



Josephine Butler

Junior Common Room



Policy			
Discipline Policy			
Issue Date	September 2026	Reference	P/026
Next Review Due	September 2027	Review Cycle	1 Year
Reviewing Panel	Board of Trustees		
Applicability	Employees Executive Committee Trustees Members Customers		

1. ABSTRACT

- 1.1. Josephine Butler Junior Common Room CIO ("the JCR") is a registered charity, established for the public benefit and the advancement of education of students at Josephine Butler College.
- 1.2. This policy outlines the approach that the JCR shall take regarding disciplining its members, volunteers, employees, and customers.
- 1.3. The JCR seeks to maintain its high standards and uphold its reputation, and strives to hold all employees, volunteers, and members accountable for their actions.
- 1.4. The JCR reserves the right to liaise with Josephine Butler College and Durham University on disciplinary matters as it deems appropriate.
- 1.5. Disciplinary action taken against a person or persons by the JCR does not preclude other actions taken by Durham University.
- 1.6. The JCR's Safeguarding Policy (P/006) shall take precedence over this Discipline Policy and should be referred to in all matters relating to safeguarding.
- 1.7. The JCR's Complaints Policy (P/009) shall complement this policy, as it details how complaints can be raised and handled.
- 1.8. This policy may be triggered as a result of a complaint through the complaints policy, direct action based on evidence from a member of any body of discipline (as outlined in 4.1), recommendation from Josephine Butler College and/or the University of Durham, or through any other policy of this JCR.

2. SCOPE OF THIS POLICY

- 2.1. The JCR takes primary responsibility for taking disciplinary action against JCR members or volunteers for actions committed at a JCR-ran activity.
- 2.2. The JCR does not take responsibility for behaviour outside of JCR activities, provided that this behaviour does not constitute reputational damage to the JCR.
- 2.3. The JCR has several policies, particularly the Code of Conduct (P/015), which outline expected standards of behaviour and fairness from JCR members, volunteers, customers, and employees.
- 2.4. If any JCR member or volunteer is found to be breaking the Code of Conduct (P/015), or any other JCR policies and procedures, they may be subject to disciplinary action under this Discipline Policy.
- 2.5. Non-JCR members (customers) can attend JCR events and participate in JCR sports and societies. Whilst taking part in these activities, they will be required to follow JCR policies and procedures, including the Code of Conduct (P/015).
- 2.6. Should the actions of non-JCR members (as customers of the JCR) be in violation of the JCR Code of Conduct (P/015), or other relevant JCR policies and procedures, during their engagement with JCR events and activities, the JCR may be required to take disciplinary action against them, as outlined in this Discipline Policy.
- 2.7. JCR members may report breaches to JCR policies and procedures, including the JCR Code of Conduct, under the Complaints Policy (P/009). Following investigation under

the Complaints Policy (P/009) and this Discipline Policy, disciplinary action may be taken.

- 2.8. Josephine Butler College and/or Durham University may, at times, advise the JCR to take or enforce disciplinary action.
- 2.9. Any incidents of criminal behaviour will be escalated to the police.
- 2.10. Incidents may be reported to Durham University, and/or Josephine Butler College, at the discretion of the JCR President, or the Chair of Board of Trustees, or deputy. This should usually be done if the incident would also concern Durham University, or Josephine Butler College.

3. SPORTS, SOCIETIES, AND COMMITTEES

- 3.1. Members of Sports, Societies, and Committees ("SSCs") shall follow the Code of Conduct (P/015), and all JCR policies and procedures, irrespective of if they are a member of the JCR.
- 3.2. SSCs may face disciplinary action as a full group of members, or a subset, should they collectively violate any JCR policies and procedures. Action shall be taken on all members who are found to violate a policy, or as an executive if it involves the management of the society.
- 3.3. Individuals remain responsible for their conduct at the activities of SSCs, and will be held accountable for individual violations of JCR policies and procedures.
- 3.4. Witnesses are encouraged to report violations of JCR Policies and Procedures using the Complaints Policy (P/009).
 - 3.4.1. A complainant is not guaranteed to avoid disciplinary action, should they be part of the subset of SSC members in violation of the JCR policies, but a disciplinary body may consider reducing the extent of any disciplinary action against the complainant.

4. DISCIPLINARY BODIES

- 4.1. There shall be three bodies in the JCR with the authority to decide on, and enact, disciplinary action:
 - 4.1.1. The JCR President;
 - 4.1.2. The JCR Disciplinary Panel;
 - 4.1.3. The Board of Trustees.
- 4.2. All bodies must save all evidence, and information, and keep on record. Details on what shall be included is listed in Appendix A.

