



# Code of Practice

<b>Issue Date</b>	February 2026	<b>Reference</b>	P/008
<b>Next Review Due</b>	February 2029	<b>Review Cycle</b>	3 Years
<b>Reviewing Panel</b>	Board of Trustees		
<b>Applicability</b>	Employees Executive Committee Trustees Members		

## 1. Abstract

- 1.1. Josephine Butler Junior Common Room CIO (“the JCR”) is a registered charity, with a duty to represent undergraduate students enrolled at Durham University, who are a member of Josephine Butler College,
- 1.2. Therefore, by definition, the JCR is a Students’ Union, as per Section 21(1)(g) in Part II of the Education Act 1994 (“EA1994”).
- 1.3. The purpose of this policy is to detail how the JCR will be in compliance with the EA1994.
- 1.4. The accounting year for the JCR is from the 1<sup>st</sup> of August to the 31<sup>st</sup> July the following year, hence the definition of “year” within this policy shall be the accounting year.

## 2. Administration and Democracy of the JCR

- 2.1. The JCR must have “external trustees”, who must not be members of the JCR, students of Durham University, or employees of the JCR.
  - 2.1.1. There must be at least one more “external trustees” compared to trustees who are not “external trustees”, unless there is one “external” trustee, in which case there may be one non-“external” trustee.
  - 2.1.2. A member of the external trustees must be responsible for the finances, including by ensuring that accounts are prepared, in line with the requirements from the Charity Commission. Such trustee may work with the employee(s) of the JCR, alongside any volunteers of the JCR who are involved with the finances of the JCR.
  - 2.1.3. Any assets of the JCR must be treated with care, in line with Section 3 of the Code of Conduct policy (P/015), in order for the JCR to be accountable for finances.
  - 2.1.4. The Board of Trustees as a whole must convene once per year to approve any accounts and reports from the previous year. All trustees present at the meeting must vote in favour of approval. The quorate for this meeting would be two-thirds of the total trustees.

- 2.1.5. All accounts and reports must contain all information the Charities Commission of England and Wales requires, alongside any details as highlighted in Part II of the EA1994.
- 2.2. The Board of Trustees must convene at least once per two years to review the constitution. Any amendments to the constitution must be proposed at the meeting, and must be voted on. Each trustee is entitled to one vote, and two-thirds of all trustees must agree on an amendment for this to pass.
- 2.3. Any student of Josephine Butler College may choose not to join the JCR, and any students who become a member may choose to cease their membership with the JCR.
- 2.4. All elections for the Executive Committee, as per the Standing Orders, must be conducted via a secret ballot. All members, with the exception of any Sabbatical Officers who may be members, will be permitted to vote.
- 2.4.1. This may be done online, on any apps that Durham University provides. A ballot in this case must be open for at least twenty-four hours.
- 2.4.2. This may also be done on a paper ballot. A ballot in this case must be open for at least eight hours, and a provision for a proxy vote must be made available, with all eligible members being able to apply for the proxy vote up to two hours before the close of the ballot.
- 2.4.3. It should be made clear what voting and counting method is to be used to all candidates who run in the election.
- 2.4.4. The ballot must be held by a Returning Officer ("RO"), as appointed by the Board of Trustees. The trustees appoint the JCR Chair to carry out this role, unless they are a candidate for the election, in which case the JCR President or another person is appointed as RO for that election.
- 2.4.5. The RO is responsible for the release of the ballot, the close of the ballot, the count of the ballot, the release of provisional results to candidates, the release of final results, and to deal with any complaints.

2.4.6. A complaint may be made within 48 hours of the release of the provisional result. If no complaint is received, the final result may be declared. Should a complaint be received, an investigation into the election must occur, which may lead to the RO taking one of three actions: disregarding the complaint; regarding the complaint and doing a re-count, either with or without eliminating any offenders, or by calling for a new election, and imposing any sanctions, where applicable, to offenders of the elections process.

2.4.7. A complaint may be raised on procedural grounds, for instance a miscount, or due to a candidate violating the Standing Orders.

2.4.8. The RO may appoint an Assistant Returning Officer (“ARO”), who has the authority to action and oversee everything the RO can, with the exception of complaints. Should a complaint be received, the RO is responsible for handling it, and any decisions. The ARO may be a member of the JCR.

2.5. All roles, as per the Standing Order, may only be contested by members of the JCR.

2.5.1. An exception can be made for the Sabbatical Officer role, and it can be the case that a Sabbatical Officer of the JCR runs for the role.

2.5.2. A restriction is added for the Sabbatical Officer, where the Sabbatical Officer must not hold a Sabbatical Officer role for more than two years in total at the JCR.

### **3. Other Policies**

3.1. In order to satisfy Section 22(2)(j), 22(2)(k), and 22(2)(l) of the EA1994, an Affiliations Policy must be created and reviewed at least once every three years. The Affiliations Policy is given policy number P/010.

3.2. In order to satisfy Section 22(2)(m), 22(2)(n) of the EA1994, a Complaints Policy must be created and reviewed at least once every year. The Complaints Policy is given policy number P/009.

3.3. This policy, and the constitution must be sent to all JCR Members for the first JCR meeting of the year, and after any amendments have been made.

#### 4. Implementation

4.1. 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 the trustees and the executive committee, and will ensure they shall incorporate any changes into their practices. The Chair of the Board of Trustees is also responsible for raising at a Board of Trustees meeting if there is any policy conflicting with the Code of Practice, and the JCR President is responsible for raising at a Executive Meeting if any working documents, such as Standing Orders, are in conflict of the Code of Practice.

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

#### 5. Approval & Review

5.1. This Code of Practice Policy was prepared in January 2026 by the Compliance and Governance Officer, with the assistance of the JCR President, on behalf of the Board of Trustees.

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

**This Code of Practice has been approved by the JCR President, and the Board of Trustees.**

Signed David Evans  
Signature



Signed Joshua Barrett  
Signature



Dated Date 21/02/26  
Position **Chair, Board of Trustees**

Dated Date 18/02/26  
Position **JCR President (2025-26)**