



Josephine Butler Junior Common Room Charitable Incorporated Organisation

Standing Orders

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I Permanent Standing Orders

P1 Preface

P1.1 In these Standing Orders, the following terms shall be understood with the following meanings:

P1.1.1 JCR refers to the Josephine Butler Junior Common Room Charitable Incorporated Organisation, a charity registered in England, charity number 1197721

P1.1.2 University refers to Durham University, a university in England, Royal Charter number RC000650

P1.1.3 College refers to Josephine Butler College, a college of the University

P1.1.4 Student refers to students at the College

P1.1.5 DSU refers to Durham Students' Union

P1.1.6 Standing Orders shall refer collectively to these Permanent Standing Orders and the Operational Standing Orders of the JCR

P1.1.7 Trustees refers to the Trustees of the JCR

P1.1.8 Constitution refers to the constitution of the JCR as approved by the Trustees

P1.1.9 JCR member or **member of the JCR** takes the meaning set out in section P5 of these Standing Orders and additionally refers to Associate Members within the meaning of the Constitution

P1.2 The JCR's charitable objects are set out in the Constitution, and include:

P1.2.1 Promoting the interests and welfare of the Students during the course of study and representing, supporting and advising the Students

P1.2.2 Being the recognised representative channel between the Students and Josephine Butler College and any other external bodies

P1.2.3 Providing social, sporting, cultural and recreational activities and forums for discussions and debate for the personal development of the Students

P2 Status of the Standing Orders

P2.1 The JCR shall be operated in accordance with the Constitution and these Standing Orders. Should there be a conflict between the Constitution and the Standing Orders the requirements of the Constitution shall take precedence.

P2.2 The Standing Orders of the JCR exist to regulate the democratic structures and operational principles of the JCR and shall include these Permanent Standing Orders and the Operational Standing Orders of the JCR.

P2.3 Where there is a conflict between the Permanent Standing Orders and the Operational Standing Orders, the Permanent Standing Orders shall take precedence. In the event the JCR Chair judges there to be a conflict between two articles within the Permanent or Operational Standing Orders, then the lower numbered of the conflicting articles will take priority; any parts of the higher numbered articles which do not conflict will remain in force.

P2.4 The Constitution and Standing Orders shall be consulted and complied with in all JCR policies, procedures, rules, regulations, decisions and other such matters, save that the Trustees may take decisions in their capacity as such solely by reference to powers in the Constitution.

P2.5 These Permanent Standing Orders may not be suspended. Any part of the Operational Standing Orders of the JCR may be suspended by a vote at a quorate JCR meeting. Any alternative arrangements established must comply with the Constitution and these Permanent Standing Orders.

P2.6 These Standing Orders remain the intellectual property of the JCR.

P2.7 The JCR shall establish a committee, chaired by the JCR President, to review the Standing Orders no less frequently than once every five years.

P3 Amending the Standing Orders

P3.1 The Standing Orders may only be modified by a decision of the Trustees taken in accordance with the Constitution ('Trustee Amendment') or a straight majority vote on an agreed resolution at a quorate JCR Meeting and following consultation that such amendments are compatible with the Constitution ('Member Amendment').

P3.2 Member Amendments to Permanent Standing Orders may only be made by approval through a JCR referendum where quoracy is 10%.

P3.3 Member Amendments to Operational Standing orders may only be made by approval through JCR motion in accordance with the procedure set out in **O1**

P3.4 It is assumed that changes will take effect at the end of the meeting, unless otherwise stipulated in the motion of change.

P3.5 It is the responsibility of the JCR Chair to effect any modifications to these Standing Orders within three full days of the JCR Meeting at which the resolution was satisfactorily agreed.

P4 Membership of the JCR

P4.1 All students of Josephine Butler College who have paid the appropriate membership fees are considered members of the JCR. For the avoidance of doubt Honorary Life Memberships are not considered members for this section.

P4.2 The JCR membership dues are governed by the Payments and Refunds Policy. Please consult this alongside these Standing Orders on matters of membership dues.

P4.3 All JCR members shall pay an agreed membership fee, the price of which shall be determined by the Board of Trustees, The JCR President and the FACSO. Any changes made to the Membership Fee cannot affect any membership dues already paid; it can only affect individuals who will in the future apply for membership of the JCR. This levy confers membership of the JCR for students completing an undergraduate degree, the timeline of which is outlined in the JCR's Payments and Refunds Policy, except in the case of one or more of the following:

P4.3.1 Their membership is formally suspended or annulled (consistent with the JCR's Discipline Policy);

P4.3.2 The student decides to opt out of their levy, the process for which is defined in the Payments and Refunds Policy.

P4.4 Membership fees for Mature Undergraduates, 4th Year Undergraduates, Postgraduates, part time students and students on the Erasmus scheme shall be agreed jointly by the JCR and MCR and are set out in the Memorandum of Understanding between the two common rooms, which shall be available on the JCR website.

- P4.5** Personal membership information shall not be made public knowledge and shall only be communicated to College Officers for appropriate purposes.
- P4.6** The administration and management of the system of membership is the responsibility of the and the FACSO.
- P4.7** The FACSO will maintain a record of the members and non-members of the JCR in an electronic database.
- P4.8** Non-members of the JCR may apply to join the JCR at any time by notifying the JCR President or the FACSO; and will be accepted if they meet the membership requirements and have paid the appropriate JCR membership fee, as outlined in Section ?? of the Operational Standing Orders.
- P4.9** JCR and MCR members shall be entitled to vote in JCR motions and elections.
- P4.10** JCR members are entitled to attend JCR events, use services provided by the JCR and engage in JCR sports, societies and committees. Non-members may at the discretion of the JCR be invited to attend events, use services provided by the JCR, or engage in JCR sports, societies and committees but may have to pay a premium to take part in such activity.
- P4.11** A person may request the JCR Chair, JCR President, or FACSO to investigate the membership status of an individual, for example if it is suspected they are using JCR facilities without having paid membership dues, though this information will not be communicated to the person making the request.
- P4.11.1** Any action deemed necessary as a result of such a request should be decided by the JCR President, FACSO and JCR Chair, but shall normally involve charging an appropriate proportion of membership levy up to and including 100%.

P5 Business of the JCR

- P5.1** JCR members shall collectively be responsible for the operation and management of the JCR and any facilities, events and services it provides. The Trustees are responsible for assuring such operation and management of the JCR is effective and compliant with the JCR's obligations as a registered charity, and any other obligations arising from agreements the JCR enters into, such as any Service Level Agreement with the University.
- P5.2** All major decisions of the JCR **other than those of the Trustees** shall normally be made at a JCR Meeting at which all members of the JCR are entitled to attend.
- P5.3** All members of the JCR shall have an equal right to vote and to speak on any matter at any JCR Meeting. The Operational Standing Orders shall set out the procedures by which business is considered at JCR Meetings.
- P5.4** The JCR shall have an Executive Committee which shall:
- P5.4.1** Act in the best intentions of the JCR at all times.
 - P5.4.2** Represent the JCR to the College and wider University community;
 - P5.4.3** Adhere to any relevant JCR policies including but not limited to a Code of Conduct
 - P5.4.4** Subject to any powers to make decisions reserved to the Trustees, make decisions on behalf of the JCR and be responsible and accountable for them both individually and collectively.

- P5.4.5** Follow the instructions of JCR Meetings, including, but not limited to being accountable and giving an Officer Report and answering questions from the floor.
 - P5.4.6** Be responsible for the day-to-day administration of the JCR, contributing to the decision-making process in both JCR and Executive meetings.
 - P5.4.7** Be responsible for making decisions on behalf of the JCR in the event of an emergency or where it is not possible to convene a full JCR Meeting or consult the Trustees to discuss the matter.
 - P5.4.8** Meet as often as required during term-time, the minutes of these Meetings being available for inspection by any full JCR member following ratification (with the exception of redacted minutes).
 - P5.4.9** Attend all JCR Meetings unless there are extenuating circumstances, in which case apologies and a written report submitted to the JCR Chair before the meeting.
 - P5.4.10** Report to JCR Meetings on issues that have arisen since the last meeting, as well as accounting for any decisions made and any future plans.
 - P5.4.11** Maintain relevant sections of the JCR website
 - P5.4.12** Make themselves available for Exec week, Frep week and Freshers' Week (formally Welcome and Orientation Week) i.e. the 3 weeks prior to the start of Michaelmas term.
 - P5.4.13** Undergo all required training(s) for their respective roles.
- P5.5** The Executive Committee shall be chaired by the JCR Chair and its membership will include the following:
- P5.5.1** President
 - P5.5.2** Financial and Community Support Officer (FACSO)
 - P5.5.3** Vice-President
 - P5.5.4** Social Chair
 - P5.5.5** International Officer
 - P5.5.6** Publicity Officer
 - P5.5.7** Societies Officer
 - P5.5.8** Sports Officer
 - P5.5.9** Welfare Officers
 - P5.5.10** EDI Officer
 - P5.5.11** Compliance and Governance Officer
 - P5.5.12** Technical Director
 - P5.5.13** Treasurer
- P5.6** The Chair shall be a non-voting member of the Executive Committee
- P5.7** The JCR may delegate responsibilities to committees and officers as set out in the Operational Standing Orders.
- P5.8** Matters which are deemed by a JCR meeting or the Executive Committee to be of significance shall be referred to a JCR meeting or referendum of all members. Referenda shall be considered quorate if 10% of the members vote and a motion shall be passed on the basis of a simple majority.

P5.9 Changes to these Permanent Standing Orders shall always be subject to a referendum, save where amended directly by the Trustees.

P6 Appointment and removal of JCR Officers

P6.1 All JCR Officers shall be elected by members of the JCR and MCR.

P6.2 In all elections Re-open Nominations (RON) shall be included as a candidate.

P6.3 Executive Officers (i.e. those officers of the JCR who are members of the Executive Committee) shall be appointed by secret ballot using Single Transferable Voting in accordance with the rules set out by the Electoral Reform Society. An election shall be considered quorate if 10% of members have voted.

P6.4 Non-executive Officers (i.e. those officers of the JCR who are not members of the Executive Committee) shall normally be appointed at a JCR meeting. Should the JCR or the Executive Committee agree, a Non-Executive Officer may be appointed using the mechanism established for Executive Officers

P6.5 Any non-sabbatical officer of the JCR may stand down from their role by writing to the JCR Chair, who shall report this to the next JCR meeting.

P6.6 Should an officer of the JCR be considered to have fallen short of fulfilment of the duties assigned to them, a quorate JCR meeting may agree a motion of censure against that officer.

P6.7 Should a JCR officer continue to fall short of fulfilment of the duties assigned to them following a motion of censure, a quorate JCR meeting may agree on the basis of a secret ballot a motion of no-confidence in that officer, unless a motion for another type is raised. In the event a motion of no-confidence is agreed, the officer shall be required to stand down.

P6.8 Any vacancy which arises shall be filled at the earliest opportunity by an election conducted in the manner normal for that post. The vacancy shall be filled for the remainder of the original term of office. Any officer appointed in this manner shall be eligible to stand for re-election for a full term of office at the normal time should they continue to meet any conditions for election to that role.

P6.9 The term 'JCR officer' does not include a Trustee of the JCR who is an 'external trustee' within the meaning of the Constitution, but does include anyone who is a 'student trustee' by virtue of holding a relevant elected office.

P6.10 The following special conditions apply to the appointment of sabbatical officers of the JCR:

P6.10.1 Following election their appointment shall only be valid following the signing of a contract of employment with the JCR which has been authorised by the Trustees.

P6.10.2 Sabbatical officers may resign from their post by giving written notice in accordance with their contract of employment, and should notify this to the Executive Committee.

P6.10.3 A person may not a sabbatical position (or any combination of sabbatical positions) in the JCR for more than two years.

P6.10.4 If a sabbatical officer is accused of committing a serious offence that falls within the University's definition of gross misconduct (as set out in the University's Disciplinary Regulation) or a definition of gross misconduct in any relevant JCR policy, the JCR Executive must immediately notify this to the Trustees, and consider a motion of no-confidence, and if agreed, bring this forward to the next JCR Meeting or convene an Emergency JCR Meeting as appropriate.

- P6.10.5** In the event of a motion of no-confidence in a sabbatical officer, a panel will be convened to consider the case for dismissal from office. The membership of the panel shall be agreed by Trustees in consultation with the Executive Committee and must be operated in a manner consistent with any provisions in the sabbatical officer's contract of employment and relevant JCR policies, including any subsequent right to appeal.
- P6.10.6** Nothing in these Standing Orders shall preclude the Trustees from following any other legal and reasonable process to dismiss a sabbatical officer from employment. Where a sabbatical officer ceases to be employed by the JCR for any reason, they cease to hold the corresponding role(s) set out in the Standing Orders.
- P6.10.7** Where there is a vacancy for a sabbatical officer, it shall be filled for the remainder of the term of office by a non-sabbatical officer elected in the normal manner. An individual appointed in these circumstances shall be eligible to stand for re-election for a full term of office.

P7 JCR Finances

- P7.1** The Trustees delegate day-to-day responsibility for the financial management of the JCR to the Finance and Community Services Officer (FACSO). The Trustees are ultimately accountable for the good financial management of the JCR, and the FACSO will report financial information to the Trustees to support this function.
- P7.2** The FACSO and JCR Treasurer shall work together to accurately record and monitor all financial transactions of the JCR, and advise the JCR President, Executive Committee, Finance Committee, Trustees, and JCR as a whole on financial matters. The FACSO shall be responsible for the preparation of the JCR budget and accounts and reporting independently audited financial accounts and information to the JCR, College, University, and Charity Commission (via the Trustees) as appropriate
- P7.3** The FACSO and Financial Lead Trustee shall collectively be responsible for ensuring all monetary transactions are recorded appropriately within the JCR finance system (Xero), and maintaining the appropriate supporting evidence such as invoices or approvals.
- P7.4** Other officers may be delegated specific financial responsibilities when deemed appropriate by the JCR President, FACSO or Financial Lead Trustee. The person or body making the delegation will oversee such work and remains ultimately responsible for any such work delegated.
- P7.5** Further financial responsibilities of the JCR President and FACSO shall be set out in the Committees and Officer Role Descriptions of the Standing Orders within their respective descriptions.
- P7.6** Indemnities:
- P7.6.1** Every Trustee, executive officer, non-executive officer, committee member and member of staff of the JCR shall be entitled to be indemnified out of the assets of the JCR against all losses or liability which they may incur in or about the execution of their office or otherwise in relation thereto.
- P7.6.2** No officer, committee member or member of staff shall be liable for any loss, damage or misfortune which may happen to or be incurred by the JCR in the execution of the duties of their office duties;
- P7.6.3** Nothing in this clause should affect their liability for the consequences of any negligent action on their part.