5. THE JCR PRESIDENT

- 5.1. The JCR President is expected to deal quickly and informally, in most instances, with disciplinary matters, and shall be the first disciplinary body to consider a case.
- 5.2. The JCR President may escalate cases to the JCR Disciplinary Panel by their discretion.

- 5.3. If the case of discipline involves any members of the JCR that would result in a conflict of interest for the JCR President, then this shall automatically be escalated to the JCR Disciplinary Panel.
- 5.4. If the case of discipline involves an employee, this must go directly to the Board of Trustees.
- 5.5. The JCR President may take any of the following actions, and anything further may only be taken by higher bodies of discipline:
 - 5.5.1. A written apology;
 - 5.5.2. Community service (no more than 10 hours);
 - 5.5.3. Mandatory Training;
 - 5.5.4. Suspension from a JCR SSC (for no more than 2 terms), unless said SSC falls in the remit of the role an individual was elected for, at a JCR Meeting;
 - 5.5.5. Barring from either specified, or any, JCR events (for no more than 2 terms), unless said event falls in the remit of the role an individual was elected for, at a JCR Meeting.
- 5.6. The JCR President will inform those affected by disciplinary action of their right of appeal, as detailed in Section 8.

6. THE JCR DISCIPLINARY PANEL

- 6.1. The JCR Disciplinary Panel shall consist of 4 people.
 - 6.1.1. This shall include any three people who have not been involved in the case prior, and has no conflict of interest, as drawn by the JCR President, FACSO, or the clerk as defined in 6.1.2. At least two must be on the JCR Executive Committee. A representative of Josephine Butler College is permitted.
 - 6.1.2. This shall also include the Compliance and Governance Officer, or an alternative individual should they have a conflict of interest with the case or not exist, to act as the clerk of the panel. They shall take minutes, votes, and shall be aware of this policy. They shall not be a voting member. They shall be the chair of the panel.
- 6.2. The JCR Disciplinary Panel is not permitted to issue sanctions against employees, and such cases must be referred to the Board of Trustees.
- 6.3. The following definitions shall apply:
 - 6.3.1. "Panel members" refers to the three individuals described in 6.1.1.
 - 6.3.2. "Clerk" refers to the individual described in 6.1.2.
 - 6.3.3. "Claimant" refers to the individual(s) who raise the complaint and are to present the evidence. This usually can be the Sabbatical Officers, who may be presenting evidence on behalf of another individual.

- 6.3.4. "Respondent" refers to the individual(s) who are the subject of the complaint.
- 6.4. The JCR Disciplinary Panel may take any of the following actions, and anything further may only be taken by the Board of Trustees.
 - 6.4.1. Remedial Costs;
 - 6.4.2. Suspension or Removal of Office;
 - 6.4.3. Suspension or Removal of Membership;
 - 6.4.4. Ban from attending an SSC, or of all SSCs, up to an indefinite period;
 - 6.4.5. Ban from attending a JCR event, or all JCR events, up to an indefinite period;
 - 6.4.6. Removal of person from a position of responsibility within an SSC;
 - 6.4.7. Barring of a person from running for JCR roles;
 - 6.4.8. Barring of a person from running for SSC roles of responsibility;
 - 6.4.9. Abolition of an SSC;
 - 6.4.10. Any other disciplinary action which could reasonably be considered to the same magnitude of the actions listed above.
- 6.5. The JCR Disciplinary Panel shall:
 - 6.5.1. Convene at the earliest possible opportunity, from the referral;
 - 6.5.2. The clerk shall notify the Board of Trustees about a case coming to the Disciplinary Panel, making additional note if it involves a Safeguarding concern;
 - 6.5.3. The clerk shall notify all those involved in the panel at least 48 hours' notice of the time and location of any JCR Disciplinary Panel hearing. All hearings must have the opportunity to be attended virtually.
 - 6.5.4. The panel shall agree on:
 - 6.5.4.1. Who they request written or verbal evidence from;
 - 6.5.4.2. Deadlines for any written evidence, which must be at least two full working days after the clerk sends notification;
 - 6.5.4.3. In the cases of multiple respondents, whether to meet with them individually, as subgroups, or as a group.
 - 6.5.5. The panel shall be split into two stages, the first stage being the evidence, which must fully be recorded in the minutes:
 - 6.5.5.1. The Claimant must note what they believe the respondent(s) have infringed
 - 6.5.5.2. The Claimant presents evidence against the respondent(s), with any written evidence noted
 - 6.5.5.3. The Respondent presents their defence against the evidence, with any written evidence noted

