4 If the Panel is considering an appeal, it will consider the matter afresh.

4.5 The process will be a formal hearing of which all parties are given at least 7 days' notice. All parties will be asked to supply written cases/evidence to the person presiding at least 4 days before the hearing date. The person presiding will share all

written cases/evidence with the Panel and all parties at least 48 hours before the hearing.

4.6 The person making the allegations and the person against whom allegations are made may be accompanied by a supporter. The parties may make oral representations to the Panel but may not add matters which were not included in the submitted written documents.

4.7 The Panel may ask the parties to leave the meeting whilst it considers its decision. All parties will be invited back to hear the decision.

4.8 A written note of the proceedings will be made. The rules of natural justice will be applied.

4.9 The Panel may issue the following remedies/sanctions (or lesser remedies/sanctions as appropriate):

Seeking a written apology

Requiring some form of volunteer service

Requiring attendance at awareness raising session(s)

Requesting the College to permanently bar from the JCR Bar

Permanent barring from JCR Events

Permanent barring from JCR activities (including sports teams, clubs, and societies)

Removal or suspension from an Office in a sports team, club, or society

Removal or suspension from a JCR Office

Removal or suspension from a JCR Committee

Banning from standing for JCR Office

Abolition or suspension of a Sports Team, Club or Society

Suspension of JCR Associate Membership with no reimbursement of levy

Removal from JCR Associate Membership with no reimbursement of levy

Fines

Any other remedy/sanction considered to be no more onerous than the above.

4.10 The Panel may make any appropriate recommendations to the JCR President or the JCR Executive for additional actions (e.g., changes to policies or procedures) which it considers appropriate.

4.11 The Panel will provide confirm its decision and reasoning in writing. It will also

include details of the right of appeal.

## **5. Board of Trustees**

5.1 The Board of Trustees will act as the final body of appeal and will deal with exceptional matters. Exceptional matters are those which are of a very serious nature (e.g., safeguarding) and/ or may seriously affect the reputation or operation of the Charity (JCR).

5.2 The Board of Trustees may appoint a Sub-Committee to investigate and report back to the Board with recommendations. If the Board is dealing with an appeal, it will consider the matter afresh.

5.3 The procedure of the Board or a Sub-Committee will be similar to the Panel (see paragraphs 4.5 to 4.8 above) unless it is treating an allegation against the JCR President as a disciplinary matter in which case ACAS procedures will be followed.

5.4 The remedies/sanctions of the Board are the same as the Panel (see paragraph 4.9 above). It may also authorise or recommend any other actions which it considers necessary.

5.5 The Board will confirm its decision and reasoning in writing. There will be no further right of appeal.

## **6. Appeals**

6.1 The person subject to an allegation may:

6.1.1 appeal against a decision of the JCR President/ JCR Chair within 14 days of the issue of their written decision by notifying the JCR Chair in writing within that 14-day period

6.1.2 appeal against a decision of the Code of Conduct Panel within 14 days of the issue of its written decision by notifying the Chair of Trustees in writing within that 14-day period.

## **Appendix N: JCR President's Job Description**

### **St Aidan's Junior Common Room CIO**

#### **Junior Common Room President Job Description**

**Contract:** 12 months, fixed-term from 1st August  
**Hours:** 35 per week

**Line Manager :** Chair of Trustees

#### **Overview**

The Junior Common Room (JCR) President will promote the wellbeing of the Associate Members of the JCR and perform all such duties as are consistent with this aim.

#### **Duties and responsibilities**

- Promoting the wellbeing of the Associate Members of the JCR and performing all such duties as are consistent with this, including providing the leadership to create an inclusive Common Room that champions diversity.
- Providing leadership and oversight of the activities of both the elected volunteer Executive and non-Executive officers of the Common Room in the execution of their duties.
- Representing and promoting the views of Associate Members of the Common Room to College Officers and, where required, the wider University and the Students' Union.
- Acting as a community leader and point of contact for all matters affecting the interests of the Common Room and for any Associate Member of the Common Room.
- Establishing regular and structured working arrangements with both the volunteer Common Room Executive Committee and other JCR Committees and Groups and communication with Common Room Associate Members through a range of in-person and digital channels.
- Sitting on Common Room committees as set out in the Operating Policies and Procedures of the Common Room.
- Demonstrating commitment to, and support of, compliance with data protection legislation at all times when handling personal data connected with the Common Room.
- Undertaking training as identified by the Board of Trustees or the Chair of Trustees.
- Working in the interests of the Common Room, and being an advocate for the Common Room.

- Having overall day to day responsibility for the finances of the Common Room, including being a signatory on the Common Room bank account.
- Ensuring that an appropriate handover is provided for the incoming JCR President at the end of their term of office.
- Carrying out such other reasonable duties, specific to the JCR, as agreed in consultation with the Chair of Trustees.

#### **Specific requirements of the post**

- The JCR President is expected to be resident in College during their term in office to enable the most effective performance of their duties – this includes being visible JCR Associate Members and, in normal circumstances, keeping regular office hours
- The JCR President should manage time away from the College according to the expectations of the role and where this exceeds 7 consecutive days in consultation with the Chair of Trustees. It is expected that Leave will be planned and in normal circumstances, taken in accordance with the pattern of College and Common Room activity with longer periods of Leave scheduled at times when lower levels of Common Room activity is anticipated.