P8 Complaints and Appeals

P8.1 The JCR shall maintain standalone Complaints and Discipline policies set by the Trustees. Such a policy will adhere to any requirements within any Service Level Agreement that may from time to time be in effect between the University and the JCR.

II Operational Standing Orders

O1 JCR Meetings

O1.1 JCR Meeting Attendance

O1.1.1 The quorum for JCR General and Emergency Meetings shall be 10% of voting members, but will not be accounted for unless requested by any member present at the meeting.

O1.1.2 At least 20 members must be present at any JCR meeting. The Chair must count 20 members before the beginning of any meeting.

O1.2 General JCR Meetings will adhere to the following format:

O1.2.1 Approval of Minutes from the Previous Meeting and any requests for changes.

O1.2.2 Officer Reports:

O1.2.2.1 Each Exec officer will give a short oral report on what they have been doing since the last meeting.

O1.2.2.2 JCR members will be given the opportunity to ask / submit in writing to the Chair any question pertaining to an officer's role but does not fulfil the criteria of a 'Question of Officer's Conduct.'

O1.2.3 Motions will be made up of the following three components:

O1.2.3.1 Notes (the current situation)

O1.2.3.2 Believes (why it should be changed)

O1.2.3.3 Resolves (how the situation should be changed)

O1.2.4 Members may submit **Procedural Motions** which are as follows: Motion to

O1.2.4.1 Move to a vote

O1.2.4.2 Move to an online referendum/election

O1.2.4.3 Move to a secret ballot vote

O1.2.4.4 Suspend the vote until the next meeting

O1.2.4.5 Amend the motion

O1.2.4.6 Call the end of the meeting

O1.2.4.7 Call a break

O1.2.4.8 Temporarily remove the Chair (to be replaced by a Vice-Chair)

O1.2.4.9 Point of Information – factual information that would aid discussion

O1.2.4.10 Point of Order – statement that something is out of order or unconstitutional

O1.2.4.11 Point of Accessibility – environmental factors affecting persons (e.g. difficulty hearing)

O1.2.4.12 Object to any procedure. In order to object to a procedural motion, a JCR member may call out "Objection." It will then be taken to a vote by show of hands

O1.2.5 Items of Discussion which includes any and all matters that could not be classified in any of the other categories above but deserve their own slot on the agenda and can result in a vote on the options available.

O1.2.6 Elections

O1.2.6.1 Any outstanding non-executive positions will be up for election (see O-6.2).

O1.2.6.2 Each candidate must abide by the rules for the method of the role for which they are applying (see **O7**).

O1.2.7 Any Other Business, which includes any last-minute items which could not be included in the agenda or any further matters arising from the Floor will fall into this category.

O1.2.8 Any voting which will take place online will be in the Single Transferable Voting (STV) format or 2/3 majority against RON.

O1.2.9 All JCR meetings will be chaired by the JCR Chair. Where the Chair is unable to fulfil their duties, meetings will be chaired by the JCR President with the assistance of the Vice-Chairs.

O1.3 Motions And Policies

O1.3.1 A new major policy of the JCR shall always be agreed at a JCR Meeting unless the policy decision must be made before the next scheduled Meeting or the policy is enacted directly by the Trustees.

O1.3.2 Where the Trustees directly enact a policy, it will be communicated to JCR members at the next scheduled JCR Meeting.

O1.3.3 Any motions submitted to the Chair or President at least a week before the next JCR meeting shall be presented to Democracy Committee for review.

O1.3.4 With the exception of procedural motions, all motions must be passed via an online vote, using First Past the Post, and command a minimum quoracy of 20. The exception to this is if the nature of the motion requires a different method, or quoracy, as outlined elsewhere in the standing orders.

O1.4 Ruling Motions in Order

O1.4.1 A motion will be deemed out of order if it violates any of the below criteria. A motion must:

O1.4.1.1 Be factually accurate and unambiguous.

O1.4.1.2 Be in accordance with the Standing Orders and Constitution.

O1.4.1.3 Be legal.

O1.4.1.4 Have followed the proper channels in financial matters before being submitted.

O1.4.2 If a motion is deemed to be out of order, Democracy Committee must discuss with the proponent the rephrasing of the motion so that it could be deemed to be in order.

O1.4.3 If the proponent is unhappy with the proposed revisions and Democracy Committee cannot accept the motion without the revisions, the motion will not appear as a motion on the agenda. Should the proponent wish, they may file a complaint following the procedure outlined in the Complaints Policy.

O1.5 Items for Discussion

O1.5.1 An Item for Discussion may be submitted when a JCR member feels a situation needs to be changed but there are a number of solutions available.

O1.5.2 An Item for Discussion must fairly and objectively outline the current situation, problem, and the options available.

O1.5.3 The options will then be voted upon using either:

O1.5.3.1 A hand vote at a JCR meeting using the 'First Past the Post' voting system.

O1.5.3.2 A secret ballot at a JCR meeting using the STV voting format.

O1.5.3.3 An online referendum using the STV voting format.

O1.6 JCR Emergency Meetings

O1.6.1 A JCR Emergency Meeting can be called, at the discretion of the JCR Chair, to discuss any issue that either cannot be delayed until the next JCR Meeting and / or is deemed to be of sufficient importance to deserve immediate attention.

O1.6.2 A minimum of 24 hours' notice must be given before an emergency meeting, and a quoracy count must be taken before the meeting begins.

O2 JCR Executive Committee

O2.1 The committee shall consist of the JCR President, FACSO, JCR Chair, Vice-President, Tech Director, Events Officer, Publicity Officer, Treasurer, EDI Officer, Compliance and Governance Officer, International Officer, Sports Officer, Societies Officer and Welfare Officer(s).

O2.2 Shall be minuted by the JCR Chair or in the instance the JCR Chair cannot attend then it shall be minuted by the Vice-Chair or Compliance and Governance Officer.

O2.3 Meetings of the JCR Executive Committee

O2.3.1 Meetings shall take place at least once every two weeks.

O2.3.2 The JCR Chair shall chair Executive Committee meetings. In the case the chair is not available, then the replacement chairs shall be, in order of succession: the Compliance & Governance Officer, FACSO, Vice President, Welfare Officer(s), EDI Officer, International Officer, Publicity Officer, Social Chair, Tech Director, Treasurer, Societies Officer, Sports Officer.

O2.3.3 A Vice-Chair shall take minutes of Executive Committee meetings and be a non-voting member. If the role of Vice-Chair is unfilled, the JCR Chair will minute Executive Committee meetings.

O2.3.4 The quorum for Exec meetings shall be 7 voting members.

O2.3.5 The Executive Committee-elect shall be invited to attend the last Exec meeting of the Epiphany term as non-voting observers.

O2.3.6 An Emergency Meeting of the Executive Committee may be convened and a temporary JCR Chair and Vice-Chair appointed from Democracy Committee as necessary, as long as the quorum requirement for the Executive Committee meetings is satisfied and every effort is made to notify all members of the Executive Committee and accommodate as many as possible.

O2.3.7 Ordinary members of the JCR can request to attend JCR Executive Committee meetings by emailing the Chair and be invited at their discretion.

O2.3.8 The terms of office for Executive Committee members shall normally run from the first day of the Easter holidays following their election until the last day of Epiphany Term in the forthcoming year, save for sabbatical officers of the JCR.

O2.3.8.1 During Easter term there will a handover period where the outgoing Executive Committee members shall support the incoming Executive Committee members.

O2.4 JCR Awards

- O2.4.1** Nominations shall be considered by outgoing Executive Committee members. The President will chair this committee and have a deciding vote should any tie occur between the voting members.
- O2.4.2** Nominators must submit thorough reasons for their nomination and may nominate themselves or others.
- O2.4.3** Nominations may be made anonymously by those who do not sit on the panel.
- O2.4.4** If the nominee is on the panel, they shall be asked to leave the discussion and shall not be entitled to a vote.
- O2.4.5** The JCR President will use their discretion when making the awards, although it is expected that they shall be conferred as follows:
 - O2.4.5.1 Vote of Thanks:** to JCR members who have demonstrated a significant contribution to the JCR over the course of a year.
 - O2.4.5.2 Recognition of Outstanding Contribution to the JCR:** to JCR members who have demonstrated a significant contribution to the JCR over a number of years or have demonstrated a highly impressive contribution in the course of a single year.
 - O2.4.5.3 Honorary Life Membership** shall normally only be conferred to individuals who have contributed exceptional commitment, diligence and excellence in services to the JCR throughout their college life.
 - O2.4.5.4 The Community Award** may be granted to a person, persons or organisation external to the JCR in recognition of contributing outstanding services towards the JCR in meeting their objective

O3 Minute Taking Procedure

- O3.1** All minutes should be signed (digitally if appropriate) by the Chair and approved at the next corresponding meeting.
- O3.2** Where members of Democracy Committee are required to take minutes of meetings as part of their role, the following guidelines should be used:
 - O3.2.1** Due to their importance the minutes should include the date, time and venue of the meeting, the name of the committee sitting, the names and capacities of all those attending and, if appropriate, the point at which anyone attending left the meeting; apologies for absence; the name of the Chair; and the date, time and venue of the next meeting (if known).
 - O3.2.2** The body of the minutes should include:
 - O3.2.2.1** The precise wording of any motion, together with the name of the proposer and (optionally) the seconder of the motion;
 - O3.2.2.2** Information upon which the decision was based;
 - O3.2.2.3** Details of the decision, i.e. who voted and how and, in the event of an equality of votes, if the Chair used a casting vote;
 - O3.2.2.4** The action required as a result of the motion;
 - O3.2.2.5** The names (or a shorthand for the names) of the people who are responsible for implementing the decision;
 - O3.2.2.6** A summary of the discussion on each item of business.
 - O3.2.3** Redaction

- O3.2.3.1** Redaction may be used sparingly where an individual’s private and personal life is in need of protection; or disclosure of information would seriously compromise the negotiating position of the individual who disclosed it.
- O3.2.3.2** Democracy Committee holds the decision in regard of what redactions to make but may consult the Welfare Officers for advice.
- O3.2.3.3** In the event of any redactions, Democracy Committee should hold a full, un-redacted copy.
- O3.2.3.4** Un-redacted copies of minutes will be made available to members of the JCR present during the redacted discussion, the current JCR Chair and the Vice-Chairs at the discretion of the Chair.
- O3.2.3.5** Un-redacted copies of any discussion will be treated as confidential, and must be destroyed after use, with the exception of the copy held by Democracy Committee.
- O3.2.3.6** At the discretion of the JCR Chair, un-redacted copies of the minutes may be made available to relevant parties.
- O3.2.3.7** A register will be kept by the JCR Chair of each individual who has accessed un-redacted copies of any minutes. The JCR Chair shall be excluded from this register.
- O3.2.4** If anyone who was in attendance is unable to agree that the draft minutes are an accurate record of the meeting, they should draw the matter to the attention of the chair before they are approved at the next meeting. If after discussion the attendee is still unable to agree then their dissension should be formally noted and recorded as a postscript to the minutes before they are approved.

O4 JCR Committees

O4.1 Roles and Organisation

- O4.1.1** A committee of the JCR differs from a society in that it acts to benefit the JCR and wider community as a whole, and not only those who are members of it.
- O4.1.2** Committees, alongside their specific roles within the JCR community, should also strive to continually encourage increased involvement and membership.
- O4.1.3** A committee is lead by a committee chair who is elected in a JCR meeting.
- O4.1.4** Any committee may be asked to submit a brief written report about their activities for the next JCR meeting by any member of the JCR. The request must be made at least 10 days before the next meeting to give the committee sufficient time to prepare the report. This report should be sent to the JCR Chair to be included in the agenda 7 days before a general JCR Meeting, and the committee chair may also be called upon to answer any relevant questions asked of them at a JCR meeting by a JCR member. Failure to write a report without suitable reason when requested to do so may invoke a ‘Question of Officers Conduct’ under [O11](#).
- O4.1.5** Committees must submit risk assessments to the JCR for both their regular activities and their events.
- O4.1.6** Committees may apply for JCR funding. Their budget must then be maintained throughout the year by the committee chair or a member of the committee’s exec. Funds are held by the JCR, and committees will apply for reimbursement in accordance with their budget when required. Any unused funds will not carry over to the next year.

- O4.1.7** A committee is legally part of the JCR, and thus may use Josephine Butler, Josephine Butler JCR, or JBJCR within their name.
- O4.1.8** It is compulsory that committees attend the freshers' fair or send a member of the committee as a delegate.
- O4.1.9** All funds generated by a committee are to be sent to the JCR bank account and allocated to the respective committee. This includes sponsorships, donations, subs or payment for external hires that are directly collected or received by the committee. For instances where a committee collects payment for things such as stash or socials, this is not required to go through the JCR bank account.

O4.2 Ratification

- O4.2.1** A group consisting of JCR members may be ratified by the JCR as a committee if the JCR believes that it currently has (and will continue to have) a sustainable membership and will continue to benefit its members. The JCR Vice President must approve the ratification before it goes up in the meeting.
- O4.2.2** If the JCR finds that a committee has been without an elected committee chair for at least a year then the society will be deemed dormant and will lose the benefits above.
- O4.2.3** Should the JCR find a committee has been dormant for any period of time then the Executive Committee may bring a motion to de-ratify the committee at the next JCR meeting.
- O4.2.4** If a committee becomes unsustainable, or the actions of its members in relation to the committee breach JCR policies, the Vice President may bring a motion to a JCR meeting to de-ratify the committee. The Trustees may also take a decision to de-ratify a committee for these reasons.
- O4.2.5** The assets of a de-ratified committee remain the property of the JCR and must be transferred to another JCR group or back to the JCR as a whole.
- O4.2.6** There must be a list of ratified committees which is kept and maintained by the Vice President.

O4.3 Resignation from Committees

- O4.3.1** For all JCR committees, if a person holding an elected position fails to attend three consecutive meetings of the Committee without making any apologies, they will be considered to have stepped down from the position, which will then go up for election at the next, or for internal roles at the next Committee Meeting.
- O4.3.2** The JCR Chair and Vice-chairs must be notified of any resignations as soon as possible.

