



Josephine Butler

Junior Common Room



Policy			
Affiliations Policy			
Issue Date	August 2026	Reference	P/010
Next Review Due	August 2027	Review Cycle	Annual
Reviewing Panel	Board of Trustees		
Applicability	Trustees Members		

1. ABSTRACT

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, whose charitable objectives is the advancement of education of students at Josephine Butler College, Durham University.
- 1.2. Under Part II of the Education Act 1994, the JCR is classified as a Students’ Union, and as such, the JCR is required to publish notice of any external organisations the JCR is affiliated with, including the name, and details of subscription.
- 1.3. An affiliate is defined as a third-party organisation who the JCR: pays a membership fee to, makes a donation to, or establishes a formal relationship with (such as through a Memorandum of Understanding). This does not include any organisations the JCR has fundraised on behalf of, should it be clear that the fundraising is for a specific organisation.

2. REQUIREMENTS OF TRUSTEES

- 2.1. The Board of Trustees shall review all affiliations, at least once annually, and update the list of affiliations when any changes are made.
- 2.2. The Board of Trustees shall list all external organisation the JCR are affiliated with in the Annual Report submitted to the Charities Commission. This includes details on the name of the organisation, and any fees or donations made to the organisation, if any.

3. REQUISITIONS

- 3.1. The members shall be permitted to submit a requisition to disaffiliation.
- 3.2. A requisition must be raised with the JCR Chair, or their deputy, who in turn must inform the JCR President, and the Board of Trustees. This must be done via a motion, and the JCR Chair must verify all subscribers are a member. The motion requires:
 - 3.2.1. The name of the organisation to disaffiliate with;
 - 3.2.2. At least 5% of Members, rounded down to an integer, to subscribe to the motion, of which one is a proposer, and one is a seconder.
 - 3.2.2.1. The quota can be obtained from the JCR Chair, or delegate.
 - 3.2.2.2. A person who holds an Honorary Life Membership shall not be considered a member in this case, unless they are currently a student at Josephine Butler College.
- 3.3. A referendum shall be taken, and must begin by the end of the 5th working day after the receipt of the motion. The day the motion is recieved shall be classed as day 0. The referendum shall be open for a period of at least 24 hours, shall take place online, and by secret ballot. All members shall be notified of the referendum.
- 3.4. The Returning Officer of such referendum shall be the same Returning Officer as defined as by the Code of Practice.
- 3.5. A referendum requires a simple majority to pass. The referendum must only have two options: for, and against, disaffiliation.

- 3.6. The Board of Trustees must approve of the referendum's terms, and may not reject a valid motion, unless:
- 3.6.1. There are complaints about the referendum, in which case such action must be delayed until the investigation is complete, and may be rejected if the referendum is found to not be in order.
 - 3.6.2. The propositions are unactionable, for instance if it would conflict the JCR's constitution, for instance, a vote to disaffiliate against the University of Durham would conflict against the constitution and thus be rejected.
 - 3.6.3. The propositions are illegal.

4. ESTABLISHING AFFILIATIONS

- 4.1. An individual, or a group of individuals, who would like the JCR to affiliate with an external body, must gain a sponsorship from the member of the JCR Executive Committee.
- 4.2. Such member of the JCR Executive Committee would notify the board of trustees, via the JCR President, FACSO, or the Compliance and Governance Officer, with information on:
 - 4.2.1. The name of the organisation;
 - 4.2.2. The reason for affiliation, including benefits;
 - 4.2.3. The expected membership fees;
 - 4.2.4. The expected donations of JCR funds.
- 4.3. Upon receipt, the Board of Trustees shall vote on the matter, and shall agree to either:
 - 4.3.1. Affiliate with the organisation;
 - 4.3.2. Not affiliated with the organisation;
 - 4.3.3. Agree the affiliation is in order, but a referendum shall take place. In which case, the JCR Chair shall be notified, a referendum shall have the option to "affiliate" and "not affiliate", and upon the conclusion of the referendum, the JCR Chair shall notify the board on how the membership voted, and either affiliate or not affiliate in accordance with the result of the referendum.

5. IMPLEMENTATION AND MONITORING

- 5.1. The Chair of the Board of Trustees, and the JCR President, will ensure that this policy is brought to the attention of all members.
- 5.2. The Board of Trustees shall monitor the implementation of this policy.
- 5.3. Appendix A notes the affiliated organisations.
 - 5.3.1. This list includes organisations the JCR is affiliated with, and who the JCR either pays a membership fee too, or donates its funds too.
 - 5.3.2. This list also includes other organisations the JCR is affiliated with formally.

5.3.3. This list does not include any organisations without a formal affiliation, such as any contractors.

6. APPROVAL AND REVIEW

- 6.1. This Affiliations Policy was prepared in July 2026 by the Compliance and Governance Officer, on behalf of the Board of Trustees.
- 6.2. This policy shall be reviewed every year, alongside the list of affiliations, by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

This Affiliations Policy has been approved by the JCR President, and the Board of Trustees.

Signed **David Evans**
[Insert Signature Here]

Signed **Michael Cheung**
[Insert Signature Here]

Dated DD/MM/2026
Position **Chair, Board of Trustees**

Dated DD/MM/2026
Position **JCR President**

Appendix A: Affiliates of the JCR

Correct as of DDth of August 2026.

Fees and donations applicable for the period: July 2026 to June 2027.

This list additionally includes organisations the JCR is affiliated with, but neither pays a membership fee to, nor donates to.

Organisation Name	Membership Fees (£)	Donations (£)
University of Durham		
Josephine Butler College, University of Durham		
Josephine Butler Middle Common Room		
Durham Students' Union		
Team Durham		
British Rowing		