- 6.5.5.4. The panel members have the opportunity to ask questions to either the claimant, or the respondent. A right of reply shall be permitted, but must be raised before going onto the next question, and may only be said after the responding person responds in full.
- 6.5.5.5. A claimant must conclude by presenting what actions they seek from the discipline panel should the respondent be found to have any infractions, with any justification. A right of reply is permitted.
- 6.5.5.6. A respondent is permitted any additional person to the hearing, should they ask the clerk for permission and they agree. Legal representation shall not be permitted.
- 6.5.6. After the first stage, the second stage is the deliberation, which may not be recorded on the minutes unless stated otherwise:
 - 6.5.6.1. No claimant and respondent is permitted in this stage, only the panel members and the clerk.
 - 6.5.6.2. This stage can happen after all individuals have been met with, should there be multiple individuals who have been taken in multiple hearings.
 - 6.5.6.3. All panel members shall deliberate the evidence, and first decide whether or not they believe the respondent is liable. The clerk is permitted to clarify any policy areas.
 - 6.5.6.4. At the end of a deliberation, there shall be a vote done, per infraction proposed, and split by individuals or a group of individuals where appropriate. The outcomes of this must be recorded. A majority vote from the three panel members must be reached for it to be conclusive.
 - 6.5.6.5. After all votes on infractions are done, the panel members must consider, based on the conclusively voted infractions, what action should be taken as per 6.4.
 - 6.5.6.6. Infractions must then be voted on, and recorded. This should come from what is proposed. This can be considered either as a group, subgroup, or an individual basis.
 - 6.5.6.7. Multiple distinct actions may be taken. A vote on the same action with a different time scale results can be taken, but only the longest time scale which is approved will be used.
 - 6.5.6.8. A vote is deemed to be "successful" if the majority of panel members agree on the action.
 - 6.5.6.9. The clerk must then summarise, to the panel, what infractions the panel believes the respondent(s) is/are liable for, and what the final action is. This must be agreed on by the panel members. This includes any inconclusive votes for infractions,

and a note to say that those infractions are to be considered by the Board of Trustees. Inconclusive votes may occur if there is no majority, for instance, if two panel members abstained, or a panel member abstained with the other two having opposing votes.

6.5.6.10. The clerk shall, at the earliest opportunity, communicate this summary to all parties involved. They must also include information on appeals.

6.5.6.11. No record shall be made on an individual panel member's vote. A record may only be generated on the total votes for, against, or abstaining from a certain infraction or action.

6.6. From the passing of a judgement, the individual, or group of individuals, who are receiving the disciplinary action are usually permitted 10 calendar days to lodge an appeal.

6.7. Panel members, the clerk, claimants, and defendants shall sign a document of confidentiality, available in Appendix B. The clerk shall keep a copy of all signed documents of confidentiality.

6.7.1. The panel is permitted to release a statement regarding their judgement but shall be based on common sense.

6.7.2. A statement may be based on judgement but must not compromise the confidentiality of evidence.

6.7.3. A majority of panel members must agree with a statement.

7. THE BOARD OF TRUSTEES

7.1. The Board of Trustees are the final board of discipline, and the board who have the ultimate responsibility of the JCR, and obligations in accordance with the JCR's Constitution and Policies.

7.2. The Board of Trustees are a panel which can both hear appeals, and administer discipline.

7.3. Shall the Board of Trustees be convened for an appeal, they may only decide to uphold the decision, or overrule a decision.

7.3.1. One reason why a decision may be overruled is if there is a lack of evidence for an individual doing an action.

7.3.2. Another reason why a decision may be overruled is if the disciplinary action is found to be disproportionate, in which case, the board may change the action to a less severe action.

7.3.3. It is possible for cases to have multiple decisions for different actions, in which case the Board of Trustees may allow the appeal of none, some, or all decisions.

7.4. In the cases of the Board of Trustees be convened for disciplinary action, the same regulations shall be applied as Section 6 (Disciplinary Panel), except for 6.1 (membership

of the disciplinary panel), and any reference to the Board of Trustees. 6.1 shall be replaced by 7.6.

7.5. The Board of Trustees are permitted to escalate a case, whilst in the Disciplinary Panel stage, if there is a safeguarding concern, to take disciplinary action directly.

7.6. The Board of Trustees stage shall:

7.6.1. Have a panel of a subset of the Board of Trustees, of at least 2 trustees, and up to the entire board.

7.6.2. No trustee who has a conflict of interest shall be permitted, unless all other trustees unanimously agree it won't impact their judgement.

7.6.3. In the case of appeals, no trustee who was involved in the Disciplinary Panel stage shall be given a voting right, but are permitted to be in the panel, with the agreement of all voting trustees of the panel, to provide oral evidence at the request of the panel.

7.6.4. Be convened by the Chair of Board of Trustees, or their deputy.

8. APPEALS

8.1. Subjects of disciplinary action may only appeal if they have:

8.1.1. Evidence of procedural irregularities;

8.1.2. New relevant evidence which could not reasonably be expected to be available during the investigation.

8.2. Appeals are not permitted if the complainant disagrees with the outcome, unless it has come through procedural irregularities.