O5 JCR Sports And Societies

O5.1 Roles and Organisation

- O5.1.1** A JCR sport or society is a recreational organisation within the JCR which benefits its members but not necessarily the whole JCR or college.
- O5.1.2** A sport or society is not required to specifically produce anything for the JCR but if appropriate should assist with JCR events and campaign weeks.
- O5.1.3** Sports and Society Presidents are elected at compulsory AGMs, which should be recorded and sent to the JCR Sports Officer or JCR Societies Officer respectively.

- O5.1.4** Sports and Society Presidents must report to the JCR Sports Officer or JCR Societies Officer respectively each term about the progress of the sport or society as well as any changes to the structure of the society.
- O5.1.5** Sports and Society Presidents must send a list of members to the FACSO, JCR Treasurer or JCR President when asked in the interest of collecting membership fees.
- O5.1.6** It is compulsory that sports and societies attend the freshers' fair or send a member of the sport or society as a delegate.
- O5.1.7** Sports and societies should constantly strive to increase and improve membership throughout the year and should attempt to have at least three meetings in a term, unless a valid reason is given.
- O5.1.8** If a sport or society is not run at all in a term, without a valid reason, it will be considered without a president and then an EGM must be held, and minutes must be taken.
- O5.1.9** Sports and societies must submit risk assessments to the JCR for both their regular activities and their events.
- O5.1.10** A sport or society may apply for JCR funding or charge a membership fee administered by the JCR. Their budget must then be maintained throughout the year by the sport or society president or a member of the sport or society's exec. Funds are held by the JCR, and sports and societies will apply for reimbursement in accordance with their budget when required. Any unused funds will not carry over to the next year.
- O5.1.11** A sport or society is legally a part of the JCR, and thus may use Josephine Butler, Josephine Butler JCR, or JBJCR within their name.
- O5.1.12** All funds generated by a sport or society are to be sent to the JCR bank account and allocated to the respective sport or society. This includes sponsorships, donations, subs or payment for external hires that are directly collected or received by the sport or society. For instances where a sport or society collects payment for things such as stash or socials, this is not required to go through the JCR bank account.

O5.2 Ratification

- O5.2.1** A recreational group consisting of JCR members may be ratified by the JCR as a sport or society if the JCR believes that it currently has (and will continue to have) a sustainable membership and will continue to benefit its members. The JCR Sports Officer or JCR Societies Officer respectively must approve the ratification before it goes up in the meeting.
- O5.2.2** If the JCR finds that a sport or society has been inactive for at least a year then the sport or society will be de-ratified and will lose the benefits above.
- O5.2.3** If a sport or society becomes unsustainable, or the actions of its members in relation to the sport or society breach JCR policies, the JCR Sports Officer or JCR Societies Officer respectively may bring a motion to a JCR meeting to de-ratify the sport or society. The Trustees may also take a decision to de-ratify a sport or society for these reasons.
- O5.2.4** The assets of a de-ratified sport or society remain the property of the JCR and must be transferred to another JCR group or back to the JCR as a whole.
- O5.2.5** There must be a list of ratified sports and societies which is kept and maintained by the JCR Sports Officer and JCR Societies Officer respectively.

O6 JCR Projects

O6.1 Roles and Organisation

- O6.1.1** Projects are a temporary committee which have a specific focus on fulfilling JCR Values within and external to JCR membership.
- O6.1.2** Each project shall have a leader elected by the membership to ensure continuity with external relationships.
- O6.1.3** Projects should strive to continually encourage increased involvement and membership.
- O6.1.4** Projects shall be supported by the Vice-President who will offer oversight and support.
- O6.1.5** A project may apply for JCR funding or charge a membership fee administered by the JCR. Their budget must then be maintained throughout the year by the Project Leader or by a delegate from the Project.
- O6.1.6** A Project is legally a part of the JCR, and thus may use Josephine Butler, Josephine Butler JCR, or JBJCR within their name.

O6.2 Ratification

- O6.2.1** A project operated by JCR members may be ratified if the JCR believes that it currently has (and will continue to have) a sustainable membership and will continue to promote the JCR's values. The Vice-President must approve the ratification before it goes up in the meeting.
- O6.2.2** If the JCR finds that a project has been inactive for at least a year then the project will be de-ratified and will lose the benefits above.
- O6.2.3** If a project becomes unsustainable, or the actions of its members in relation to the project breach JCR policies, the Vice-President may bring a motion to a JCR meeting to de-ratify the project. The Trustees may also take a decision to de-ratify a project for these reasons.
- O6.2.4** The assets of a de-ratified project remain the property of the JCR.
- O6.2.5** There must be a list of ratified projects which is kept and maintained by the Vice-President.

O7 Election Methods

O7.1 Method 1:

- O7.1.1** This method shall be used for members of the executive committee or other positions where a higher level of accountability is required than for other roles.
- O7.1.2** There shall be a period of campaigning (see campaign rules in **O8**).

O7.2 Method 1a:

- O7.2.1** This method shall be used for the election of the Sabbatical Officers.
- O7.2.2** Additional to method 1, candidates shall complete a challenge as set by the outgoing officer.
- O7.2.3** Additional to method 1, candidates must meet with a representative from the Board of Trustees and the college Principal before being approved to run for the role.

O7.3 Method 2:

- O7.3.1** This method shall be used for most JCR positions.
- O7.3.2** There shall be no period of campaigning.

- O7.3.3** Candidates must nominate themselves for election by either emailing the JCR Chair ahead of the meeting or in the meeting by approaching the stage in JBs when the role is announced by the JCR Chair.
- O7.3.4** Husts may last no longer than 3 minutes except under exceptional circumstances.
- O7.3.5** In a contested election, whilst one candidate husts, the other candidates will be required to leave the room. At the end of the hustings, all candidates will be invited back into the room for questions.
- O7.3.6** If the candidate cannot make it to the meeting, they must email their name, the position they wish to stand for along with a hust of no longer than three minutes to the JCR Chair. This can then be read out by a representative. A candidate may instead submit a video no longer than three minutes.
- O7.3.7** All questions must be addressed to all candidates and may be submitted in writing to the JCR Chair.
- O7.3.8** For all contested elections not carried out online, candidates must obtain a simple majority of votes cast in a quorate JCR Meeting. For all uncontested elections, candidates require a super majority of 2/3rds of votes cast.

O7.4 Method 2a:

- O7.4.1** This method shall be used for EDI rep roles and expands on the rules for method 2.
- O7.4.2** Members should only vote if they self-identify as a member of the community represented by the role.
- O7.4.3** All elections should take place online.

O7.5 Method 3:

- O7.5.1** This method shall be used for committee roles and officers assistants.
- O7.5.2** There shall be no period of campaigning.
- O7.5.3** The election shall be done via an application and selection process which is coordinated by the officer to be assisted or chair of the committee.
- O7.5.4** The process shall be overseen by the President and FACSO.
- O7.5.5** The election of these roles will be announced publicly through appropriate channels.

O8 Method 1 Campaign Regulations

O8.1 Nominations

- O8.1.1** Any current member of the JCR has the right to stand for a method 1 election so long as they can fulfil their term of office and meet the criteria for their position as outlined in the Standing Orders.
- O8.1.2** Individuals should nominate themselves by emailing the JCR Chair stating their name and the position they are running for.
- O8.1.3** As soon as a person has nominated themselves, the Chair will send them a copy of the campaign and election rules and regulations as laid out in the Standing Orders.
- O8.1.4** Candidates must submit any campaign materials to be used via email to the JCR Chair for approval by the night nominations close. No campaign material produced or submitted after this time will be acceptable.

- 08.1.5** The nomination period ends 2 days prior to the campaign period starting, to allow Democracy Committee time to approve any campaign materials
- 08.1.6** Individuals must meet with the Sabbatical Officers and their predecessor before nominations close. Should the predecessor not be available, the Sabbatical Officers can unilaterally grant permission for a candidate to run. Individuals may also need to meet with others for a specific role, as stated in the role's description.

08.2 Campaign Rules and Regulations

- 08.2.1** Election campaigning may take place during the week before voting is scheduled to open.
- 08.2.2** Candidates are allowed to produce any of the following campaign materials:
 - 08.2.2.1** A Poster
 - 08.2.2.2** A 400-Word Written Manifesto
 - 08.2.2.3** One Promotional Image
 - 08.2.2.4** One Two-Minute Video
- 08.2.3** All written manifestos must contain a statement saying "Approved by Democracy Committee" at the bottom.
- 08.2.4** Individuals are not allowed to make or share any campaign materials beyond those approved by Democracy Committee.
- 08.2.5** Individuals must not make any defamatory remarks about other candidates, or discourage voting for a specific candidate; candidates' election campaigns should focus on their individual merits.
- 08.2.6** Democracy Committee actions:
 - 08.2.6.1** Email all campaign posters in one go so as to ensure that all JCR members are reached in the campaign process.
 - 08.2.6.2** Announce candidates on social media after nominations close.
- 08.2.7** Candidates' campaign materials must not include other individuals or candidates, and candidates for separate positions (ie. different elections, or two individuals not running as a pair) may not campaign together.
- 08.2.8** Candidates are forbidden from spending their own money on their campaigns.
- 08.2.9** Candidates for Sabbatical roles (M1a) are expected to hust for a maximum of 5 minutes.
- 08.2.10** Candidates for other executive positions are expected to hust for a maximum of 4 minutes.
- 08.2.11** Candidates may not under any circumstance or pretence interfere in the voting procedure.
- 08.2.12** Candidates may not under any circumstance mention their relationship to a named person and their role during hustings otherwise they will be given a verbal warning. If this persists further, then vote deductions will take place by the discretion of the JCR Chair.
- 08.2.13** Candidates may share their approved campaign materials on social media, and may inform other JCR members that a JCR election is ongoing. However, candidates may not directly ask another JCR member to vote for them.
- 08.2.14** Candidates may not coerce, pressure, bribe, or blackmail anyone into voting for them
- 08.2.15** Any breach of the Campaign Rules and Regulations listed in **08.2** by the candidate will be immediately investigated by the JCR Chair and may result in appropriate disciplinary action, which includes the possibility of exclusion of that candidate from the election or vote deductions to an amount at the discretion of the JCR Chair. Ignorance of the rules and regulations will not be accepted as an excuse.

O8.3 Election Rules and Regulations

- O8.3.1** Each JCR member is entitled to a vote with the exception of members of the Democracy Committee.
- O8.3.2** A tie will result in a revote.
- O8.3.3** The voting format by secret ballot with Single Transferable Voting (STV).
- O8.3.4** In the event on an uncontested election, the running candidate requires 2/3 of the vote, otherwise nominations will be reopened for the next JCR meeting.
- O8.3.5** Voting will be open online for 72 hours starting as soon as possible on the night of the hustings (or as soon as possible after).
- O8.3.6** If any position remains vacant, nominations will be reopened in time for the next JCR meeting.
- O8.3.7** If an acting officer chooses to step down, nominations will be reopened at the nearest opportunity but with no less than 3 days for nominations and 7 days for campaigning before hustings and voting opens.
- O8.3.8** Election results and figures published on the online voting platform and on social media after the polls have closed. Following the announcement, results will be emailed to all JCR members within 24 hours. Candidates have the option to request to be informed of the results prior to them becoming public knowledge.

O9 Schedule of Elections

O9.1 The election method (**O7**) is identified using the notation M.X where X is the method number.

O9.2 Executive Elections (M.1)

O9.2.1 1st JCR Meeting of Epiphany Term

- O9.2.1.1** Chair
- O9.2.1.2** Social Chair
- O9.2.1.3** Treasurer
- O9.2.1.4** EDI Officer
- O9.2.1.5** Compliance and Governance Officer
- O9.2.1.6** President
- O9.2.1.7** Welfare Officers

O9.2.2 2nd JCR Meeting of Epiphany Term

- O9.2.2.1** FACSO
- O9.2.2.2** Vice-President
- O9.2.2.3** Publicity Officer
- O9.2.2.4** International Officer
- O9.2.2.5** Technical Director
- O9.2.2.6** Sports Officer
- O9.2.2.7** Societies Officer

O9.3 JCR Officer Elections

O9.3.1 1st Meeting of Michaelmas

- O9.3.1.1** Year Out Rep(s) (Individual or Pair) (M.2)
- O9.3.1.2** Tour Reps (2 Individuals) (M.2)
- O9.3.1.3** Quizmaster(s) (Individual or Pair) (M.2)
- O9.3.1.4** Women’s Rep (Individual) (M.2a)
- O9.3.1.5** Butler Talks Chair(s) (Individual or Pair) (M.2)
- O9.3.2** 2rd Meeting of Michaelmas
 - O9.3.2.1** Summer Ball Chairs (Pair) (M.1)
 - O9.3.2.2** Butler Day Chairs (Pair) (M.1)
 - O9.3.2.3** Working Class Students Rep (Individual) (M.2a)
 - O9.3.2.4** Ethnic Minorities Rep(s) (Individual or Pair) (M.2a)
 - O9.3.2.5** Students of Faith Rep (Individual) (M.2a)
- O9.3.3** 1st Meeting of Epiphany
 - O9.3.3.1** Chair (Individual) (M.1)
 - O9.3.3.2** Treasurer (Individual) (M.1)
 - O9.3.3.3** Social Chair (Individual) (M.1)
 - O9.3.3.4** EDI Officer (Individual) (M.1)
 - O9.3.3.5** Compliance and Governance Officer (Individual) (M.1)
 - O9.3.3.6** JCR President (Individual) (M.1a)
 - O9.3.3.7** Welfare Officers (2 Individuals) (M.1)
- O9.3.4** 2nd Meeting of Epiphany
 - O9.3.4.1** FACSO (Individual) (M.1a)
 - O9.3.4.2** Vice-President (Individual) (M.1)
 - O9.3.4.3** International Officer (Individual) (M.1)
 - O9.3.4.4** Publicity Officer (Individual) (M.1)
 - O9.3.4.5** Housing Rep (Individual) (M.2)
 - O9.3.4.6** Disability Rep (Individual) (M.2a)
 - O9.3.4.7** Neurodivergency Rep (Individual) (M.2a)
 - O9.3.4.8** Vice-Social Chair (Individual) (M.2)
 - O9.3.4.9** Vice-Chair (3 Individuals) (M.2)
 - O9.3.4.10** Societies Officer (Individual) (M.1)
 - O9.3.4.11** Sports Officer (Individual) (M.1)
 - O9.3.4.12** Technical Director (Individual(s)) (M.1)
- O9.3.5** 1st Meeting of Easter
 - O9.3.5.1** Head Freps (Pair) (M.1)
 - O9.3.5.2** Music Committee Chairs(s) (Individual or Pair) (M.2)
 - O9.3.5.3** Volunteering Coordinator(s) (Individual or Pair) (M.2)
 - O9.3.5.4** LGBTQ+ Gender Identity Rep (Individual) (M.2a)
 - O9.3.5.5** LGBTQ+ Orientation Rep (Individual) (M.2a)
 - O9.3.5.6** Wardrobe Committee Chair(s) (Individual or Pair) (M.2)
 - O9.3.5.7** Winter Ball Chairs (Pair) (M.1)
 - O9.3.5.8** Green Committee Chair(s) (Individual or Pair) (M.2)

- O9.3.5.9** Charity Committee Chair(s) (Individual or Pair) (M.2)
- O9.3.5.10** Arts Director (Individual) (M.2)
- O9.3.5.11** Gym Rep (Individual) (M.2)
- O9.3.5.12** Careers and Alumni Rep (Individual) (M.2)
- O9.3.5.13** Finance Rep(s) (3 Individuals) (M.2)
- O9.3.5.14** Fashion Show Chair(s) (Individual or Pair) (M.1)

O9.4 M.3 roles do not follow a schedule of election but must be put up for election each year by the relevant committee. They are listed below for reference.

- O9.4.1** Photography Officer (Individual) (M.3)
- O9.4.2** Assistant Photography Officer(s) (M.3)
- O9.4.3** Holey Moley Magazine Editor(s) (Individual or Pair) (M.3)
- O9.4.4** Assistant Holey Moley Magazine Editor(s) (M.3)
- O9.4.5** Assistant Publicity Officer (M.3)
- O9.4.6** Charity Committee Treasurer (M.3)
- O9.4.7** Assistant Charity Committee Chair(s) (M.3)
- O9.4.8** Assistant Green Committee Chair(s) (M.3)
- O9.4.9** Assistant Social Chair(s) (M.3)
- O9.4.10** Area Rep(s) (M.3)
- O9.4.11** Assistant International Officer(s) (2 Individuals) (M.3)
- O9.4.12** Assistant Welfare Officer(s) (5 Individuals) (M.3)
- O9.4.13** Assistant Arts Director(s) (M.3)
- O9.4.14** Intergenerational Project Leader (M.3)
- O9.4.15** RT Projects Leader (M.3)
- O9.4.16** Freps (M.3)
- O9.4.17** Day-Leader Freps (M.3)
- O9.4.18** Take-a-break Freps (M.3)
- O9.4.19** Live Music Coordinator (M.3)
- O9.4.20** Music Publicity Coordinator (M.3)
- O9.4.21** Assistant Music Committee Chair (M.3)
- O9.4.22** Music Outreach Officer (M.3)
- O9.4.23** Webmaster(s) (Individual or Pair) (M.3)
- O9.4.24** Stash Coordinator (Individual) (M.3)
- O9.4.25** Yearbook Editor (Individual) (M.3)
- O9.4.26** Mole Master (Individual) (M.3)
- O9.4.27** Hedgehog Protectors (2 Individuals or Pair) (M.3)

O9.5 JCR Committee Elections

- O9.5.1** JCR members simply must attend meetings to be considered members of the following committees: Charity, Green, International, Welfare and Technical Committees.

O9.6 Student Trustees are to be elected through Method 1 elections but do not follow the standard election schedule. Instead they follow the Trustee Recruitment Schedule, organised by the Board of Trustees.

O10 Conduct of JCR Officers

O10.1 Conduct of Officers

- O10.1.1** JCR Officer (or simply Officer) refers to all executive and non-executive roles as detailed in Chapter III
- O10.1.2** All Officers and Committee members shall act in the best interests of the JCR when performing their duties.
- O10.1.3** All Officers and Committee members of the JCR shall act in accordance with their requirements in the Standing Orders and shall not abuse their position.
- O10.1.4** The JCR will maintain Codes of Conduct for all JCR members who hold office, including separate provisions for office-holders who are also employees of the JCR as appropriate. All JCR office-holders must adhere to relevant Codes of Conduct and other JCR policies, and may be subject to conduct and/or discipline proceedings for breaches of such policies.
- O10.1.5** Any member of the JCR can call a Vote of No Confidence in a member of the Executive Committee at any General or Emergency JCR meeting.
- O10.1.6** If an executive officer of the JCR is unable to fulfil their duties for a period of a month or more during term time, for any given reason, the officer will be asked to resign and the position will be reopened for election in accordance with time-frame outlined in section **O8.3.7**.

O11 Members' Questions of Officers

O11.1 Question of Officer's Conduct

- O11.1.1** A Question of Officer's Conduct may be submitted if a JCR member believes an Officer is not fulfilling their duties to the best of their ability or not fully performing all aspects of their role as laid out in the Standing Orders.
- O11.1.2** A Question of Officer applies to any JCR member holding an elected position in any JCR sport, society, or committee, and must be submitted at least 7 days in advance of a JCR meeting. Emergency questions or queries can be submitted and acted upon at the Chair's discretion.
- O11.1.3** The Chair must inform the office holder of the submission as soon as possible. The proponent's identity will be known only by the Chair and will be kept completely confidential.
- O11.1.4** The Question will be presented as a separate agenda item at the next JCR meeting and read out by the Chair to maintain anonymity. The Officer will then answer the question to the best of their ability within the meeting.

O11.2 Question of Officer's Conduct and Vote of Censure

- O11.2.1** A Vote of Censure may be submitted in conjunction with a Question of Officer, but will appear as a separate agenda item after the Question.
- O11.2.2** A straight majority at a JCR meeting is required to uphold a Vote of Censure which will serve as an official warning to the Officer. The officer can appeal the decision within 7 days by following the Formal Appeals Procedure as outlined in ?? of the Operational Standing Orders.

O11.2.3 If an Officer who has been given an official warning receives another Vote of Censure within the same term of office, then they shall be subject to an immediate Vote of No Confidence.

O11.2.4 If members of the JCR are satisfied with the answer to the Question of Officer's Conduct they can call for the Vote of Censure to be withdrawn through a Procedural motion.

O11.3 Question of Officer's Conduct and Vote of No Confidence

O11.3.1 A Vote of No Confidence may be submitted in conjunction with a Question of Officer but not on its own. The criteria and procedure must be followed and the Vote of No Confidence will appear as another separate agenda item after the Question of Officer.

O11.3.2 A straight majority at a quorate JCR meeting will remove this officer from the position in question. In the case quoracy cannot be reached, the vote will be moved online. The officer may appeal the decision within 7 days by following the Formal Appeals Procedure as outlined in Section ?? the Standing Orders.

O11.3.3 If members of the JCR are satisfied with the answer to the Question of Officer's Conduct they can call for the Vote of No Confidence to be withdrawn through a Procedural motion.

O12 Availability of JCR Documentation

O12.1 Standing Orders

O12.1.1 It is the responsibility of the JCR Chair to maintain the definitive copy of the Standing Orders and to make this document available during JCR Meetings, JCR Formal Appeals and at all other appropriate times.

O12.2 Policies of the JCR

O12.2.1 It is the responsibility of the Compliance and Governance Officer to maintain the definitive copy of all JCR policies and to make these available on the JCR website.

O12.3 Constitution

O12.3.1 It is the responsibility of the JCR President to maintain a copy of the JCR constitution and to make this document available on the JCR website.

O12.4 Other Documentation

O12.4.1 The release of any other documents of the JCR may be made at the discretion of the JCR President in discussion with the relevant JCR Exec Officer(s) or the Trustees, save for any membership details (please note that the Data Protection Act may overrule this stipulation).

O12.5 Membership Details

O12.5.1 Only general membership figures may be released by the JCR President or FACSO to anybody other than a college official. Membership details must remain strictly confidential to the JCR Chair, JCR President, FACSO and Trustees, save for a request by a college official.

O12.6 Agendas and Minutes

O12.6.1 Minutes from all JCR General Meetings and Executive and Finance Committee Meetings, as well as those from important committee meetings (i.e. those where potentially contentious decisions are made) shall be published online on the JCR Website (with the exception of minutes from a closed session).

O12.6.2 In the case of Agendas, these shall be produced at least 72 hours before a JCR General Meeting (by the JCR Chair). Agendas for JCR Committee meetings should ideally be produced 24 hours before the meeting is to take place.

O12.6.3 In the case of Minutes, these shall be produced and published at most 72 hours following a JCR General Meeting. Minutes for JCR Committee meetings should ideally be produced 72 hours following the meetings.

O12.7 Website Access

O12.7.1 The JCR is required to maintain a documentation section on the JCR Website, where all relevant JCR Documentation (e.g. the Standing Orders, Minutes, Policies, and the Constitution) shall be made available to all JCR members.

O13 Study Protected Time

O13.1 Before the Summer Vacation in Easter Term the Sabbatical Officers alongside the College Officers are to discuss periods for which the JCR should not run college-wide events in light of students having significant academic pressures.

O13.2 All decisions between the Sabbatical Officers and College Officers should be presented to the Executive Committee for approval.

O13.3 Any events proposed to take place during these times will be brought to College Officers, and their recommendation will be brought to the Executive Committee for approval.

O13.4 Events excluded from this motion include Welfare, International, and broader EDI events, which will largely be allowed to take place during the academic year as appropriate, but should still be brought to the College Officers and their recommendation should still be brought to the Executive Committee meeting for approval.

III Officer Role Descriptions

R1 JCR President

R1.1 Be a Sabbatical Officer of the JCR

R1.2 Be a member of the Executive Committee.

R1.3 Attend and represent the view of the JCR to the following bodies:

R1.3.1 Bar Committee

R1.3.2 Howlands Users' Group (HUG)

R1.3.3 Presidents' Committee

R1.3.4 Health and Safety Committee

R1.3.5 College Officers

R1.3.6 Presidents' Forum

R1.3.7 Independent Common Room Committee

R1.4 Attend the following bodies:

R1.4.1 JCR Executive Committee

R1.4.2 JCR Meetings

R1.4.3 Trust Board

R1.4.4 Democracy Committee

R1.4.5 Finance Committee

R1.4.6 Butler Day Committee

R1.4.7 Winter Ball Committee

R1.4.8 Summer Ball Committee

R1.4.9 Livers-Out Committee

R1.4.10 Welfare Committee

R1.4.11 Meetings of the Trustees

R1.4.12 EDI Committee

R1.4.13 Freshers' Week Committee

R1.4.14 #GetInvolved Committee

R1.4.15 Fashion Show Committee

R1.4.16 JB's Committee

R1.4.17 Wardrobe Committee

R1.5 For the remaining committees the President shall oversee the running of the committee and attend meetings and support where necessary.

R1.6 Act as a student trustee of the JCR within the meaning of the Constitution

R1.7 Act as a point of contact on all matters affecting the interests of the JCR.

- R1.8** Represent the interests of the student body of Butler College JCR and promote well-being within Butler College.
- R1.9** Abide by the financial responsibilities outlined in Section **P7**.
- R1.10** Abide by any responsibilities set out in relevant JCR policies
- R1.11** Take responsibility alongside the Compliance and Governance Officer and the Board of Trustees, for ensuring compliance with the law and managing charity governance.
- R1.12** Take responsibility alongside the college operations manager for health and safety at JCR events and activities.
- R1.13** In the event that the FACSO should, for whatever reason, have to step away from their role for an extended period of time then the JCR President alongside the JCR Treasurer and Board of Trustees shall perform the duties of the FACSO until they return or a replacement is elected.
- R1.14** Hold and update yearly a list of all members of the JCR. This list shall be kept confidential to the, JCR President, FACSO, and external Trustees save for publishing general membership figures, and the identity of members/non-members shall only be communicated to College Officers for appropriate purposes.
- R1.15** Liaise between the JCR, MCR and SCR.
- R1.16** Undertake duties that do not fall within the remit of any member of the Executive Committee, and to deputise in the absence of any member of the Executive Committee.
- R1.17** Take a lead in the planning, set-up, and clear-up of JCR events. This will include Tech Comm coordination
- R1.18** Act as a representative in pastoral or disciplinary matters, on behalf of JCR Members liaising with the Vice Principal on such matters.
- R1.19** Undertake administrative duties as agreed between the College Officers and sanctioned by the Trustees.
- R1.20** Oversee the activities of the Executive Officers and ensure members are carrying out the role to which they were elected.
- R1.21** Be responsible for public relations on behalf of the JCR and to write contributions to relevant publications, such as the College Handbook and the prospectus.
- R1.22** Personally approve all material for publication prior to printing.
- R1.23** Assist the FACSO and Vice President to attract potential sponsorship for JCR activities
- R1.24** Before nominating themselves, a candidate must attend interviews with the College Principal and Chair of Trustees to be approved to stand for the position.
- R1.25** The JCR President is required to schedule a meeting before the Summer Vacation in Easter Term to discuss with College Officers and the FACSO the proposed periods in which Study Protected Time will come into affect for the upcoming academic year. The decisions made in this meeting are then to be discussed with the Executive Committee for approval.
- R1.26** The JCR President shall assist college officers, where required, with the organization of alumni-related activities including the Networking Dinner, Alumni Meetups, and the Graduation Formal.

R2 Financial and Community Support Officer (FACSO)

R2.1 Be a Sabbatical Officer of the JCR

R2.2 Be a member of the Executive Committee.

R2.3 Attend and represent the view of the JCR to the following bodies:

R2.3.1 Bar Committee

R2.3.2 Howlands Users' Group (HUG)

R2.3.3 CRAG

R2.3.4 Independent Common Room Committee

R2.4 Attend the following bodies:

R2.4.1 JCR Executive Committee

R2.4.2 JCR Meetings

R2.4.3 Finance Committee

R2.4.4 Freshers' Week Committee

R2.4.5 Equality and Diversity Committee

R2.4.6 Meetings of the Trustees

R2.4.7 Winter Ball Committee

R2.4.8 Summer Ball Committee

R2.4.9 Butler Day Committee

R2.4.10 Fashion Show Committee

R2.4.11 JB's Committee

R2.4.12 Tech Committee

R2.4.13 Wardrobe Committee

R2.4.14 Charity Committee

R2.4.15 #GetInvolved Committee

R2.5 Act as a point of contact on all matters of finance and events affecting the interests of the JCR.

R2.6 Represent the interests of the student body of Josephine Butler College JCR and promote well-being within Josephine Butler College.