8.3. If the subject of disciplinary action by the JCR President wishes to invoke their right of appeal, then they may do so within 10 days of the ruling, by contacting the Compliance and Governance Officer at admin@butlerjcr.com, or the FACSO at butler.facso@durham.ac.uk.

8.4. If the subject of disciplinary action by the Disciplinary Panel wishes to invoke their right of appeal, then they may do so within 10 days of the ruling, by contacting the Chair of Board of Trustees at trustees.chair@butlerjcr.com.

9. CONFIDENTIALITY AND DATA PROTECTION

9.1. All evidence submitted to the panel is confidential to the proceedings of the hearing. The form for confidentiality is available in Appendix B.

9.2. All evidence submitted to the panel, and all notes, shall be stored digitally, accessible solely to the authorised parties, and must not be accessible by any other person.

9.3. All evidence and notes shall be retained until the 31st of July at the later of: the following academic year after the case has been closed, or the following academic year after any remedies have been completed. An academic year shall run between the 1st of August and the 31st of July for the purposes of this policy.

9.4. The judgement shall be written in a pro-forma, as outlined in Appendix A.

9.5. For the purpose of Data Subject Access Requests (DSAR), as per the Data Protection Act 2018, then:

9.5.1. The data may be exempt if it is prejudice to the purpose of the investigation. This exemption shall be justified in the first instance.

9.5.2. If it can not be justified, then redaction must be used on all documents, only allowing the individual requesting the DSAR to see:

9.5.2.1. Any written or verbal statements they made – redacting references to other individuals;

9.5.2.2. Any data on who they are, such as an ID number, name, or any other identifying information;

9.5.2.3. Any other data that would reasonable to be personal, but not mentioning any other individual.

10. FAILURE TO ABIDE BY DISCIPLINARY ACTION

10.1. A failure to abide by disciplinary action will result in a written warning from the JCR President, the Chair of the Disciplinary Panel, or the Board of Trustees.

10.2. Failure to abide by disciplinary action following the receipt of the written warning may result in:

10.2.1. Revoking the individual's membership;

10.2.2. A total ban on all JCR activities;

10.2.3. Legal action, where applicable.

11. FAILURE TO ABIDE BY CONFIDENTIALITY

11.1. Failure to abide by confidentiality of a case, with evidence, shall create a separate discipline action, as per this policy, and can lead to:

11.1.1. Additional disciplinary action, if the individual breaches confidentiality;

11.1.2. Disciplinary action, if a panel member breaches confidentiality.

12. IMPLEMENTATION

12.1. The Chair of the Board of Trustees, or their deputy, and the JCR President, will ensure that this policy is brought to the attention of all volunteers, employees, members, and customers.

12.2. The Board of Trustees shall monitor the implementation of this policy.

13. APPROVAL AND REVIEW

13.1. This Discipline Policy was prepared in January 2026 by the JCR President, and amended by the Compliance and Governance Officer in July 2026.

13.2. This policy shall be reviewed every year by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

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

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

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

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

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

For implementation from the 1st of September 2026.

Appendix A: Discipline Pro Forma

A pro forma template in an editable format shall be made available.

A pro forma shall include:

- A case ID, which shall be in the format YYYY-DISC-NNNN where YYYY is the academic year when the case at the current stage began, and NNNN is an individual number, from 0001 to 9999.
- The stage: President, Disciplinary Panel, Disciplinary Panel (Appeals), Trustees, Trustees (Appeals).
- The list of panel members, if it is not at the President stage. The chair shall be denoted, alongside all voting members.
- The previous case ID, in the case of appeals.
- The name of the individual, or list of individuals, disciplinary action is being considered upon. A Durham University CIS code must be included for all individuals who are a member of Durham University.
- The list of disciplinary action (which may be by individual, or by group of individuals where considering many).
- The list of offenses which constitute the disciplinary action (which may be by individual, or by group of individuals where considering many).
- Meeting minutes.
- Any additional notes, including decisions to condone a conflict of interest, or for a substitution of membership.

Appendix B: Statement of Confidentiality

This form shall be applicable for all individuals who appear before a Disciplinary Panel, or the Board of Trustees, alongside all voting and non-voting members of the Disciplinary Panel, and shall be retained in line with Section 9 of the Disciplinary Policy.

I, ...,

who (is a member of Durham University with CIS code / is not a member of Durham University*) declare that I shall not disclose any details of the case to any individual other than to the members of the Disciplinary Panel or Board of Trustees, whose case ID is listed below, and understand that failure to do so will result in disciplinary action being taken against me.

Case ID:

Signature:

Date:

* Delete as appropriate.