R2.7 Increase student involvement, particularly for freshers, in all areas of JCR and College activity. This includes event attendance, club memberships levels, and engagement of Livers-Out.

R2.8 Organise and Chair Finance Committee Meetings

R2.9 Abide by the financial responsibilities outlined in Section **P7**.

R2.10 Be a signatory on the JCR account.

R2.11 Be responsible for the purchasing of JCR items on the JCR spending card & abide by the responsibilities outlined below:

R2.11.1 The spending card must be kept in the safe when not in use.

- R2.11.2** Adhere to any other limits to transaction volumes, including any restrictions on amounts allowed according to single or dual signatory authorisation, as required by the the terms of the JCR's banking provider or set out by the Trustees.
- R2.11.3** Any additional responsibilities set out in relevant JCR policies.
- R2.12** Hold and update yearly a list of all members of the JCR. This list shall be kept confidential to the JCR President, FACSO, and Trustees save for publishing general membership figures, and the identity of members/non-members shall only be communicated to College Officers for appropriate purposes.
- R2.13** Undertake duties that do not fall within the remit of any member of the Executive Committee, to deputise in the absence of any member of the Executive Committee, and otherwise support the work of Exec Officers.
- R2.14** Take a lead in the planning, set-up, and clear-up of JCR events. This will include Tech Comm coordination. The FACSO will attend events as required by the JCR President.
- R2.15** Undertake administrative duties as agreed between the College Officers, the President and FACSO and sanctioned by the Trustees.
- R2.16** Oversee the activities of the Executive Officers and ensure members are carrying out the role to which they were elected.
- R2.17** Work with the Vice-President to attract potential sponsorship for JCR activities, with the assistance of the JCR President.
- R2.18** Before nominating themselves, a candidate for the FACSO must attend interviews with the College Principal or their delegate, and the Financial Lead Trustee to be approved to stand for the position.
- R2.19** Keep accurate and organised accounts of the JCR.
- R2.20** Competently report to Finance Committee on the current status of JCR accounts and budgets at any time.
- R2.21** With the input of the Financial Lead Trustee, report financial information to the University as outlined in the Service Level Agreement between the JCR and the University, including but not limited to:
- R2.21.1** Producing year end financial accounts and quarterly updates on income and expenditure, reporting this to the Trustees, University and Charity Commission, and arranging for the accounts to be independently reviewed as appropriate.
 - R2.21.2** Presenting a draft financial budget to the Trustees and Finance Committee before the beginning of the academic year, and a finalised version during the first term of the financial year to the same bodies.
- R2.22** Take responsibility for:
- R2.22.1** All financial transactions of the JCR, including being a key holder for the JCR safe.
 - R2.22.2** Arranging payments to creditors of the JCR and collecting monies due from debtors of the JCR, in conjunction with College staff where appropriate.
 - R2.22.3** Administrating the JCR's bank account.

R2.22.4 Monitoring the income and expenditure of clubs, societies, committees and events in accordance with the allocations made by Finance Committee.

R2.22.5 Maintaining a record of the contents of the JCR safe and register of all JCR key holders at any given time for the purposes of assurance and insurance policy compliance.

R2.23 Be responsible for cash handling activities, adhering to any JCR policies relevant to this. Responsibility for some aspects of cash collection and handling e.g. at JCR events may be delegated to the Treasurer or other relevant persons at the FACSO's discretion.

R3 Vice-President

R3.1 Be a member of the Executive Committee.

R3.2 Deputise the President.

R3.3 Promote the JCR values by:

R3.3.1 Enforcing those values in each committee they sit on.

R3.3.2 Sitting on and taking minutes for Green Committee, and Charity Committee and assist in any projects they are undertaking by offering practical support and advice.

R3.3.3 Assisting committees which contribute towards the JCR Values.

R3.4 Deputise the stash coordinator.

R3.5 Consult with and understand the views of committee chairs.

R3.6 Sit on Democracy Committee.

R3.7 Facilitate communication and collaborations between committee heads.

R3.8 Chair the #GetInvolved Committee.

R3.9 Support and coordinate leaders of Projects.

R3.10 Support the development of new Projects.

R3.11 Organise the College Family System, so as to ensure that every Fresher who has expressed interest is assigned to College parents.

R3.12 Meet, in conjunction with the JCR President, with all newly elected committee heads to discuss their committee plans for the rest of their term in office.

R3.13 Consult with and represent the student body in matters relating to the bar provision in JB's.

R3.14 Consult with and represent JB's staff through staff meetings in matters relating to the bar provision in JB's.

R3.15 Facilitate the running of JCR events that take place in the bar by liaising between students and college.

R3.16 Shall inform college when necessary of forthcoming student events to be hosted in JB's that are not already on the college calendar.

R3.17 At a JCR meeting shall ask all candidates running for a role the question 'What is your favourite biscuit?'

R4 JCR Chair

- R4.1** Be a member of the Executive Committee.
- R4.2** Ensure the JCR Standing Orders are upheld at all times.
- R4.3** Not vote in any JCR election unless there is a tie, when they shall hold the casting vote except in the case of Executive elections in which case the voting will be rerun.
- R4.4** Organise all JCR and Exec meetings:
 - R4.4.1** Prepare and send out an agenda for each meeting at least three days in advance of the meeting.
 - R4.4.2** Chair JCR and Exec meetings impartially and vacate the chair should the discussion concern their position. In this event, they shall appoint a vice-chair to chair the meeting in their stead. If the discussion also concerns one or more of Democracy Committee, then a member of the JCR Executive Committee shall be appointed to chair the meeting at the discretion of the JCR Chair.
 - R4.4.3** Review all minutes taken by the vice-chairs before sending them to the relevant student body/committee.
- R4.5** Make minutes and agendas available on the JCR website with the help of the Webmaster.
- R4.6** Ensure that all debate during JCR Meetings is clear, relevant to the point being voted upon and does not go on for an excessive length of time.
- R4.7** Be responsible for the organisation of all JCR elections.
- R4.8** Not be actively canvassed by any candidate for any election.
- R4.9** Update Standing Orders when required by a motion passed by the JCR.
- R4.10** Maintain a record of the motivations and reasons for changes to the Standing Orders, to assist in enforcing them as intended.
- R4.11** Be responsible for making copies of the JCR Standing Orders available to all members of the College.
- R4.12** Act as an independent arbiter to resolve conflict, should it occur, between different members of the Executive Committee and/or the JCR.
- R4.13** Maintain at least one backup copy of agendas and minutes from all Finance, Exec and General/Extraordinary JCR meetings.
- R4.14** Update the JCR website page of role/personnel changes after each JCR Meeting.
- R4.15** Chair the Equality and Diversity Committee in the event that no EDI Officer is elected.
- R4.16** Attend committee internal elections to uphold internal democracy.

R5 Social Chair

- R5.1** Be a member of the Executive Committee.
- R5.2** Chair Events Committee.

R5.3 Organise social events for the JCR including, but not limited to: formals, nights out and day trips.

R5.4 Liaise with external groups and organisations in pursuit of social events.

R5.5 Manage the finances allocated to Events Committee for the pursuit of social events, cooperating with the FACSO.

R5.6 Ensure the smooth running of social events.

R5.7 Liaise with catering team for formals, including collecting and communicating dietary requirements.

R5.8 Ensure that one formal per year prioritises finalists, and another second-years.

R6 International Officer

R6.1 Be a member of the Executive Committee.

R6.2 Represent Josephine Butler College at both the International Students Association and the International Office.

R6.3 Chair the International Committee.

R6.4 Sit on Freshers' Week Committee.

R6.5 Coordinate the International Arrivals Program prior to Freshers' Week.

R6.6 Organise a wide range of cultural activities at Butler.

R6.7 Help home and international students integrate to create a positive and balanced community.

R6.8 Help ensure that JCR activities appeal to as wide a group of students as possible.

R6.9 Provide a support network to ensure international students can engage in college life in the same way as home students.

R6.10 Be aware of the specific needs and requirements of international students.

R6.11 Seek to support International students in their transition into Durham and the UK, not exclusively in Freshers' Week.

R6.12 Seek to provide practical support throughout their time in Durham, acting as a point of contact for any questions or concerns - on issues such as banking, passports, and other legal matters.

R6.13 Support Erasmus students with their specific needs and requirements, taking into account the fact that they arrive at different points and stay for varying lengths of time.

R6.14 Work alongside Year Abroad Rep(s) to make sure that students remain connected to the College.

R7 Publicity Officer

R7.1 Be a member of the Executive Committee.

R7.2 Be the chair of Publicity Committee.

R7.3 Organise workshops for student groups to help them produce publicity for their events.

R7.4 Responsible for coordinating publicity materials and distributing them to students.

R7.5 Oversee the communications strategy of the JCR: social media, the website, and the Holey Moley Magazine.

R7.6 Responsible for publicising activities of the JCR.

R7.7 Oversee the content of the JCR website.

R7.8 Maintain the JCR planning calendar and communicate its contents.

R8 Societies Officer

R8.1 Be a member of the Executive Committee.

R8.2 Be a member of #GetInvolved Committee

R8.3 Coordinate the societies within Josephine Butler College and liaise with society presidents.

R8.4 Encourage and support the setting up of new societies.

R8.5 Ensure all societies are accessible to JCR members and are provisioned for and run fairly.

R8.6 Promote society events within college.

R8.7 Organise and coordinate the Freshers' Fair and ReFreshers' Fair with the Sports Officer and Vice-President.

R8.8 Coordinate with the Social Chair and the Vice President in the organisation of the Societies and Committees Formal.

R9 Sports Officer

R9.1 Be a member of the Executive Committee.

R9.2 Be a member of #GetInvolved Committee.

R9.3 Coordinate the sports teams within Butler and liaise with the team captains.

R9.4 Communicate with Team Durham to keep Butler linked with the rest of the university.

R9.5 Ensure all sports are accessible to JCR members and are provisioned for and run fairly.

R9.6 Ensure that at least 2 members of each team have adequate first aid training.

R9.7 Advertise matches and match fixtures to the JCR.

R9.8 Organise and coordinate the Freshers' Fair and Re-Freshers' Fair with the Societies Officer and Vice-President.

R9.9 Organise the Sports Formal in liaison with the Social Chair.

R10 Welfare Officers

R10.1 Be a member of the Executive Committee.

R10.2 Raise student awareness of welfare issues and signpost the support services available within the university and external organisations.

R10.3 Obtain and make available to students safe sex supplies and other welfare equipment.

- R10.4** Run a series of campaigns for the College in conjunction with the JCR President and College Officers.
- R10.5** Chair and coordinate the Welfare Committee in planning and implementing campaigns.
- R10.6** Check the Welfare email account on a regular basis and responding to emails
- R10.7** Regularly check the @butler_welfare Instagram account and respond to messages.
- R10.8** Provide an hour drop-in sessions per week in conjunction with the Assistant Welfare Officers.
- R10.9** Attend relevant welfare training sessions run by the DSU.
- R10.10** Attend relevant meetings with Welfare Officers from other colleges
- R10.11** Adhere to the confidentiality policy and dependency guidelines.
- R10.12** Have regular meetings with the Student Support Officer. At least one meeting per term must be attended by the entire Welfare Team.
- R10.13** Coordinate and oversee all activities of the Assistant Welfare Officers.
- R10.14** Assist and support Rep roles when required.
- R10.15** Create anonymous feedback forms to those who have previously Frepped, and relay feedback to the Sabbatical Officers, Trustees, Student Support, and Head Freps in order to help improve the welfare of Freps.
- R10.16** Co-ordinate meetings with the Head Freps prior to Freshers' Week in order to ensure Frep Welfare
- R10.17** Read through and scrutinize the Frep Rota, and offer advice to the Head Freps, Sabbatical Officers, and College staff if there is risk to Frep welfare as a result of timetabling.
- R10.18** Assist the Livers-Out Rep in the running of the Housing Campaign. This may include running a college-level find-a-housemate campaign, updating the housing guide, and organizing a housing talk for the college.
- R10.19** In the event of an emergency the Welfare Officer (or an Assistant Welfare Officer), if contacted, should assess the situation and take appropriate action. This may include contacting another JCR Executive Officer, going to assist or deferring the situation to the next drop-in session.
- R10.20** Before nominating themselves, a candidate must attend an interview with the Assistant Principal to be approved to stand for the position.
- R10.21** Receive necessary training, as outlined in the peer-support role descriptor, published by the University, at the earliest possible opportunity.

R11 EDI Officer

- R11.1** Be a member of the Executive Committee
- R11.2** Chair and run the EDI Committee.
- R11.3** Sit on the Welfare Committee.
- R11.4** Work with Welfare Committee to make the JCR an inclusive and diverse space.
- R11.5** Be aware of the specific needs and requirements of students represented by EDI Committee.

- R11.6** Represent the needs and requirements of the students represented by EDI Committee to the Executive Committee.
- R11.7** Before nominating themselves, a candidate must attend a meeting with the President, the Assistant Principal, the Welfare Officers, and the previous EDI Officer to be approved to stand for the position.
- R11.8** Receive necessary training, as outlined in the peer-support role descriptor published by the University, at the earliest possible opportunity.
- R11.9** Meet with Winter Ball, Summer Ball, Butler Day, Freshers' Week, and Events Committees to ensure that events are inclusive.
- R11.10** Support the EDI reps (Neurodiversity Rep, Disability Rep, LGBTQ+ Orientation Rep, LGBTQ+ Identity Rep, Working Class Students Rep, Women's Rep, Ethnic Minorities Rep and Students of Faith Rep) in their roles.
- R11.11** Fill in for EDI rep roles when they are unfilled, reaching out to appropriate people and/or student groups to ensure the interests of the roles are well represented.
- R11.12** Collaborate with the Welfare Officers to run relevant campaign weeks where the EDI rep role that would run it is unfilled.
- R11.13** Be a point of contact for EDI concerns within the college.
- R11.14** Feedback EDI concerns to President to raise with college staff.

R12 Technical Director

- R12.1** Be a member of the executive committee.
- R12.2** Run the tech (sound and lighting) for JCR events.
- R12.3** Organise the hiring of any equipment needed for JCR events.
- R12.4** Chair Technical Committee, and organise its members to help with the running of tech at JCR events.
- R12.5** Maintain College technical equipment and ensure it is in working order.
- R12.6** Ensure that tech equipment is signed out at least one week before an event.
- R12.7** Oversee the hiring out of any JCR equipment to other Colleges and other student organisations.
- R12.8** Liaise with event organisers to see how the event will be run and what technical equipment is needed.
- R12.9** Attend Winter Ball, Summer Ball, Butler Day, Events Committee, Music Committee and Freshers' Week Committee to ensure the technical requirements can be met for each event.
- R12.10** Attend all necessary training as early as possible.

R13 Compliance and Governance Officer

- R13.1** Be a member of the Executive Committee
- R13.2** Be a JCR Trustee

R13.3 Be a member of Democracy Committee

R13.4 Take responsibility for managing governance and policy documents for the JCR

R13.5 Write new governance and policy documents as required by the board of trustees

R13.6 Minute meetings of the trustees

R13.7 Take a lead in yearly external and internal trustee recruitment drives

R13.8 Be an administrator of Charity Commission website

R13.9 Organise when trustee meetings occur and send out agendas and relevant documents

R13.10 Before running for this role, a candidate must speak to the Chair of the Board of Trustees to discuss eligibility for, and the requirements of, the role.

R13.11 After being elected at a JCR Meeting, a Student Trustee is recommended to the Board of Trustees. Should the Board reject this recommendation, nominations for this position shall be re-opened.

R13.12 Shall ensure statutory policies, dictated by charity law, or by Durham University, are in place, and are reviewed when the policy is due for a review. They shall propose the policy amendments to the Board of Trustees, and then the Executive Committee.

R13.13 Shall ensure other policies are in place where required, and are reviewed when the policy is due for a review. They shall propose the policy amendments to the Board of Trustees, and then the Executive Committee.

R14 Treasurer

R14.1 Be a member of the Executive Committee.

R14.2 Collect sports, societies, and committee subs on behalf of the JCR FACSO.

R14.3 Act as an advisor to Finance Committee and (upon request) any budget holder.

R14.4 Competently report to Finance Committee on the current status of JCR accounts and budgets if the FACSO is unavailable.

R14.5 Be responsible for cash handling activities, adhering to any JCR policies relevant to this.

R14.6 Abide by the financial responsibilities outlined in Section **P7**

R15 Assistant International Officers

R15.1 There shall be two Assistant International Officers who shall:

R15.1.1 Assist the International Officer in the undertaking of their role.

R15.1.2 Promote diversity in college and seek to encourage international engagement.

R15.1.3 Support the International Officer in creating/organising events.

R15.1.4 Be present during Freshers' Week as a representative of International Committee.

R16 Assistant Publicity Officer

R16.1 Assist the Publicity Officer in the undertaking of their role.

R16.2 Be a member of the Publicity Committee.

R17 Assistant Social Chair(s)

R17.1 Shall assist the Social Chair in setting up for events and formals.

R17.2 Shall sit on Events Committee.

R18 Assistant Welfare Officer(s)

R18.1 Sit on Welfare Committee

R18.2 Assist the Welfare Officer in raising student awareness of welfare issues and support services available within the university.

R18.3 Assist in the planning and implementation of campaigns together with the Welfare Officers.

R18.4 Hold a single one-hour drop-in session most weeks.

R18.5 Attend relevant meetings with Welfare Officers from other colleges in the absence of the Welfare Officers.

R18.6 Attend the weekly Welfare Committee meetings.

R18.7 Adhere to the confidentiality outlined in the Peer Support Role Descriptor.

R18.8 Take a leading role for a specific campaign week along with the Welfare Officers.

R18.9 Assistant Welfare Officers must receive all necessary training as detailed by the peer support role descriptor published by the university, at the earliest possible opportunity.

R18.10 Assistant Welfare Officers are encouraged to be present during Fresher's Week as a representative of Welfare Committee.

R19 Vice-Chair

R19.1 Be an ex-officio member of the Executive Committee who shall be expected to attend meetings in a non-voting capacity when required. Attendance shall be at the discretion and invitation of the Chair.

R19.2 Take minutes for JCR, Exec and Finance Committee meetings.

R19.3 Take minutes for other committees at the mutual agreement of the committee and the JCR Chair.

R19.4 Send the minutes of each meeting to the JCR Chair for approval before being circulated to the wider student body.

R19.5 Ensure that the JCR Standing Orders are upheld at all times and updated as appropriate.

R19.6 Help the Chair to run and publicise JCR Meetings.

R19.7 Not vote in JCR elections and not be actively canvassed by any candidate for any election.

R20 Vice-Social Chair

R20.1 Shall assist the Social Chair in the organisation and set up of JCR events and formals.

R20.2 Shall take a lead on creating publicity for JCR events and formals, working alongside the Social Chair and Publicity Officer.

R20.3 Sits on Events Committee.

R21 Housing Rep

R21.1 Manage the Housing Committee.

R21.2 Select Area Reps and manage them throughout the year, ensuring they are fulfilling their roles.

R21.3 Work with Welfare Officers and the Publicity Officer to promote a yearly housing talk.

R21.4 Work with Welfare to organise and run a college-level 'find a housemate' campaign.

R21.5 Assist or advise Livers-Out with any matters which arise from living out including landlord issues, financial difficulties or issues with contracts and deposits.

R21.6 Act as an advisor to members of the JCR on matters of house hunting and living out.

R22 Area Rep(s)

R22.1 Shall support the Housing Rep.

R22.2 Shall represent and area of housing within Durham.

R22.3 Act as an advisor to students wishing to live within their represented area.

R22.4 Sit on Housing Committee

R23 Year Our Rep(s)

R23.1 Maintain links with students on their year abroad.

R23.2 Inform students on a year abroad about college activities so they find integrating back into college life easier when they return.

R23.3 Update the year abroad social media with information from students on where they are and what they are doing on their year abroad.

R23.4 Help co-ordinate a year abroad event linking students who have been on their year abroad with those looking to go on year abroad so they can help and pass on vital information.

R23.5 Sit on Welfare Committee.

R23.6 Maintain links with students on year industry placements.

R24 Disability Rep

R24.1 Shall self-identify as having a disability.

R24.2 Shall represent the interests and opinions of students with disabilities.

R24.3 Shall liaise with DACA (Durham University Disabilities and Carers Association).

R24.4 Help with Disability Week.

R24.5 Sit on the Welfare Committee.

R24.6 Sit on the EDI Committee.

R24.7 Be present during Freshers' Week as a representative of the Welfare Committee.

R24.8 Provide inclusive support and signposting for students with disabilities.

R24.9 Provide a point of contact for students with any queries or fears regarding disabilities and relay information back to the appropriate people.

R25 Neurodivergency Rep

R25.1 Shall self-identify as neurodivergent.

R25.2 Shall represent the interests and opinions of neurodivergent students.

R25.3 Shall liaise with DACA (Durham University Disabilities and Carers Association).

R25.4 Help with Disability Week.

R25.5 Sit on the Welfare Committee.

R25.6 Sit on the EDI Committee.

R25.7 Be present during Freshers' Week as a representative of the Welfare Committee.

R25.8 Provide inclusive support and signposting for neurodivergent students.

R25.9 Provide a point of contact for students with any queries or fears regarding neurodivergency and relay information back to the appropriate people.

R26 LGBTQ+ Orientation Rep

R26.1 Shall self-identify as LGBTQ+.

R26.2 Shall represent the interests and opinions of students who are LGBTQ+.

R26.3 Shall liaise with Queer Sphere, the SU LGBT+ Association.

R26.4 Run LGBTQ+ Awareness Week alongside the Welfare Officers and the LGBTQ+ Identity Rep

R26.5 Sit on the Welfare Committee.

R26.6 Sit on the EDI Committee.

R26.7 Be present during Freshers' Week as a representative of the Welfare Committee.

R26.8 Provide inclusive support and signposting for LGBTQ+ students.

R26.9 Provide a point of contact for students with any queries or fears regarding LGBTQ+ and relay information back to the appropriate people.

R27 LGBTQ+ Identity Rep

R27.1 Shall self-identify as LGBTQ+.

R27.2 Shall represent the interests and opinions of trans and non-binary students.

R27.3 Shall liaise with Queer Sphere, the SU LGBT+ Association and the SU Trans Association.

R27.4 Run LGBTQ+ Awareness Week alongside the Welfare Officers and the LGBTQ+ Orientation Rep

R27.5 Sit on the Welfare Committee.

R27.6 Sit on the EDI Committee.

R27.7 Be present during Freshers' Week as a representative of the Welfare Committee.

R27.8 Provide inclusive support and signposting for LGBTQ+ students.

R27.9 Provide a point of contact for students with any queries or fears regarding LGBTQ+ and relay information back to the appropriate people.

R28 Women's Rep

R28.1 Shall self-identify as a woman.

R28.2 Shall represent the interests and opinions of students who identify as women.

R28.3 Sit on the Welfare Committee.

R28.4 Sit on the EDI Committee.

R28.5 Be present during Freshers' Week as a representative of the Welfare Committee.

R28.6 Provide inclusive support and signposting for students who identify as women.

R28.7 Provide a point of contact for students who identify as women and relay information back to the appropriate people.

R28.8 Shall liaise with the SU Womxn's Association.

R29 Working Class Students Rep

R29.1 Shall self-identify as working class.

R29.2 Shall represent the interests and opinions of working class students.

R29.3 Shall liaise with the SU Working Class Students Association.

R29.4 Sit on the Welfare Committee.

R29.5 Sit on Finance Committee.

R29.6 Be present during Freshers' Week as a representative of the Welfare Committee.

R29.7 Provide inclusive support and signposting for working class students.

R29.8 Provide a point of contact for working class students and relay information back to the appropriate people.

R30 Ethnic Minorities Rep

R30.1 Identify as an Ethnic Minority.

R30.2 Provide information and awareness of ethnic minority issues to College.

R30.3 Liaise with DPOCA to promote events within college.

R30.4 Assist in Welfare campaigns relevant to ethnic minorities.

R30.5 Sit on the Welfare Committee.

R30.6 Sit on the EDI Committee.

R30.7 Be present during Freshers' Week as a representative of the Welfare Committee.

R30.8 Provide inclusive support and signposting for ethnic minority students.

R30.9 Provide a point of contact for ethnic minority students within college and relay information back to the appropriate people.

R31 Students of Faith Rep

R31.1 Shall self-identify as a person of faith.

R31.2 Shall represent the interests and opinions of students of faith.

R31.3 Shall liaise with the university chaplaincy.

R32 Summer Ball Chairs

R32.1 Be responsible for the organisation and, subject to the approval and oversight by the FACSO where required, financial management of the Summer Ball including presenting a budget to and receiving approval of the budget from Finance Committee.

R32.2 Endeavour to provide a suitable range of activities and events which reflects the interests of all members of the college community.

R32.3 Organise and chair a special Summer Ball Committee which will aid the Chairs in the carrying out of their role and provide legitimacy for their proposals and actions.

R32.4 Before nominating themselves, candidates must meet with the College Operations Manager to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

R33 Winter Ball Chairs

R33.1 Be responsible for the organisation and, subject to the approval and oversight by the FACSO where required, financial management of the Winter Ball including presenting a budget to and receiving approval of the budget from Finance Committee.

R33.2 Endeavour to provide a suitable range of activities and events which reflects the interests of all members of the college community.

R33.3 Organise and chair a special Winter Ball Committee which will aid the Chairs in the carrying out of their role and provide legitimacy for their proposals and actions.

R33.4 Before nominating themselves, candidates must meet with the College Operations Manager to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

R34 Butler Day Chair(s)

R34.1 Be responsible for the organisation and, subject to the approval and oversight by the FACSO where required, financial management of Butler Day including presenting a budget to and receiving approval of the budget from Finance Committee.

R34.2 Endeavour to provide a suitable range of activities and events which reflects the interests of all members of the college community, importantly recognising the specific needs of the JCR, MCR, SCR, and indeed the alumni community,

R34.3 Organise and chair a special Butler Day Committee which will aid the Chairs in the carrying out of their role and provide legitimacy for their proposals and actions.

R34.4 Before nominating themselves, candidates must meet with the College Operations Manager to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

R35 Butler Talks Chair(s)

R35.1 Create and organise the annual Butler Talks event, which will suitably reflect the interests of the JCR, providing a platform for sharing ideas and giving voice to different topics and perspectives.

R35.2 Chair the Butler Talks Committee, ensuring that everyone's views are heard and that the event represents the interests of the JCR.

R35.3 Work with the FACSO to make sure any funds are spent correctly and are approved by the finance committee.

R35.4 Promote the event to attract speakers and then select applicants appropriately with the interests of the JCR in mind.

R36 Fashion Show Chair(s)

R36.1 Be responsible for the organisation and, subject to the approval and oversight by the FACSO where required, financial management of the annual Fashion Show including presenting a budget to and receiving approval of the budget from Finance Committee, raising money for charity in the process.

R36.2 Chair the Fashion Show Committee, ensuring that everyone's views are heard and that the show represents the interests of the JCR.

R36.3 Before nominating themselves, candidates must meet with the College Operations Manager to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

R37 Arts Director

R37.1 Sit on Events Committee to ensure that there are suitable decorations for events and formals.

R37.2 Coordinate the Arts and Decorations team, working alongside the Social Chair to plan and coordinate events.

R38 Assistant Arts Director(s)

R38.1 Shall assist the Arts Director.

R39 Head Freps

R39.1 Be responsible for the organisation and, subject to the approval and oversight by the FACSO where required, financial management of Freshers' Week including presenting a budget to and receiving approval of the budget from Finance Committee.

R39.2 Endeavour to provide a suitable range of accessible activities and events which reflects the interests of all new students joining the college community.

R39.3 Ensure that all new students are made fully aware of the vast array of opportunities that are open to them for JCR involvement, with particular reference to the wide range of sports, societies and committees on offer.

R39.4 Liaise with college staff to ensure that academic and wider scholarly opportunities are publicised alongside those of the JCR, advancing the principles and spirit of the college as far as possible.

R39.5 Produce or update a detailed introductory handbook.

R39.6 Organise and chair a Freshers' Week Committee, consisting of the Frep Team chosen by the Head Freps, the JCR President and the FACSO. This Frep Team also consists of members of the Executive Committee. The Head Freps should encourage the involvement of this committee in the decision-making process as far as possible, and should be in consultation with it from the earliest stages of organisation in the summer break.

R39.7 Work closely with the International Officer to ensure a smooth transition between International Arrivals Week and Freshers' Week, recognising the importance of integration between all students, irrespective of when they arrived at the college.

R39.8 Work closely with the Welfare Officers and EDI Officer to ensure a smooth transition between students on the Early Arrivals Program and Freshers' Week, recognising the importance of integration between all students, irrespective of when they arrived at the college.

R39.9 Before nominating themselves, candidates must meet with the College Operations Manager to ensure that they gain a full understanding of the organisational process and their responsibilities before the election.

R40 Day Leader Frep

R40.1 Be a member of Freshers' Week Committee.

R40.2 Shall work with the Head Freps to organise events and decorations for a particular day of Freshers' Week.

R41 Take-a-break Frep

R41.1 Be a member of Freshers' Week Committee.

R41.2 Shall be filled by as many people as the Head Freps and Sabbatical Officers deem appropriate.

R41.3 To have the responsibility to encourage Freps to take regular breaks dependant on the schedule.

R41.4 To communicate and co-ordinate with the JCR Sabbatical Officers and Head Freps, to ensure that Freps take regular breaks.

R42 Frep

R42.1 Be a member of Freshers' Week Committee.

R42.2 Shall be filled by as many people as the Head Freps and Sabbatical Officers deems appropriate.

R43 Stash Coordinator

R43.1 Organise termly stash orders.

R43.2 Support additional stash orders where requested.

R43.3 Advise captains, presidents, and chairs how to organise stash for their respective groups.

R44 Webmaster(s)

R44.1 Attend Executive Committee meetings in a non-voting capacity when required, such as for matters involving the JCR website. Attendance shall be at the discretion and invitation of the Chair.

R44.2 Be responsible for managing and maintaining the JCR website.

R44.3 Be tasked with designing and implementing, in collaboration with the Exec Committee, new and innovative ways of using the JCR website.

R44.4 Provide a point of contact for Exec members to assist with JCR website.

R45 Holey Moley Magazine Editor

R45.1 Be a member of the Publicity Committee.

R45.2 Manage the Holey Moley Magazine, online and in print.

R45.3 Create opportunities for Butler students to produce content for the magazine and website.

R45.4 Distribute the print edition of the magazine.

R45.5 Responsible for moderating submissions to the Holey Moley Magazine.

R46 Assistant Holey Moley Magazine Editor

R46.1 Be a member of the Publicity Committee.

R46.2 Support and assist the Holey Moley Magazine Editors.

R47 Mole Master

R47.1 Ensure the Mole suit is made available for use at JCR and college events throughout the year.

R47.2 Co-ordinate students to wear the suit at events.

R47.3 Be responsible for the maintenance and upkeep of the suit and ensure it is kept safely and does not get damaged.

R48 Hedgehog Protectors

R48.1 Be responsible for the wellbeing of hedgehogs on college grounds.

R48.2 Change the water in the hedgehog feeder and set out food for the hedgehogs each day.

R48.3 Inform the JCR on the hedgehog's wellbeing through social media posts.

R49 Photography Officer

R49.1 Be a member of the Publicity Committee.

R49.2 Maintain a group of photographers to cover events and publicity.

R49.3 Regularly promote photography opportunities to the community.

R49.4 Organise tutorial sessions for beginner photographers.

R50 Assistant Photography Officers

R50.1 Be a member of the Publicity Committee.

R50.2 Assist the Photography Director in the undertaking of their role.

R51 Quiz Master(s)

R51.1 Be responsible for the creation and running of the weekly Sunday night quiz in JB's.

R52 Gym Rep

R52.1 Be responsible for the general upkeep of the gym.

R52.2 Give inductions to new gym members.

R52.3 Liaise with the FACSO and the Howlands User Group to repair broken equipment.

R53 Yearbook Editor

R53.1 Design, create and produce the JCR yearbook.

R53.2 Co-opt students from across the college to contribute to the yearbook through articles, reviews, and photos.

R53.3 Sit on Publicity Committee.

R54 Green Committee Chair

R54.1 Attend appropriate meetings of Greenspace.

R54.2 Chair Green Committee.

R54.3 Work and meet with relevant environmental partners within college and the university as required.

R54.4 Work with JCR sports, societies and committees to promote environmentally friendly activities within the JCR.

R54.5 Encourage the involvement of all college members in green events.

R54.6 Be a voting member of Finance Committee.

R54.7 Raise awareness of environmental issues to the JCR.

R55 Assistant Green Committee Chair

R55.1 Assist the Green Committee Chair in the undertaking of their role.

R55.2 Attend all meetings of Green Committee.

R56 Music Committee Chair(s)

R56.1 Be responsible for the organisation and running of live music events in the JCR alongside the Social Chair. Also, subject to the approval and oversight by the FACSO where required, manage the finances of such events, including presenting a budget to and receiving approval of the budget from Finance Committee.

R56.2 Organise and Chair Music Committee.

R56.3 Look to discover and promote wider music events beyond the college, be it those at other colleges, those held in independent institutions, or even large events outside Durham, for all those interested. In some cases, this responsibility will extend to organising trips and encouraging attendance.

R56.4 Liaise closely with existing music-based societies who may have special knowledge of events and bands from their own experience.

R56.5 Coordinate with Durham Student Music.

R57 Charity Committee Chair

R57.1 Chair and run Charity Committee, including regular meetings, awareness, and fundraising events.

R57.2 Liaise with the Vice President, who will provide them with assistance and minute committee meetings.

R57.3 Will sit on Fashion Show Committee.

R57.4 Encourage the involvement of all college members in special charity events.

R58 Assistant Charity Committee Chair

R58.1 Assist the Charity Committee Chair in the undertaking of their role.

R58.2 Assist with the planning, organisation and setting up of charity events.

R58.3 Attend all meetings of Charities Committee.

R58.4 Encourage the involvement of all college members in special charity events.

R59 Wardrobe Committee Chair(s)

R59.1 To chair and minute the Butler Wardrobe Committee.

R59.2 To be responsible for, and ensure the successful operation of the Wardrobe Committee throughout the year.

R59.3 Liaise with the Vice President, who will provide them with assistance and bring matters arising from the committee to the JCR Exec.

R59.4 Manage the sale of second hand clothes on behalf of the JCR.

R60 Volunteering Coordinator

R60.1 Shall sit on #GetInvolved Committee to share ways to get involved outside of college.

R60.2 Work closely with the Vice-President and College Chaplain

R60.3 Run a volunteering week once a year to encourage volunteering in college.

R60.4 Be responsible for trying to get students to volunteer and ensuring they have all provisions they need to volunteer.

R60.5 Coordinate with the SU and central university volunteering teams.

R60.6 Maintain a group of volunteers and publicise volunteering opportunities in and out of college to them.

R61 Intergenerational Project Leader

R61.1 Run the Intergenerational Project with the help of the Volunteering Coordinator, Vice President, and College Chaplain.

R61.2 Attend every planning meeting and the events organised by Intergenerational Project.

R61.3 Be responsible for publicising all events and trying to get more people involved.

R62 RT Projects Leader

R62.1 Run the RT Project with the help of the Volunteering Coordinator, Vice President, and the College Chaplain.

R62.2 Attend every planning meeting and event associated with RT Projects.

R62.3 Be responsible for publicising all events and trying to get more people involved.

R63 Careers and Alumni Rep

R63.1 Keep Butler students informed about job or internship opportunities.

R63.2 Liaise with the Durham University Careers Office and promote their various schemes and activities throughout the year.

R63.3 Plan and organise networking events throughout the year alongside the JCR President.

R63.4 Liaise with alumni, keeping them informed of upcoming JCR events.

R64 Finance Rep(s)

R64.1 Sit on the Finance Committee.

R64.2 Represent the views of the JCR and act in a voting capacity on the committee.

R64.3 There shall be a maximum of 3 Finance Reps.

R65 Student Trustee

R65.1 As set out in the Constitution, there shall always be one fewer Student Trustee, including the JCR President, than the number of External Trustees unless expressly overridden by a decision of the Trustees. If the number of External Trustees is 2 or fewer, there shall be no Student Trustees additional to the JCR President.

R65.2 Shall be elected at a JCR meeting through a method 1 election.

R65.3 After being elected, a Student Trustee is recommended to the Board of Trustees. Should the Board reject this recommendation, nominations for this position shall be re-opened.

R65.4 Upon successful appointment to the board, the Student Trustee shall:

R65.4.1 Serve as a Student Trustee for the purposes of the Constitution, subject to the roles and responsibilities outlined therein

R65.4.2 Act as a point of contact for JCR Members to enquire about the activities of the charity and the Board

R65.4.3 Liaise between the Board and JCR Members on appropriate matters

R65.4.4 Encourage awareness of and engagement with the JCR's governance structure

R66 Live Music Coordinator

R66.1 Shall sit on Music Committee.

R66.2 Be responsible for the organisation and, subject to the approval and oversight by the FACSO where required, financial management of live music events at the college, specifically, but not limited to, Open Mic Nights and Butler Live including presenting a budget to and receiving approval of the budget from Finance Committee.

R66.3 Look to discover and promote wider music events beyond the college, be it those at other colleges, those held in independent institutions, or even large events outside Durham, for all those interested. In some cases, this responsibility will extend to organising trips and encouraging attendance.

R66.4 Liaise closely with existing music-based societies who may have special knowledge of events and bands from their own experience.

R67 Music Publicity Coordinator

R67.1 Shall sit on Music Committee.

R67.2 Promote all music events at Butler via social media and making posters and circulating them.

R68 Music Committee Assistant Chair

R68.1 Shall sit on Music Committee.

R68.2 Minute all Music Committee meetings.

R68.3 Assistant the Music Committee Chair(s) in their role.

R69 Music Outreach Officer

R69.1 Shall sit on Music Committee.

R69.2 Find performance opportunities for groups and individuals within the JCR outside of Butler.

R69.3 Coordinate volunteering opportunities for musicians and music groups within the JCR.

IV Committee Descriptions

C1 Butler Talks Committee

- C1.1** Butler Talks Committee, chaired by the Butler Talks Chair(s), is responsible for organising and ensuring the smooth running of a Butler Talks events which will suitably reflect the interests of the JCR, providing a platform for sharing ideas and giving voice to different topics and perspectives.
- C1.2** The committee will promote the event to find suitable entertainment and select appropriate speakers for the event, including but not limited to JCR members as well as members of the wider community when suitable.
- C1.3** The committee will work with members of the JCR as well as faculty members of Josephine Butler College in order to ensure the smooth running of the event.
- C1.4** The committee can consist of as many members as are interested, with the Butler Talks Chair(s) responsible for advertising the committee to JCR members. The Vice President will also act in an advisory capacity to the committee.

C2 Charity Committee

- C2.1** There shall be a Charity Committee consisting of the following members.
- C2.1.1** The Charity Committee Chair, Assistant Charity Committee Chair, and The Vice President who shall minute the meetings.
- C2.2** The Charity Committee shall have the following duties:
- C2.2.1** To be responsible for organising and implementing charity fund-raising events in the JCR or to assist in the organisation of fund-raising events led by other JCR members. This does not include charity fund-raising events for Josephine Butler Junior Common Room Charitable Incorporated Organisation.
- C2.2.2** To be responsible for the promotion of local and national charity events, and encouraging members of the JCR to participate in them.
- C2.2.3** To choose which charities are supported in college and decide how the money raised is allocated to these charities.

C3 Democracy Committee

- C3.1** Membership of the Democracy Committee consists of the JCR Chair, the Compliance and Governance Officer, the Vice President and up to three vice-chairs.
- C3.2** Democracy Committee shall meet as often as needed for purposes of checking all minutes taken by vice-chairs since the last meeting of Democracy Committee.
- C3.3** All members of Democracy Committee cannot vote in any decision in which they are acting in their capacity as Chair or Vice-chair.
- C3.4** The only exception is the case of a tie (excluding Executive Committee elections, in which the Chair will cast the deciding vote).

C3.5 Democracy Committee will act as a screening board for all submitted motions. The committee will review each motion prior to the next JCR meeting giving one of three options as response to the proponent and seconder as detailed below:

C3.5.1 Accept: The motion abides by all relevant Laws, JCR Policies, the JCR Constitution and passes review by Democracy Committee without adjustment and can be sent out prior to the next JCR meeting.

C3.5.2 Feedback: If the motion breaks any Laws, JCR Policies, the JCR Constitution or, after review by Democracy Committee, the motion could use some adjustment, then this feedback is presented to the proponent and seconder who are able to adjust the motion and resubmit to Democracy Committee to review again.

C3.5.3 Reject: If the motion has previously been reviewed by Democracy Committee where the proponent and seconder were given feedback and no adjustments have been made to the motion either after resubmission or before the next JCR meeting, then the motion is rejected.

C4 Events Committee

C4.1 Shall consist of Tech Director, Social Chair, Vice-Social Chair, Assistant Social Chair(s), Arts Director, Assistant Arts Director(s), EDI Officer, President and FACSO.

C4.2 Shall also consist of Winter Ball Chair(s), Summer Ball Chair(s), Butler Day Chair(s), The Sports Officer, The Societies Officer, The Vice-President, Fashion Show Chair(s) and volunteers when required.

C4.3 Shall be chaired by the Social Chair.

C4.4 Shall utilise the Vice-Social Chair and Assistant Social Chairs to set up for events and formals.

C4.5 Shall utilise the Arts Director and Assistant Arts Director(s) to prepare decorations for events and formals.

C4.6 Shall be responsible for the organisation and, subject to the approval and oversight by the FACSO where required, financial management, of JCR events.

C4.7 Shall organise events in-keeping with the JCR's values.

C4.8 Shall keep a record of handovers, ents providers, health and safety forms and previous years planning for events chairs to refer to.

C4.9 Shall assist with, when required, the following:

C4.9.1 Winter Ball, in Michaelmas term

C4.9.2 Summer Ball, in Easter Term

C4.9.3 Butler Day, in Easter Term

C4.9.4 Varsity, in Easter Term

C4.9.5 Fashion Show

C4.10 Shall discuss, assist and lead where necessary the organisation of social events, managing their assigned budget.

C5 EDI Committee

- C5.1** Will be composed of JCR President, FACSO, EDI Officer, JCR Vice-President, the Welfare Officers, International Officer, Neurodiversity Rep, Disability Rep, LGBTQ+ Orientation Rep, LGBTQ+ Identity Rep, Working Class Students Rep, Women's Rep, Ethnic Minorities Rep and Students of Faith Rep.
- C5.2** Meetings will be chaired by the EDI Officer, or by the JCR Chair if the position is unfilled.
- C5.3** Take action to promote, and address, any issues or proposals that relate to equality or diversity, within the college community.
- C5.4** Meet to discuss specific proposals, which are submitted to the committee's chair prior to the meeting.
- C5.5** Shall review plans created by the Events Committee to ensure they are accessible and inclusive.
- C5.6** Shall manage and regularly submit feedback to the Executive Committee from their represented groups on how to improve inclusivity and representation.
- C5.7** Shall track, evaluate and share best practice of the steps each minority rep is taking to promote equality and diversity.
- C5.8** Shall pass on EDI concerns to the JCR President.

C6 Finance Committee

- C6.1** The role of Finance Committee is to ensure the fair allocation of budgets to sports, societies, committees and events and ensure any use of JCR money is appropriate.
- C6.2** The voting membership consists of the Treasurer, JCR President, JCR Vice-President, FACSO, Finance Rep(s), EDI Officer, Green Committee Chair and the Working Class Students Rep.
- C6.3** Non-voting membership consists of the JCR Executive Committee members, who may attend the committee meeting by invite for discussions based specifically around their role.
- C6.4** Decisions will be made by a straight majority and in the event of a tie the Chair shall cast the deciding vote.
- C6.5** The minutes shall be done by a Vice Chair.
- C6.6** Shall be chaired by the JCR Chair.
- C6.7** The voting quorum of Finance Committee is 5 voting members. Though in a time where emergency votes need to be held, the President, FACSO, Treasurer and Chair may unanimously agree that every effort has been made to reach 5 voting members and that for a singular meeting the quorum of Finance Committee may be temporarily reduced to 50% of the currently elected and active voting members. In the event of an odd number of voting members, the 50% rule shall always round up.
- C6.8** Sports, societies, committees and events can apply to Finance Committee for funding. Applications must follow the template provided by the FACSO and must include reasoning to support their budget request.
- C6.9** Upon receiving a successful budget application a sport, society, committee or event will then be a budget holder.

- C6.10** Sports, societies, committees and events are able to attend the relevant Finance Committee meeting to support their application and answer any questions relating to it.
- C6.11** It is beyond the mandate of Finance Committee to force a budget holder to spend their money in a particular way. However, Finance Committee may deem planned expenditure of a budget holder as inappropriate use of JCR funds and insist on the budget holder returning with an alternative. It must be clearly stated in the minutes why this decision was made.
- C6.12** Any money acquired through fundraising specifically for an asset for the budget holder (and by extension the JCR) must be used to purchase such an asset. It is beyond the mandate for Finance Committee to suggest otherwise, although, Finance Committee may choose to turn down such money if its source would damage the image of the JCR. Finance Committee should be informed of fundraising taking place to uphold transparency. Note: membership income in the case of sports, societies and committees cannot be considered fundraised money.
- C6.13** Sports/Societies/Committees who generate income through means other than JCR allocated funds or membership fees can utilise this income without the need for review by the JCR Finance Committee, provided the requested expenditure does not exceed the amount of income generated, and the purchase promotes the aims and activities of the sport/society/committee.
- C6.13.1** The relevant sport/society/committee must confirm with the FACSO that the income has been received into the JCR bank account.
- C6.13.2** The JCR President and FACSO must use their discretion to determine if the requested expenditure is an inappropriate use of the funds generated. In the event that an expenditure request is deemed inappropriate, the JCR President and FACSO must consult with the JCR Treasurer before the request is officially denied.
- C6.14** The committee may ask a relevant treasurer/responsible officer to explain any anomalies within the accounts. In the case of malpractice, a Question of Officer (and if desired a Vote of No Confidence) may be submitted or a complaint or concern about conduct can be raised under a relevant JCR policy.
- C6.15** All decisions of Finance Committee are subject to the JCR Complaints Policy.
- C6.16** Finance Committee should fund a minimum of 30p towards sports, societies and committees for every 1GBP paid in subs. Finance Committee will maintain and adhere to a policy on how resources are to be allocated to sports, societies and committees beyond this rule.
- C6.17** An individual may only hold one role that is a voting member of Finance Committee at any given time. If multiple voting member roles are held by an individual, they must choose a role to resign from.

C7 Freshers' Week Committee

- C7.1** There shall be a Freshers' Week Committee consisting of the Head Frep(s), the Day Leaders, Take-a-break Freps, Freps and the JCR Executive committee.
- C7.2** The Head Freps and Sabbatical Officers will publish their selection criteria to Frep applicants.
- C7.3** The Day Leaders shall be selected in the interview phase and shall help coordinate decorations for the day they are responsible for.

- C7.4** The Take-a-break Freps shall be selected in the interview phase and shall be given the authority to ensure all Freps are taking regular breaks.
- C7.5** The committee shall be overseen by the sabbatical officers to ensure that the induction period is representative, in the interests of the JCR's values, and aims and to liaise with college staff.
- C7.6** The committee shall be chaired by the Head Freps to organise Freshers Week, with guidance from the Welfare Officers and EDI Officer to ensure there is suitable welfare provision and accessible activities.
- C7.7** A sub-committee will be chaired by the International Officer to organise the International Arrivals Program with guidance from the Welfare Officers and the EDI Officer to ensure there is suitable welfare provision and accessible activities.
- C7.8** A sub-committee will be chaired by the Welfare Officers and the EDI Officer to organise the Early Arrivals Program.

C8 Green Committee

- C8.1** Green Committee consists of the Vice President, Green Committee Chair, Assistant Green Committee Rep(s), and as many members as are interested. Meetings will be chaired by the Green Committee Chair and the Vice President shall take minutes.
- C8.2** Green Committee shall work to lead the JCR environmental effort, and to help the JCR in the realisation of its objective of being green. This can be achieved by:
- C8.2.1** Increasing awareness of environmental issues within the JCR through regular campaigns, events and other communication methods.
 - C8.2.2** Promoting positive environmental behavioural change amongst the college community.
 - C8.2.3** Facilitate Greenspace events which are appropriate to Butler College.
- C8.3** Duties of Green Committee members include devising, implementing, managing and appraising green initiatives on a college, and potentially university level; and working with the College Operations Manager to help implement green policies and practices within the College.

C9 International Committee

- C9.1** International Committee consists of the International Officer, two Assistant International Officers, and as many members as are interested.
- C9.2** International Committee shall work to:
- C9.2.1** Shall work to plan and organise a wide range of cultural activities for the JCR.
 - C9.2.2** Celebrate the JCR's cultural diversity with projects involving both home and international students.
 - C9.2.3** Help international students get as involved as possible in college life, working alongside existing committees, sports and societies.
 - C9.2.4** Recognise some specific needs of international students, and help to support them wherever possible. Shall seek to provide practical support throughout their time at Durham acting as a point of contact for any questions or concerns.
 - C9.2.5** Support Erasmus students with their specific needs and requirements, taking into account the fact that they arrive at different points and stay for varying lengths of time.

C10 JB's Committee

- C10.1** JB's Committee consists of the the Vice-President and JB's staff as members.
- C10.2** Raise and discuss issues related to the kitchen and bar.
- C10.3** Consider ways to build the community of JB's staff.
- C10.4** Consider ways to ensure the bar can be utilised by the student community at Butler in a range of ways.
- C10.5** Consider ways to ensure that JB's is a safe space for students.

C11 Welfare Committee

- C11.1** Welfare Committee must be attended by the Welfare Officers, Assistant Welfare Officers, EDI Officer, EDI Rep roles and the JCR President when required. It is also open to any JCR member.
- C11.2** To consult with the EDI Committee about welfare campaigns to ensure that they are representative and fair.
- C11.3** Organise the weekly drop-in schedule and plan who of the trained officers and assistants will run each session.
- C11.4** Plan and organise a series of campaigns about welfare issues across the academic year.
- C11.5** Assist the Freshers Week Committee to ensure that both students and Freps feel supported.
- C11.6** Will be chaired by the Welfare Officers

C12 Housing Committee

- C12.1** Housing Committee is responsible for ensuring that the JCR members that live outside of college accommodation are supported where necessary and kept involved as much as possible within the college community.
- C12.2** Membership of the Housing Committee consists of the Housing Rep, the JCR President, the Welfare Officer, and the Area Reps.
- C12.3** The committee is responsible for organising and running the find a house campaign.
- C12.4** The committee should ensure support and advice is provided both during and outside of the house hunting period.

C13 Music Committee

- C13.1** Music Committee must be attended by the Music Committee Chair(s), a representative from all music societies, the Live Music Coordinator, Music Publicity Coordinator, Assistant Music Committee Chair, Music Outreach Officer and the Technical Director. It is also open to any JCR member.
- C13.2** The committee will assist the Music Committee Chair(s) in the undertaking of their role, specifically in the organisation, setting up and management of live music events in the college.

C13.3 The Committee will also look to discover and promote wider external music events, be it those at other colleges, those held in independent institutions, or even large events outside Durham, for all those interested. In some cases, this responsibility will extend to organising trips and encouraging attendance.

C13.4 Elected roles within the committee are Live Music Coordinator, Music Publicity Coordinator, Assistant Music Committee Chair, and Music Outreach Officer. If these positions are not filled the Music Committee Chair(s) must perform these roles themselves.

C14 Publicity Committee

C14.1 Consists of the Publicity Officer, Assistant Publicity Officer(s), Photography Officer, the Assistant Photography Officer(s), the Yearbook Editor, the Mole Master, the Holey Moley Magazine Editor(s) and the Assistant Holey Moley Magazine Editor(s), Webmaster(s), and Stash Coordinator.

C14.2 Chaired by the Publicity Officer.

C14.3 Coordinate JCR publicity and communications.

C14.4 Consider and share content created by members of the committee.

C14.5 Be responsible for producing the Holey Moley Magazine magazine online and in print.

C14.6 Be responsible for managing the JCR social media and website

C14.7 Be responsible for maintaining the JCR noticeboard.

C15 Technical Committee

C15.1 Technical Committee consists of the Technical Director who will chair meetings, and co-opted members.

C15.2 Technical Committee is to liaise and assist any member of the JCR with technical requirements associated with JCR business.

C15.3 Technical Committee members must also attend any relevant training.

C15.4 Should manage or assist, where appropriate, the tech used in JCR events.

C15.5 Should be responsible for maintaining the JCR's technical equipment, keeping relevant records of the equipment.

C15.6 Should be responsible for managing the JCR technical equipment hire system.

C16 #GetInvolved Committee

C16.1 Consist of the Vice-President, Societies Officer, Volunteering Coordinator, Sports Officer, Music Committee Chair, the FACSO and the JCR President.

C16.2 Chaired by the Vice-President.

C16.3 Shall keep records of all sports, societies, projects and committees and their contacts.

C16.4 Listen to the needs of each type of student group to inform the actions and decisions of the committee.

C16.5 Organise Freshers Fair.

C16.6 Coordinate timetabling of all spaces used by student groups in the JCR, alongside the JCR President and college reception.

C16.7 Maintain and share risk assessments for the JCRs student groups.

C16.8 Compile information about upcoming events to publicise through The Holey Moley Magazine and JCR social media.

C17 Wardrobe Committee

C17.1 Wardrobe Committee consists of the Wardrobe Committee Chair and as many members are interested.

C17.2 Meetings will be chaired by the Wardrobe Committee Chair.

C17.3 Wardrobe Committee shall work with local charity shops and Green Committee, to help provide sustainable and affordable dress options for formals and balls:

C17.3.1 To promote sustainable fashion within the JCR.

C17.3.2 To facilitate wardrobe open days in order to accept donations, and advertise formal attire to rent.

C17.4 Duties of Wardrobe Committee include devising, implementing and managing an expanding wardrobe of formal attire (curated from charity shops as well as alumni and student donations) for students to use to promote sustainable and accessible fashion choices for college events such as formals and balls.

C18 Volunteering Committee

C18.1 Roles within the committee will include the Volunteering Coordinator(s), Assistant Volunteering Officer(s), and general committee members.

C18.2 Volunteering Committee will offer projects, committee and college partnerships, and initiatives to members of the college.

C19 Butler Day Committee

C19.1 The committee shall consist of the JCR President, the FACSO, the Butler Day Chair(s), the Tech Director and a team of JCR members.

C19.2 The team of JCR members shall be selected by the Butler Day Chair(s), the JCR President and the FACSO from a list of applications.

C19.3 Applications to be on the committee will be open to all JCR members.

C19.4 The team of JCR members will apply for and be allocated sections of the planning for Butler Day including but not limited to decorations, entertainment, sponsorship, and general.

C19.5 This committee is chaired by the Butler Day Chair(s).

C20 Winter Ball Committee

C20.1 The committee shall consist of the JCR President, the FACSO, the Winter Ball Chair(s), the Tech Director and a team of JCR members.

C20.2 The team of JCR members shall be selected by the Winter Ball Chair(s), the JCR President and the FACSO from a list of applications.

C20.3 Applications to be on the committee will be open to all JCR members.

C20.4 The team of JCR members will apply for and be allocated sections of the planning for the Winter Ball including but not limited to decorations, entertainment, sponsorship, and general.

C20.5 This committee is chaired by the Winter Ball Chair(s).

C21 Summer Ball Committee

C21.1 The committee shall consist of the JCR President, the FACSO, the Summer Ball Chair(s), the Tech Director and a team of JCR members.

C21.2 The team of JCR members shall be selected by the Summer Ball Chair(s), the JCR President and the FACSO from a list of applications.

C21.3 Applications to be on the committee will be open to all JCR members.

C21.4 The team of JCR members will apply for and be allocated sections of the planning for the Summer Ball including but not limited to decorations, entertainment, sponsorship, and general.

C21.5 This committee is chaired by the Summer Ball Chair(s).

C22 Fashion Show Committee

C22.1 The committee shall consist of the JCR President, the FACSO, the Fashion Show Chair(s), the Tech Director, the Charity Committee Chair and a team of JCR members.

C22.2 The team of JCR members shall be selected by the Fashion Chair(s), the JCR President and the FACSO from a list of applications.

C22.3 Applications to be on the committee will be open to all JCR members.

C22.4 The team of JCR members will apply for and be allocated sections of the planning for the Fashion including but not limited to decorations, entertainment, sponsorship, fashion, makeup, choreography, publicity, fundraising, and general.

C22.5 This committee is chaired by the Fashion Show Chair(s).

C22.6 The Fashion Show also consists of models who are selected through an audition/interview which is panelled by the JCR President, the Fashion Show Chair(s) and the Choreography team.

C22.7 Shall assist the models with fundraising for the chosen charity whilst also planning and running fundraising initiatives of their own.